

COLLEGE BY-LAWS



1995

SHAHEED BHAGAT SINGH
STATE TECHNICAL CAMPUS
Moga Road (NH-95), Ferozepur-152004

Copyrights Reserved with SBSSTC, Ferozpur ©2012

CONTENTS

Contents	v
1 INTRODUCTION	1
1.1 Preliminary	1
1.2 Date of Commencement	2
1.3 Application	2
1.4 Validity and Authentication of orders and Decisions of the Board . . .	3
2 APPOINTMENTS IN SBS CET FER OZEPUR	5
3 PROCEDURE FOR APPOINTMENT OF FACULTY & PRINCIPAL	11
3.1 General	11
3.2 Manner of Appointment	11
4 APPOINTMENT OF EMPLOYEES OTHER THAN TEACHERS	17
4.1 Classification	17
4.2 Appointments	17
4.3 Manner of appointment	17
4.4 Manner of appointment by direct appointment	18
4.5 Seniority of the Employees	18
4.6 Administrative Control	19
5 JOINING TIME RULES	21
6 VACATION AND LEAVE RULES	29
6.1 Applicability	29
6.2 Definitions	29
6.3 Right to leave	30
6.4 Authority empowered to Sanction leave	30

6.5	Commencement and Termination of leave	30
6.6	Combination of leave	30
6.7	Grant of leave beyond the date of retirement and in the Event of resignation	31
6.8	Conversion of one kind of leave into another kind	31
6.9	Rejoining of Duty before the Expiry of Leave	31
6.10	Rejoining the duty on return from leave on Medical ground	31
6.11	Kinds of leave	32
6.12	Casual Leave	32
6.13	Academic Leave	33
6.14	Study Leave	33
6.15	Half-pay Leave	35
6.16	Commutated Leave	35
6.17	Earned Leave	35
6.18	Extraordinary Leave	37
6.19	Maternity Leave	37
6.20	Hospital leave	37
6.21	Quarantine leave	38
6.22	Sabbatical Leave	38
6.23	Vacation and leave salary	39
6.24	Increment during leave	39
6.25	Limit of total absence	40
6.26	Counting of Leave towards increment	40
6.27	Leave Encashment	40
6.28	Cash equivalent of leave Salary in certain cases	40
7	CONTRIBUTORY PROVIDENT FUND-CUM-GRATUITY RULES	41
7.1	Application	41
7.2	Definitions	42
7.3	Constitution and Investments	43
7.4	Declaration	43
7.5	Nominations	43
7.6	Subscriber's Account	45
7.7	Conditions and Rate of Subscription	45
7.8	Contribution by the College	46
7.9	Maintenance of Accounts	46
7.10	Investment of Fund	46
7.11	Interest	47
7.12	Withdrawal of Temporary Advance	47
7.13	Withdrawal Of Non Refundable Advance	49
7.14	Recovery of Advances	51

7.15	Amount When Payable	52
7.16	Gratuity	52
8	RULES REGARDING PENSION	55
8.1	Extent of Application and Definition	55
8.2	General Provisions Relating to Grant of Pensions	57
8.3	Service Qualifying for Pension	58
8.4	Amount of Service Gratuity & Pension	61
8.5	Family Pension & Extraordinary Family Pension	63
8.6	Other Benefits	66
8.7	Commutation of Pension	66
8.8	Re-Employment of Pensioners	67
8.9	Procedure for Sanctioning & Payment of Pension	69
9	T.A. & D.A. RULES	73
10	CONDUCT RULES	77
10.1	Application	77
10.2	Definitions	77
10.3	General	78
10.4	Taking part in politics and Elections	78
10.5	Connection with Press or Radio or patents	79
10.6	Criticism of the College	79
10.7	Evidence before Committee or any other Authority	80
10.8	Unauthorized Communication of Information	80
10.9	Gifts	80
10.10	Private Trade Employment	80
10.11	Investment lending & Borrowing	81
10.12	Insolvency Habitual Indebtness and Criminal proceedings	81
10.13	Moveable, Immoveable and Valuable Property	81
10.14	Vindication of Acts and Character of Employees	82
10.15	Marriages etc.	82
10.16	Representations	82
11	MEDICAL REIMBURSEMENT, ATTENDANCE & TREATMENT	83
12	ALLOTMENT OF HOUSES TO THE STAFF	85
12.1	Applicability	85
12.2	Definition	85
12.3	Eligibility	86
12.4	Allotment Procedure	86
12.5	Allotment Committee	87

12.6 Occupation	88
12.7 Cancellation of Allotment	88
12.8 Licence	88
12.9 Temporary occupation	88
12.10 Water charges and rent	88
12.11 Rent Chargeable From Allottee Under Suspension	89
12.12 Leave	89
12.13 Subletting	89
12.14 Notice Vacation House	89
12.15 Death	89
12.16 Retirement	90
12.17 Termination or resignation	90
12.18 Proper Use	90
12.19 Additions and alterations to buildings etc	90
12.20 Cattle animals	90
12.21 Inflammable Materials	91
12.22 Damage / Theft	91
12.23 Maintenance	91
12.24 Infectious Disease	91
12.25 Breach of Rules	91
12.26 Hardship	92
12.27 Interpretation	92
13 ACCOUNT RULES	93
13.1 General Rule	93
13.2 Manner of Keeping Account	94
13.3 Destruction of Record	95
13.4 Audit of Account	95
13.5 Maintenance of Accounts	95
13.6 Receipt of Money	97
13.7 Payment	98
13.8 Vouchers	98
13.9 Remittance to Bank	98
13.10 Imprest	99
13.11 Receipt from students	99
13.12 Payment of Scholarships/Loans	99
13.13 Pay and allowance to the staff	99
13.14 Traveling Allowances	100
13.15 Contributory Provident Fund	100
13.16 Payments of Suppliers and Contractors	100
13.17 Budget Estimates	101

13.18	Grants/Loans received from Central/State Govt	101
13.19	Residuary Matters	101
13.20	Reappropriation	102
13.21	Annual Statement	102
14	PURCHASE RULES	103
14.1	Applicability	103
14.2	Definition	103
14.3	Purchase Power	104
14.4	College Purchase Committee	104
14.5	Indent	104
14.6	Specification For Goods & Services	104
14.7	Approval or Indent	105
14.8	Petty Purchases	105
14.9	Purchase at Regulated Price	105
14.10	Servicing etc. of Vehicles	105
14.11	Purchase of Goods Articles for Entertainment of College Guests	105
14.12	Urgent Purchase	106
14.13	Purchase on Rate Contract	106
14.14	Purchase from Government Departments	106
14.15	Purchase Under Liberalized Import Rule	107
14.16	Purchase By UNESCO Coupons	107
14.17	Calling of Quotation	107
14.18	Invitation to Tender	107
14.19	Opening of Tender or Quotations	107
14.20	Verification of Specifications and Preparation of Comparative State- ments Etc.	108
14.21	Tender Committees	108
14.22	Lack of Offers	108
14.23	Purchase Order	109
14.24	Repeat Order	109
14.25	Awarding of Rate Contract	109
14.26	Terms and Mode of Payment	110
14.27	Inspection	110
14.28	Variation	110
15	GRANT OF LOANS & ADVANCES	111
15.1	Person Entitled and Amount	111
15.2	Drawl of the Advance	112
15.3	Adjustment of Advance	112
15.4	Sanctioning Authority	112

15.5 Advance of T.A. on Tour	113
15.6 Interest Bearing Advances	113
15.7 Security Bond or Mortgage Deed	115
15.8 Advance for the Purchase of Motor-Cycle	116
15.9 Advance for the Purchase of Bicycle	116
16 STUDENTS FUND RULES	121
16.1 Short Title	121
16.2 Object	121
16.3 The students fund shall consist of the following	121
16.4 Mode of Collection	122
16.5 Utilization of Fund	122
16.6 The student fund shall be utilized for the following purposes	122
16.7 TA and DA Admissible	125
16.8 Magazine	125
16.9 Medical Fund Utilization	125
16.10 Chowkidar Cycle Fund	125
16.11 Expenditure Sanction	126
16.12 Staff Payments	126
16.13 Student Activity	126
16.14 General	126
17 HOSTEL RULES FOR STUDENTS	129
17.1 General	129
17.2 Allotment	131
17.3 Furniture and Equipment	131
17.4 Withdrawal And Removal Form The College Hostel	131
17.5 Leave Rules	132
17.6 Night Roll Call	132
17.7 Guests	133
17.8 Electricity	133
17.9 Discipline And Complaints	133
17.10 Lawns and Cleanliness	134
17.11 Duties of Storey Prefect	134
18 PURCHASE RULES FOR HOSTELS	137
18.1 Mess Committee	137
18.2 Duties of the MMCA	137
18.3 Purchase Committee	138
18.4 Mode of Payment	138
18.5 Purchase Procedure	138

18.6 General	139
19 STUDENTS AID FUND RULES	141
19.1 Name	141
19.2 Object of the Fund	141
19.3 Source of Income	141
19.4 Constitution of the Students Aid Fund (S.A.F.)	142
19.5 Eligibility For Aid	142
19.6 Procedure for Award of AID	142
19.7 General	143
20 RULES RELATING TO FEE AND OTHER CHARGES	145
21 RULES REGARDING AWARD OF SCHOLARSHIP TO THE STUDENTS	147
22 RULES FOR SECURITY DEPOSITS BY STUDENTS	151
22.1 Objects	151
22.2 Value	151
22.3 Maintenance of Accounts	151
22.4 Refund of Security Deposits	152
23 RUSTICATION AND EXPULSION OF STUDENTS	153
24 MOTOR VEHICLE RULES	155
24.1 General	155
24.2 Control Over the Vehicles	155
24.3 Maintenance of the Vehicle	155
24.4 Use of Vehicles for Official Purpose	156
24.5 Private Journeys	156
24.6 Authority Competent to Permit for Non-Duty Journey	157
24.7 Other Conditions	158
24.8 Rates to be Charged for the Non-Duty Journeys	158
24.9 Conditions Regulating the Use of the College Vehicles	159
24.10 Accidents	160
25 TA RULES FOR CANDIDATES CALLED FOR INTERVIEW FOR VARIOUS POSTS	163
26 APPLICATION FORWARDING FOR OTHER COLLEGE	165
27 HOURS OF WORK FOR TEACHERS	167

28 ACCEPTANCE OF OUTSIDE/FOREIGN ASSIGNMENTS BY COLLEGE EMPLOYEES	169
29 WORK-CHARGED STAFF RULES	171
29.1 Name	171
29.2 Pay Scale	171
29.3 Work-charged Establishment	171
29.4 Competent Authority	172
29.5 Pay and Allowances	172
29.6 Leave	172
29.7 Traveling Allowance	173
29.8 Termination of Service	173
29.9 Service Record	173
29.10 General	173
30 CONSULTANCY RULES	175
31 THE APPOINTMENT OF HEADS OF DEPARTMENTS	179
32 RETENTION OF HOUSES AND EMPLOYEES DURING OUTSIDE /FOREIGN ASSIGNMENTS/ FELLOWSHIPS /DEPUTATION	181
33 GRANT OF PERMISSION TO COLLEGE TEACHER FOR WRITING BOOKS	183
34 RULES FOR LIBRARY	185
34.1 Library Hours	185
34.2 Library Use	185
34.3 Access to Books	185
34.4 Library Service	186
34.5 Membership	186
34.6 Loan Privileges	186
34.7 Overdue Charges & Loss of Material	187
34.8 Reprographic Service	188
34.9 General	188
35 ORDINANCES FOR BACHELOR'S DEGREES	191
36 NEEDING OF RECORDS	197
37 INVENTIONS AND PATENTS BY STAFF & STUDENTS OF THE CET BATHINDA	203

CHAPTER 1

INTRODUCTION

1.1 Preliminary

In pursuance of Rule 12 (xvii & xviii) of the Shaheed Bhagat Singh College of Engg. & Technology (Ferozpur) Society, Rules and other powers enabling it in that behalf, the Board of Governors of the Shaheed Bhagat Singh College Engg. & Tech. Ferozpur Society in the regulation of and for any purpose connected with the management and administration of the affairs of the College and for furtherance of its objects, hereby approves these Bye -Laws.

In these Bye - laws, unless the context otherwise requires: —C

- (a) **College** means the Shaheed Bhagat Singh College of Engg. & Tech. Ferozpur.
- (b) **Society** means the Society known as the Shaheed Bhagat Singh College of Engg, & Tech. Society Ferozpur Registered under the Societies Registration Act XX1 of 1860 and as amended by Punjab Amendment Act 1957.
- (c) **Board** means Board of Governors of the College.
- (d) **Chairman** means the chairman of the Board of Governors of the College.
- (e) **Principal** means the Principal of the College.
- (f) **Registrar** means the Registrar of the College.
- (g) **Chief Warden** means the Chief Warden of the Hostels of the College.
- (h) **Warden** means the warden of the Hostels of the College.

- (i) **Authorities, Officers and professors** means the authorities, officers and professors respectively of College.
- (j) **Discipline Committee** means the Discipline Committee of the College.
- (k) **Secretary** means the Secretary of the Shaheed Bhagat Singh College of Engg. & Tech Society Ferozepur (Regd.)
- (l) **Competent Authority** means the Board of Governors of the Shaheed Bhagat Singh College of Engg. & Tech. Society Ferozepur and includes such officers and authorities to whom the Board may authorise for all and any of the purposes of these Bye - laws.
- (m) **Employee** means any person employed or appointed to any Service, office or post in connection with the affairs of the Society but excluding any work charged person working on part time and work charged basis.
- (n) **Service** means in the Service the Shaheed Bhagat Singh College of Engg. & Tech. Ferozepur.

1.2 Date of Commencement

These Bye - Laws shall be deemed to have come into force from the date these are approved by the Board of Governors provided that any condition laid down in the appointment letter of any employee prior to the date of making of; these bye laws by the Board of Governors and where approval by the State Govt. and Central Govt. shall not be changed by the provision of these byelaws to the disadvantage of the employees of the Society.

Provided further that notwithstanding anything to the contrary in this bye -laws, or previous actions taken by the competent authorities of the College and the Board of Governors from time to time shall be deemed to have been taken under this bye -laws.

1.3 Application

Except as otherwise expressly provided for these Bye-laws shall apply to every person in the whole time employment of the Shaheed Bhagat Singh College of Engg. & Tech. Ferozepur Society (Regd.) other than a person employed under the contingent establishment.

1.4 Validity and Authentication of orders and Decisions of the Board

All decisions taken at the meetings of the Board shall be valid even if it is discovered afterwards that there is some disqualification or defect in any member of the Board of Governors.

* * * * *

CHAPTER 2

APPOINTMENTS IN SBSCET FEROZEPUR

- 2.1 All posts in the College shall normally be filled by direct recruitment by advertisement but the Board shall have the powers to decide that a particular post is filled by negotiations or by promotion from amongst the members of the staff of the College.
- 2.2 While making appointments, the appointing authority shall take into consideration the claims of the members of the SC/ST & ex -serviceman consistent with the maintenance of efficiency of administration and teaching in the College.
- 2.3 Subject to availability of a suitable vacancy, one dependant of any employee of the College who dies or becomes permanently disabled while in service of the College is given employment in the college subject to his fulfilling the qualifications.
- 2.4 The selection Committee for filling up of posts in the College by advertisement or by promotion from amongst the members of the staff of the College shall be constituted in a manner as laid down by the Board from time to time. The life of any panel of Selected candidates for appointment against any future vacancies will be six months from the date of selection unless extended by the competent authority.
- 2.5 The terms and conditions of the posts to be filled by advertisement except the post of the principal and all applications received within the date specified in the advertisement shall be considered by the Selection Committee.

Provided that the principal may, for sufficient reasons, consider any application received after the date so specified. The preliminary selection of candidates to be called for interview shall be made by the principal and a summary of particulars

of the candidates called for interview shall be supplied to all members of the Selection Committee.

2.6 Action required to be taken by the principal in 2.5 above shall be taken by the chairman Board of Governors when the post of the principal is to be filled.

2.7 In making the preliminary selection the maximum number of candidates to be called for interview be limited as under.

- (1) If the vacancy is for one — only 10
- (2) If the vacancy is for two — only 16
- (3) If the vacancy is for more than two posts — 6 per post.

2.8 It shall be the duty of the Registrar of the College to certify that all applicants who are called for interview fulfill completely the essential qualifications as advertised and no candidate who does not fulfill the essential qualifications, is called for interview. In the absence of the Registrar the principal may nominate any other employee of the College for the above purpose.

2.9 The Principal shall maintain a panel of external experts in various subjects as approved by the Board of Governors to be revised every year. External experts shall be appointed from this panel.

In the event of an external expert expressing his inability at a very short notice to attend the meeting of the selection Committee the principal after getting consent of chairman of the selection Committee may invite another external expert in his place who may or may not appear in the panel of experts approved by the Board. The external experts shall act, as experts for all the specialization in the Deptt. Concerned.

2.10 In the interest of maintenance of efficiency of teaching at the College the principal may make appointments to teaching posts on adhoc basis upto and including the post of Lecturer for a period not exceeding six months. Any extension beyond six months in the adhoc appointment may be made with the approval of chairman. Board of Governors. Any further extension.

In the adhoc appointment beyond one year may be made with the approval of the Board of Governors up to a maximum period of six months. During this period of one and a half year the vacancy shall be filled up on regular basis through the normal procedure for making appointment.

2.11 The Principal may make temporary appointments to non- teaching posts carrying the scale maximum of which does not exceed Rs. 4000 for a period of six months.

2.12 For recruitment to the lower ministerial posts apart from issue of advertisement notice to newspapers an intimation shall also be sent to the District Employment Exchange for obtaining names of eligible candidates for consideration along with the applications received in response to the advertisement in the newspapers.

-
- 2.13 A candidate applying for a post in the college shall be charged applications fees at the rates detailed below: -
- (a) Post carrying the scale of pay the initial salary of which is less than Rs.950/- per month. Rs. 5
 - (b) Others Rs.15
- 2.14 T.A as per following rates will be paid to the candidates who are called for interview, after scrutiny of applications for posts in the college.
- (a) For posts carrying the scale of Rs. 2200-4000 — Actual second class rail fair / bus fare
 - (b) For posts carrying the scale of pay of Rs. 3700-5700 & Equivalent posts — Actual first class rail fair /deluxe bus fare
 - (c) For posts carrying the scale of Rs. 4500-7300 and above — Actual first class rail fair /air-conditioned bus fair
- 2.15 Every employee appointed against regular post on his first entry into College service shall be required to produce Medical Fitness Certificate from the Civil Surgeon / Chief Medical officer of a District Govt. Hospital or the College Medical officer before he is allowed to join the post. The Medical Certificate must certify that the person concerned does not suffer from any disease (communicable or otherwise) constitutional affection or bodily Infirmary, which may come in the way of his affection discharge of duty. The condition of bodily Infirmary shall be suitably relaxed for handicapped candidates.
- 2.16 The pay and allowances .of all the employees of the Society shall be regulated in such a manner as may be decided by the Board from time to time.
- The Selection Committee should decide in each case the basic pay to be offered to the selected candidate.
- 2.17 (a) All appointments to full time posts in the college shall ordinarily be made on Probation for a period of two years. If an employee of the college is promoted to a higher post the period of his probation in the higher post shall be one year.
- (b) The appointing authority shall have the power to extend the period of probation of any employee of the College for one year or such shorter period as may be found necessary. If an employee who is already working on a post in a temporary capacity is appointed in the same post against permanent vacancy his period of probation in the permanent post may be reduced by the period he has already served in the post in a temporary capacity subject to a maximum of the period of probation.
 - (c) On completion of the period of probation or the extended period of probation as the case may be the employee shall, if his work and conduct during the period of

Probation has been satisfactory be confirmed in the post and shall continue to hold his office till the age of 60 years subject to disciplinary rules of the college.

- 2.18 The age of retirement of both teaching and non-teaching employees of the college shall be 60 years. The employees of the college may be allowed to retire on the last day of the month irrespective of the actual date of their retirement as per Punjab Govt. Rules.

Provided that the employees of the society be permitted to retire voluntarily after completion of 20 years qualifying service and they be paid proportionate retirement benefits in accordance with Pb. Govt Rules .The appropriate authority shall, if it is of the opinion that it is in public interest to do so, have the absolute right by giving an employee prior notice in writing to retire that employee on the date on which he completes twenty five years of qualifying service or attains fifty years of age or on any date thereafter to be specified in the notice.

The period of such notice should not be less than three months provided that where at least three months notice is not given or notice for a period of less than three months is given, the employee shall be entitled to claim a sum equivalent to the amount of his pay and allowances at the same rates at which he was drawing them immediately before the date of retirement for a period of three months or as the case may be for the period by which such notice falls short of three months.

- 2.19 The appointing authority shall have the power to terminate the services of any employee without notice and without assigning any cause, during the period of probation or extended period of probation.

The appointing authority shall have the power to terminate the services of an employee by giving three months notice or on payment of three months salary in lieu thereof, if, on medical grounds, certified by a medical authority nominated by the competent authority, his retention in service is considered undesirable by such appointing authority.

The Board shall have the power to terminate the services of any employee on grounds of retrenchment or economy by giving to the person concerned three months notice in writing or on payment of three months salary in lieu thereof. The principal of *last come first go* shall be followed in this case.

An employee of the College may terminate his engagement by giving the appointing authority 3 months notice or three months salary in lieu thereof, provided that the appointing authority may, for sufficient reasons, either reduce this period or for teaching staff call upon the employees concerned to continue till the end of the academic session in which the notice is received.

- 2.20 The person appointed to any post in the College shall be paid travelling allowance and daily allowance in accordance with the following provisions:-

- (a) If already holding a substantive appointment, under Government including Govt. of India, Semi-Govt organizations including public Sector undertakings, autonomous institutions, like Universities/ Boards Corporations, etc. but not private organizations shall be granted traveling allowance for joining the post.
- (b) If already employed in a temporary capacity under Govt. including Govt of India, Semi-Govt Organizations including public Sector undertakings, autonomous institutions like Universities / Boards corporations etc. should not be granted travelling allowance for joining the post unless in any particular case the competent authority other wise directs.
The competent authority to grant travelling allowance in such cases shall be the same as the appointing authority.
- (c) No travelling allowance shall be admissible in case where no change of residence is involved consequent on joining the College
- (d) An employee eligible for getting travelling allowance on joining the college on his first appointment shall be governed by the rules as below:-
- (i) He can travel by the class as per his entitlement. The employee can also draw charges for travelling for his family member by the same class.
 - (ii) An employee eligible for getting T.A for joining the College shall also be reimbursed the actual cost of transportation charges of his household goods on the under mentioned scale at the rates approved by the union of the transport companies.
Grade IV — Half truck
Grade III — one truck
Grade II — One and Half trucks
Grade I — 2 trucks
In case the household goods are transported by any other mode of conveyance the employee would be paid actual or the charges as per his entitlement whichever is less.
 - (iii) He will be paid packing /unpacking and loading /unloading charges at Rs. 50 per truck.
 - (iv) Daily allowance for the employee and his family shall also be admissible as per entitlement of the employee.
- (e) A person appointed on deputation from any other Govt. including Govt of India, Semi-Govt. organizations including public Sector undertakings, autonomous institutions like universities / Boards Corporations etc., to the college shall also be eligible for T.A and D.A as above, in case transfer of residence is involved on joining the College

2.21 (a) The basic pay of the candidate selected for appointment in the College shall be decided by the Selection Committee.

- (b) The candidate who are appointed on deputation from any other Govt., Govt of India, Semi-Govt. Organizations including public Sector undertakings, autonomous institutions like Universities/ Boards corporations etc., shall be eligible for deputation allowance in accordance with Punjab Govt. rules.
- 2.22 Every appointee shall be governed by the college rules as amended from time to time
- 2.23 All the regular employees of the College shall be assessed for their performance on prescribed format annually. The assessment of each employee will be completed in the month of May every year.

* * * * *

CHAPTER 3

PROCEDURE FOR APPOINTMENT OF FACULTY & PRINCIPAL

3.1 General

- (a) The appointment to the post of Principal shall be made strictly on the basis of merit.
- (b) The grade and qualifications of the post of Principal shall be such as prescribed by the Board.
- (c) The appointment to the post of Principal shall be made by the Board for tenure of 3 years in consultation with State & Central Govt. The tenure may be renewed at the discretion of the Board.
- (d) The principal may resign his post even before the expiry of 3 years giving three months notice or 3 months salary in lieu thereof. Likewise, the Board may dispense with the services of the principal by giving three months notice or three months salary in lieu thereof.

3.2 Manner of Appointment

- (a) The post of Principal shall be advertised with the prescribed qualifications in the leading newspapers at the national level.

12 PROCEDURE FOR APPOINTMENT OF FACULTY & PRINCIPAL

In addition to this the Chairman may invite suggestions and recommendations from such persons institutions, agencies, as he deems proper. He may also include in such a list a person / persons who have not applied or have not been recommended by the persons, institutions and agencies to whom the matter had been referred.

- (b) The applications received in response to the advertisement and the suggestions and recommendation, if any, invited from appropriate persons, institutions and agencies, etc. shall be screened by a Screening Committee to be appointed by the chairman.

The Screening Committee shall scrutinize all the applications suggestions and recommendations received and prepare a list of candidates who shall be either called for interview or considered in absentia.

- (c) The following Selection Committee shall either interview the candidates or consider them in absentia as the case may be:-

(i) Chairman, Board of Governors, or Chief Secretary, Govt of Pb	Chairman
(ii) Educational Advisor (T) Govt. of India, Ministry of Human Resource Development Or his nominee	Member
(iii) Director, India Institute of Technology, Kanpur	Member
(iv) Vice - Chancellor of the University to which the College is affiliated	Member
(v) At least two experts from Industry / Technical Education	Member
(vi) Secretary, Technical Education, Govt. of Pb.	Member
(vii) Director, Tech. Edu. Govt of Pb.	Member-Secretary

The Committee shall recommend a panel of three names, if possible, in order of merit to the Board of Governors. If the Board does not approve the recommendations of the Selection Committee, the post shall be readvertised In the Board accepts the recommendations of the Selection Committee, these will be sent to the State Govt & Central Govt for approval, after which the appointment shall be made.

Rules Regarding Appointment of Teachers

3.3 (a) Classification of Teachers

Teacher means a person appointed or recognized by the Board for the purpose of imparting instructions or conducting and guiding research and includes a person declared to be a teacher by the Board. The teacher shall include the following:-

- (i) Professors
- (ii) Assistant Professors

- (iii) Lecturers
- (iv) Persons conducting and guiding research
- (v) Any other employee of the College declared as **Teacher** by the Board.

3.4 Manner of Appointment

All appointments of teachers of the college shall be made strictly on merit.

3.5 Qualifications and grades of pay.

Qualifications for all teaching posts shall be prescribed by the Board.

3.6 Grades of pay of the teachers shall be determined by the Board in consultation with the State and Central Govt.

3.7 Once a person has been taken in the regular service of the College, he shall be allowed to compete for a higher post in his cadre even if he does not strictly fulfils the qualifications for the higher post provided he fulfils the experience and other requirements.

3.8 Appointment of professor and Assistant professor level teachers.

- (a) The post shall be advertised with such qualifications as have been prescribed by the Board. In addition to this the principal may invite suggestions and recommendations from such persons, institutions, agencies as he deems proper.
- (b) The applications received in response to the advertisement suggestions and recommendations, if any, invited from appropriate persons institutions and agencies shall be screened by a Screening Committee to be constituted by the principal.
- (c) The Screening Committee will ascertain the candidates who fulfil the prescribed qualifications and will recommend to the Principal the names of candidates fulfilling the qualifications who may be called for interview .The Screening Committee shall have the discretion to short list the candidates to be called for interview but in that case the Screening Committee shall evolve a logical criterion for this purpose.
- (d) Ordinarily the Selection Committee shall consist of the following:-

14 PROCEDURE FOR APPOINTMENT OF FACULTY & PRINCIPAL

For Professors

- | | |
|---|------------------|
| 1. The Chairman Board of Governors or his nominee
(not below the rank of Financial Commissioner) | Chairman |
| 2. The Dy. Educational Advisor (T) Govt. of India
Ministry of Human Resources development or his
nominee | Member |
| 3. The Secretary Technical Education Govt. of Pun-
jab or his nominee | Member |
| 4. Atleast 3 external Experts to be nominated by the
Chairman BOG (these experts should be from the
respective field) | Member |
| 5. The Director Technical Education Govt. of Pun-
jab . | Member |
| 6. The Principal Shaheed Bhagat Singh College of
Engineering & Technology, Ferozepur | Member-Secretary |

After interviewing the candidates or considering them in absentia as the case may be, the committee shall recommend as far as possible, at least three persons in order of preference for one vacancy.

The recommendations of the Selection Committee shall be submitted to the Chairman, if the Chairman does not approve the recommendations; the principal shall in due course submit another recommendation, after following the prescribed procedure.

3.9 Assistant Professors

(a) The Selection Committee would be the same as for professor level teachers except that instead of 3 external experts, there would be two external experts.

3.10 Appointment of Lecturer level teachers.

Procedure for appointment of Lecturer level teacher will be same as for as Prof. & Asstt. Prof. Level teacher except clause (4) (d) and (f) which will be as under:-

The Principal shall appoint a Selection Committee to make recommendations. Ordinarily the Selection Committee shall consist of the following:-

- | | |
|--|------------------|
| 1. The principal Shaheed Bhagat Singh College of
Engg. & Tech., Ferozepur | Chairman |
| 2. The Head of the concerned Deptt. | Member |
| 3. Atleast 2 external experts to be nominated by the
Principal (these experts should be in the field in
which the post is to be filled up) | Member |
| 4. Registrar Shaheed Bhagat Singh College of Engg.
& Tech., Ferozepur | Member-Secretary |

(f) The recommendations of the Selection Committee shall be submitted to the principal for approval.

Appointment on Contract

- 3.11 Subject to the provisions contained in these rules; the board may appoint any person on contract basis in the prescribed scale of pay and on the same terms and conditions applicable to the relevant post for a period not exceeding three years with a provision of renewal for further periods. For making such appointments, the chairman may, at his discretion, constitute such and Selection Committee, as the circumstances of each case may require.

* * * * *

CHAPTER 4

APPOINTMENT OF EMPLOYEES OTHER THAN TEACHERS

4.1 Classification

Employees of the College other than teachers shall be graded according to the grading prescribed by the Punjab Govt. for its employees.

4.2 Appointments

The appointments by promotion shall be made on the basis of seniority - cum - merit as per the procedure prescribed by the Pb. Govt. for its employees. The appointment by direct recruitment shall be made strictly on merit.

4.3 Manner of appointment

- (a) The posts in the scale with initial pay of Rs. 2200/- and above shall be filled up by direct appointment and promotion in the ratio of 3:1.
- (b) All other posts will be filled up by direct appointment and promotion on 50:50 basis.

4.4 Manner of appointment by direct appointment

The following procedure shall be adopted for making appointments by direct recruitment:

- (a) The Principal may have the post advertised with such qualifications as have been prescribed and./or invite suggestions and recommendations from such persons/institutions/ agencies, as he deems proper.
- (b) The applications and recommendations shall be screened by a committee constituted for the purpose by the Principal. The Principal shall constitute a Selection Committee in the following manner (For other posts not covered above):
 1. Principal, Shaheed Bhagat Singh College of Engineering & Tech. Ferozepur Chairman
 2. Head of the concerned Deptt. Member
 3. One expert to be nominated by the Principal Member
 - 4 Registrar of the College (in the absence of Registrar, Principal will Nominate a Member-Secretary.) Member-Secretary
- (c) After interviewing the candidates or considering them in absentia as the case may be, the Selection Committee shall recommend as far as possible at least three person against a vacancy in order of preference
- (d) After receiving the recommendations of the Selection Committee, the appointing authority may if considered necessary, request the Committee to consider additional names or to review or reconsider its recommendations. He may also, if considered necessary, himself interview a person recommended by the Committee and / or others whom e considers to be suitable. The appointment shall be made when the recommendations of the Selection Committee are accepted by the appointing authority.

4.5 Seniority of the Employees

The seniority intense of the employees shall be determined by the dates of their continuous appointment to the posts Provided that in the case of an employee appointed directly the order of merit determined by the Selection Committee shall not be disturbed and persons appointed as a result of an earlier selection of the same post shall be senior to those appointed as a result of a subsequent selection.

Provided further that in the case of two or more employees appointed on the same date, their seniority shall be determined as follows:

- (i) An employee recruited by direct appointment shall be senior to a member recruited otherwise
- (ii) An employee recruited by promotion shall be senior to a person recruited by transfer
- (iii) In the case of employees recruited by promotions or transfer, seniority shall be determined according to the seniority of each employee in the appointment from which they were promoted or transferred, and
- (iv) In the case of employee, recruited by transfer from different cadres their seniority shall be determined according to pay, preference being given in to member who were drawing higher rate of pay in his previous appointment and if the rates of pay drawn are also the same then by their length of service in those appointments and if the length of such service is the same, an older member shall be Senior to the younger member.

Explanations:- Service rendered by the employees on foreign service, deputation with the College shall count for Seniority provided such employees agree to be regularly absorbed in the Service of the College.

Note 1: This rule shall be apply to persons appointed on purely provisional basis.

Note 2: In the case of employees whose period of probation is extended because of unsatisfactory work and / or conduct his date of appointment for the purpose of Seniority shall be deemed to have been deferred to the extent the period of Probation is extended.

4.6 Administrative Control

- (a) The Registrar shall work under the Administrative control of the Principal.
- (b) The other non-teaching employees of the College will work under the Administrative Control of the Registrar, the overall control being with the Principal.

* * * * *

CHAPTER 5

JOINING TIME RULES

5.1 Joining time may be granted to a college employee to enable him .

- (a) To join a new post either at the same or new station, without availing himself of any leave or relinquishing charge of his old post.
- (b) To join a new post in anew station on return from.
 - (i) Earned leave not exceeding 180 days, in respect of College employees subject to the leave rules.
 - (ii) Leave other than that specified in sub-clause (i) when he has not had sufficient notice of his appointment to new post.
- (c) (i) To proceed on transfer or on the expiry of leave from a specified station to join a post in a place in a remote locality which is not easy of access.
 - (ii) To proceed, on relinquishing charge of a post on transfer or leave, in a place in remote locality which is not easy of access to a specified station.

Note 1: The authority which granted the leave will decide whether the notice refereed to in clause (b) (ii) was sufficient.

Note 2: The time reasonably required for journey between the place of training and the stations to witch a college employee is posted immediately before and after the period of training should be treated as part of the training period. This does not apply to probationers holding “training posts” which they may be considered as taking with them on transfer. Such probationers are entitled to joining time when transferred.

Note 3: when a college employee holding a temporary post is offered through his Official superior another such post at some other station at any time before the abolition of his post, he is entitled to joining time.

5.2 The Joining time, and traveling allowance of College employees appointed to posts under the Society of College of Engg. & Tech., Ferozepur is regulated as under;

- (a) Traveling allowance, joining time and joining time pay should ordinarily be allowed to College employees who hold permanent posts in a substantive capacity in any Govt., Semi-Govt., aided body/institution.
- (b) No traveling allowance, joining time pay should be granted in the case of those who are employed in a temporary capacity without the sanction of Board of Governors.
- (c) For purpose of clause (a) above provisionally permanent and quasi permanent Govt. employees shall be treated as on par; with the permanent Govt employees.

5.3 No joining time shall be allowed in cases when a College employees is transferred from one post to another in the college.

5.4 (a) A College employee on transfer during a vacations may be permitted to take joining time at the end of vacation.

- (b) If vacation is combined with leave, joining time shall be regulated under 5.1 (b) (i), if the total period of leave on average pay and vacation or earned leave and vacation combined is of not more than six months or 180 days duration respectively.

5.5 If a College employee takes leave while in transit from one post to another, the period, which has elapsed since, he handed over charge of his old post must be included in his leave. On the expiry o the leave the College employee may be allowed Norman joining time.

5.6 Calculation of Joining Time

The joining time of a College employee in cases involving a transfer from one station to another, neither of which is in a remote locality not easy of access, shall be subject to a maximum of 30 days. Six days are allowed for preparation and in addition, a period to cover the actual journey calculated as follows:

(a) A College employee shall be allowed:-

- | | |
|--|--|
| (i) For the portion of journey which he travels by aircraft | Actual time occupied in journey |
| (ii) For the portion of journey which he Travels or might travel | One day for each, |
| By railway | 500kilometers, |
| By ocean steamer | 350kilometers |
| By river steamer | 150km or any longer time actually occupied in the journey, |
| By motor vehicle or | 150 km, |
| Horse drawn conveyance in any other way | 25km, |

(b) (i) For purpose of journey by air under 5.6(a) (1) a part of day should be treated as one day.

(ii) A day is also allowed for any fractional portion of any distance prescribed in 5.6 (a) (ii).

(c) When part of journey by steamer, the limit of six days for preparation may be extended to cover any period unavoidably spent in awaiting the departure of the steamer:-

Note: If a steamer is not due to start immediately after the expiry of six days from the day when the college employee gives over charge the college employee may add to his joining time the number of days intervening between the expiry of the six day and the departure of the next steamer whether he actually starts during the first six days or by the next boat after their expiry

(d) Travel by road not exceeding five miles to or from a railway station or steamer that at the beginning or end of journey does not count for joining time.

(e) A Sunday does not count as a day for the purpose of the calculations in this rule but Sundays are included in the maximum period of 30 days.

Exception: The authority sanctioning the transfer may in special circumstances reduce the period of joining time admissible under this rule.

5.7 Not more than one day is allowed to a College employee in order to join a new post when the appointment to such post does not necessarily, involve a change of residence from one station to another. A holiday counts as a day for the purpose of this rule.

When holiday(s) follow(s) joining time the normal joining time may be deemed to have been extended to cover such holiday(s)

- 5.8 Except in the case of a journey performed by air which will be governed by the provisions in (a) (i) of rule 5.6 by whatever route a college employee actually travels his joining time shall unless a competent authority for special reasons otherwise orders, be calculated by the route which travelers ordinarily use.
- 5.9 (a) The joining time of a college employee under 5.6 (b) (1) and (ii) will be counted from his old station or from the place at which he received the order of appointment whichever calculation will entitle him to less joining time. If the leave is being spent out of India and the order of appointment to the new post reaches him before he arrives at the port of debarkation, is the place in which he received the order for the purpose of this rule. If, however such a College employee actually performs the journey to his old headquarters for winding up his personal affairs, etc. his joining time will be calculated from the old headquarters to the new headquarters irrespective of the place where he spends leave or receives posting orders.

A certificate to the effect that the college employee had actually performed that the journey from the station where he was spending leave to the old headquarters for winding up personal affairs should be furnished by the officer concerned with his charge report for assumption of the new headquarters. The responsibility for obtaining the certificate from a gazetted officer would rest with the read of office concerned for both gazetted and non-gazetted staff.

- (b) College employee taking joining time under clause (b)(i) of rule 5.1 who receives, while on leave (whether spent in or out of India) order of transfer in a station other than that from which he took leave, will be granted full joining time admissible under clause (a) above, without reference to the authority which granted the leave and irrespective of the date on which the orders of transfer are received by him, should be joining his new appointment before the expiry of such leave plus the joining time admissible the period short taken should be considered as leave not enjoyed and a corresponding portion of the leave sanctioned should be cancelled without any reference to the authority which granted the leave. If in any case the college employee desires not to avail himself of the full period of joining time admissible the period of leave and joining time should be adjusted with reference to such option
- 5.10 If a College employee is authorized to make over charge of a post elsewhere than at his headquarter, his joining time shall be calculated from the place at which he actually makes over charge.
- 5.11 If the headquarter of a college employee, while on tour is changed to the tour station itself, or his temporary transfer is converted into permanent transfer by the competent authority his joining time may be calculated from the old headquarters to the new headquarters in case he actually performs the journey to his old headquarters for winding up his household effects.

5.12 If a College employee is appointed to a new post while in transit from one post to another, his joining time begins on the day following that on which he receives the order of appointment.

Note: A second period of Six days for preparation should not be included in calculating the joining time of a college employee whose appointment is changed while he is in transit.

5.13 When a College employee is transferred to the control of another Govt. his joining time for the journey to join his post under that Govt and for the return will be governed by the rules of that Govt.

5.14 Pay During Joining Time

A College employee on joining time shall be regraded as on duty and shall be entitled to be paid as follows:

- (a) Where joining time is granted under clause (a) of rule 5.1 the pay which he would have drawn if he had continued in the old post or the pay which he will draw on taking charge of the new post whichever is less.
- (b) Where the joining time is granted under clause (b) or rule 5.1:
 - (i) If it is in continuation of leave which included a period of leave on average pay of earned leave pay equal to leave salary which last drew during such leave on average pay or earned leave at the rate prescribed for payment of leave salary in India.
 - (ii) If it is in continuation of leave which did not include a period of earned leave pay would have drawn under the leave rules applicable to him as if he had been on leave on average pay or earned leave in India for the period of joining time.
- (c) Where joining time is granted under clause of rule 5.1 the pay which he would draw in his post in the remote locality provided that:-
 - (i) A College employee on transfer shall not be entitled to any pay for the period of joining time unless his transfer is in the interest of public service
 - (ii) No joining time pay shall be granted to a College employee who does not hold a permanent post under Govt. (including the Central and State Govt, Govt aided body / institution) in a quasi-permanent capacity. When he is appointed to a new post on the results of a competitive examination or interview which is open to both college employees and others.

Note 1: A College employee on transfer is not entitled to be paid while on joining time unless his transfer is made in the public interest.

In such cases the College employee may be granted regular leave by the Competent authority under the leave rules admissible to him even

if the transfer is at his own request to cover the period after handing over charge at the old station and before taking over at another, if the College employee applies for it and the competent authority is willing to sanction it. In case however where the college employee does not apply for leave to cover the period spent in transit, this period should be treated as “dies non” for purpose of leave, increment and pension.

Note 2: A military officer subject to the Military leave rules who retains a lien on his civil post is entitled to joining time, under sub clause (ii) of clause (b) above to draw the same amount of leave salary which he would have drawn had he taken leave under civil leave rules. Provided that such leave salary shall not be less than that which he actually drew during the last portion of his leave.

5.15 Overstay and Extension of Joining Time

A college employee who does not join his post within his joining time is entitled to no pay or leave salary after the end of the joining time. Wilful absence from duty after the expiry of joining time may be treated as misbehavior.

- (a) A competent authority may in any case extend the joining time admissible under these rules provided that the general spirit of the rules is observed.
- (b) Within the prescribed maximum of thirty days. Heads of Departments, may in the case of College employee under their control (other than those belonging to All India Services), extend the joining time admissible under the rules to the extent necessary in the following circumstances:
 - (i) When the College employee has been unable to use the ordinary mode of traveling or, notwithstanding due diligence on his part has spent more time on the journey than is allowed by the rules; or
 - (ii) When such extension is considered necessary for the public convenience or for the saving or such public expenditure as is caused by unnecessary or purely formal transfers
 - (iii) When the rules have in any particular case operated hastily a for example, when a College employee has though no fault on his part missed a steamer or fallen sick on the journey

5.16 Joining Time to Persons Not in Government Service on Joining the Govt. Service and On Reversion from it

A person employed other than College service or on leave granted from such employment, if in the interest of College, he is appointed to a post under College, may at the discretion of the competent authority, be treated as on joining time while he prepares for and make the journey on reversion from the post under College to return to his original employment. During such joining time he shall receive pay equal to the pay, or in the case of joining time immediately following leave granted from the private employment, to the leave salary, paid to him, by

his private employer prior to his appointment to college service, or pay equal to the pay of the college service, whichever is less.

Things not covered under these rules will be as per Punjab Govt. Rules.

* * * * *

CHAPTER 6

VACATION AND LEAVE RULES

6.1 Applicability

The provisions contained in these rules shall apply to all employees of the college.

6.2 Definitions

In these rules unless the context otherwise requires,

- (a) **Commutated leave** mean leave as provided under 6.16.
- (b) **Completed years of service** means continuous service of the specified deputation under the college and includes periods spent on the duty as well as on deputation and leave including extraordinary leave.
- (c) Half pay leave means leave earned in respect of completed years of service calculated according to the provisions here in after contained
- (d) “Leave” includes earned leave half pay leave commuted leave, leave not due and Extra ordinary leave.
- (e) “Earned leave” leave means leave earned in respect of period spent on duty.

6.3 Right to leave

Leave cannot be claimed as a matter of right and when exigencies of service so demand, leave of any description may be refused or revoked by the authority empowered to sanction the leave.

6.4 Authority empowered to Sanction leave

- (a) The chairman shall have the power to sanction leave to the principal however principal shall be empowered to sanction his station leave and casual leave under intimation to the chairman.
- (b) Leave may be sanctioned to the all the employees by the principal or by a member of staff to whom the power has been delegated by the principal.
- (c) Principal is empowered to attend all sorts of conferences, symposiums, seminars and other activities of such nature as are in the interest of the College within India. The information in this regard may be communicated to the chairman.
- (d) Study leave to an employees of the College will be sanctioned by the Principal subject to his fulfilling the prescribed conditions.

6.5 Commencement and Termination of leave

- (a) Leave ordinarily begins from the date on which leave as such is actually availed offends on the day proceeding the one on which duty is resumed.
- (b) Saturday; Sunday and other holidays or the vacation may be prefixed as well as suffixed to leave, subject to any limit of absence on leave prescribed under each category of leave.

6.6 Combination of leave

Except as otherwise provided in this schedule, any kind of leave under these provisions may be granted in combination with or in continuation of any kind of leave, subject to any limit on the aggregated period of absence as may be prescribed in such cases.

6.7 Grant of leave beyond the date of retirement and in the Event of resignation

The rules of the Punjab govt. shall be applicable for this purpose.

6.8 Conversion of one kind of leave into another kind

- (i) At the request of a member of the staff the sanctioning authority may convert any kind of leave including extraordinary leave, retrospectively into leave of a different kind which may be admissible as on the day on which the member of staff proceeded on leave, but the member of the staff cannot claim such conversion as a matter of right.
- (ii) If one kind of leave is converted into another, the amount of leave salary and allowances admissible shall be recalculated and the arrears of leave salary and allowances paid or amount recovered as the case may be.

6.9 Rejoining of Duty before the Expiry of Leave

Except with the permission of the authority which granted the leave, no member of the staff, on leave, may return to duty before the expiry of leave granted to him.

6.10 Rejoining the duty on return from leave on Medical ground

A member of staff, who has been granted leave on Medical certificates, shall be required to produce a medical certificate of fitness before resuming duty.

- (a) Leave should always be applied for and sanctioned before it is taken, except in cases of emergency and for satisfactory reasons.
- (b) Continuous temporary service followed by permanent service without any break shall be included in permanent service for purpose of computation of leave.

6.11 Kinds of leave

The following kinds of leave shall be admissible to member of staff: -

- (a) Casual Leave
- (b) Academic Leave
- (c) Study Leave
- (d) Half pay Leave
- (e) Commuted Leave
- (f) Earned Leave
- (g) Extraordinary Leave
- (h) Maternity Leave
- (i) Hospital Leave
- (j) Quarantine Leave
- (k) Sabbatical Leave

6.12 Casual Leave

- (a) Casual leave is not earned by duty. A member of the staff on casual leave is not treated as absent from duty and his pay is not terminated.
- (b) Casual leave can not be claimed as a matter of right and its grant is always subject to the exigencies of service and subject to a maximum of 15 days in a calendar year. The female employees shall be allowed casual leave for 20 days in calendar year.

Employee resigning the services of the College may be allowed casual leave during the notice period. Casual leave may be granted as and when occasion arises at the discretion of the sanctioning authority provided that the total period of absence including Sundays, Saturdays and other holidays, prefixed and or suffixed shall not exceed 10 days at a time.

- (c) Casual Leave cannot be combined with any other kind of leave except restricted leave.

- (d) Special Casual Leave, not debatable against ordinary casual leave may be granted to a member of the staff when he is summoned to serve as a juror or assessor or to give evidence before a court of law as a witness in a civil or a criminal case, in which his private interests are not at issue and in other circumstances of special nature at the discretion of the sanctioning authority. The leave granted to the employees of the College, whose wives have undergone or will undergo tubectomy operation will be as per Pb. Govt. Rules.
- (e) The periods of such leave admissible in a year shall ordinarily not exceed fifteen days but should however be sufficient to cover the period of absence necessary be laid down by the Board

6.13 Academic Leave

The principal may grant up to be limit of 10 days in an academic year an absence from duty to a member of the teaching staff in connection with the following:

- (a) To deliver academic lecturers at a University or a College or an institution of University status.
- (b) To attend the meetings of the bodies of statutory Board or meetings of the committees constitute by the Government or by the bodies like the Institution of Engineers (India).
- (c) To inspect academic institutions attached to a University provide further that academic leave be also granted to attend academic conferences/seminars as well as for attending meetings of any committees set up for selection of staff

In addition to above, the principal may grant at his discretion such leave for attending an academic conference or any other work of academic or technical nature not covered by the above as he may consider necessary.

In exceptional cases academic leave may be granted for a period of more than 10 days and not exceeding 15 days in a Calender year.

6.14 Study Leave

- (a) Study leave will ordinarily be admissible to the employee of the College to pursue a special course of study or investigation of scientific or technical nature.
- (b) The Principal may judge the suitability for grant of study leave.

- (c) Study leave will not be granted to the employees of the College having less than 5 years of service or who has attained the age of 50. The upper age limit can be relaxed by the Principal provided the employee can serve the College for periods indicated under item (f) of these rules, after his return.
- (d) Study leave may be taken for study either in India or out side India Study leave should ordinarily be granted for a period not exceeding 2 years though in exceptional cases, may be increased to three years which is the maximum period of study leave admissible to an employee during the entire period of his service. An employee will be treated as on duty during the period of absence on study leave.
- (e) The allowances admissible to an employee of the College who proceeds on study leave shall be as follows:
- (i) An employee who avails of study leave without any aid or scholarship of any type may be given his full salary and monthly allowance of not more than one fourth of his basic pay.
 - (ii) An employee who avails of a fellowship or scholarship or part time employment at palace of study shall not be allowed any allowance or salary by the College. However, such an employee shall not be allowed study leave without pay before the completion of 3 years active service at the College. Teachers enjoying study leave under this category will be entitled on rejoining duties to their normal increments on production of satisfactory progress report.
 - (iii) In exceptional circumstances, an employee, who avails of study leave with any aid or scholarship or any type which is not enough for his subsistence, amay be granted a monthly allowance, not exceeding half of his basic pay.
- (f) The employees of the College, who avail of leave for study will be required to execute a bond with two sureties as given in to serve the College, after his return from leave, for a period as indicated below:
- | | |
|----------------|------------|
| 3 months | One year |
| 6 months | Two year |
| 1 year | Three year |
| 2 year or more | Five year |
- (g) The employee, who avails of study leave must submit a consolidated report on his study and achievements on return from leave.
- (h) Not more than 20% of the staff in a department may be granted leave at a time. The number of teachers who are granted study leave, should also not exceed 3 at a time from each department.

6.15 Half-pay Leave

- (a) The half pay leave admissible to a member of the staff in respect of each completed year of service, shall be 20 days.
- (b) Half pay leave may granted to a member of the staff on medical certificate of on private affairs.

Provided that in case of a temporary member of staff, no half pay leave will be granted unless the authority competent to sanction leave is ready to believe that the employee will return on duty on the expiry of leave, except in case of an employee, who has been declared completely and permanently incapacitated for further service by medical authorities.

Leave not due may be granted to an employee in permanent employment for a period not exceeding 360 days during his entire service other wise than on medical certificate Such leave will be debited against the half pay leave, the employee may earn subsequently

Note:: 'Leave not due' should be granted only if the authority empowered to sanction leave, is satisfied that there is reasonable prospect of the employee returning to duty on expiry of the leave and should be limited to the half pay leave he is likely to earn thereafter.

6.16 Commuted Leave

Commuted leave not exceeding half the amount of half pay leave may be granted on medical certificate to a regular member of the staff subject to the following conditions:-

- (a) The commuted leave during the entire period of service shall be limited to a maximum of 240 days.
- (b) When commuted leave is granted twice the amount of such leave shall be debited against the Half pay leave due.
- (c) The total duration of earned leave and commute leave taken in conjunction shall not exceed 240 days. Provided that no commuted leave may be granted under this provision unless the authority, competent to sanction leave has reason to believe that the employee will return to duty on its expiry.

6.17 Earned Leave

- (A) Earned leave admissible to members of the vacation Staff;

- (1) During the period of one academic year, the period of vacation for an employee entitled to it shall be as declared from time to time by the principal. The total vacation in a Calender year shall be allowed as per norms of Punjab University.
- (2) In case such a member of staff is required to remain on duty during the whole or any part of the vacation, he shall be eligible for earned leave on full pay as under:
- (a) If full vacation not availed 30 days earned leave

$$\frac{30 \times \text{No of days vacation not availed}}{\text{Total No of days of Vacation}}$$

An employee on deputation under the QIP Scheme or on study leave is not eligible to any earned leave in lieu of the period of vacation during such deputation or leave.

Since the teachers sponsored under QIP to join Centres for M.Tech./ Ph.D. courses are treated as on duty by the sponsoring institutions, therefore, leave if admissible under the rules of the sponsoring institution in lieu of the vacation for the period spent by them on duty under QIP be converted into earned leave and in case the earned leave is availed of by the teachers during the period of their stay at the QIP centres they would not be entitled to stipend during the leave period.

- (B) Earned Leave admissible to members of the Non-Teaching Staff
- (a) The earned leave admissible to a member of the staff in Regular employment other than vacation staff shall be 1/11th of the period spent on duty.
- (b) In the case of members of the staff not in regular employment the earned leave, during the first year service shall be 1/2 of the period Spent of duty and thereafter 1/11 of the period spent on duty.
- (c) A member of the staff, not in regular employment, appointed without interruption of duty to a regular post shall be credited with the earned leave which would have been admissible. If his previous duty had been in permanent employment, diminished by only earned leave already taken, leave is not an interruption of the duty for the purpose of this rule.
- (d) Earned leave will not be granted more than four times in a year subject to a minimum of 2 days at one time.
- (e) Limit of Accumulation and Grant of leave (Applicable to all the member of the staff.) There is no limit for the accumulation of the earned leave. However, it should not granted for more than 240 days at time whether in India or abroad. Further member of the staff on retirement from the service shall be allowed to encash, or avail, the accumulated leave up

to 240 days but a person seeking voluntary retirement after 20 years of a service may be granted encashment of accumulated earned leave as per Punjab Govt. Rule.

6.18 Extraordinary Leave

The competent authority may, in its discretion, for any special reason, grant an employee extraordinary leave of absence, but such leave shall be without pay and shall not ordinarily exceed six months and shall also not count towards increment or gratuity. Provided further that the maximum total period for which such leave may be granted shall not ordinarily exceed two years. In special cases such leave may be granted up to five years.

6.19 Maternity Leave

- (a) Maternity leave may be granted to a women member of the staff on full pay for a period up to 180 days from the date of its commencement.
- (b) Maternity leave may be granted on full day in case of miscarriage intending abortion, subject to the condition that the leave applied for does not exceed six weeks and the application for leave is supported by medical certificate from the authorized medical attendant. This will not be granted only than thrice in the total service .

Note 1: Maternity leave shall not be debited to the leave account .

Note 2: Maternity leave may be combined with leave of any other kind except casual Leave but any leave applied for in continuation of maternity leave may be granted only if the application is supported by medical certificate .

6.20 Hospital leave

- (a) Hospital leave may be granted to a member of the staff under medical treatment for illness or injury or if such illness or injury is directly due to risk incurred in the course of his official duty. This concession will be available to such members of the staff. The nature of whose duties exposes them to such illness or injury and whose scale of pay is below the scale of a lecturer.
- (b) Hospital leave may be granted on leave salary either average or half average pay as the Principal may consider necessary.

- (c) The amount of the Hospital leave shall be limited to three months. Hospital leave on half pay means the leave as on half pay.
- (d) Hospital leave is not debatable against the leave account and may be combined with any other leave which may be admissible provided that total period of leave, after such combination, shall not exceed 28 months.

6.21 Quarantine leave

- (a) Quarantine leave is granted when a member of staff is precluded under orders of the competent medical authority from an attending office in consequence of an infectious disease in his family or household. Such leave can be granted only on the certificate of a medical or a Public Health officer. Maximum duration of such leave is ordinarily twenty one days and may be extended upto 30 days in exceptional circumstances. Any absence beyond these limits has to be treated as regular leave. A member of staff on Quarantine leave is not treated absent from duty and his pay is not interrupted.
- (b) Quarantine leave is not admissible if the member of staff himself is not suffering from an infectious disease.

6.22 Sabbatical Leave

A regular member of staff with 10 years service may be granted sabbatical leave for one or more of the following objects:

- (a) To conduct research or advanced studies in India or abroad.
- (b) To write text books, standard works and other literature.
- (c) To visit or work in industrial concerns and technical deptt. of Govt. to gain practical experience in their respective fields.
- (d) To visit or work in a University, Industry or Govt. research laboratories in India and abroad.
- (e) Any other purpose for the academic development of the staff member as approved by the BOG/Principal.
- (f) Sabbatical Leave may be sanctioned subject to following conditions:-
 - (i) That the staff members is in a position to serve the College for at least three years after return from leave.

- (ii) The staff members shall execute a bond in the prescribed form that after the expiry of such leave he/she shall serve the college for a minimum period of three years on return to duty at the college.
- (iii) The period of sabbatical leave shall not exceed one year at a time including vacations if any, but the BOG/Principal may grant in addition any other leave upto a maximum of 120 days which the member has earned during the service in the college.
- (iv) A member of academic staff during the period of sabbatical leave, be paid full salary and allowances as admissible under the normal rules but he shall not be entitled to any travelling allowance or any extra allowance in India or abroad.
- (v) A member of the academic staff shall not undertake during the period of sabbatical leave any regular appointment under any organization in India or abroad. He will be free to received any scholarship or fellowship or any adhoc honorarium.

6.23 Vacation and leave salary

- (a) An employee of the College entitled to vacation shall be eligible or pay and allowances at full rates during the period of vacation.
- (b) An employee, who proceeds on earned leave is entitled to leave salary equal to the pay drawn immediately before proceeding on leave.
- (c) An officer on half pay leave or leave not due is entitled to leave salary equal to half the amount of his monthly salary. There will be such condition if such leave is granted on a medical certificate or for pursuing any approved course of study otherwise than of study leave terms .
- (d) An employee on extraordinary leave is not entitled to any leave salary .
- (e) An employee on commuted leave is entitled to leave salary at full rates.

6.24 Increment during leave

- (a) If the increment falls due during leave other than a casual leave the effect of increase in pay will given from the date, the member of the staff resumes duty with prejudice to the normal date of his increment .
- b) If the employee overstays his leave he shall fore-felt all his salary during the time of his remaining so absent; and if be overstays his leave for more than one week his office shall be liable to be declare vacant

6.25 Limit of total absence

A member of the staff ceases to be in the service of the college if he is continuously absent from duty for five years, whether with or without leave, unless such absence is absence on foreign service in India .

6.26 Counting of Leave towards increment

All leave except the extraordinary leave will be counted towards increment. The Principal may, in any case in which he is satisfied that the extraordinary leave was taken on account of illness or for any other cause beyond the control of the employee or for prosecuting higher scientific and technical studies, direct that EOL shall count towards increment

6.27 Leave Encashment

Leave encashment in lieu of utilized earned leave at the credit of the employee at the time of retirement on superannuation or voluntary retirement after 20 years shall be allowed as per Punjab Govt. Rules.

6.28 Cash equivalent of leave Salary in certain cases

In case an employee dies while in service, the cash equivalent of the leave salary that the deceased employee would have got had he gone on earned leave on the date of death shall be given to his family as per Punjab Govt. rules

* * * * *

CHAPTER 7

CONTRIBUTORY PROVIDENT FUND-CUM-GRATUITY RULES

7.1 Application

- (a) The provisions contained in these rules shall apply in the employees of the College who have not otherwise exercised an option to join the General Provident Fund-cum-pension-cum Gratuity Rules .
- (b) No employee of the college shall be entitled to the benefits of the contributory Provident Fund whose service in the College entitles him to Pension and Gratuity or on whose account the college contributes towards pension or who has been appointed by the College on consolidated salary or on special terms which exclude the benefits of the Provident Fund.

Provided that persons appointed in the college on probation or in any temporary capacity shall be entitled to contributory provident fund of the college from the date of appointment and on confirmation the college shall add its contribution with retrospective effect from the date of appointment.

Provided that any employee who was holding any substantive post in Govt. / Semi-Govt or an autonomous body and joins this college after resigning the post will be entitled to the college contribution from the date of appointment if he opts for the C.P.F cum gratuity scheme.

- (c) The board of Governors may in case of a person appointed to a substantive post, permit the transfer to the Provident Fund or any money standing to his credit in any recognized Provident fund to which he was a subscriber immediately before his appointment in the college and may with his consent, make such arrangement

with the authority of that Provident Fund for the purpose of its transfer whether in the form of cash or of securities Or of both as may be convenient.

7.2 Definitions

In this schedule unless the context otherwise requires:

- (a) **Salary** means total emoluments excluding House Rent Allowance for the purpose of deduction to be made towards the Contributory Provident fund but includes all other allowances, i.e., Dearness allowance, additional relief and any other allowance supplementary to dearness allowance.

- (b) **family** means

In case of a male subscriber the wife or wives and children of a subscriber and the widow or widows and children of a deceased son of the subscriber.

Provided that if a subscriber proves that his wife has been judicially separated from him or has ceased under the customary law of the community to which she belongs to be entitled to maintenance she shall henceforth be deemed to be no longer a member of the subscriber's family in matter to which these rules relate, unless the subscriber indicates by notifications in writing to the Principal that she shall continue to be so regarded.

In the case of a woman subscriber, the husband and children of the subscriber, and the widow or widows and children of a deceased son the subscriber.

Provided that if a subscriber by notification in writing to the Principal expresses her desire to exclude her husband from her family .The husband shall henceforth be deemed to be no longer a member of the subscriber 's family in matters to which these rules relate, unless the subscriber subsequently cancels formally in writing notification excluding him.

Note 1: Children means legitimate children.

Note 2: an adopted child shall be considered to be a child by the Principal or if any doubt arises in the mind of Principal after obtaining legal advice is satisfied that under the personal law of the subscriber, adoption is legally recognized as conferring the status of a natural child but in this case only.

Note 3: when a person has given his child in adoption to another person and if, under the personal law of the adopter, adoption is legally recognized as conferring the status of a natural child, such a child should for the purpose of these rules be considered as excluded from the family of the natural father.

- (c) **fund** means the Shaheed Bhagat Singh College of Engineering and Technology contributory provident fund.

- (d) **year** means the financial year
- (e) **subscriptions** mean the amount paid by the subscriber and
- (f) **contribution** means the amount contributed by the college.

7.3 Constitution and Investments

The fund shall be established by the college for the benefit of the employees of the College.

- (a) The fund which shall be maintained in rupees shall be constitute with the subscription paid by the subscribers and contributions made by the College and shall include interest paid to the credit of the account of the subscriber.
- (b) The management of fund is vested in the Board subject to the control and direction of the Board .The Principal shall administer the fund for and on behalf of the Board.
- (c) The Board may from time to time make regulations for the constitution and management of fund of the investment of sums at credit of the fund or the privileges of subscribers not herein expressly provided for and may add to, vary or cancel any regulation so made.

7.4 Declaration

Every employee of the College entitled to the benefits of the fund shall be required to sign a written declaration in the form set forth that he has read these rules and agrees to abide by the provisions contained in it.

7.5 Nominations

- (a) A subscriber shall at the time of joining the fund send to the principal a nomination in the prescribed form conferring on one or more persons the right to receive the amount that may stand to his credit in the fund, in the event of his death before amount has become payable and has not been paid. Provided that if at the time of making the nomination, the subscriber has a family, the nomination shall not be in favor any person or persons other than the members of his family. Provided further that the nomination made by the subscriber if respect of any

other Provident fund to which he was subscribing before joining the fund shall if the amount to his credit in such other fund has been transferred to his credit in the fund be deemed to be a nomination duly made under this para until he makes a nomination in accordance with this rule.

- (b) If a Subscriber nominates more than one person under Rule
 - (i) He shall specify in the nomination the amount of share payable to each of the nominees in such a manner as to cover the whole of the amount that may stand to his credit in the fund at any time.
 - (ii) Every nomination shall be in such one of the forms as is appropriate in the circumstances.
- (c) A subscriber may at any time cancel a nomination by sending a notice in writing to the Principal. The subscriber, shall along with, such notice or Separately send a fresh nomination made in accordance with the provisions of this para.
- (d) A subscriber may provide in a nomination:
 - (i) In respect of any specified nominee, that in the event of his predeceasing the subscriber, the right conferred upon that nominee shall pass to such other person or persons as may be specified in the nomination provided that such other person or persons shall, if the subscriber has no other member of his family, be such other member or members. Hence the subscriber confers such a right on more than one person under this clause, he shall specify the amount of share payable to each of such members in a manner as to cover the whole of the amount payable to the nominee.
 - (ii) That the nomination shall become invalid in the event of the happening of a contingency specified therein .
Provided that if at the time of making the nomination the subscriber has no family, he shall provide in the nomination that it shall become invalid in the event of his subsequent acquiring a family.
Provided further that at the time of making nomination the subscriber has only one member of the family, he shall provide in the nomination that the right conferred upon the alternate nominee under clause (i) shall become invalid in the event of his subsequently acquiring other member or members of his family.
- (e) Immediately on the death of a nominee in respect of whom no special provision has been made in the nomination or on the occurrence of any event by reason of which the nomination becomes invalid or the provision thereto, the subscriber shall send to the Principal a notice in writing canceling the nomination together with a fresh nomination made in accordance with the provisions of this para.

- (f) Ever nomination made, and ever notice of cancelation given by a subscriber shall, the extent that it is valid take effect on the date on which it is received by the Principal.

The college shall not be bound by nor shall recognise any effect while disposal of the amount standing to the credit of a subscriber who dies before the amounts become payable.

- (g) In case a subscriber fails to make any nomination or the nomination made by him is found invalid the payment of the amount lying to his credit shall be made on his death, in the manner provided for in the rules relating to Punjab Govt.

7.6 Subscriber's Account

An account shall be opened in the name of each subscriber in the for set forth in which will be shown:

- (a) the subscriber's subscriptions
- (b) contributions made by the college to his /her account
- (b) interest accrued on credit balance.

7.7 Conditions and Rate of Subscription

- (a) Even subscriber shall subscribe monthly to the fund when on duty or on foreign service but not during the period of suspension.

Provided that a subscriber on re-instatement after a period passed under suspension shall be allowed the option of paying in lumpsum in instalment, any sum exceeding the maximum amount of arrears of subscriptions permissible for that period.

- (b) A subscriber may, at his option, not subscribe during leave other than on average pay or earned leave of less than 30 days duration by sending a notice in writing to the Principal before or soon after proceeding on leave.

Failure to give due and timely intimation shall be deemed to constitute acquiescence to subscribe. The option of a subscriber intimated under this para shall be final.

- (c) The subscription to the Fund shall be 10% of the salary of the subscriber.

Provided that if any employee so desires, he may subscribe at the rate of 60% of his salary but the contribution of the College shall be 10% of his salary.

- (d) The amount shall be expressed in whole rupees.
- (e) The subscription so deducted month by month from the salary of each employee shall be paid into the fund to the credit of the subscriber .
- (f) The subscriber shall forward his dues monthly to the college when salary is drawn from any other source than the College.
- (g) The amount of subscription once fixed may be enhanced or reduced only once during the course of a year.

7.8 Contribution by the College

- (a) At the time of withdrawal of salary each month a sum equal to 10% of the salary of the subscriber shall be contributed to the fund by the College and subject to the condition contained in the provision to be placed to the credit of the subscriber.
- (b) No employee shall be entitled to receive any part or share in any sums contributed by the college to the fund and no interest which has accrued on such contribution of the service unless he has established to the satisfaction of the college that his resignation is necessitated by incapacity for further service.

7.9 Maintenance of Accounts

- (a) The principal shall cause to be maintained proper account relating to the Fund showing the amount for the time being at the credit of each subscriber and the general state of the fund.
- (b) The Principal shall also verify the entries relating to the opening balance, deposits and withdrawal during the half year and add interest accrued during the half year, in respect of each subscriber in the pass book maintained.

7.10 Investment of Fund

- (a) All sums paid into the Fund under the rules shall be deposited in the name of “Shaheed Bhagat Singh College of Engg. & Tech. C.P.F.” with any nationalized Bank.
- (b) The balance of the Fund after reserving suitable amounts for current needs shall be invested in fixed Deposit Receipts in any Nationalized Bank. All such investments shall be held in the name of the College.

- (c) The interest realized on such investments shall be treated as Miscellaneous Receipts.

7.11 Interest

- (a) The rate of interest to be allowed on all sums deposited to the Fund shall be such as may be determined from time to time by the Board.
- (b) The amount of such interest shall be placed to credit of each subscriber half yearly.
- (c) The total amount of interest shall be rounded to the nearest rupee.
- (d) The interest to be charged on the money advanced to the employee shall be recovered at the rate at which interest is credited by the college to the subscribers.

7.12 Withdrawal of Temporary Advance

- (a) A temporary advance from the fund may be permitted by the Principal to the subscriber and in the case of Principal by him self subject to the condition that no advance shall be granted unless the sanctioning authority is satisfied that the applicant's pecuniary circumstances justify it, and that will be expended on the object or objects for which it is granted and not otherwise.
- (b) Advance for the purchase of plot/ construction of House/Purchase of House may be granted equal to 60 months pay to defray the cost of purchase the cost of purchase of a house or construction of a house or purchase of land for construction of house provided.
 - (i) The subscriber or any other member of his family has no residential house of his own and that he has subscribed to the fund for not less than 5years.
 - (ii) An advance shall in no case exceed employee's own subscription and interest thereon when a subscriber has served for not more than eight years in the college whereafter he may also be advanced 50% of the college contribution including interest thereon.
 - (iii) An advance equal to 60 months pay may be drawn in more than one instalments.
- (c) Advance for the purchase of Motor / Motor cycle / Scooter / Moped may be granted subject to the conditions that :
 - (i) The subscriber has subscribed to the fund for not less than 3 years .

(ii) Advance for the purchase of Motor cycle / scooter / Moped shall be admissible to the subscriber drawing basic pay not less than Rs. 1200/- per month and it shall be limited to 15 months pay or the actual price of the conveyance whichever is less.

(iii) Advance for the purchase of Motor car shall be admissible to a subscriber drawing basic pay not less than Rs. 3000/- monthly and it shall be limited to Rs. 80,000/- or the cost of car whichever is less.

Provided that an advance in these cases shall in no case exceed the amount of subscription and interest thereon standing to the credit of the subscriber.

Provided further that a second advance for the purchase of Motor cycle/ scooter / Moped shall not be granted until at least 5 years have passed since the grant of first advance.

(d) Advance for Ceremonies and other obligatory expenses may be granted.

(i) To pay expenses in connection with prolonged / serious illness of the applicant or any other family member actually dependent on him. This advance will be admissible on the recommendation of the Medical officer.

(ii) To pay for the overseas passage only for the reasons of health or education of the applicant or any other person actually dependent on him . Advances from the fund may also be granted to meet the cost of education of himself or family member actually dependent on him in the following type of cases.

(i) For education outside India whether for academic, technical professional or vocational courses.

(ii) For medical engineering and other technical or specialised courses in India beyond the high school stage. Provided that the duration of the course of study is not less than three years.

(e) To pay obligatory expenses on a scale appropriate to the applicant 's status which by customary usage the applicant has to incur in connection with the subscriber's own marriage funeral or other ceremonies of persons actually dependent on him /her and to meet the cost of legal proceeding for indicating his / her position in regard to any allegation made against him/her in respect of any act done by him /her in the discharge of the official duty.

Provided that the advance shall not be admissible in respect of any matter unconnected with his /her official duty. Provided further that the condition of actual dependency shall not apply in the case of son or daughter of the subscriber .

(i) An advance admissible under above rules shall in no case exceed the amount of the subscription and interest thereon standing to the credit of the subscriber in the fund and shall be limited to a six month pay.

- (ii) An advance shall not, except for special reasons to be recorded in writing by the sanctioning authority, be granted will atleast twelve months after the final payment of all previous advances together with interest there on unless the amount already advanced not exceed two third of the amount admissible.

In cases falling under the above rules advance may be granted by the sanctioning authority to pay debt incurred provided an application duly supported with documentary proof and affidavit is made within 30 days after the event to which it relates.

- (e) Advance for purchase of wheat may be granted to employees drawing pay upto Rs. 1200/-pm to the maximum of Rs 1000/- out of the balance credit in his /her account on the one half of balance with interest thereon at the credit of the subscriber in his/her account whichever is less. The advance shall be recoverable in equal monthly instalments. The last instalment will be recovered from the salary of the concerned employee for the month of februray paid in March.

7.13 Withdrawal Of Non Refundable Advance

- (a) In Non-refundable advance from the fund may be permitted by the Principal to the subscriber subject to the condition that no advance shall be granted unless the sanctioning authority is satisfied that the applicant 's pecuniary circumstance justify it and that it will be expended on the object or object for which it is granted and not otherwise.
- (b) A subscriber after the completion of 20 years service (including broken period if any) or within 10 years before the date of his/her retirement on superannuation, whichever is earlier be granted an advance equal to six months pay on his credit whichever is less to meet the expenses in connection with marriage/higher education of subscriber's daughter/son . If two or more marriage are to be celebrated simultaneously the amount admissible in respect of each marriage will be determined as the advance are sanctioned separately one after the other.
- (c) The advance for the higher education will be admissible in the following type of cases:
 - (i) For higher education outside India whether for academic technical, professional or vocational courses beyond the high school.
 - (ii) For any medical, engineering and other technical or specialized courses in India beyond the high school stage . Provided that the duration of the course of study is not less than three years.

In sanctioning Non-refundable advance under this clause the temporary advance outstanding against the subscriber, if any will be taken into account.

- (c) A subscriber after the completion of 6 years service including broken periods if any or within 10 years before the date of his/ her retirement on superannuation whichever is earlier may be granted an advance equal to 60 months pay of the subscriber or employees own subscription plus 50% of the college contribution including interest thereon, whichever is less, for building or acquiring a suitable house for his residence including the cost of the site. For purchase a house site or for constructing a house on a site purchased utilizing the sum withdrawn for the purpose. Advance may be drawn in instalments twice a year.
- (d) A subscriber with a basic Rs. 3000/- per month and has put 15 years service may be granted a Non- Refundable advance from C.P.F.for purchase of Motor Car.The limit of the advance is not to exceed Rs 80,000/-or 30 months pay of the scriber or half of the balance with interest thereon at the credit of the subscriber in C.P.F. or the actual price of the car whichever is less.
- (e) A subscriber with a basic pay not less than Rs. 1200/- per month who has put in 10 years service may be granted Non- Refundable advance from the C.P.F.for purchase of Motor cycle / Scooter / Moped .The limit of the advance is not to exceed balance with interest thereon at the credit of the subscriber in his / her C.P.F account or actual price of Motor /cycle / scooter / Moped whichever is less.
- (f) A subscriber with 5 years of service may be granted a Non- Refundable advance not exceeding Rs.800/- from the C.P.F. account for the purchase of a bicycle or half of the balance at the credit of the subscriber in his/ her C.P.F. account whichever is less.

The second advance for purchase of Motor Cycle/ Scooter /Moped /cycle shall not be granted until atleast 5 years passed since the grant of first advance.

- (g) A subscriber who draws a temporary advance under the ordinary rules may convert at his/ her discretion by written request addressed to the Principal the balance outstanding against him / her into Non-refundable advance satisfying the condition laid down in these rules.
- (h) A subscriber who has been permitted to withdrawn money from the fund shall satisfy the Principal within a period of three months that the money has been utilized for the purpose for which it was withdrawn and if the fails to do so the whole sum so withdrawn or so much thereof as he has not been applied for the purpose for which it was withdrawn shall forth with be repaid in lumpsum together with interest thereon by the subscriber to the fund in default of each such payment it shall be ordered by the sanctioning authority to be recovered

from his salary either in lumpsum or in such number of monthly instalments as may be determined by the Principal.

7.14 Recovery of Advances

- (a) An advance shall be recovered from the salary of the subscriber in such a number of equal monthly instalments, as the sanctioning authority may direct but such number shall not be less than 12 unless the subscriber so elect or in any case not more than 24. In special circumstances the sanctioning authority with the concurrence of the principal may fix such number of instalments to be more than 24 in no case more than 36. A subscriber may, at his option make repayment in a small number of instalments than the prescribed. Each instalments shall be a number of whole rupee. The amount of the advance being raised or reduced if necessary, to admit of the limitation of such instalments. However, in case of any advance equal to 15 months pay/ advance for Motor cycles / scooter /Moped the recovery in 40 instalments and in case of an advance equal to 80 months pay/ advance for car, the recovery in 96 instalments and in case an advance to 60 months pay recovery in 100 instalments shall be made .
- (b) Recovery shall not be made with the subscriber consent when he is on leave or is in receipt of subsistence grant and may be postponed by the sanctioning authority.
- (c) If more than one advance has been made to a subscriber such advance shall be treated separately for the purpose of recovery.
- (d)
 - (i) After the principal of the advance has been fully repaid interest shall be paid at the same rate as the college pays interest on all similar deposits in the fund on the principal for each month or broken portion of a month during the period between the drawl and complete repayment of the principal.
 - (ii) Interest on advance shall be calculated and added to the principal in the first instance and it shall be recovered in equal prescribed instalments.
- (e) Recoveries made under this rule shall be credited as they are made to the account of the subscriber in the fund.

A subscriber who has been permitted to withdraw money from the fund shall satisfy the Principal within a period of three months that the money has been utilized for the purpose for which it was withdrawn and if he fails to do so the whole sum so withdrawn or so much thereof as has not been applied for the purpose for which it was withdrawn shall forthwith be repaid in one lumpsum together with interest thereon by the subscriber to the fund and in default of each such payment it shall be ordered by the sanctioning authority to be recovered

from his salary either in lumpsum or in such number of monthly instalments as may be determined by the Principal.

7.15 Amount When Payable

- (a) Subject to the provisions of this Schedule the amount standing in the fund to the credit of a subscriber shall become payable on the death of a subscriber or on his quitting the service of this college.
- (b) If the payment is not taken within one year of its becoming due by the subscriber or his nominee or such other family member as may be eligible for payment, no interest shall be paid on the deposits after one year.

7.16 Gratuity

- (a) Gratuity shall be granted for good, efficient and faithful service to whole time employees of the college and shall exclude the following:-
 - (i) Casual and non regular employees.
 - (ii) Employees on deputation.
 - (iii) Employees on contract basis.
 - (iv) Apprentices and trainees and reemployed persons.
- (b) It shall be granted in the following circumstances.
 - (i) Discharge on abolition of Post
 - (ii) Permanent incapacity owing to bodily or mental infirmity.
 - (iii) Superannuation.
 - (iv) Voluntary retirement after 20 years of qualifying service or on reaching the age of 50 years. Provided that:
 - (a) Gratuity shall not be admissible to an employee who resigns from service (Voluntary retirement after 20 years qualifying service shall not constitute resignation) or where services are terminated or misconduct, insolvency or inefficiency.
 - (b) Except in the case of death, gratuity will be admissible only after 5 years of qualifying Service.
 - (c) Qualifying service shall mean all service rendered in the College after completion of 18 years of age except periods of service rendered as apprentice and extraordinary Leave without salary.

- (d) The amount of gratuity will be one-fourth of the emoluments of the person for each completed monthly period of qualifying service subject to 16-1/2 (Sixteen and half) times the emoluments in the case of class I, II, III services and 17-1/2 (Seventeen and half times) the emoluments in case of Class IV employees. Provided that in no case gratuity shall exceed Rs. 50,000/-. In the event of death of an employee while in service the gratuity will be subject to a minimum of 12 times the emoluments of the employee at the time of death provided that in no case it shall exceed Rs. 50,000/-.
- (e) The above rules will stand automatically revised as and when the corresponding rules of Punjab Govt. are revised.

* * * * *

CHAPTER 8

RULES REGARDING PENSION

8.1 Extent of Application and Definition

8.1.1 A pension fund to be called “SBS College of Engineering and Technology Pension Fund” shall be established for the benefit of employees eligible under the Rules by creating a Corpus Fund by transferring the C.P.F. contributions made by the College alongwith interest accrued thereon in respect of employees who opt for Pension and the State Government / MHRD and other financing agencies will continue to provide to the College the C.P.F. matching contribution at rate 10% of the salaries (excluding House Rent Allowance) of the employees working in their scheme on a permanent footing and it shall be non- lapsable . Such contribution will be added to this fund.

8.1.2 These rules apply to: All employees who are in the service of the College.

8.1.3 In the case of employees governed by these rules the provision relating to Contributory Provident Fund in the relevant rules shall not be applicable.

8.1.4 These rules do not apply to employees appointed on part time basis and those appointed on contract unless the contract provides otherwise.

8.1.5 Unless there be something repugnant in the subject or contest the terms in these rules carry the meaning as under:-

- (i) **Average Emoluments** means the average calculation upon the last ten months of qualifying service.
- (ii) **Competent Authority** means the authority to whom the powers have been delegated.

- (iii) **Registrar** means the Registrar of SBSCET Ferozpur or any other person exercising the powers of Registrar for the time being.
- (iv) **Emoluments** means emoluments which the employee was receiving immediately before his retirement or the date of his death and shall include basic pay, special pay (including non-practicing allowance) dearness pay (as and when so declared by the Punjab Govt.), personal pay and a such other allowances as may be declared as pay for the purpose of pension by the Govt.
- (v) **Employee** means any person employed in the service of S.B.S.C.E.T. Ferozpur but shall not include persons employed on contract part- time or daily wage basis.
- (vi) **Family** for the grant of various pensionary benefits as explained in these rules means family as defined in the Pension Rules of the Punjab Govt.
- (vii) **Qualifying Service** means the service that qualifies for Pension under these rules. It shall be reckoned in terms of completed half years provided that the fraction equal to three months and above shall be treated a completed half year .
- (viii) **Principal** Means the principal of SBSCET, Ferozpur or any other person excising the power of principal for the time being.

8.1.6 Unless otherwise provide in the rules an employee's claim to pension is regulated by the rules in force applicable to him at the time he retires or quits service.

8.1.7 All matters pertaining to grant of pension to the retirees of the college (except those which have been specifically provided in the Pension Rules) would be regulated in accordance with the Punjab Govt. rules/instructions as amended from time to time or as modified by the college, keeping in view the activities, character of the college.

8.1.8 The principal shall be the competent authority to frame rules and procedures for the proper implementation of the provisions contained in these rules .

8.1.9 An employee who is recruited at the age of thirty five years, or more, may within a period of three months from the date of appointment, elect not to be governed by the pension rules (where upon he shall be eligible to be governed by the rules) for the 'Constitution of the provident fund for the benefit of Officers, Teachers and other employees of the college'. The option in this regard once exercised shall be final.

8.2 General Provisions Relating to Grant of Pensions

Section 1 : Classification of pensions etc.

8.2.1 Pensions are divided into following classes:

- (a) Compensation Pension: it is granted to an employee who is discharged from service owing to the abolition of a post held by him, when it not possible to appoint him to another post, the conditions of which are deemed by the authority competent to discharge him to be at least equal to those of his own .
- (b) Invalid pension: it is granted to employee on his retirement when by bodily or mental infirmity is permanently incapacitated for service or for the particular branch of it to which he belongs.
- (c) Superannuation Pension: It is granted to an employee entitled or required by rules regarding conditions of service of college employees to retire at a particular age .
- (d) Retiring Pension: It is granted to an employee who seeks voluntary retirement under the rules .

8.2.2 Compassionate Allowance: An employee who is dismissed or removed from service for misconduct, insolvency or for inefficiency shall forfeit his pension provided that the authority competent to dismiss or remove the employee may, if the case is deserving of special consideration, sanction Compassionate Allowance not exceeding two thirds of the Pension which would have been admissible to him if he had retired on medical certificate.

8.2.3 Extraordinary Pension and Disability Awards:

It is granted to an employee who dies or is disabled and such death or disability is attributable to service or aggravated by service.

SECTION 11: GENERAL CONDITIONS

8.2.4 Any restrictions concerning the withholding reducing or withdrawing of Pension or any part thereof from the pensioner shall be regulated as per corresponding provisions of the Punjab government pension rules / instructions as applicable from time to time.

8.3 Service Qualifying for Pension

- 8.3.1 Unless otherwise provided by special provisions or contract, the service of an employee shall begin to qualify for pension when he takes charge of the post to which he is first appointed.
- 8.3.2 Except for compensation pension, service does not qualify till the employee has completed 'eighteen' years of age.
- 8.3.3 Following are the general conditions which shall be fulfilled before service qualifies for pension:-
First: The service must be under the college.
Second: The service must be paid by the college.
- 8.3.4 The temporary employee shall be treated at par with permanent employee in respect of all retirement benefits viz., retiring, superannuation, compensation and invalid pensions and service and Death-cum-Retirement Gratuities.
- 8.3.5 Service rendered by an employee as work charged / stop gap basis / adhoc basis as also paid from contingencies qualifies provided (i) such service is followed by regular employment (ii) such service shall be a full time job (and not part time or portion of the day).
- 8.3.6 following periods qualify for pension:—
- (i) All duty whether interrupted or continuous.
 - (ii) All periods of leave when leave salary is paid.
 - (iii) All periods of extraordinary leave which counts for increments under the service rules. However, if the period of extraordinary leave is availed of for higher studies with permission of competent authority, such period will qualify for pensionary benefits.
 - (iv) Joining time during which pay and allowance are paid.
 - (v) Periods of training, if so ordered by the competent authority.
 - (vi) Service as a probationer, if followed by confirmation on the same or another post.
 - (vii) An employee who is dismissed or removed from service or compulsorily retired but reinstated on appeal or revision is entitled to count his past service for pension. The period of break in service between the date of dismissal or removal and date of reinstatement shall not count unless regularized as duty or leave by a specific order of the authority which passed the order of reinstatement.

- (viii) Period of suspension of the employee who is fully exonerated of the charges. In other cases where the employee is not fully exonerated and is reinstated for other reasons the period of suspension will count only if so decided by the authority which ordered his reinstatement.
- (ix) Period spent on foreign service/ assignment in or outside India if contributions towards pension are paid to the College by the foreign employer or the employee himself.

8.3.7 Following periods do not qualify for pension:-

- (i) Suspension adjudged as a specific penalty.
- (ii) Casual or daily rated service.
- (iii) Joining time for which no pay and allowances are paid under the relevant rules.
- (iv) Service as an apprentice.
- (v) Period of overstay of leave.
- (vi) Period of foreign service in or outside India when no pension contributions are paid to the College.

8.3.8 Past qualifying service rendered by an employee is forfeited under the following circumstances:-

- (i) Resignation from service except as provided under rules.
- (ii) If any unauthorized leave of absence occurs in continuation of authorized leave of absence and if the post of the absentee has been substantively filled up the past service of the absentee is forfeited.
- (iii) Removal from service for misconduct, insolvency, inefficiency not due to age or failure to pass an examination shall entail forfeiture of past service.
- (iv) An interruption in the service of an employee caused by willful absence from duty or unauthorized absence without leave shall entail for forfeited of the past service.
- (v) Willful absence from performing duties by an employee by resort to pen down strike shall be deemed to willful absence from duty and shall also entails for feature of the past service.

8.3.9 An employee appointed to a service or past shall be eligible to add to his service qualifying for superannuation pension (but not for any other pension) the actual period not exceeding one fourth of the length of his service or the actual periods by which his age at the time of recruitment exceeded twenty five years or a period of five, years whichever is less, if his service or post to which he is appointed is one.

- (a) for which postgraduate research or a specialist qualification or experience in scientific, technological or professional field is essential and
- (b) To which candidates of more than twenty five years of age are normally recruited provided that this concession shall not be admissible to an employee unless his actual qualifying service at the time he quits college service is not less than 10 years.

- 8.3.10 An employee who becomes blind deaf dumb or orthopaedic ally handicapped during the service and is retired from service as a result thereof shall also be eligible to add to his service qualifying for superannuation pension a period of five years.
- 8.3.11 An employee who is blind, deaf and otherwise orthopaedically handicapped or widow at the time of his entry into service shall be eligible to add to his service qualifying for superannuation pension a period of five years.
- 8.3.12 In the case of an employee retiring voluntarily after putting in not less than 20 years service, weightage of five years shall be given in his actual qualifying service so that the total qualifying service increased shall not in any case exceed thirty three years or the period of qualifying service which the employee would have completed had he retired on the date of his superannuation whichever is less.
- 8.3.13 An existing employee who has served the Central/any State Government or autonomous body established under the Central/ State Law and has been absorbed in the College service in the public interest or who has come over/joined the college service after rendering service in the Central /State Government/ autonomous body (provided the intervening period between leaving the service in the previous employment and joining the college service does not exceed 30 days) can get his past service counted towards pension if he refunds the terminal retirement benefits such as pension, gratuity, etc. received, if any, by him from such Government / autonomous body for the service rendered thereto, this college, alongwith interest thereon as per rate of CPF prevalent in the College from time to time from, the date of receipt of these benefits, till the date of deposit with the college. However, such an employee who is in receipt of pension form his previous employer and is still in service of the College, he may draw pension in addition to his regular salary.

In the scale in which he has been appointed in the College. Further such an employee shall also give an undertaking that on his retirement from the college service the amount of pension payable by the previous employer be ducted from his pension payable to him by the College.

Existing employee who has served the Central Govt./any State Govt. or any autonomous body established under the Central or State law and has been absorbed in the college service, in the public interest, or who has come over/ joined the college service after rendering service in the Central/State Govt./Autonomous

body (provided his intervening period between leaving the service in the previous employment and joining the college service does not exceed 30 days) and was contributing towards CPF, there can get his past service counted towards pension only if he refunds the amount of Gratuity and Contributory share of the institution towards CPF alongwith interest accrued.

Thereon, he shall also have to pay interest on such amount as per rate of CPF prevalent in the college from time to time, from the date of receipt of such benefits, till the date of deposit with the college.

- 8.3.14 In respect of cases falling under clause 8.3.13 the concerned employee shall have to give an application for the purpose of getting his past service counted towards pension within four months from the date of approval of rules alongwith banks draft of the required amount in lumpsum, failing which his past service shall not count for pensionary benefits. However, the future entrants who join services in the College after serving in the Central Government / any State Government or any autonomous body established under the Central State Law shall have to give an application within four months of their joining in the college for getting their past service counted towards pension and they shall have to refund to the College the terminal retirement benefits such as pension gratuity, C.P.F, etc. received by item from the previous employer for the service rendered there to this college along with interest thereon as per rate of CPF prevalent in the college from time to time from the date of receipt of these benefits till the date of deposit with the college and shall have to attach alongwith their application the bank draft of the required amount in application the bank draft of the required amount in lumpsum, failing which their past service shall not count for pensionary benefits. In case they have not received the pensionary benefits including CPF from their previous employer, then their past service shall not count towards pensionary benefits in the college .

8.4 Amount of Service Gratuity & Pension

- 8.4.1 The amount of pension that may be granted to an employee is determined by length of qualifying service which shall be computed in term of completed half years. Fraction of a years equal to three months and above shall be treated as complete half year and reckoned as qualifying for dreaming pension as illustrated below:

29 years 2 months 29 days	29 years
29 years 3 months	29-1/2 years
29 years 5 months 15 days	29-1/2 years
29 years 11 months 29 days	30 years

8.4.2 If the qualifying service rendered by an employee is less than 10 years (20 half years) he shall be entitled to service gratuity calculated at the rate of half month's emoluments for every completed six monthly period of service.

8.4.3 In the case of an employee has rendered 33 years (66 half years) or more of qualifying service the pension payable shall be calculated at the rate of 50% of average emoluments. In case where the qualifying service is less than sixty six half years (but not less than 20 half years), the pension admissible shall first be calculated at the rate of 50% of average emoluments and then it will be proportionately reduced for completed half years service actually rendered provided that pension shall in no case be less than Rs. 375/- per month or as may be decided from time to time by the Punjab Govt.

8.4.4 Death-cum-Retirement Gratuity:

An employee who has completed 5 years qualifying service shall be paid retirement gratuity on his retirement at the rate of one-fourth of emoluments for each completed six monthly period of qualifying service subject to a maximum of 17-1/2 times the emoluments in case of grade 'c', employee in the scale of Rs. 750-1350 or as may be revised from time to time and maximum of 16-1/2 times the emoluments in the case of other employees, provided that in no case the amount shall exceed one lakh. There shall be no maximum limit of emoluments for the purpose of calculating the death-cum-retirement gratuity.

8.4.5 If an employee dies while in service. Death Gratuity at the following rate shall be paid to the person/ persons in whom the right to receive the same is conferred under clauses 4.6 of the statutes.

S.No.	Length of service	Rate of Gratuity
1.	Less than one year	2 times the emoluments
2.	One year or more but less than 5 years	6 times the emoluments
3.	5 years or more but less than 20 years	12 times the emoluments
4.	20 years and above	Half the emoluments for each completed six monthly period of qualifying service subject to a maximum of 33 times the emoluments provided that the amount of Death Gratuity shall in no case exceed one lakh rupees.

8.4.6 An employee on his regular appointment shall make a nomination within a period of 60 days conferring on one or more persons the right to receive any gratuity that may be sanctioned under clause 8.4.5 of the rules and any gratuity that having become admissible to him under clause 8.4.4 of the Statutes and has not been paid to him before his death provided that if at the time of making nomination,

the employee has a family, the nomination shall not be in favor of a person or persons other than members of his family.

8.5 Family Pension & Extraordinary Family Pension

8.5.1 Family pension at the following rates shall be payable to the family of a deceased employee:

A. During first seven years or till the employee would have attained the age of 67 years had he survived, whichever is less:

S.No.	Pay of the deceased employee	Rate of family pension per month
(i)	upto Rs. 1500	60% of pay subject to a minimum of Rs. 750/-
(ii)	Rs. 1501 to Rs 3000	40% of pay subject to a minimum of Rs.900/-
(iii)	Above Rs. 3000	30% of pay subject to a minimum of Rs 1200 and maximum of Rs. 2500/-

Note 1: The above rates will be applicable only if the deceased employee had rendered not less than seven years continuous service before death while in service.

Note 2: Where husband and wife both are entitled to pension, the family pension will be paid to the surviving spouse in addition to his/her salary or own pension.

Note 3: In case both husband and wife are employees their eligible children will be entitled to two family pension one in respect of each parent in the event of death of both of them, subject to a maximum of Rs. 3000/- per month.

B. After the expiry of seven years or the completion of 67 years of age had the employee survived, whichever is less the rate of family pension shall be as under :-

S.No.	Pay of the deceased employee	Rate of family pension per month
(i)	Pay upto Rs. 1500/-	40% pay subject to a minimum of Rs. 375/-
(ii)	Rs. 1501 to Rs.3000/-	30% of pay subject to minimum of Rs. 600/-
(iii)	Above Rs. 3000/-	20% of pay subject to minimum of Rs. 900/- & minimum of Rs. 1500/-

Note 1: In case both husband and wife are employees their eligible children will be entitled to two family pension - one in respect of each parent-in the event of death of both of them subject to a maximum of Rs. 2250/- per month.

Note 2: Where husband and wife both are entitled to pension, the family pension will be paid to the surviving spouse in addition to his/her salary or own pension.

Note 3: Family pension will be admissible in the case of death while in service or after retirement. In the case of death while in service, the employee should have completed a minimum period of one year of service without break. The condition of one one year service shall not be applicable in the case of an employee who has been medically examined and declared fit for entry into service.

8.5.2 In the event of death after retirement, family pension is admissible only if the retiree was entitled to or in receipt of pension at the time of death.

Extraordinary Pensions & Disability Awards

8.5.3 The benefits mentioned in clause 8.5.4 of 8.5.7 of the rules applicable when an employee dies or is disabled and such death or disability is attributable to service or aggravated by service.

8.5.4 Family pension at the following rates, irrespective of the service rendered by the deceased, shall be admissible:

A. When the deceased employee does not hold a pension-able post.	
Pay	Rate of family pension per month
Upto Rs. 1500/-	40% of pay subject to a minimum of Rs. 375/-
From Rs. 1501/- to Rs. 3000/-	30% of pay subject to a minimum of Rs. 600/-
Above Rs. 3000/-	20% of pay subject to a minimum of Rs. 900/- and maximum of Rs. 1500/-
B. When the deceased employee holds a pension able post	
Pay	Rate of family pension per month
Upto Rs. 1500/-	60% of pay subject to a minimum of Rs. 750/-
From Rs. 1501 to Rs. 3000/-	40% of pay subject to a minimum of Rs. 900/-
Above Rs. 3000/-	30% of pay subject to a minimum of Rs. 1200/- and maximum of Rs 2500/-

8.5.5 If the disability due to causes attributable to service is 60% and above and the employee is permanently incapacitated, he may give the option to have his pension determined in the manner provided in either of the following two alternatives :-

(a) A consolidated pension for the disability (including the element of invalid pension admissible under normal rules) at the rates mentioned in 8.5.4 (B.) above:

Or

(b) Invalid pension under normal rules and in addition one time compensation of Rs. 20,000/- for the injury

8.5.6 If the disability due to causes attributable to service is below 60% one time compensation shall be granted at the following rates which shall be in addition to usual pensionary benefits admissible under the rules:

(a) when the disability is between 20% to 40% — Rs. 5000/-

(b) when the disability is above 40% — Rs. 10000/-

8.5.7 The rates of special Family pension to the Family of the employee who dies while performing his duties as a result of attack by or during action against extremists, dacoits, smugglers and anti-social elements etc. shall be as under:

(i) From the day following the date of Last pay drawn by the deceased employee at the time of his / her death annuation

(ii) From beyond the notional date of As at 5.4 above superannuation

8.5.8 When a pensioner is killed by extremists or antisocial elements etc. as a result of retaliation for some action taken by him against such extremists or anti-social elements etc. in the performance of his duty while in service, his family shall be granted special ex-gratis grant and special family pension at the same rate as are applicable to the employees, pay drawn by him at the time of retirement being reckoned for the purpose.

8.5.9 If a family member of the employee or a pensioner is killed/disabled by extremists, or anti-social elements, etc. as a retaliation for any action taken by the employee or pensioner in the performance of his duties while in service, the family of the deceased and in case disability is 100%, if he is not a College employee, shall be granted family pension at the rate of Rs. 563/- per month or as may be revised from time to time by Punjab Govt.

8.5.10 For the purpose of clause 8.5.3 to 8.5.9 of the rules the list of disabilities and the procedure for payment / compensation shall be such as may be provided in the rules and disbursement of pensions.

8.6 Other Benefits

8.6.1 Ex-Gratia Grant

If an employee who is in regular service dies while in service, ex-gratia grant equivalent to twenty times the emoluments drawn by the deceased employee immediately before death shall be paid to the family of the deceased employee. The amount of grant shall be subject to a minimum of Rs. 10,000/- and maximum of Rs. 30,000/- or as revised by the Punjab Govt. from time to time.

In the case of an employee who is killed in terrorist action, the amount of grant shall be equivalent to twenty four times the emoluments subject to a minimum of one lakh rupees with effect from 1.7.1990 or as amended from time to time by the Punjab Govt.

8.6.2 Old Age Special Allowance

The Pensioners and family pensioners who complete 70 years and 80 years of age shall be granted with effect from the month succeeding the month in which they attain 70 or 80 years age special allowance to compensate them for higher expenses attendant with old age at the following rates:

- (i) On completion of 70 years age — 5% of basic pension .
- (ii) On completion of 80 years age — 10% of Basic pension inclusive of (i) above.

8.6.3. Travel Concession

Pensioners shall be granted Travel Concession equal to one month's basic pension after completion of every block of two years or as decided by the Punjab govt. from time to time.

8.6.4 Dearness Relief

Dearness relief sanctioned by the college from time to time shall also be admissible in addition to the pension/family pension.

8.7 Commutation of Pension

8.7.1 An employee shall be entitled to commute for a lump sum payment any portion, consisting of whole rupees not exceeding one third of any pension which has been or may be granted to under these rules provided that an employee against whom judicial or departmental proceedings have been initiated or a pensioner against whom any such proceedings have been initiated or continued shall not be permitted to commute any part of his pension during the tendency of such proceedings.

- 8.7.2 The lumpsum payable on commutation shall be calculated in accordance with the table prescribed by the Punjab Govt. from time to time.
- 8.7.3 (a) An employee who applies for commutation of pension within one year of the date of retirement on superannuation, retiring or compensation pension is entitled to get his pension commuted without undergoing medical examination by making an application in the form prescribed for the purpose.
- (b) The commutation shall become absolute when the application is received by the Registrar.
- (c) The employee is not allowed to withdraw his application for commutation under these rules.
- 8.7.4 (a) The benefit of commutation of pension without medical examination under rules 8.7.3 shall not be admissible to an employee:
- (i) who retires on invalid pension, (ii) applies for commutation of pension after one year of the date of his retirement except when the grant of pension is held up on account of any judicial or departmental proceedings and in such cases the period of one year shall be deemed to commence with effect from the date of proceedings are concluded without extinguishing the title to pension.
- (b) Procedure for commutation / medical examination in such cases will be such as maybe prescribed in the relevant rules and procedure for sanction and disbursement of pension.
- 8.7.5 (a) Notwithstanding anything continued in these statutes, the commuted portion of superannuation pension which is commuted within one year of the date of retirement shall be restored when the pensioner attains the age of 72 years.
- (b) In other cases where the commutation was made after one year of retirement or where a pensioner retired on compensation, invalid or retiring pension, the commuted portion of pension shall be restored after such period as may be prescribed by rules and procedure for sanction and disbursement of pension made in this behalf keeping in view generally the principle that the commuted value along with interest thereon has been more or less fully repaid to the college by way of drawn of reduced pension

8.8 Re-Employment of Pensioners

- 8.8.1 When a person who was formerly in the civil or military employment of any Government or on autonomous body obtains re-employment in the College, it shall be incumbent on him to declare to the appointing authority the amount of any gratuity, bonus or pension granted to him in respect of the previous

employment. The appointing authority shall decide if any deduction is to be made from pension or pay as required by these statutes.

- 8.8.2 A college employee who has retired with a compensation gratuity or on invalid gratuity, but is sufficiently restored to health, if re-employed, in qualifying service, may either retain his gratuity in which case his former service will not count for future pension or refund it and count his former service.
- 8.8.3 A college employee who has retired on compensation pension, if re-employed, may retain his pension in addition to his pay provided that his pension shall remain wholly or partly in abeyance, if the sum of the pension and initial pay on re-employed exceeds his substantive pay immediately before retirement that is, he can draw so much of pension only as will make his initial pay plus pension equal to his substantive pay at the time of his retirement, once the amount of his pension has been fixed in conformity with this condition he shall be entitled to receive the benefit of increment in his new scale or promotion to another scale or post without a further corresponding reduction in pension.
- 8.8.4 If the re-employment is after receiving Compensation Pension the employee may either retain his pension in which case his former service will not count for pensioner cease to draw any part of his pension and count his previous service. Pension intermediately drawn need not be refunded.
- 8.8.5 The re-employment of employees who retired on invalid pension is also governed by clause 8.8.3 and 8.8.4 of the rules.
- 8.8.6 An employee who has retired on superannuation or retiring pension can be re-employed only in a purely temporary capacity and with the sanction of competent authority and in determining the pay of such re-employed pensioner the following principles shall be observed:
- (i) The pay must not exceed the substantive pay drawn immediately before retirement or the maximum of the scale applicable to the post in which he is re-employed, whichever is less and pension shall not ordinarily be allowed in addition
 - (ii) The pay must not exceed the substantive pay drawn immediately before retirement or the maximum of the scale applicable to the post in which he is re-employed, whichever is less and pension shall not exceed the substantive pay drawn immediately before retirement or the maximum of the post in which he is re-employed, whichever is less.
 - (iii) The pension equivalent of death-cum-retirement gratuity shall be taken into account in fixing pay in accordance with these principles.
- 8.8.7 When an employee who having been discharged with a pension is subsequently re-employed he may not count his new service for a separate pension. Pension,

if any, is admissible only for the new service combined with the old, the whole being counted as one service.

- 8.8.8 If an employee who has obtained compensation or invalid pension is re-employed in pension able service and retains those benefits under clause 8.8.3 to 8.8.5 of the rules, the pension or gratuity admissible for his subsequent service is subject to the limitation that the gratuity or capital values of pension shall not be the greater than the difference between the value of pension that would be admissible at the time of his final retirement, if the two period of service were combined and value of pension already granted for previous service.
- 8.8.9 If a gratuity received for earlier service has not been refunded, gratuity or pension may be allowed for the subsequent service on the condition that the amount of such gratuity of the present value of such pension plus the mount of previous gratuity shall not exceed the amount of gratuity or the present value of the pension that would have been admissible and the gratuity received for the earlier service been refunded, if it exceeds the excess must be disallowed.
- 8.8.10 A pensioner, who before his retirement was on officer of college / teacher or equivalent shall not take up any commercial employment before the expiry of two years from the date of his retirement without obtaining previous permission of the competent authority. If he takes up such employment in contravention of these statutes or commits a breach of any condition subject to which permission to take up commercial employment was granted to him, it shall be competent for the said authority to declare by order in writing and for reasons to be recorded therein that he shall not be entitled to whole of such part of the pension and for such period as may be specified in the order, giving him an opportunity of showing cause such declaration.

8.9 Procedure for Sanctioning & Payment of Pension

- 8.9.1 Delay in payment of pension involve hardship to the pensioner. Principal will frame a time table and prescribe procedure for ensuring prompt sanctioning and timely payment of pension and other dues that payment is made on the date when it becomes due.

If however in any isolated case there is apprehension of undue delay in sanctioning of pension then provisional pension may be sanctioned as per previous provisions laid down in the rules and procedure for sanction and disbursement of pensions.

- 8.9.2 If the payment of pension and /or death-cum-retirement Gratuity is delayed beyond three month from the date of its becoming due, interest at such rates,

as may be specified by the regulations to be framed, shall be paid for the period beyond three months after these benefits become due to the end of the month proceeding the month in which payment is authorized to the pensioner concerned.

- 8.10.2 The principal may delegate any of his powers to his subordinate(s) subject to such conditions which he may like to impose. The powers so delegated cannot be delegated any further, however, the powers of the Registrar mentioned above may be delegated by him to his subordinate with the concurrence of the principal.
- 8.10.3 Any change (s) in grant of pensionary benefits as made by the Punjab Government to their employees from time to time shall be made applicable to the college employees with the approval of the principal.
- 8.10.4 If any question relating to the interpretation of any provision of these pension rules or any difficulty arise in giving effect to these provisions, the decision of the principal shall be final.
- 8.10.5 The rules relating to General Provident fund shall be the same as applicable to Punjab Govt employees from time to time in respect of employees of the college who opt for pension.

* * * * *

FORM OF OPTION

(To be given by widow / widower) (in the absence there to, an eldest surviving member of the family) eligible for Family Pension, who wish to be governed by the benefits available in the pension Scheme .

I, _____ - as widow/widower/son/daughter of late
(Name) _____ employed as (Designation) _____
_____ in the Department /office _____
do hereby opt to be governed by the S B S C E T pension Scheme.

Signature of widow / widower (in the absence there to an eldest surviving member of the family) eligible for family pension.

CPF Account No.	:	Accepted
Place	:	
Dated	:	Principal

FORM OF OPTION

To be given by widow/widower/nominee of the deceased who does not wish to be governed by the benefits available in the pension Scheme. I, _____
_____ widow/widower/son/daughter of late (Name) _____
_____ employed as (Designation) _____ in the De-
partment /office _____ do hereby opt to continue under
the Contributory provident fund Scheme of S B S C E T Ferozpur.

signature of widow /widower /nominee of the deceased.

CPF Account No.	:	Accepted
Place	:	
Dated	:	Principal

CHAPTER 9

T.A. & D.A. RULES

9.1 For the purpose of T.A./D.A. grading of the employees in various pay ranges in the revised scales of pay shall be as under:-

Grade	Pay Range
I.	Rs. 5000 and above.
II.	Rs. 3000 and above but less than Rs.5000/-
III.	Rs. 2000 and above but less than Rs.3000/-
IV.	Rs.1500/-and above but less than Rs. 2000/-
V.	Rs. 1200/- and above but less than Rs. 1500/-
VI.	Below Rs. 1200/-

9.2 The rates of daily allowance shall be as under

S.No.	Pay Range	Rate of daily allowance within Pun-jab (in Rs.)	Rates of daily allowance outside Pun-jab (in Rs.)	Rates of daily allowance at Shimla, Delhi, Bombay, Madras, Calcutta (in Rs.)
(a)	Rs. 5000 and above	50	60	70
(b)	Rs. 3000 and above but less than Rs.5000/-	40	50	60
(c)	Rs. 2000 and above but less than Rs.3000/-	35	45	55

(d)	Rs. 1500/- and above but less than Rs. 2000/-	30	40	50
(e)	Rs. 1200/- and above but less than Rs. 1500/-	25	35	45
(f)	Below Rs. 1200/-	20	25	35

9.3 The maximum rates of Hotel Accommodation/Tourest Bungalows for tour outside Punjab and Chandigarh on the production of receipt shall be as under:-

Grade	Pay Range	Bombay / Madras / Shimla	Calcutta / Delhi /	Other places outside Punjab state
I.	Rs. 5000 and above	300		225
II.	Rs. 3000 and above but less than Rs. 5000/-	225		180
III.	Rs. 2000 and above but less than Rs. 3000/-	200		165
IV.	Rs. 1500/- and above but less than Rs. 2000/-	120		100
V.	Rs. 1200/- and above but less than Rs. 1500/-	100		75
VI.	Below Rs. 1200/-	60		45

9.4 The entitlement to travel by railway shall be as under:

Grade	pay Range	Travel Entitlement
I.	Rs. 5000 and above	Ist class A.C.
II.	Rs. 3000 and above but less than Rs. 5000/-	A.C. two tier sleeper Ist class
III.	Rs. 2000 and above but less than Rs.3000/-	Ist class A.C. chair car
IV.	Rs. 1500/- and above but less than Rs. 2000/-	Ist class/A.C. chair car
V.	Rs. 1200/- and above but less than Rs.1500/-	Second class sleeper
VI.	below Rs. 1200/-	2nd class sleeper

9.5 The criteria of entitlement to travel by air is as under:

- I. Pay exceeding Rs. 5000/- at discretion
- II. Pay exceeding Rs. 3000/- On the condition that the distance is more but not above Rs. 5000/- than 510 km and journey cannot be performed in deserving cases overnight by rail travel by air in deserving cases

9.6 The employees shall have the option to travel by air means of road transport, i.e. whether by Air Conditioned, Deluxe bus or ordinary Bus, subject to the payment of actual charges or medium railway fare, whichever is less. In the case of station not directly connected by rail, the entitlement of road transport shall be as:

Grade	Pay	Entitlement
I.	Rs. 3000 and above	A.C Bus
II.	Rs. 2000 and above but less than Rs. 3000/-	Deluxe bus
III.	Below Rs. 2000/-	Ordinary Bus

9.7 No incidental charges /Daily allowance shall be admissible in the case of an employee returning to the Headquarters within 8 hours and full daily allowances shall be admissible in the case of return after 8 hours subject to the condition that the traveling is beyond 25kms from the Headquarters. The rates of Road mileage per kilometer shall be as under except that for Delhi/ Madras / Bombay/ Calcutta where local mileage shall be paid on actual basis on the production of receipt or certificate for the mode of conveyance of entitlement.

Grade	Own Motor Car (Rs. P.)	Own Motor cycle/Scooter (Rs. P.)	Ordinary Cycle (Rs. P.)	Other means of conveyance (Rs. P.)	in Bus/Taxi etc. single seat (Rs. P.)
I	1. 50	0. 60	0.25	0.60	0.30
II	1. 50	0. 60	0.25	0.60	0.30
III	1. 50	0. 60	0.25	0.60	0.30
IV	-	0. 60	0.25	0.30	0.25
V	-	0. 60	0.25	0.30	0.25
VI	-	-	0.25	0.30	0.15

9.8 The employees traveling by staff car/ Govt. vehicle shall be paid full Daily Allowance in case absence from Headquarters exceeds 8 hours and if it is followed by night half outside the Headquarters the Daily Allowances shall be admissible at the rates of the place of night halt.

9.9 The employees shall be entitled to the transport charges for the carriage of their personal effects on transfer according to the following scales:-

Grade	Officer possessing no family (quintals)	Officer possessing family (quintals)
I	30	45
II	30	45
III	20	30
IV	15	20
V	15	20
VI	10	15

The packing charges shall be Rs. 10 per quintal. For the carriage of personal effects by road, the employee shall be reimbursed the actual transport charges by road for admissible charges by rail plus an amount not more than the 25% thereof, whichever is less. In addition, one fare of the class entitled shall be allowed to the employee himself on his transfer when his family does not accompany him in the first instance.

9.10 Tour Approval

- (a) Head of departments shall be competent to approve tour of all employees working under them subject to available budget of the department for this purpose.
- (b) Tours of Heads of Departments shall be approved by the Principal.
- (c) The Principal is authorized to approval his own tours. He shall, however, send his information of the same to the Chairman, Board of Governors as far as possible, in advance.

9.11 (a) Things not covered under these rules will be as per Punjab Govt. T. A. Rules.

- (b) The rates of TA/DA shall be stand automatically revised as and when corresponding rules are revised by the Pb. Govt for its employees.

Leave Travel Concession

9.12 The rules of the Leave Travel Concession shall be the same as applicable to the employees of the Punjab Govt. from time to time.

* * * * *

CHAPTER 10

CONDUCT RULES

10.1 Application

The provisions contained in these Rules shall apply to all employees of the College.

10.2 Definitions

In these Rules unless the context otherwise requires.

- (a) “Competent authority” means
 - (i) **The Board of Governors** in the case of Principal.
 - (ii) **The Principal** in the case of all other employees.
- (b) **Members of the family** in relation to an employee includes.
 - (i) The wife, child or step child of such employee residing with and dependent on him and in relation to an employee who is a woman, the husband residing with and dependent on her and
 - (ii) Any other person related, whether by blood or by marriage to the employee or to such employees wife or husband and wholly dependent on such institute employee, but does not include a wife or husband legally separated from the employee or child or step-child who is no longer in any way dependent upon him or her or whose custody the employee has been deprived of by law.
- (c) **Service** means service under the College.

10.3 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) An employees should at the times be courteous in his dealings with other members of the staff, students and members of the public.
- (c) Unless otherwise stated specifically in the terms of appointment, every employee is a whole-time employee of the College, and may be called upon to perform such duties as may be assigned to him by the competent authority, beyond scheduled working hours and closed holidays and Sundays. These duties inter alia shall include attendance at meetings of committees to which he may be appointed by the College.
- (d) An employee shall be required to observe the scheduled hours of work, during which he must be present at the place of his duty.
- (e) Except for valid reasons and/ or unforeseen contingencies no employees shall be absent from duty without prior permission.
- (f) No employee shall leave station except with the previous permission of proper authority, even during leave or vacation.
- (g) Whenever leaving the station, an employee shall inform the Head of the Department to which he is attached or Principal if he is himself the Head of Deptt., the address where he would be avail able during the period of his absence from station.

10.4 Taking part in politics and Elections

- (a) No employee shall take part in politics or be associated with any party or organization which takes part in political activity, nor shall be subscribe in aid or assist in any manner any political movement or activity .
- (b) No employee shall canvass or otherwise interfere or use his influence in connection with or take part in any election to legislative body or local authority.

Provided that an employee of the College qualifies 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.

10.5 Connection with Press or Radio or patents

- (a) No employee shall, except with the previous sanction of the competent authority, own wholly or in part, or conduct or participate in the editing or managing of any newspaper or other periodical publications.
- (b) No employee shall, except with the previous sanction of the competent authority or any other authority empowered by it in this behalf, or in the bonafide discharge of his duties, participate in radio broadcast or contribute any article or write any letter whether 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.

Note: Subject to the restrictions noted below members of the staff are at liberty, without any sanction as contemplated in paragraph 10.5 above, to publish their original scientific works in journals of repute in India and abroad. If, however, they wish to indicate their official designations in the articles, they want to publish, previous sanction of the competent authority will be necessary.

Such articles must be strictly confined to purely scientific subjects and should not touch upon administrative matters. They shall be free from all political things.

Publications of articles related to India's boundary areas and the tribal population in such area is prohibited without previous permission of the competent authority.

10.6 Criticism of the College

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 any public utterance, make any statement to fact or opinion.

- (i) Which has the effect of an adverse criticism of any current or recent policy or action of the College or
- (ii) Which is capable of embarrassing the relations between the college and the Central Govt. or any state Govt., any other College or Organisation or members of the public.

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

10.7 Evidence before Committee or any other Authority

- (i) Save as provided in sub-paragraph (iii) below, no employee shall, except with the previous sanction of the competent authority give evidence in connection with any enquiry conducted by any person, committee or authority.
- (ii) where any sanction has been accorded under sub-paragraph (i) no employee giving such evidence shall criticize the policy or any action of the college or the Central Govt. or any state Govt.
- (iii) Nothing in this paragraph shall apply to:
 - Evidence given at any enquiry before any authority appointed by the college, by Parliament or by a state Legislature or
 - Evidence given in any judicial enquiry or
 - Evidence given in any departmental enquiry ordered by the college authorities.

10.8 Unauthorized 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 authorized to communicate such document or information.

10.9 Gifts

No employee shall, except with the previous sanction of the competent authority, accept or permit his wife or any other member of his family to accept from any person other than relations any gift of more than the trifling value. The interpretation of the term 'trifling value' shall be same as laid down in the Punjab Govt. servants Conduct Rule

10.10 Private Trade Employment

No employee shall, except with the previous permission of the competent authority, engage directly or indirectly in any trade or business or any private tuition or undertake any employment outside his official assessments.

Provided that the above restrictions shall apply to Academic work and consultative practice under taken with the prior permission of the competent authority which may be given subject to as regards acceptance of remuneration as may be laid down by the Board

10.11 Investment lending & Borrowing

- (a) No employee shall speculate in any business nor shall he make or permit his wife or any another of his family to make, any investment likely to embarrass or influence him in the discharge of his official duties.
- (b) No employee shall lend money at interest to any person nor shall be borrow from any person with whom he is likely to have official dealings.

10.12 Insolvency Habitual Indebtness and Criminal proceedings

- (a) 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 his salary is continuously being attached, he may be liable to dismissal. An employee who becomes the subject of legal proceedings for insolvency and shall forthwith report full facts to the College.
- (b) 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 24 hours shall not join his duties in the College unless he has obtained written permission to that effect from the Principal.

10.13 Moveable, Immoveable and Valuable Property

Every member of the staff shall, on first appointment in the college service and thereafter at such intervals as may be prescribed by general or special orders of the competent authority submit return in such form as the college may prescribe in this behalf of all immoveable property, acquired or inherited by him on lease or mortgage, either in his own name or in the name of any member of his family or in the name of any other person.

10.14 Vindication of Acts and Character of Employees

No employee shall, except with the previous sanction of the competent authority, have recourse to any court of law 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.

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

10.15 Marriages etc.

An employee intending to marry a person who holds a citizenship of another foreign country shall seek prior permission of the competent authority.

No employee who has wife living shall contract another marriage without first obtaining the permission of the Principal notwithstanding that a subsequent marriage is permissible under the personal and religious law for the time being applicable to him and violation of these rules will lead to immediate dismissal from the college service.

10.16 Representations

Whenever an employee wishes to put forth any claim or seeks redressal of any grievance or any wrong done to him, he must 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.

* * * * *

CHAPTER 11

MEDICAL REIMBURSEMENT, ATTENDANCE & TREATMENT

- 11.1 In cases where adequate facilities are not available in the SBS CET Hospital and the medical officer concerned is satisfied, he may refer the cases to other recognized hospitals at Ferozepur. However, the cases requiring special treatment may be referred to Sacred Heart Hospital CMC Ludhiana/Post Graduate Medical Research Institute, Chandigarh with the approval of Principal (which shall be obtained before hand unless this delay entails danger to the health of the patient).
- 11.2 If the Medical officer is of the opinion that case of the patient is of such a serious or special nature as to require medical attendance other than at Ferozepur he may with the approval of Principal (Which shall be obtained before hand unless the delay entails danger to the health of the patient).
- (b) Send the patient to the nearest specialist or other Medical Officer in or outside the state by whom, in his opinion, medical attendance is required for the patient.
 - (c) If the patient is too ill to travel, summon such specialist or other medical officer to attend on the patient.

A Patient sent under above clause shall on production of a certificate in writing by the concerned Medical officer in this behalf be entitled to traveling allowance for the journey to the head quarters of the specialist or other Medical Officer and back.

Note: To discourage any undue tendency to recommend this concession to college employees for various conditions for which specialist's advice or treatment is not necessarily essential, it is laid down that the request for permission for performing

journeys between the headquarters of the employee concerned and the specialist must be accompanied by a certificate from the Medical officer in the following proforma.

This is to certify that I _____ being the authorized Medical Attendant of _____ working as _____ in the office _____ have examined/treated him /her disease for _____ and that his /her disease is of such a nature as to make it essential for a specialist to be consulted and I am not in a position to make investigation/give the treatment.

- 11.3 The college employee stationed at places other than Ferozpur should as far as possible get themselves treated in a local Govt. Hospital or dispensary. However, at places where such a hospital /dispensary is not located, treatment may be obtained from the Registered medical practitioner. In case where the Head of Deptt. is satisfied that the case of the patient is of such serious nature as to require medical attendance at a place other than the duty station or the employee concerned, he may with the approval of the medical officer at Ferozpur (which shall be obtained before hand unless the delay entails danger to the health of patient) send him to the nearest Govt. hospital/ dispensary and the provisions of rule-3 above would mutandis apply in this case.
- 11.4 No antenatal or postnatal care would be given in the hospital for delivery purposes nor medicines provided for recoument would be allowed after second living child.
- 11.5 The employees of the SBSCET Ferozpur who retired on superannuation shall be entitled to get medical facilities (including reimbursement of medical charges) from SBSCET hospital or Civil Hospital/Dispensaries as are admissible to Punjab Govt. employees from time to time subject to such conditions, restrictions or modifications as are considered necessary by the Principal.
- 11.6 The Punjab Govt Medical attendance Rule 1940 as amended from time to time shall apply to the employees of the SBSCET, Ferozpur (including retired employees) mutatis mutandis. In case of any anomaly or interpretation in their application to the employees of the SBSCET, Ferozpur, the decision of the Principal shall be final.
- 11.7 The Principal shall constitute a medical Board in consultation with the Civil Surgeon, Ferozpur for recommending treatment of employees outside the state and the amount on such treatment shall be reimbursed as per Punjab Govt. norms as amended from time to time.

CHAPTER 12

ALLOTMENT OF HOUSES TO THE STAFF

12.1 Applicability

These rules shall govern the allotment of houses to the employee of the Shaheed Bhagat Singh College of Engineering & Technology , Ferozepur

12.2 Definition

These rules unless the context otherwise requires:-

- (i) **Employee** means an employee of the Society.
- (ii) **House** means a residential house of the Society.
- (iii) **Allottee** means an employee to whom a house has been allotted.
- (iv) **Family** means the wife, husband, children, parents, brothers and sisters residing with and dependant of an allottee.
- (v) **Seniority** means seniority of an allottee for the purpose of a allotment of a house as decided under these rules.
- (vi) **Pay** means the basic pay of the allottee.
- (vii) **Rent** means the amount payable by the allottee as rent for a house allotted to him under these rules exclusion of fan rent , water and other charges.

12.3 Eligibility

Allotment criterion for allotment of accommodation at the campus shall be as under:-

Category VI	Principal's House
Category V	Basic Pay of Rs 4000/- and above
Category IV	Basic Pay of Rs 3200/- to Rs 3999/-
Category III	Basic pay of Rs 2200/- to Rs 3199/-
Category II	Basic Pay of Rs 1000/- to Rs 2199/-
Category I	Basic Pay upto Rs 999/-

12.4 Allotment Procedure

- (i) The allotment shall be made in order of seniority. The purpose of allotment of a house in a category seniority of eligible employee shall be reckoned from the date when he becomes eligible for that category of house.

List of all eligible employees cum engineers according to seniority shall be maintained by the Estate Officer and the list shall be viewed after every six months (January/July).

- (ii) A staff member on his request may be considered eligible for allotment of house of lower category if house in that category of his entitlement is not available . For such allotment, a staff member holding higher post shall be considered senior to all other employees who are otherwise eligible for that category of house.
- (iii) An employee shall maintain his seniority in the category of houses to which he is eligible for further allotment even if he accepts allotment of a lower category house or joint allotment or if he does not accept the allotment under any of these paras.
- (iv) An employee shall not be allotted a house if the employee's spouse is already an allottee but this clause shall not apply where the husband and wife are residing separately in pursuance of an order of judicial separation made by a court.
- (v) If two allottees marry each other , they shall surrender one of the two houses within one month of marriage failing which allotment of the lower type of house shall be deemed to have been canceled on the expiry of the aforesaid period of one month and where both the houses are of the same type, the allotment of one of them as the Principal may specify shall be deemed to have been canceled.
- (vi) The Society accommodation shall not ordinarily be allotted to an employee who owns a house(s) or part of a house in his own name(s) or part of his spouse within a radius of 8 Kms. of Shaheed Bhagat Singh College of Engineering & Technology, Ferozepur excepting when the college requires the presence of an

employee on the campus or if the employee makes a specific request which is acceded to by the Principal.

- (vii) If an employee is required to stay in the college campus in the interest of the college he may be allotted a house out of seniority in the category of houses to which he is eligible at the discretion of the principal.
- (viii) The Principal may, if he deems it necessary, reserve or set a side a particular house or a set of houses for any specific purpose.

12.5 Allotment Committee

- (i) The power to allot the houses under these rules shall vest in the Principal. However, the Principal may appoint an allotment committee to advise him on all matters relating to the allotment of houses and may delegate any of the powers and functions conferred on him under these rules subject to such conditions as he may deem fit.
- (ii) An allotment order shall be issued by the Registrar to each allottee. An allotment once made shall not ordinarily be disturbed.
- (iii) An allotment shall be effective from the date the house occupied by the allottee and shall continue until:
 - (a) It is canceled or is deemed to have been canceled under these rules or
 - (b) It is surrendered by the allottee
- (iv) In case an allottee after having accepted the allotment of a house to which he is eligible, relinquishes it, or he does not occupy the house, he will not be entitled to allotment of a house for a period of one year from the date of last allotment, Re-allotment within the same type of houses will ordinarily be avoided. However, a mutual exchange in the same type of houses may be allowed by the Principal.
- (v) As a temporary measure in order to meet the shortage of residential accommodation, an employee may be allotted a house jointly and if he so chooses may share the house allotted to him with one or more other employees of his own choice in which case such employees shall be deemed to be joint allottees and the rent chargeable from each and such allottee shall be as approved by the Principal from time to time. Such joint allottees shall not be entitled to any house rent allowances and they shall maintain their seniority in the category of houses to which they are otherwise eligible for allotment.

12.6 Occupation

- (i) The Estate officer of the college shall certify after proper verification that the house allotment to an allottee is fit for occupation.
- (ii) An allottee shall occupy the house allotted to him within 15 days from the date of issue of the allotment order to him or from the date of issue of the notice to him that the house is fit for occupation, whichever is later, failing which the allottee shall be charged rent as if he has occupied the house till the order for cancelation of allotment is issued.
- (iii) An allottee shall be required to sign an inventory of the fittings and fixtures in the house on occupation / vacation of the house.

12.7 Cancelation of Allotment

If after the cancelation of an allotment under any of these rules the house remains in unauthorized occupation of an allottee, standard rent for the house and also water and other charges shall be charged for the period of unauthorized occupation without prejudice to any other action that may be taken against the allottee.

12.8 Licence

In every case the allottee shall be deemed to be a licences and not a tenant.

12.9 Temporary occupation

An employee may be permitted temporary occupation of any vacant house/ guest house for a period not exceeding ten days for ceremonial or religious purposes on payment of normal / ceiling rent of that house.

12.10 Water charges and rent

An allottee shall pay rent and water charges at the rates fixed by the society from to time which shall be deducted from the salary bill of the allottee.

12.11 Rent Chargeable From Allottee Under Suspension

An allottee who has been placed under suspension shall be charged rent at the rate prescribed by the society from time to time.

12.12 Leave

An allottee on study leave / Extraordinary leave / QIP leave Deputation / Sabbatical leave may be permitted to retain his house provided his family continues to occupy the house upto the following periods from the commencement of his leave / Deputation and payment of normal rent.

- (a) If employees remains in India — Maximum period of 3 months
- (b) If employee goes abroad — Maximum period of 6 months

12.13 Subletting

No allottee shall sublet a house or any portion thereof to anyone under any circumstances. If an allottee sublets a house or any portion thereof, the allotment of house shall be canceled and he shall be debarred from any allotment of house for a period of two years without prejudice to any other action that may be taken against him under the rules.

12.14 Notice Vacation House

An allottee shall give notice of his vacating the house in writing to the Registrar of the society at least ten days in advance. If he fails to do so, the allottee shall be responsible for payment of rent for the number of days by which the notice given falls short of 10 days. An allottee shall submit a vacation report to the Estate officer of the society which shall be acknowledge on the same date.

12.15 Death

If an allottee dies while in service his family may be permitted to retain the house for one year from the date of his death on normal rent.

12.16 Retirement

If an employee retires from the service of the society he may be permitted to retain the house for a period not exceeding two months after the date of his retirement on payment of normal rent.

12.17 Termination or resignation

If an allottee's service with the society is terminated or if he resigns from the service of the society he may be permitted to retain the house for one month after the date of his being relieved from the service of the society on payment of normal rent.

12.18 Proper Use

- (i) An allottee shall use the house strictly, for the purpose of the allottee's or his family's residence and shall maintain the house and the compound in a clean and hygienic condition.
- (ii) An allottee shall not be permitted cutting of trees planted in the compound of the house without the consent of the Estate officer cum engineer of the society. An allottee shall ensure that no water supply and sanitary installations in the house for necessary repairs, whenever needed.

12.19 Additions and alterations to buildings etc

An allottee shall not make any addition or alternation in the building, fittings or electrical installations and shall not make any unauthorized construction or make extensions to the electric or water supply lines without the specific permission of the Principal in writing.

12.20 Cattle animals

No cattle shall be kept in the house or in its compound. Care should be taken to ensure that pet animals do not cause any inconvenience to others.

12.21 Inflammable Materials

No inflammable material in bulk shall be stored in the house or in compounds.

12.22 Damage / Theft

An allottee shall be personal responsible for any damage beyond normal wear and tear of the fixture, sanitary fittings, electrical installations, furniture fencing etc. Provided in the house or for theft of any of these items during the period of his occupation or the house.

12.23 Maintenance

An allottee shall allow the maintenance staff of the society or the workers of authorized contractors to have access to the house at all reasonable hours to inspect the building, water, sanitary or electrical installations and fixtures and furniture and to carry out the repairs, etc.

12.24 Infectious Disease

Incidence of any infectious disease shall be reported by the allottee to the Medical officer of the Society immediately and all precautions shall be taken to prevent spreading of the infections.

12.25 Breach of Rules

If an allottee commits any breach of these rules or of the terms and conditions of the allotment or uses the house or permits it to be used for any purpose other than what is stated in these rules or conducts himself in manner which in the opinion of the Principal disturbs harmonious relations with the allottee's neighbors or peace on the campus or if it is found that the allottee has knowingly furnished incorrect information in any application or written statement with a view of securing the allotment, the Principal may, without prejudice to any other disciplinary action that may be taken against the allottee (a) cancel the allotment are damaged and will report to the Estate officer-cum-Engineer of the house to the allottee (b) declare the employee ineligible for any fresh allotment of a house for a period of one year.

12.26 Hardship

If the Principal is satisfied that the operation of these rules may cause undue hardship in a particular case he may dispense with or relax the Rules to such an extent and in such a manner as he may consider necessary.

12.27 Interpretation

On any question of interpretation of these Rules the Principal's decision shall be final. However, the employee may appeal to the Board whose decision shall be final in the matter.

* * * * *

CHAPTER 13

ACCOUNT RULES

13.1 General Rule

These rules may be called the Shaheed Bhagat Singh college of engineering & Technology, Ferozpur Account Rules. Unless, there be anything repugnant in the subject or context, the terms defined in these rules are used in the sense here-under explained.

- (a) **Competent Authority** means the Board of Governors of the Shaheed Bhagat Singh College of Engineering & Technology, Ferozpur and includes such officers or authorities to whom the Board may authorize for all or any purpose of these rules.
- (b) **Appropriation** means the assignment to meet specified expenditure of funds at the disposal of the assigning authority.
- (c) **Bank** means any Nationalized Bank at Ferozpur, where the account of the college is maintained.
- (d) **Book Transfer** denotes the process whereby financial transaction which do not involve the giving or receiving of cash, or of stock materials, are brought to account. Such transaction usually represent liabilities and assets brought to account either by way of settlement or otherwise but may also represent corrections and amendments made in cash, stock or book transfer transactions previously taken in account.
- (e) **Cash** includes legal tender coins, currency and bank notes, cheques payable on demand, and demand drafts/Indian Postal Orders and also 20 paise revenue stamps. Govt. Securities, deposit receipt of banks, debentures and Bonds accepted as security deposits are not treated as cash.

- (f) **Employee** means an officer or person employed by the college and includes Govt. servants on foreign service with the college.
- (g) **Financial Year** means the year beginning on 1st April and ending on the following 31st March.
- (h) **Government** means the Govt. of Punjab or the Govt. of India as the context may imply.
- (i) **Grant in Aid** means any contribution or grant which may be made by the Govt. of India or Govt. of Punjab on such conditions which it may impose.
- (j) **Head of Department** means an employee of the College declared as such by the competent authority.
- (k) **Major Head** means as main unit of classification of revenue and expenditure.
- (l) **Minor Head** means sub division of a major head.
- (m) **Non-Recurring Expenditure** means expenditure sanctioned as a lump-sum charge where the amount may be paid as lump-sum or by installments.
- Note:** Sanction to any item of expenditure which is of a fixed recurring nature and does not vary periodically and which is chargeable to contingencies or to pay of establishment and which does not extend beyond the financial year or beyond six months within the financial year is deemed to be a sanction for non-recurring expenditure.
- (n) **Recurring Expenditure** means expenditure which is not non-recurring.
- (o) **Reappropriation** means the transfer of funds from one unit of appropriation to another such unit.
- (p) **College Account** means the Bank Account opened in any nationalized Bank at Ferozpur, in which all the Grant-in-Aid and other revenues of the College are credited. It does not include current accounts maintained for Amalgamated Funds or Mess Funds.

Note: Other terms used in these rules derive their meaning from Shaheed Bhagat Singh college of Engineering & Technology, Ferozpur Society Rules. In the matter of details connected with accounts not provided for in these rules, the employee of the College shall comply with the instruction of the Principal.

13.2 Manner of Keeping Account

- (a) Books of Accounts, Forms and Registers shall be subsequently bound and page-number before being brought to use.

- (b) No alteration, cutting or erasion shall be made in any book, register forms, vouchers or cheques. If any correction has to be made, it shall be made neatly in ink and attested by the dated initials of the employee concerned or in case of a cheque by the signature of the officer signing the cheque.

13.3 Destruction of Record

Vouchers, Registers and other Forms prescribed in these rules shall not be weeded or destroyed other wise than in accordance with the rules as laid down by the state Govt. of Punjab in respect of disposal of its own records, provided that no voucher, register or form relating to an audit objection shall be destroyed or weeded until the audit objection has bengot settled.

13.4 Audit of Account

The accounts of the college shall be pre audited by the internal Auditors/Deputy Registrar (A/Cs). The post audit of accounts will be conducted by the A.G. Pb.

13.5 Maintenance of Accounts

There shall be the following accounts of the college:

- (1) General Current Account
- (2) CPF Account/GPF Account
- (3) Security deposit Account
- (4) Any other account, to be opened with the approval of the Principal
 - (a) Income from fees, grants from Govts. Incomes from property and hostels and other misc. Services of the college will be deposited in the current account of the College.
 - (b) All subscriptions of the employees and contributions by the College to C.P.F. and interest there-on will be deposited by the C.P.F. account subject to the general policy of the College approved for the investment of balance in long term security deposit.

- (c) The security deposit of the employees and security deposit of any other kind will be deposited in the security deposits account every employee is personally responsible for the money which passes through his hands and for the prompt record of the receipts and payment in the relevant account, as well as for the correctness of account in every respect. The private cash or account of members of office or departments should not be mixed up with the college cash or account.

The account of receipts and payments will be maintained in cash books.

Note: The cash books shall be bound in convenient volumes and the page machine numbered. Before bringing the cash book into use, the Deputy Registrar (A/Cs) shall count the number of pages and record a certificate of count on the first page of the cash book. All monetary transactions as well as book transfers shall be entered in the cash book as they occur. The receipt as the case may be will be issued for the money received on behalf of the College. The receipts upto Rs. 200/- will be signed by the Cashier/Head Cashier and the receipts for amount more than Rs. 200/- will be counter-signed by the Superintendent/Dy. Registrar (A/Cs). All money received in the college shall ordinarily be deposited in the bank on the same day. However, in exceptional circumstances money received after banking hours will be kept in the strong room of the college.

The cash Book should be closed and completely checked. The Suptd./Dy. Registrar (A/Cs) should verify and sign the totalling of cash book every day besides checking the individual entries.

The cash book will be checked by the Registrar at the end of every month.

When the College money is paid into the Bank, Supdt./Dy. Registrar (A/Cs) should compare then Bank receipt, the challan with the entries in the cash book and satisfy themselves that the amounts have been actually credited in the Bank. By the last date of every month a bank reconciliation statement should be prepared in the basic of the Cash Book and the balance tallied with Bank. The Dy. Registrar (A/Cs) will be responsible for the regular reconciliation of accounts.

Any erasure or over-writing of entry in the cash book is strictly prohibited. If a mistake is discovered it should be corrected by drawing the pen through the incorrect entry and inserting the correct amount in red ink between the line. The Supdt./Dy. Registrar (A/Cs) should initial every such correction and invariably date his initials.

When a cheque is drawn in favor of the cashier or the head cashier for disbursement of salaries to class IV staff or works charged staff or petty payments to be made in cash, its amount should at once be entered as a receipt in the subsidiary cash book. All receipts, disbursements and charges of whatever sort connected with the College service must be and, no other may be, shown in the Cash Book. Sufficient details should be

given in column 'Particulars' to admissible of main points of each transaction being readily ascertainable with out reference to the detailed vouchers.

Classified abstracts in parts will be maintained separately for in come and expenditure for all heads of account. Entries in the abstract Resister will be transferred from the cash book daily. Month totals will be made in the Abstract Register for each head of account and monthly account will then be prepared from the totals so structure in Abstract Register in the proforma of monthly account.

All the temporary advances given to staff for various purposes will be entered in a register to be maintained in the prescribed form. This register will be posted monthly and balances struck at the ensure of every month and tallied with the figures in monthly account. It will be obligatory on the part of the heads of Deptts. to ensure of the account of temporary advanced within 30 days of the issue of advance. Unspent balances out of these advances must be deposited by the employees concerned within 7 days of the finalization of cash purchases. Undue retention of College money beyond this period without proper justification will be seriously reviewed by the Registrar every month, and action taken against the defaulters.

13.6 Receipt of Money

When the money is received by the College employee on behalf of College, it should at once be brought to account in cash book and receipt be issued to the payer. If, however, an amount is realized by recovery from a payment made by a bill or other vouchers setting forth full particulars of the deductions, a receipt should be issued only if specially desired by the payer. But the fact of recover having been made by deduction from the payment vouchers should be clearly recorded on the receipt.

Note: Final acquaintance for private cheques and drafts on local banks accepted under proper authority should not be given to the payer until these have been cleared. Cheques of private individuals if accepted, in payment of College dues, should be sent to bank for encashment and by shown in appropriate column of the cash book as remittance into bank.

A register in the prescribed form should be maintained for the cheques and drafts received from outside parties and credit of the amount of cheques/draft should be watched through this register.

A register in the prescribed form should be maintained in respect of investment held by the College. The account of security deposits from employees and other misc. deposits will be maintained in the prescribed form. This register should be closed every month and debit/credit tallied with the figures of monthly account. In addition, a separate

detailed account for the individual students in respect of College/Mess security will be maintained.

13.7 Payment

All payments should as far as possible be made by cheque. However, petty sums under Rs. 100/- may not be made by cheque. Similarly, other charges which are paid in cash e.g. wages of laborers and pay of class IV establishment etc. may be made in cash after drawing the amount from the bank. All bills whether for the supplies received or for advance payments against dispatched documents or otherwise should be verified by the Heads of Deptts. and the payment should be arranged by the accounts departments/branch which are operating budget grants of respective departments. Record of 90% or 100% advance payment will be maintained separately in a register in the prescribed proforma. It will be the responsibility of the Heads of the Deptts./Branch to ensure expenditures and clearance of such advance and all the advance should be brought to the notice of Principal for proper action.

13.8 Vouchers

As a general rule, every payment including repayment of money previously lodged with College for whatever purpose must be supported by a voucher setting forth full and clear particulars of the claim and all information necessary for its proper classification and identification in the account. The particular Head of Accounts to which the charges are debitable or to which the deduction or other credits shown in the vouchers are creditable should be clearly indicated on it on proper and prominent place.

Voucher must bear a pass order signed by authorised officer of the college. Every voucher should also bear or have attached to it an acknowledgement of payment signed by the person by whom or in whose behalf the claim is put forward.

13.9 Remittance to Bank

All remittance to Bank should be shown in main cash book. These entries should be verified with reference to the challan no. of the bank by Supdt./Dy. Registrar (A/Cs).

13.10 Imprest

The account of imprest given to the Registrar, Cashier/Head Cashier and Head of Deptt./Branch will be maintained in the prescribed register. The imprest account will be got adjusted before the closing month so that payments are brought in account during the month of payment.

13.11 Receipt from students

The fees and other dues received from the students will at once be recorded in the Demand and Collection Register. A receipt in prescribed form will be issued to the students. The total cash received as worked out in Collection register daily will be posted in the Main Cash Book and deposited in the Bank same day.

13.12 Payment of Scholarships/Loans

All amount of scholarships and loans received from various authorities for payment to the students of the College as scholarship or loan will be credited in the Main Cash Book under the proper sub-heads of accounts, a scholarship Register will be maintained. A page shall be allotted in respect of each student. A scholarship Deposit Register to show the amount received and paid to the students will also be maintained. The undisbursed amount of these scholarship and loans will be refundable to the concerned authorities as soon as possible after the close of academic year.

13.13 Pay and allowance to the staff

Each department of the college will send to the Accounts Section by 20th of every month the statement showing the staff on duty and on leave during a particular month. Pay bill of the staff will be prepared by the Accounts Section on the basis of the duty reports etc. The Dy. Registrar (A/Cs) will signed and pass the pay bill of all the staff.

An establishment check Register will be maintained in respect of the employees. All entries in the establishment checked register will be attested by the registrar.

Payment to all staff except class IV will ordinarily be made through bank. Payment to class IV will be made through cash. A cheque for the amount of bill passed in respect of class IV employees will be prepared in the name of Cashier/Head Cashier who will enter it at once in Sub-Cash Book. The details of the money will be kept

by him in the voucher and the sub-cash book. The cash book will be daily checked by Supdt./Dy. Registrar (A/Cs). Misc. recoveries and event register will also be maintained in Account Section for purpose of noting down changes in staff or any other deduction or payment to be made to the staff.

A Rent Register on account of recoveries effected from the employees will be maintained. This register will also include residence occupied by Non-employees and will show the assessment and realization of rent during the month.

13.14 Traveling Allowances

The employees of the College are entitled to traveling allowances according to rules framed by Board from time to time. The employees will submit their T.A. bills. A T.A. check Register will be maintained to show the total grant for T.A. and the amount spent out of this grant and balance amount available.

13.15 Contributory Provident Fund

The account of C.P.F. of the employees will be maintained in the prescribed form. This register will be posted every month and will show the payment of temporary loans and recoveries of C.P.F. Separate Pass Books will be issued to the subscribers. Interest will be calculated half yearly and credit to the accounts of the subscribers.

13.16 Payments of Suppliers and Contractors

Purchase of consumable and non-consumable articles in the College will be arranged in accordance with the approved purchase rules. As soon as supply of any material is received, the same should be checked according to the specifications and orders. The bill of the suppliers duly verified by the Head on the bill may be submitted to the Accounts Section for arranging payment.

The article of stock received should at once be taken in the stock register according to the nature of material. The College will arrange stock-taking of all departments. This will be arranged by the Principal in such a manner that the stocks of each department is checked by a staff member of another department. The store checking staff members will also report about the material which has been unserviceable or short and or surplus.

13.17 Budget Estimates

The Budget Estimates of the college will be prepared every year in the month of September in the form as approved by the Central/State Govt. The budget will show separated the expenditure under the following fields:

- (i) Reoccurring Expenditure
- (ii) Non-recurring Expenditure

There will be the following major Heads:

- (a) Pay
- (b) Allowance
- (c) Traveling Allowance
- (d) Contingencies

The major Heads of the Budget Estimates may be changed by the Board of Governors/Finance Committee according to the needs of the College. The budget will show the estimated receipt and expenditure of various Heads. An abstract showing total expenditure and the share payable by Central/State Govt. will also be prepared. It will also include necessary explanatory note for the various grants. The budget prepared in month of September will include the Revised Budget Estimates of the current year, as well as, new estimates of next financial year.

After the budget is approved by the F.C/B.O.G., the same will be sent to the Govt. of India and the State Govt. for their information as laid in the By-Laws of the College.

13.18 Grants/Loans received from Central/State Govt

A register in the prescribed form will be maintained showing the details of the grants received from the Central as well as State Govt. The balance will be worked out at the end of each financial year to show the unspent/unpaid balance of grants in respect of be maintained to show the loans received from the Govt. of India for the construction of buildings and due dates of repayments and actual dates of repayments. All entries in register will be attested by the Deputy Register (Accounts).

13.19 Residuary Matters

In the matters mentioned above, where rules are not specific, the rules of Punjab Govt. as applicable from time to time shall apply.

13.20 Reappropriation

Principal is empowered to reappropriate funds between the different Heads with in the Deptt. without affecting the total sanctioned grant for that deptt. or under the major Heads. Every such reappropriation shall as soon as possible be reported to the FC/Board of Governors.

13.21 Annual Statement

The College shall prepare an annual statement of receipts and exp. of the Society and place the same before the Board of Governors for information and consideration.

* * * * *

CHAPTER 14

PURCHASE RULES

14.1 Applicability

The rules shall govern the purchase of all equipment, machinery, instruments, spare parts, chemicals, building materials, hardware, furniture, stationery, consumable and non-consumable articles and all other goods (hereinafter referred to as goods) and repair work and services (hereinafter referred to as services) required for the College for any purpose.

14.2 Definition

In these rules, unless the context other wise requires:

- (a) **Indentor** means the Head of the Department, Principal Investigators/Project Officers for sponsored Research Schemes/Consultancy Projects. Registrar, Dy. Registrar, Assistant Registrar, Medical Officer, Store Purchase Officers, Superintendent and workshop supdt. Foreman, Librarian, Estate Officer and any other official of the College so notified by the Principal under these rules.
- (b) **Supplier** means a firm, organization, Individual who makes an offer to the College to supply goods or services or who supplies goods or services to the College including a Purchase Committee of the College.
- (c) **Tender** means any offer for supply of goods or services received from a supplier in response to an invitation to tender published in newspaper.

- (d) **Quotation** means any offer for supply of goods or services received or collected from a supplier other than a tender.
- (e) **Rate contract** means any rate contract with the DGS&D New Delhi, or Director of Suppliers and Disposals or they controller of stores of the State Govt. or Central Govt.
- (f) **Item** means the total quantity of an Indent or a purchase order of any single article of services of one size or specification.
- (g) **Taxes** means Sales Tax, Custom Duty, Excise Duty, Octroi etc.
- (h) **Extra Charges** means packing, forwarding, collection, delivery, loading, unloading and insurance charges etc.

14.3 Purchase Power

The Stores and Equipment Committee appointed by the Board of Governors of the College shall have power for purchasing goods or services up to any value, in accordance with the rules.

14.4 College Purchase Committee

The College Purchase Committee shall consist of the Indenting Head of deptt., Registrar/his nominee and a nominee of the Principal.

The committee shall make recommendations for all the purchases above Rs. 50,000/-.

The Principal shall have power for purchasing goods or services with in these rules on Rate Contract upto any value and not on Rate Contract upto Rs. 2,00,000 per item.

14.5 Indent

The indenter shall issue an indent for every purchase on a prescribed form.

14.6 Specification For Goods & Services

All indents shall specify the complete specifications for the goods or services and, except for goods on Rate Contract, spare parts, services, repair work, any specialized

goods, or goods for which there is only a single manufacturer, shall not specify any manufacturer's name or brand unless the Indentor considers it essential to do so for maintenance of quality of goods.

14.7 Approval or Indent

All indents except for purchase under clause 14.8 to 14.10 shall be approved by the Principal/Registrar before any purchase action is taken.

14.8 Petty Purchases

The indentors may purchase goods or services costing upto Rs. 1000/- per item exclusive of taxes and extra charges/without calling for a quotation, at a time against advance/imprest obtaining No Objection from the Registrar.

14.9 Purchase at Regulated Price

Good such as petrol, diesel, mobile oil, kerosene, alcohol etc. for which prices are ordinarily regulated may be purchased from the Authorised dealers/Suppliers without calling for a quotation. All purchases made under this clause shall be reported to the Principal/Registrar at the end of every month.

14.10 Servicing etc. of Vehicles

Services or repairs of vehicles or their spare parts may be purchased from local Garages & Dealers without calling for a quotation. Any break down repairs of vehicles enroute may be ordered & paid for by the Driver or Occupant of the vehicle on behalf of the College. All purchases made under this clause shall be reported to the Principal/Registrar at the end of every month.

14.11 Purchase of Goods Articles for Entertainment of College Guests

Articles for entertainment of the College guests may be purchased upto the limits prescribed by the Principal without quotation.

14.12 Urgent Purchase

Purchase of goods or services required urgently under unavoidable circumstances may be and made with the approval of Principal through the following purchase committee:-

Upto Rs. 2,000/ Indentor and registrar's nominee, Asst. level from the office

Upto Rs. 5,000/ Indentor, two nominee of registrar (Dy. Registrar/Asstt. Registrar/SPO/ Office Supdt. level).

Upto Rs. 10,000/ Indentor, registrar, Principal's nominee,

Upto Rs. 10,000/ Special Committee to be constituted by the Principal

Upto Rs. 50,000/ College purchase Committee

The Purchase Committee may visit the market in Ferozpur or in any other city and shall affect the purchase after obtaining a minimum of three quotations and effect purchase on the basis of the lowest quoted rates subject to quality as decided by the Purchase Committee. If for any reason a purchase cannot be completed by a Purchase Committee during its visit to the market, it should be reported to the Principal/his nominee who may permit making the purchase on the basis of the quotations collected by the purchase Committee.

14.13 Purchase on Rate Contract

Goods or services may be purchase against Rate Contract without calling for a quotation.

14.14 Purchase from Government Departments

Goods, repair work, spare parts and accessories or services may be purchased without calling for quotations form Govt. Department/Emporum/Govt. approved suppliers including Khadi Gram Udyog Mandals and Khadi Ashrams/Govt. or Public under takings. Or proprietary Manufacturers/their authorized stockists or Agents/Govt. approved Laboratories or from the authorized stockiest or Agents/Govt. approved Laboratories or from the authorized Agents of the Project and Equipment Corporation, New Delhi on the basis of the approved price fixation formula of the Corporation in consultation with the Ministry of Human Resources, New Delhi or from the college or Govt. Co-operative stores or Superbazzars or in the case of medicines and Medical Instruments and accessories from the Manufacturers or their Sales Depots, Authorized

Distributors, Authorized Stockists or Agents at Hospital Rates or where Hospital Rates do not exists or are not applicable to Sales to the College, at wholesale rates.

14.15 Purchase Under Liberalized Import Rule

Goods or services may be purchased upto the amount allowed by the Govt. of India under its liberalized import Rules on the basis of a single quotation.

14.16 Purchase By UNESCO Coupons

Good or services may be purchased from Manufacturers in foreign countries against payment by UNESCO Coupons on the basis of a Single quotation upto a limit of Rs. 25,000/- per item.

14.17 Calling of Quotation

Except for purchase under clause 14.8 upto 14.16 quotations shall be invited for all purchases from a minimum of six prospective suppliers by mailing letters under Postal Certificate enquiries by the Registrar.

14.18 Invitation to Tender

Tender shall be invited for purchasing an item valued at more than Rs. 50,000/- exclusive of taxes and extra charges accompanied by earnest money at the rate of 2% of the value of the offer. The condition regarding earnest money may be waived off at the discretion of the Principal.

14.19 Opening of Tender or Quotations

Quotations shall be opened in the presence of the Committee on the prescribed date and time consisting of nominee of Registrar, store Purchase Officer and Indentor or his nominee.

No tender or Quotation received after the prescribed date or time shall be entertained. Any quotation received from a supplier other than from a prospective supplier from

whom a quotation has been invited under Clause 14.17, shall not be entertained. Telegraphic or telephonic quotation/tender shall also not be entertained. All quotations and tenders received shall be initialed by all the members of the opening committee. Also erasion and over writing etc. shall be duly initialed by the officer opening the quotations tenders otherwise the tenders/quotations will be treated as invalid.

14.20 Verification of Specifications and Preparation of Comparative Statements Etc.

All valid tenders and quotations received (e.g. beyond the purchasing power of the indentors) shall be sent to the indentor for verification whether the goods or services offered are to specifications or not and for any comments on the performance etc. of the suppliers and on the quantity to be ordered. The comparative statements shall also be prepared in the respective departments on the prescribed proforma.

14.21 Tender Committees

- (a) The purchase within the purview of the Purchase Committee shall be decided by them subject to preaudit by the Dy. Registrar (A/Cs)
- (b) For other purchases, there shall be a Tender Committee comprising of Registrar/S.P.O., Dy. Registrar A/C, Indentor or his representative and one staff member to be nominated by the Principal. The tender committee shall meet as frequently as necessary and decide the placement of the orders. The tender committee shall make suitable recommendations in respect of placement of an order against all tenders.

The senior most member of the Tender Committee shall act as the Chairman and the Store Purchase Officer as the convener of the Committee. The quorum for the Tender Committee shall be three members, but in the absence of any member of the Tender Committee the Principal may nominate other member in his place for the meeting.

14.22 Lack of Offers

In the case of Tender, there shall be no limitation in respect of the minimum number of offers received.

In the case of a quotation, if the number of offers received is three or more, these shall be considered by the Tender Committee/Purchase Committee. If for any item there is only a single quotation or two quotations according to the specifications, quotations shall be called a fresh for that item from atleast four new prospective suppliers and also from the Supplier who submitted a quotation for this item on the first call. The order shall be placed on the basis of any offer or offers received against both the calls.

In response to a call for quotations, if the number of offers received is less than three, these shall not be opened. Quotations shall be called a fresh from atleast four new prospective suppliers. The order shall be placed on the basis of any offer or offers received against both the calls. If no offer to specification is received in both the calls, purchase of the item shall be deemed to be an urgent purchase and shall be dealt with as in clause 14.12.

14.23 Purchase Order

Notwithstanding that is stated in the Accounts Rules, all purchases except under Clauses 14.8 to 14.11 shall be covered by a Purchase order which will be signed by the Registrar or an Officer authorized by him on the basis of the decision. Further, the receipt of goods/service from the Railway/Transporters shall be handled by the store Purchase Officer for all purchases.

14.24 Repeat Order

A repeat order may be placed within six months of the date of first order subject to the condition that there should be no change in the rates as well as terms and conditions of supplies provided further that there shall be no more than one repeat order and for the amount exceeding the original order.

14.25 Awarding of Rate Contract

The College Principal may award rate Contract for the supply of goods or services on the basis of tenders or quotations.

14.26 Terms and Mode of Payment

For purchase under clauses 14.8 to 14.12 the terms and mode of payment may be 100% on receipt of goods or services in proper working condition. Payment to be made by Accounts Payee Cheque or Crossed Bank Draft. Advance payment may be made against dispatched documents through bank if considered necessary and only to standard/well reputed Suppliers to avoid apparent risk involved, such payment may be made only for the cost of material. However, payment for the taxes incidental charges freight etc. for which supporting documents/certificates are required will be made only proper receipt of the same. This should be clearly mentioned in the Purchase Order. The advance payment upto 90% shall be decided by the Indentor/Tender Committee as the case may be. For advance payment above 90% the prior approval of the Principal shall be necessary.

14.27 Inspection

If the Indentor, Tender Committee or the Principal so decides, the Principal may nominate one or more officials of the College for inspection of the works of suppliers to determine their performance and competency before an order is placed.

If an order so specifies or the Indentor or the Principal so decides, the Indentor or the Principal on the basis of their purchasing power may nominate one or more officials of the College for visiting the Works or Godowns etc. of the Supplier to check the quality of the goods or services or to determine the progress of manufacturer of the goods or services.

14.28 Variation

Any variation in taxes or extra charges or in the mode of dispatch after an order has been placed shall be approved by the Registrar.

* * * * *

CHAPTER 15

GRANT OF LOANS & ADVANCES

The following type of advances are admissible to employees of the SBSCET. The term employee used here-in after includes the persons on deputation with the College, unless the context implies other-wise :

1. Interest Free Advance

- (a) Advance of pay and T. A. on transfer
- (b) Advance on T. A. on tour.

2. Interest Bearing Advance:

- (a) Advance for the purchase of Motor Car and Motor Cycle (including Scooters).
- (b) Advance for the purchase of bicycles.
- (c) Festival Advance.

15.1 Person Entitled and Amount

Permanent employees (including those on Deputation) of the College may be given advance not exceeding one month's pay which he is in receipt immediately before his transfer or the pay he is entitled after transfer , whichever is less. He may also be all owed advance of Traveling Allowance upto the amount to which he is entitled under the rules of College for the time being in force. The temporary employees may also be

given an advance of one month's officiating pay if they furnish surety of a permanent employee of a comparable or of higher status. If he does not furnish surety, he may be given an advance of T. A. to which he is entitled under the rules of the College.

Officer appointed on contract by the SBSCET Will also be treated at par with other temporary employees of the College. The advance should, however, be fully recovered before the expiry of the contract.

15.2 Drawl of the Advance

The advance of pay may be given with the sanction of the competent authority either at the old station or at the new station provided that in the later case Last Pay Certificate should be produced showing that no advance was given at the old station.

The advance of pay and T. A. may be drawn by an employee of the College who receives orders of transfer while on leave. The advance can be drawn in one instalment only.

15.3 Adjustment of Advance

- (i) The recovery of advance of pay should commence from the month in which employee draws full month's pay or leave salary as the case may be on joining his new appointment. The advance of pay may be recovered in three equal monthly instalments.
- (ii) The advance of T. A. should be recovered in full in the T. A. bill which should be submitted as soon as the journey is completed. If any member/ members of the family does/ do not complete the journey with the employee the amount of advance pay be adjusted in two T.A. bills. The first T.A bill should indicate the amount required to be adjusted and the names of the members of the family, in respect of whom the T.A bill is to be submitted subsequently. In case, the bill is not submitted in respect of the journey within one year of the date of joining at the new station, the whole amount may be deducted from the pay of the official/officer concerned in lumpsum.

15.4 Sanctioning Authority

The advance of pay and T. A. may be sanctioned by the Principal/Registrar as the case may be.

15.5 Advance of T.A. on Tour

(a) Person entitled

An employee (including those on deputation) of the College may at the discretion of the Principal be given an advance of traveling allowance equal to the amount given in (ii) below.

(b) Amount

- (i) The amount of the advance will include Daily Allowance for the likely period of halts not exceeding 30 days & Road Mileage and fare for the journeys to be performed by the official/officer.
- (ii) The advance shall not exceed 80% of the anticipating T. A. as worked out in (i) above.
- (iii) Advance of T. A. may be given only in cases where circumstance are compelling and the amount involved is so much excessive that the official concerned cannot be reasonably supposed to meet it from bill resources.

(c) Drawl of the advance

The second advance cannot be granted until and unless the account of the first advance has been rendered.

(d) Adjustment of the Advance

- (i) The advance is adjustable in full in the T. A. bill which should be submitted as soon as possible after the completion of the tour. In case no bill is submitted within two months of the completion of the tour , the advance may be recovered in full from the pay of the employee.
- (ii) Festival advance may be recovered in instalments as decided by the principal and last instalment should be before the salary of March of the respective year.

15.6 Interest Bearing Advances

(a) General

- (i) Rules in this section do not ordinarily apply to the employees of the College who are not permanent employees as the pay of such employees does not constitute adequate security. These are, however, applicable to employees on deputation with the College. Loans shall not ordinarily be granted to temporary employees except in special circumstances and if the circumstances admit of the provision and adequate security. Motor Cycle / bicycle

advance may be granted to the employees of the College who have put in two years / one year's service respectively, with the sanction of the principal

- (ii) The last pay certificate granted to an employee must specify details of such advance, the amount repaid and the balance along with interest, if any accrued in accordance with the rules. Simple interest at the rate fixed by the competent authority for the purpose, should be charged on the advance granted to an employee for the purchase of motor cars and motor cycles (including scooters & bicycles).
- (iii) Advance would be drawn by the Registrar.
- (iv) The loanee will be required to execute an agreement as prescribed by the principal before drawing an advance for the purpose of motor car or scooter. Earmarking of funds for grant of advances will be done by the Registrar with the approval of the Principal.

(b) Advance for the purchase of Motor Car

Advance may be sanctioned to an employee (including those on deputation) for the purchase of motor car provided the following conditions are fulfilled:

- (i) Advance may be given only when the principal is satisfied that it is in the interest of the College that the employee should have a car and he will use it in the discharge of his duties. Advance can only be granted to such employees as are required in the course of their official duties to do so much touring or to make frequent journeys at short intervals or where the saving of the time is of real importance.
- (ii) Advance may not be granted to an employee whose monthly pay is less than Rs. 3000/- The total amount of advance may not exceed Rs. 80,000/- or price of the Motor Car whichever is less.

Note: The pay includes personal pay deputation pay and such other emoluments as are classified as pay by the college. If the actual price paid is less than the advance taken the balance must be forthwith refunded to the College in lumpsum.

- (iii) Advance should be applied before the purchase is made and the application for advance should state that the employee is made unable to make the purchase with such assistance.

Note: Advance should be taken only after the employee has ensured that the vehicle will be made available to him within one month. The excuse of short supply of vehicles in the market should not be made criteria for relaxation of period of one month. Amount should not be drawn till the dealer has issued a certificate that the car will be available within one month.

- (iv) The advance for the purchase of car should be recovered, in not more than 100 monthly interest each such instalment (or whole rupee) plus additional

installments, for interest, each such instalment being not appreciably greater than the instalment by which the principal recovered. The re-payment will be made in lesser number of instalments, if so desired by the employee.

- (v) Recovery of the amount will start from the first pay drawn after the drawl of the advance.
- (vi) The amount to be recovered monthly will not be affected of the fact that the borrowing employee has preceded on leave or been put under suspension.
- (vii) Interest will be calculated at the rate fixed by the Stat Govt. from time to time.

While the amount remains to be paid to the College the vehicle must be insured against fire, the ft, or accident. It should comprehensive insurance and not merely insurance covering third party risk. The amount for which the conveyance is insured during any period should not be less than outstanding balance of the advance with interest accrued at the beginning of that period. The insurance should be renewed from time to time till the amount draft is completely repaid. if the Vehicle is not insured at any time the College may get insured at the cost of the amount recoverable from the employee alongwith interest at the prevalent rates. The employee will have to write a letter to the insurance company stating the college has an interest in the policy.

15.7 Security Bond or Mortgage Deed

The form of mortgage-deed for hypothecating the vehicle to the College is attached to the rules.

Advance for the purchase of motor car can be sanctioned by the principal provided the availability of funds is certified by the Dy. Registrar (A/Cs). The vehicle may not be sold or transferred to any other person employee of the College without special sanction of the principal of the sale proceeds should first be paid to the College against are remaining due to the College. The mortgage will be canceled and mortgage-deed returned to the employee on completion of the payment of advance.

A College employee who takes an advance under these rules should within a month after the drawal of the advance furnish the Registrar with a certificate giving full particulars of the vehicle purchased with the advance. The cash receipt obtained for the amount actually paid should also be shown to the Dy. Registrar (A/Cs).

15.8 Advance for the Purchase of Motor-Cycle

Advance may be sanctioned to an employee of the College (including those on deputation) for the purchase of motor-cycle (including scooter) subject mutatis mutandis to the rules laid down for the purchase of motor car excepting that:

- (i) The pay of the employee exceeds Rs. 1200/- P.M.
- (ii) The amount of the advance does not exceed RS.15,000/- or the price of the vehicle whichever is less.
- (iii) The recovery will be affected in 65 equal monthly instalments in addition to the instalment for the interest accrued on the principal amount.

15.9 Advance for the Purchase of Bicycle

Advance may be granted to an employee drawing pay not more than Rs. 2000/- per month for the purchase of other means of conveyance other than motor-car, motor-cycle (including scooter) subject to the following conditions:

- (a) Advance may be allowed only when the post held entails duties involving tour. In case of the purchase of bicycle advance may, however, be granted even though the post held does not entail touring, if in the opinion of the sanctioning authority the possession of a bicycle will add to the efficiency of the employee concerned.
- (b) The total amount to be advanced to an employee should not exceed Rs. 800/- or the price of the bicycle whichever is less if the actual price paid is less than advance taken the balance should forthwith be refunded to the college.

Recovery will be made in 12 equal monthly instalments from the pay bill of employee concerned. Recovery will start from 1st issue of pay after the drawl of the advance. The interest will be recovered in addition from the month. Following the month in which the recovery of the principal amount is completed. Interest will be calculated as laid down in rules.

The advance may be sanctioned by the principal only if the funds have been earmarked.

The conveyance purchased with the advance will be considered to the property of the college till the advance with interest accrued thereon is repaid. The conveyance may not be sold or disposed off in any other manner without prior permission of the principal. The balance of the advance alongwith interest accrued thereon should first be paid out of the sale proceeds.

An employee who has taken an advance under this rule should within one month drawing the advance furnish the Dy. Registrar (A/Cs) with a certificate giving full particulars of the conveyance purchased with the advance and the cash receipt obtained for the amount actually paid for it .

ANNEXURE-1

Formula adopted for the calculation of interest on advance will be as under:

$$\frac{R}{1200} \times \frac{N}{2}(A + P)$$

or by eliminating P, (N being equal to A/P)

$$\frac{R \times A(N + 1)}{2400}$$

R — is the rate of interest .

N — is the number of instalments in which the advance (Principal) is to be paid .

A — is the amount of advance.

P — is the amount of each instalment of the Principal.

The number of instalments for the recovery of interest will be arrived at by dividing the amount of total interest by the amount in an instalment for the repayment of the Principal . The recovery of interest will start from the month following that in which the repayment of the Principal has been completed.

ANNEXURE II

Sh / Smt _____ hereinafter known as borrower declares

- (i) That the conveyance purchased with the advance is his absolute property and that he has not pledged and so long as any money (with interest) remain payable to the principal in respect of the advance, he will not sell,pledge or part with the conveyance.
- (ii) If the instalment of the principal or the interest are not paid monthly by the 10th of each month or the employee dies, quits the service, becomes insolvent, or any person takes proceeding against him in execution of decree or judgement the balance of the advance together with interest will become payable to the principal forth with and if it is not paid , the College will have right to seize the conveyance and either remain in possession thereof or sell it or realize from the sale proceeds the amount due to the college together with any cost incurred in this process . If any surplus is left it will be paid to the employee or his heirs . if the sale proceeds of the conveyance are not sufficient to cover the balance of the advance the remaining dues together with interest and cost, the college has the right to sue the employee in a court of law for the recovery of the balance .
- (iii) The employee should ensure and keep insured the conveyance against loss or damage by fire, theft or accident. The amount of the insurance should not at any time by less than the amount of the balance plus interest due to the college.
- (iv) The employee should take proper care of the vehicle so that it dose not deteriorate to a degree beyond reasonable wear and tear and;
- (v) If any accident happens, the vehicle should be repaired immediately. A schedule giving particulars of the conveyance should be included in the Security Bond or Mortgage deed . The bond or the deed should then be signed both by the employee and the Registrar on behalf of the Principal and witnesses.

* * * * *

CHAPTER 16

STUDENTS FUND RULES

16.1 Short Title

These rules may be called the students fund rules of the SBSCET, Ferozepur.

16.2 Object

These rules govern all co-curricular activities of students like sports and cultural activities not connected with resident instruction.

16.3 The students fund shall consist of the following

- (i) Annual subscriptions
 - (a) Library, Fee
 - (b) Book Replacement Fund
 - (c) Medical examination and Attendance Fee
 - (d) Sports and Club Fee
 - (e) Magazine Subscription
 - (f) Students Welfare Fund
 - (g) Class Examination Fee

- (h) Recreation and Sports admission fee
 - (i) Students Club Admission fee
 - (j) Share of Co-operative Store (refundable)
- (ii) The Students will be charged an additional fee as prescribed for each item if they elect to become member of these clubs/activities:-
- (a) Tennis
 - (b) Badminton
 - (c) Squash
 - (d) Gymanasium/weight lifting
 - (e) Boating
 - (f) Hiking and Trekking
 - (g) Swimming pool activities
- (iii) Any other charges fixed by the Principal from time to time.

16.4 Mode of Collection

The above fees and subscriptions shall be realized at the beginning of each semester (at the time of registration) and shall be credited to the account of student Fund. This fund will be operated by the Principal/Registrar.

16.5 Utilization of Fund

The principal shall administer and exercise full powers regarding utilization of Students Fund for running the various students activities.

16.6 The student fund shall be utilized for the following purposes

- (a) The purchase and repair of sports, music and other material including projectors, photographic goods, radio and television sets, radio grams, record players, cycles and other materials required for various student activities.
- (b) The amenities for NCC including NCC grade competitions etc. and expenditure connected therewith.

- (c) Watering, leveling, cleaning and turfing of playgrounds, maintenance of swimming pools, stadium etc. payment of sports Attendants, Markers, etc.
- (d) General expenditure and grants in connection with societies, clubs, associations, committees, sabhas, community projects or social service activities etc. organized by the College.
- (e) Annual photographs of teams and clubs, photographs of College functions like sports, matches, etc. and photographs of prize winners in inter college, inter-university tournaments, matches competitions etc.
- (f) Rent of play-ground, if any.
- (g) Expenditure in connection with the award of college colours to distinguished players and other participants in cultural activities selected by the Committee consisting of Chairman of the concerned Committee, the Registrar (or his representative) and Secretary to the concerned club/representative of the Principal.
- (h) Conveyance and boarding charges to outside speakers, poets artists etc. approved by the Registrar.
- (i) Expenses in connection with refreshment to players, participants in NCC competitions, participants in other cultural activities including guests invited to sports, NCC and other cultural functions, contests, competitions etc.
- (j) For such sports and cultural activities as debates, declamation contests etc., it may be allowed at the rate of Rs. 1.00 per head. This may be raised to Rs. 2.00 per head with specific approval of the Principal.
- (k) At the time of friendly, inter college including inter-class and inter-university matches, at the rate of Rs. 0.75, Rs. 1.00 and Rs. 1.50. per head per match respectively.
- (l) Refreshment may be given to the extent of Rs. 1.00 per head per day for a particular event at rehearsal for a period not exceeding ten days.
- (m) Expenses on medical assistance rendered to members of sports teams and other participants in other cultural activities.
- (n) Expenses in connection with entry and affiliation fees to pay to the University or other tournament on the recommendation of the President of the Club Committee.
- (o) Expenses in connection with prescribed fee and traveling allowance to the referees appointed by the Principal/Registrar for conducting matches, competitions and other contests.

- (p) (i) Expenses in connection with the supply of iced water in play field to the students including cost of equipment and labour etc.
- (ii) Supply of special diet to sportsmen and athletes as considered necessary by the Principal/Registrar.
- (q) Expenses in connection with organizing performance, by the outside artists of feasts, cultural activities etc. for the amusement and general knowledge of students.
- (r) Expenses in connection with the awards of prizes offers in annual debates, declamation contests, cultural competitions, etc. as under Prizes for extra-curricular activities For each annual contest in dramatic debates, declamation etc. there shall be two prizes-first and second, of the value of Rs. 40/- and Rs. 30/-. Sports prizes shall be awarded as recommended by the Registrar.
- (s) Expenses in connection with the purchase/hire carriage of articles of furniture, equipment, shamianas, and the mike etc. including crockery for social, cultural and other functions.
- (t) Expenses in connection with postage, telegrams, telephone calls (and not installation charges) and purchase of stationery pertaining to students activities.
- (u) Expenses in connection with trips to places of historical, geographical , scientific, political and economic interest or mountaineering trips or visits to factories and trips as members of teams to play matches tournament and/or to enter any competitions, debates, contests, sports coaching youth leadership training camps according to the following schedule:
- (i) Single second class railways fare both ways (return journey tickets at concessional rates to be used wherever possible)
- (ii) Actual expenses at the lowest rates for the roads journey to and from the station.
- (iii) Actual hiring charges of pony conveyance upto a maximum of 50 paise per kilometer if the places are not connected by rail or bus.
- (iv) In case of local matches, contests and competitions, tonga, rickshaw or bus hire may be allowed provided the places where matches, contests and competitions are held are at a distance of more than one mile from the College.
- (v) Daily allowance at the rate of Rs. 6/- per head per day for every full 24 hours at the outstation. Only half daily allowance will be paid if the party leaves the headquarter after 12.00 noon of return before of students fund.

16.7 TA and DA Admissible

The T.A. and D.A. admissible to the teacher/employees accompanying students going out on tour as specified above should also be paid out of students fund.

16.8 Magazine

The magazine subscription shall be utilized on the following items:-

- (i) Expenses on the printing of the college magazine.
- (ii) Expenses on the material to be used for the college magazine.
Cost of photographs etc. used for the college magazine.
Any other item in connection with the activity of the college magazine.

16.9 Medical Fund Utilization

The Medical Fund shall be utilized as under:-

- (i) Any remuneration to be fixed by the Registrar of the maintenance of the health of the students in the absence of regular college facilities in the campus.
- (ii) Hospital charges, admitted to the extent allowed by the Registrar on any student, admitted to the hospital with the approval of the Registrar.
- (iii) The funds for the purchase of medicines, equipment and tonics will be earmarked by the Principal/Registrar in consultation with the College Medical Officer.

16.10 Chowkidar Cycle Fund

The cycle Fund shall be utilized for the employment of Chowkidar, making of tokens and other expenses incurred in the maintenance of the cycle stand.

16.11 Expenditure Sanction

All the expenditure shall be sanctioned by the Principal/Registrar subject to the conditions that the purchase are certified to have been made at the lowest rates. In case of a purchase worth more than Rs. 500/-, quotations/tenders shall be called. In cases where the lowest quotation/tender is rejected, the reasons for rejections shall be recorded in writing.

16.12 Staff Payments

The staff paid out of Student Fund shall be entitled to all the benefits admissible to the regular employees of the college, such as enhancement of pay, uniform, revision of pay scales, medical attendance with the approval of Principal.

16.13 Student Activity

If in the interest of maintaining student activities it becomes necessary to incur some expenditure not indicated in the various items above, the Principal on the recommendations of the Registrar may sanction such expenditure on such rates and scales as deemed fit.

16.14 General

- (i) All materials, equipment purchased for sports, cultural and other activities shall be entered in the stock register kept of the purpose by the P.T.I. and other such like office bearer. No material shall be used before it has been entered on the stock register and branded or marked as the case may be. The P.T.I. may refuse to make entries in case the material has been used without his knowledge. Before the bills are paid it shall be the duty of the Accounts Branch to see that the entries in the stock register are made, the material bears the brand or mark and is in accordance with the indent of the President of the Club/Society concerned.
- (ii) The P.T.I. will issue games material in small regular installments and in no case beyond one week's requirements on requisitions made by the President of the Club. He will not issue any material unless the old material has been returned.
- (iii) The stock will be physically verified at least once a year by the person appointed by the Registrar. The result will be reported to the Registrar.

All losses shall be reported to the Principal who is competent to write off articles once entered in the stock register. Unserviceable articles will be examined by a Committee constituted by the Registrar and shall be auctioned once a year or destroyed and written off at the discretion of the Registrar. The Dy. Registrar accounts or his representative will also be included on the committee. The sale proceeds, if any, shall be credited to the Students Fund.

- (iv) The registrar shall be the Drawing and Disbursing Officer of the Student Fund.

* * * * *

CHAPTER 17

HOSTEL RULES FOR STUDENTS

17.1 General

- (a) The Hostel shall be open to regular students on the rolls of the college. The students who can make suitable arrangement with their parents or gradation for boarding lodging outside the campus may be allowed to do so with the permission of the Principal on production of a written undertaking from the Father/-Guardian that they will take part in all the extra curricular activities of the College and for their good conduct.
- (b) Every boarder must have a copy of the rules to aware himself with all the rules and regulations of the hostel. He must observe them strictly. Ignorance of rules will not e considered as an excuse.
- (c) While issuing character certificate to the boarders, the opinion of the Hostel Warden will be given weightage. The Hostel Warden will exercise general supervision and control over the hostel
- (d) Boarders must look up the hotel notice board twice a day as sometimes important notice are put up there.
- (e) No boarder should see the Principal for ordinary matters. Hostel warden is the right person for such matters.
- (f) All cases of illness should be reported to the Hostel Warden.

- (g) No student should keep any fire-arms, lethal weapons, poisonous things or intoxicates of any kind in the Hostel and a boarder found guilty of having committed a breach of this rule, shall be liable to be expelled from the Hostel apart from any other punishment that may be awarded on the merit of each case, by the Principal.
- (h) Any meeting to be held in the Hostel premises should have the prior approval of the Principal/Hostel Warden.
- (i) The students shall make proper use of common rooms, the newspapers, other allied literature and the other articles required for indoor games. Hours of the common rooms will be fixed by the Hostel Warden from time to time. The common room Secretary and Secretary/Jt. Secretary will be responsible for running the common room. The Secretary/Jt. Secretary shall be nominated by the Warden in the first instance.
- (j) While visiting the dining hall, the common rooms and the canteen, the students should be in their proper dress.
- (k) On each storey of the hostel, a student amongst the boarders shall be appointed as a prefect for that wing, who will assist the Hostel warden in the administration of the hostel affairs.
- (l) Boarders will contribute towards funds for the utensils, common rooms etc. as decided by the College from time to time. These funds shall be placed in a separate account to be opened with the bank and will be operated by the Registrar. The committee consisting of Hostel warden, Dy. Registrar (A/Cs) two students representative shall make purchase for the following purposes:-
- (m) Purchase of Newspaper & Magazines, Indoor games, Registers, Rubber stamps, hostel competitions, hostel functions, festivals, etc.
- (n) The Principal shall have the power to make amendments in the Hostel Rules and powers to declare Hostel articles unserviceable, and its disposal and write off losses
- (o) All the boarders shall vacate the hostel rooms before they leave for the vacations so that the annual repairs and white washing are carried out. All the hostel articles issued to the students should be returned to the Hostel Warden/Clerk before the students leave their rooms. They will be held responsible for any loss. The loss, if any, will be made good from the defaulters.
- (p) The messing arrangement will be under the direction of the warden and for his assistance there will be a mess committee consisting of the prefects.

17.2 Allotment

- (a) The accommodation consists of 3-seater dormitories. The room allotment shall be made by the warden.
- (b) The student must be personally present at the time of allotment of rooms. Rooms to be allotted will be specified immediately before an allotment is made.
- (c) The students can choose their room mates and make request for allotment accordingly.
- (d) The Boarder shall not be entitled to retain accommodation in the Hostel beyond his/her normal period of study.
- (e) No boarder is allowed to change his/her room without the permission of the warden.
- (f) The boarder shall have to vacate accommodation as and when asked for.

17.3 Furniture and Equipment

- (a) Every boarder is provided with a chair, a table and bed. He will be responsible for the items given to him/her. Furniture is not to be removed from one room to another. Every boarder is to see that no damage is done to the Hostel property/fitting and repair charges for any damage (Intentional or through negligence) are to be borne by the boarder Concerned.

17.4 Withdrawal And Removal Form The College Hostel

- (a) After the general allotment, application for withdraw from the hostel should be countersigned by the father/guardian and submitted to the Hostel Warden. Such as application should be presented after hostel dues have been cleared.
- (b) Even if the boarder has actually vacated his room, he/she will have to pay all the hostel dues and fines standing against his/her name upto the day he/she continues to be on the rolls, until his/her name is formally withdrawn.
- (c) A boarder may be expelled from the hostel by the Principal if the boarder is in the habit of staying away without the permission or is found guilty of misconduct or indiscipline.

- (d) (i) No boarder shall be allowed to stay in the hostel if his/her hostel fee and mess dues are in arrears for more than a month.
- (ii) Students who do not clear their dues such as dues of the hostel mess, canteen, fine, etc. by the prescribed date, will not be registered for the subsequent semester until and unless they clear all their dues and get "No dues Certificate" from the Dy. Registrar (A/Cs) or the concerned Hostel Warden. In case of those student who are to leave the college after completing their degree requirement or otherwise, their results as well as the provisional certificate/Degree will be withheld till No Dues Certificate is produced.
- (e) No boarder shall leave the hostel without personally handing over the charge of the room. Loss, if any, will be made good from him.

17.5 Leave Rules

- (a) Leave sanctioned for absence from the College does not mean leave from the hostel. Leave from the hostel for one or more nights must be got approved from the Hostel Warden.
- (b) Leave should be personally secured before it is availed of.
- (c) Students absenting themselves from the hostel without getting the leave sanctioned before hand by the warden shall be penalized.
- (d) If a boarder does not want to take breakfast, lunch, dinner in the hostel he shall have to inform the Warden or the mess Contractor well in time, otherwise he shall be considered present.

17.6 Night Roll Call

- (a) The night roll-call will be taken by the storey prefect at 9:00p.m. in winter and 10.00p.m in summer. Every boarder must be present in his/her room to avoid inconvenience for taking the roll-call. For girls hostel, the night roll call be taken at 7:00p.m. in winter and 8:00p.m. in summer.
- (b) A student absent at the time of roll call is liable to a fine to be fixed by the Principal. The fine list shall be put on the Notice Board at the end of each month.
- (c) After roll-call no student is allowed to leave the hostel but if an emergency arises, he/she must inform the Prefect of his/her block who in turn will inform the Hostel Warden next morning. The Hostel Warden, if he/she likes would verify the cause of his/her leaving the hostel.

- (d) Absence from the hostel for the whole night without prior permission of the warden is considered as an act of gross negligence and misconduct and will carry heavy punishment. Such cases must be brought to the notice of the Principal by the respective Warden.

17.7 Guests

Guests are not ordinarily, permitted to stay in the hostel except in the case of father/brother provided he comes from a far off place at odd hours. The student must get permission for keeping his/her Guest in the hostel. The guest so allowed will be kept in the hostel guest room. Their names will be entered in the guest register kept in the Hostel.

Lady guests are not permitted to stay in the Boys hostel. Likewise male guests cannot stay in the girls Hostel. A boarder keeping a guest without permission is liable to be fined.

17.8 Electricity

Lights must be switched off when not in use. The use of electric fans is allowed during the summer session. The fans may be used with the prior permission of the Hostel Warden. If an extra fan is used, extra charges for electricity consumption will be levied according to the prescribed rates. If a fan is installed before the 15th of a month full charges for the month will be realised. The use of electric beater, electric rods and other similar electric appliances is prohibited. Any student who uses fan without permission shall be liable to fine and charged for the full session i.e. six months. Boarders are warned against tampering with electric installations and for all electric repairs the electrician should be called in.

17.9 Discipline And Complaints

Students are expected to maintain perfect discipline and proper atmosphere of studies in the hostel.

All kinds of shouting, hooting, violent knocking or any other act of movement or behaviour that is likely to cause disturbance or annoyance is strictly prohibited.

Maltreating or abusing the hostel employees and canteen staff is strictly prohibited. In case of any complaint against them, the report should be made to the Hostel Warden.

Dealing in general and specially with fellow students should be very courteous and polite. All quarrels and disputes with fellow boarders should be avoided. Students must not take law into their own hands but must report all quarrels and disputes to the Hostel Warden. Teasing, maltreating or indulging in any sort of ragging of the newly admitted students is strictly prohibited. Serious disciplinary action will be taken against the defaulting students.

A boarder found guilty of having committed a breach of rules shall be liable to be punished by the warden as under.

The hostel warden may issue a warning and/or fine up to Rs. 50/- on a defaulting student.

Use of liquor, Alcohol and other intoxicants in the hostel is strictly prohibited.

17.10 Lawns and Cleanliness

Students are expected to show a sense of responsibility in the maintenance of hedges and floral growth. They should avoid crossing the lawns. The passage provided should be used. Hedges should not be tampered with and flowers should not be plucked. Cycling in lawns and verandhas is forbidden. Spitting at all places should be avoided. Walls, furniture and doors should not be defaced with pencil or chalk marks. The wash basin should not be blocked with sand or any other extraneous material. It should be kept clean and soap should only be used for washing purposes.

For proper functioning of the flush latrines, the following instruction must be followed:

- (i) Pull the chain gently after use. The cistern will work satisfactorily only when full. Once emptied, it takes a few minutes to fill.
- (ii) To avoid blockage please do not throw papers and rough papers in the latrines.
- (iii) If the cistern is out of order, use water from the tap to flush away waste matter. Always close the taps of the bathrooms or latrines after use.

17.11 Duties of Storey Prefect

- (a) He shall take roll-call of his/her block as mentioned in these rules and shall report to Hostel Warden about all the absentees at the time of taking the roll-call as well as absentees for the whole night. Failure of prefect to report such cases to the Hostel Warden is gross negligence on his/her part for which he/she can be removed from his/her prefect ship.

- (b) He/she shall ensure that all hostel rules are observed by the students of his/her storey.
- (c) He/she stimulate and maintain a scholarly atmosphere in the residential unit.
- (d) He/she should look to the sanitation of his/her block.
- (e) He/she must act as a guide-philosopher and a friend to the student in his/her storey.
- (f) He/she shall use persuasive and not coercive methods to put a stop to indiscipline. He/she shall report without delay all cases of misbehavior or breach of discipline to the Hostel Warden.
- (g) He/she should be available and approachable to all students of his/her block and should show interest in their activities.

* * * * *

CHAPTER 18

PURCHASE RULES FOR HOSTELS

18.1 Mess Committee

The work pertaining to the running of the co-operative Mess in the students hostels of SBSCET, Ferozpur will be looked after by a Committee, known as Mess Committee. Mess Committee shall consist of

1. Warden
2. Asstt. Warden
3. Mess Manager-Cum-Accountant (MMCA)
4. Six student Members (to be elected/nominated by the Principal)

MMCA in consultation with the Asstt. Warden shall convene the meetings of the Mess Committee. The Warden or the Asst. Warden in the absence shall reside over the meetings of the Mess Committee.

18.2 Duties of the MMCA

The MMCA is responsible for general upkeep of the hostel, supervision of the day-to-day working of the hostel mess, maintaining the mess accounts and the advances. He

will also carry out any other work as assigned to him by the Asst. Warden/Warden. An imprest amount of Rs. 500/- will be given to the MMCA for meeting petty immediate purchases.

18.3 Purchase Committee

The Purchase Committee shall consist of the following:-

- (a) Warden/Asstt. Warden and/or MMCA.
- (b) Two student members of whom one should be a member of the Mess Committee (the same members should not be included in the Purchase Committee very often).

18.4 Mode of Payment

- (a) All payments other than cash purchase shall ordinarily be made by the payee a/c cheque except advance to MMCA/Asst. Warden.
- (b) In case a cheque is drawn for more than Rs. 10,000/- is shall be brought to the notice of the Registrar in writing by the cheque issuing authority except where the cheque is being issued to a Govt. Agency/Govt. Cooperative store, College Cooperative storey/Supper Bazar. If essential, advance payment may be made by cheque to the agencies.

18.5 Purchase Procedure

- (a) Cash purchase
 - (i) In consultation with the mess Secretary the MMCA shall make an estimate of the cash purchase to be made and submit it to the Asst. Warden for approval. This will then be submitted to the warden who will issue a cheque in the name of the Asst. Warden/MMCA. The purchase Committee will then carry out the purchases and shall ensure that good quality and quantity of the material. The voucher shall then be signed by the Mess Secretary and the MMCA. The Asst. Warden shall pass the voucher and present it to the warden for final payment/adjustment.
 - (ii) All cash purchase shall be made by the purchase Committee on the basis of competitive rates.

(iii) As far as possible quotations be obtained from at least three reputed shops and purchase shall be effected on the lowest rates keeping in view the quality of the material. A certificate to this effect shall be recorded on the comparative statement by all the members of the purchase committee.

(b) Petty/Immediate purchase

Petty/immediate purchase upto Rs. 500/- at a time may be made by MMCA or a person authorized by the Asst. Warden without calling for quotations and without assistance of a Purchase Committee.

(c) Fresh Supplies.

In case of fresh supplies such as milk, fruits, vegetable, bread, eggs, butter etc. the Mess Committee may enter into a contract with suppliers. It would be ensured that the material is supplied at market rates and is of good quality.

- (i) In case of milk, test checks, shall be made by the Asstt. Warden/MMCA or a person authorized by the Mess Committee Asstt. Warden by way of testing the fat content. The checks shall be carried out in the presence of the supplier and recorded on the bill under the signatures of the persons conducting the test. A proportionate deduction from his bill for 7 days preceeding the date of the test shall be made and a fine may also be imposed as decided by the Mess Committee, if there is a defect in the quality.
- (ii) In the case of perishable items such as atta which gets spoiled on account of long storage it may be useful to fix the rates for a particular period (say one month) and the purchase may be effected in installments to avoid storage.

18.6 General

Items like ghee, rice, atta etc, may be purchased on the basis of verbal enquiries. In such cases, the reasons there of are to be recorded. The purchase of items in short supply may be made on the basis of a single quotation. However, it must be accompanied by committee to this effect by the Purchase Committee.

Quotations are not necessary for purchases from Govt. Stores/Co-operatives/Supper Bazars/College Co-operative Store. But a certificate must be given that these are the lowest rates.

In the case of items which are scarce but have to be purchased by the Purchase committee. It will not be necessary to obtain a Bill from the Shopkeeper but a certificate from the purchase Committee that the purchase has been effected at the lowest rates on the basis of personal enquiry may be accepted.

* * * * *

CHAPTER 19

STUDENTS AID FUND RULES

19.1 Name

It is named as Students Aid Fund of Shaheed Bhagat Singh College of Engineering & Technology, Ferozpur

19.2 Object of the Fund

The object of the Fund is to render financial assistance to the economically weak students of the College for purchase of books, slide rules, mini drafting machines etc. who cannot afford to purchase the same. Limited assistance may be given to the students to meet their tuition or examination fees, hostels dues, clothing or medical expenses etc., if their needs are considered genuine. No scholarship, stipend, loan, prize, reward etc. can be given from this Fund.

19.3 Source of Income

The Fund shall receive its income from the following sources:

- (i) Fines realized from the students for absence without leave.
- (ii) Special fines imposed on students.
- (iii) Voluntary subscription from the students of the College.

- (iv) Any other amount which may be contributed specifically to this Fund from any source.

19.4 Constitution of the Students Aid Fund (S.A.F.)

All awards of aid out of this fund shall be considered and decided by Committee consisting of the following:-

- (i) Principal — Chairman
- (ii) Registrar — Vice-Chairman
- (iii) Dy. Registrar (A/Cs) — Secretary
- (iv) Prof. Academic Affairs — Member
- (v) Chief Warden/Warden — Member
- (vi) One student representative from each of I, II, III, IV year classes who have secured the highest marks in the qualifying examination for admission to this college provided he himself is not a candidate for aid out of this fund in which case the next highest marks will be the representative.

19.5 Eligibility For Aid

- (i) A student is eligible for aid only if the total income of his father or guardian does not exceed Rs. 2500/- per month. For his purpose, every student applying for aid is required to produce an income certificate duly attested by a District Magistrate or First class Magistrate or the Employer of his/her parent or guardian or the Sarpanch of the village Panchayat or the Municipal Commissioner of the area concerned on the prescribed form. The certificate is to be submitted by every applicant irrespective of the fact whether or not he has been sanctioned any aid in the past.
- (ii) Only those students, who have not failed or been awarded reappear in the previous semesters shall be considered for aid out of this Fund.

19.6 Procedure for Award of AID

The procedure for the award of aid shall be as laid down by the student Aid fund Committee from time to time.

19.7 General

In deserving cases, the Principal shall be empowered to relax all or any of the Prescribed conditions.

* * * * *

CHAPTER 20

RULES RELATING TO FEE AND OTHER CHARGES

20.1 These shall be called the rules relating to fee and other payable by the student.

20.2 The fees and other charges payable by the students would be prescribed by the Board annually.

20.3 Fee payable at the time of first enrolment to the degree courses for 1991-92 as under:-

Admission fee	10.00
Admission fee for recreation/sports	10.00
Admission fee for student's club	20.00
College Caution Money (Refundable)	150.00
Share of Coop. Society (Refundable)	10.00
Hostel Caution money (Refundable)	250.00
Mess advance (to be adjusted against actual bill)	500.00
Hostel and Mess Establishment charges	200.00
Total	1150.00

20.4 Fee payable for first enrolment and every succeeding academic year in August:	
Tuition fee(Half payable in August and half in January)	180.00
Class examination fee	30.00
Library fee	10.00
Book replacement fund	10.00
Sports and club fee	150.00
Magazine subscription	20.00
Students welfare fund	5.00
University Sports Registration Fee	10.0
University Youth Welfare fee	6.00
University Sports Fee	8.00
Projection Club fee	20.00
Eligibility/enrolment Fee	5.00
University Registration Fee	10.00
Migration Fee	20.00
University Registration Fee (per semester)	80.00
University Continuation Fee(not applicable for first enrolment)	5.00
Holiday Home Fee	1.00
Institutional Membership of Institution of engineers (Students)	5.00
Students Aid Fund	10.00
Total	585.00

20.5 The following shall be the Hostel charges:-

Hostel Rent(including furniture rent and watering charges)

For three seated room 120.00

For single seated room 240.00

Fan

For three seated room 25.00

For Single seated room 30.00

Hostel rent and fan rent half payable in August and half payable in January.

(a) Hostel charges payable monthly on dates to be notified.

(b) Electricity charges — As per consumption.

(c) Mess charges — As per mess bill.

* * * * *

CHAPTER 21

RULES REGARDING AWARD OF SCHOLARSHIP TO THE STUDENTS

The Shaheed Bhagat Singh College of Engineering & Technology, Ferozpur shall institute every year merit scholarship and merit cum means scholarship to the students admitted to B.E/Be.Tech. programme. No. of Scholarship : 25% of the total intake

1. Merit Scholarship: 1/3 of the 25%

- Value: A national prize of Rs. 100/- and certificate of merit of in lieu of scholarship to the eligibility students whose parental income exceeds Rs. 25,000/- per annum. (Tuition Fee not exempted.)
- Duration : One Year
- Eligibility Condition:
Merit Scholarship for First Year: First class or 60% of more marks in one attempt in the qualifying examination for admission
For subsequent years: 60% or more marks in one attempt in each or the two semester examinations in the previous year.
- Basis of Awards:
For First Year: Marks secured in the first semester examination.
For subsequent years: Marks secured in the aggregate of the two semester examinations in the previous year.

2. Merit Cum Means Scholarship

- No. of Scholarship : 2/3 of the 25%
- Value: Rs. 300/-per month
- Period: 4 years subject to (b) of eligibility conditions and good conduct and 50% or more marks in one attempt in the aggregate in the two semesters examinations in each year.
- Eligibility Condition :
 - (a) First class or 60% or more marks in one attempt in the qualifying examination for admission.
 - (b) Parents income from all sources (excluding HRA) not to exceed Rs. 25000/- per annum (standard deduction allowed for salaried people)
- Basis of Awards : Marks secured in the first semester examination

3. National Scholarship

- Value: As per the amount fixed by the sanctioning authority.
- Eligibility Condition: As laid down by the D.P.I. or the sanctioning authority.
- Application forms available form: And to who apply the DPI of the State from which the student has & to whom apply passed the qualifying examination.

4. National Scholarship for Children of School Teachers:

- Value: As fixed by the DPI or the sanctioning authority.
- Eligibility Condition : As laid down by the sanctioning authority.
- Application forms available form the DPI of the State from which the student has passed the qualifying examination.

5. Post Matric Scheduled Cast/Tribe Scholarship

- Value: Rs. 280/- per month for boarders and Rs. 125/- per month for day scholars (male candidates) with exemption from full fees.
- Eligibility Condition:
 - (i) A Scheduled Caste/Tribe Candidate who has passed the qualifying or higher examination and parents income not to exceeds Rs. 1500/- p.m.
 - (ii) The requirement laid down by the Deptt. of Social Welfare or the sanctioning and to whom apply authority.
- Application forms available form: For students from Punjab, Deptt. of Social welfare Punjab. For others DPI of the State from where the student has passed the qualifying examination or the concerned prescribed authority.

6. Scholarship Awarded by Industry, Individuals and Private Institution The amount and conditions would be as prescribed by the awarding agency.

7. Procedure for Payment

- (i) The Scholarships received from Govt. agencies shall be disbursed by the Registrar after confirming that the students fulfills all the conditions and the requirements laid down by the sanctioning authority.
- (ii) Other scholarship shall be awarded by a committee comprising of one head of Deptt. (to be nominated by the principal), Registrar and the Warden, in accordance with the terms and conditions of the scholarship.

* * * * *

CHAPTER 22

RULES FOR SECURITY DEPOSITS BY STUDENTS

22.1 Objects

Security fund is realized from the students to cover the risk of hostel dues, library books, fees and fines etc. and to ensure good conduct from them.

22.2 Value

- (a) The security deposits would be of following types:
- (b) Hostel security
- (c) College and Library security
- (d) Any other security decided by the Principal.

22.3 Maintenance of Accounts

- (a) Hostel security would be realized from boarders and College and Library Security would be realized from all students seeking admission to SBSCET, Ferozepur.
- (b) The account of the security would be maintained by the office of the Registrar, in the form prescribed.

- (c) Amount of the security deposits in excess of the yearly requirements, to be determined by the Principal, would be invested in fixed deposits with the approved Banks. The balance would be invested in the Savings Bank Account. The interest earned on the investment of Security Fund would be transferred to the Students Fund after suitable intervals.

22.4 Refund of Security Deposits

- (a) The refunds from the security funds would be allowed to the students after pre audit or the like manner as other payments are drawn from the College funds.
- (b) The students can claim refunds after they finally complete a particular programme in the college and by producing “No dues Certificates” from the Librarian, the Hostel Warden, Hostel Mess and Accounts
- (c) The securities remaining unclaimed for two semesters succeeding the end of the semesters in which the students left the college either by completing a particular course or otherwise shall lapse.
- (d) The statement of lapsed securities would be prepared by the office of the Registrar at the close of each financial year by the 30th April of the following, year stating the receipt number, date of receipts, name of the students, admission number and date of leaving the college. The amount of the statement after audit verification would be withdrawn from security funds and credited to Students Aid Fund.

* * * * *

CHAPTER 23

RUSTICATION AND EXPULSION OF STUDENTS

- 23.1 Cases of rustication and expulsion shall be reported to the Registrar immediately after rustication or expulsion for registration and notification.
- 23.2 The Principal may revise the decision within 15 days of the date of passing of the orders of rustication or expulsion. The revised decision together with reasons shall be communicated to the Registrar for record.
- 23.3 The Registrar shall establish the orders of rustication/expulsion to the Punjab Public Service Commission, Punjab School Education Board and the Universities in the State immediately after the expiry of 15 day period allowed to the Principal for revision of the decision.
- 23.4 Rustication when imposed on a College student in the semester system, will mean the loss of at least one semester not counting the semester in which the rustication is ordered. Rustication imposed during the running of a semester will take effect immediately.
- 23.5 The student under rustication shall have the option of rejoining the class during the running semester after the expiry of the period of rustication.
- 23.6 It shall be obligatory on the part of the College to remit a rusticated student if he or she rejoins after the expiry of rustication period.
- 23.7 The name of the rusticated student shall not be maintained on the rolls of the college nor shall be changed during the period of rustication.

* * * * *

CHAPTER 24

MOTOR VEHICLE RULES

24.1 General

The vehicles provided to the college are primarily intended for official use in connection with the work of the college.

24.2 Control Over the Vehicles

The Principal will be the overall incharge of the vehicles of the college.

24.3 Maintenance of the Vehicle

The workshop Superintendent will be responsible for the maintenance of the college vehicles. He will perform the following duties in this respect:-

- (a) To maintain a category-wise register of all the vehicles under his control.
- (b) To keep the vehicle in working order.
- (c) To arrange registration, insurance etc. of the vehicles and completion of other, legal formalities relating to the vehicles.
- (d) to frame estimates for running, maintenance and repairs of the vehicles.

- (e) To ensure periodic inspection and regular checking of the vehicles, in respect of general fitness, performance etc. He should have the vehicles tested once in every six months regarding their fitness for running and have his view recorded. A report in respect of this test should be submitted to the Principal
- (f) To ensure regular servicing and changing of oil.
- (g) to maintain two log books for the vehicles as required under the rules in force from time to time.
- (h) To arrange periodical checking of that entries in the log books issued for the various vehicles .
- (i) To make occasional surprise checks of the current Log Books.
- (j) To watch the expenditure on maintenance, upkeep and running of vehicles and to suggest necessary amendments for revision of the mileage rates in force.
- (k) To prepare a monthly statement of the fuel and lubricant consumed to review the consumption of P.O.L and examine whether there has been any wastage.
- (l) To maintain proper accounts of the running and maintenance of the vehicle as per rules in force from time to time.
- (m) To decide upon the need of repair or overhauling.

24.4 Use of Vehicles for Official Purpose

The College vehicles are primarily intended for the carriage of materials and for official touring outside the headquarters and for journey on bonafide official duties at the headquarters. journeys between residence and office shall not be considered as official journeys except in the case of principal unless they form part of the journeys on tour .the permission for use of college vehicles should be submitted on the prescribed Performa .All approved requisitions will be entered in a separate register by the workshop superintendent and numbers slotted .the requisition will contain full details about the places to be visited .No journey may be performed without written permission of the competent authority. However for local use there will be on need of a written requisition.

24.5 Private Journeys

- (i) Staff car may be permitted to be used for non duty journeys to a limited extent always subject to the condition that their use for such purpose 'does not interfere

with official requirements in any way and journey is paid for at the prescribed rates.

- (ii) Staff car if otherwise available, will be allowed to be used for non duty journey to the staff of the college with prior per mission of the principal .
- (iii) The use of college vehicle for journeys to place of public amusement such as cinema,race,club etc shall not be permitted.
- (iv) Society truck,bus and vehicles other than staff car may also be permitted to be used for private journeys with the prior approval of the principal on payment basis at P.B Govt prescribed rate .
- (v) In accordance with P.B Govt Notification No. 1137-VA-90 dated. 4.1.91 the principal shall be empowered to use the Ambassador car for none official journey as under (maximum 600 Km in a quarter)
 - (i) 200 km Rs.150/-per month
 - (ii) 400 km Rs.300/-per month
 - (iii) About 400 km Rs.1.50 per km.
 - (vi) The principal with whom car has been attached is authorized to perform journey between residence and office which will be treated as official journey.

24.6 Authority Competent to Permit for Non-Duty Journey

(a) DUTY JOURNEYS AT HEADQUARTERS

The Principal shall b competent to perform non-duty journey, where necessary.

(b) FOR NON-DUTY JOURNEYS FROM HEADQUARTERS TO PLACE OUT-SIDE HEAD QUARTERS

- (i) The Principal shall be competent to perform such journeys.
- (ii) For others, permission of the Principal shall be obtained before taking up the journey. All places to be visited at outstation should be specifically mentioned in the Requisition and entries in the Log Books should also be made accordingly.
- (iii) All journeys performed within the jurisdiction of the Municipal Corporation, Ferozepur will be treated as local journey.

24.7 Other Conditions

- (a) Log Books of the vehicles must remain with the driver when a non-duty journey is being performed.
- (b) Before a non-duty journey commences, clear entry showing the date, time, mileage reading of the meter should be recorded. Similar reading should be recorded in the Log Book after the journey is completed and verified and signed by the actual user.
- (c) No vehicle should be used for non-duty journey when its meter is not working order.
- (d) All bills for the non-duty journeys performed during the month, should be issued by the 10th of the next month, by the Account Section on receipt of Log Books from the workshop Superintendent.
- (e) Bills for the non-duty journey shall be paid by the persons concerned within 30 days of their presentation, failing which further non-duty journey shall not be allowed till the amount standing against them is cleared. In the event of a bill remaining unpaid within 30 days the issue, the amount shall be recovered from the salary of the concerned staff member. In the case of defaulter information should be sent to the authorities competent to permit non-duties journeys for taking further action.
- (f) All non-duty journey by the visitors shall be paid in advance before allowing the non-duty journey.

24.8 Rates to be Charged for the Non-Duty Journeys

- (a) The rates for the use of Society Vehicles by an officer/official for non-duty journey shall be the same as prescribed by the Punjab Govt. from time to time.
- (b) In the case of Principal, who is the Chief Academic and Executive Head of the College, the rates applicable would be the same as for Heads of Department of the Pb. Govt. calculation of distance for the purpose of the above charge will be from and to the garage of the vehicle.
- (c) The journey performed by the visiting officers/member of Board of Governors and Committee from the Railway Station and Bus Stand to the place of duty or halt and vice versa shall be regarded as official journey.

- (d) Non-duty journey would automatically be deemed to commence from at the place where a vehicle is usually garaged, except in cases where the non-duty journey is performed in continuance of a duty.
- (e) The vehicle of the College shall be allowed for non-duty purposes sparingly for emergencies only and the staff car be not used as an ambulance.

24.9 Conditions Regulating the Use of the College Vehicles

- (a) All vehicles shall be garaged at the places approved by the Principal
- (b) All vehicles shall be equipped with the meters in the proper working order. Where mile meter of any vehicle is not in working order, the journey shall be estimated as best a possible.
- (c) All the relevant documents of the vehicles such as Registration certificate Insurance cover, Token Tax etc. shall be kept by the driver with the vehicles.
- (d) The Vehicle shall be driven by the authorized drivers who should carry their driving licenses with them. No unauthorized driver not having a valid license shall drive a vehicle.
- (e) Two log books in prescribed form shall be issued for each vehicle. One of these will remain alternately in the vehicle and the other used completion of accounts. It shall be the duty of the driver in charge of the vehicle to get all the entries in the log books properly filled in and signed by the officers using the vehicle.
- (f) The driver shall see that the vehicle is not over loaded.
- (g) The driver shall be responsible to ensure that the vehicle under his charge is not driven by an untrained person and in no case by persons having no valid motor driving licence.
- (h) No vehicle which is unsafe in any manner, unregistered or declared unfit for road by Motor Vehicle Inspector of Punjab Govt. shall be put on that road or allowed to be used for transport purpose.
- (i) It shall be the duty of the driver of vehicle to ensure that all the requirements of the vehicle for a specific journey are taken care of and that the vehicle is not stand midway for want of minor repairs, fuels, minor spares etc.
- (j) The Principal shall be competent to treat the use of the college vehicle by students and employees of the Society including their families and other dependants, in emergencies as official. No charge be recovered from students and employees

of the Society including their families and other dependents for the use of the College vehicle whenever they are removed to the Local Hospital in emergency. However, in cases where the College vehicle is used to carry a student and employee of the Society including their families and other dependents to some outside stations, the case may be considered by the Principal and he may however, deserving cases waive off the recovery of such charge at his discretion.

24.10 Accidents

All accidents should be reported to the Principal immediately. Detailed reports can follow later on. The college will not be responsible for any non-member of the College, staff and student community who may be traveling in the Society vehicles, if there is any accident.

APPENDIX II

LOG BOOKS REGISTER FOR COLLEGE VEHICLE

VEHICLE No. _____ MONTH _____ YEAR _____

1. Date
2. Name of Driver
3. Previous Balance of petrol/Diesel tank (in letters)
4. Diesel/Petrol issued
5. Diesel/Petrol consumed
6. Diesel/Petrol balance
7. Average K.M.per litre
8. Crank chamber oil renewed or made up (in litres)
9. Vehicle greased washed or maintained
10. K.M.done by vehicle since purchased
11. K.M. done by vehicle since last overhauled
12. Time and date on which remained under repairs. (details of repairs)
13. Detail of spare parts issued and reason for undue delay for repairs
14. Name & signature of Foreman workshop or checking officer
15. Signature of Controlling Officer
16. Remarks
17. Date of reguision
18. Serial no. of reguision
19. Name of Driver
20. Journey commened from placed visited journey terminated at
21. Starting time
22. Finishing time
23. Nature of Journey official/private
24. Meter reading before Journey (Kilometers)
25. Meter reading after journey (Kilometers)
26. Total distance (kilometers)
27. Journey charges to be received from
28. Name and designation of the officer / official using the vehicle
29. Petrol / Diesel
30. Lubricant
31. Remarks

* * * * *

CHAPTER 25

TA RULES FOR CANDIDATES CALLED FOR INTERVIEW FOR VARIOUS POSTS

- 25.1 Such candidates as apply for the post of teacher and other Class-I posts (to be specified by the Principal) in college and are recommended by the Selection Committee for the grant of T.A. coming or interview from a place situated at a distance of 200 miles or more should be paid, on production of actual receipts, second class railway fare by mail/passenger train or if traveled by road, the bus fare on the actual amount spent on if traveled whichever is less. The T.A. may be allowed from the place of residence or from the place actually traveled to the place of interview and back, whichever is less.
- 25.2 Schedule Caste candidates of all categories of posts carrying pay Rs. 750/- and above should be allowed production of actual receipts second class railway fare by mail/passenger train (irrespective of the distance) or if traveled by road, the bus fare, on production of actual receipts, from the place of residence or from any other place from which actually traveled, to the place of interview/test, whichever is less.
- 25.3 Those persons who have not applied for a post but are invited for an interview either by a Selection Committee or by the Principal may be allowed T.A. at the rate specified at 25.1 and 25.2. above or higher T.A. rates by rail or by air, as ordered by the Principal.
- 25.4 The Screening Committee should recommend not more than 5 candidates (over and above the Scheduled Caste candidates) against each post.

* * * * *

CHAPTER 26

APPLICATION FORWARDING FOR OTHER COLLEGE

26.1 No application shall be forwarded unless:-

- (a) The applicant has completed two years service in the College.
- (b) The Head of Department certifies that he can make alternative arrangements till the post is filled in on regular basis and that the arrangements will be without any detriment to work.
- (c) The Head of Department certifies that persons possessing the qualifications prescribed for the post will be available from the open market.

26.2 An employee who meets the requirements mentioned at 26.1 above can be allowed to submit two applications in the course of year.

26.3 No employee who is under a bond to serve the College for a certain period shall be permitted to apply unless the bond period has expired.

26.4 An employee who fulfills the requirements mentioned at 26.1 (a) to (c) above and whose application is forwarded shall in the event of his selection, be relieved after the Academic Session. No employee shall be relieved in the middle of the Academic Session.

26.5 Applications of the employees fulfilling the prescribed conditions will be forwarded by the Registrar. Only cases where relations of rules/policy is required will be submitted to the Principal.

26.6 The above rules shall not apply to employees appointed on leave vacancies. Their applications shall be forwarded but on the understanding that they would be relieved only when they complete their full period of appointment with the college.

* * * * *

CHAPTER 27

HOURS OF WORK FOR TEACHERS

Teaching

Distribution of formative load for Teachers -hours per week

Class	Lecturer (UG)	Lecturer (PG)	Asstt. Professor /Professor	Professor & Head
Preparation	16-24	16-20	12-16	8-12
Teaching	8-12	8-10	6-8	4-6
Evaluation	4-6	4-6	3-4	2-3
Advisement	1	1	1	1
Counseling	1	1	1	1
Postgraduate Guidance	-	3	5	5
Total	30-40	33-41	28-35	21-28

Note

Class Preparation Normally 2-3 hours are required for preparation for every one hour of class contact . Calculations have however been made by using the lower norm of two hours.

Evaluation Half of the teaching contact hours have been used as the basis for working out time spent on evaluation responsibilities which include setting up on test papers best administration of reports and feedback to student .In even under graduate courses , three examinations per semester have been prescribed for post graduate courses , the number may vary from two to three including assignments.

Advisement one hour per week of advisement has been prescribed under the university rules.

Counseling Student need contact with their advisors outside the one hour prescription for obtaining attestations , recommendations and counseling on other academic and personal problems . One hour per week has been assumed for these assignments.

Postgraduate Guidance The maximum number of postgraduate students as per regulations already laid down have been assumed to be three for assistant professor level postgraduate faculty member and five for associate professor . Professors and professors and Head hour per week has been assumed as the norm for this responsibility

* * * * *

CHAPTER 28

ACCEPTANCE OF OUTSIDE/FOREIGN ASSIGNMENTS BY COLLEGE EMPLOYEES

- 28.1 No teacher / scientist /employee be allowed to accept any outside assignment unless he has completed three years of service in the college.
- 28.2 He must have completed the probationary period on the post he is holding.
- 28.3 A teacher / scientist / employee who is under bond to serve the college for a certain period shall not be granted extraordinary leave to accept an outside assignment before the expiry of the period of bond executed by him.
- 28.4 If a teacher / scientist / employee who has been granted extraordinary leave to take up an outside assignment fails to rejoin duty on the expiry of his leave his service will be deemed to have been terminated from the date of expiry of leave.
- 28.5 He should be granted only extraordinary leave during the period of such outside assignment and that also for a maximum of three years in one spell extendable up to five years by the Board of Governors.
- 28.6 After availing of extraordinary leave in terms of 28 above for one year of more in one spell a teacher / scientist / employee must serve the college for at least three years before he is granted extraordinary leave to accept another assignment for the period short of maximum total of five year but in entire service. The condition of five years service will not apply when the period short of maximum total of

five years service will not apply when the period of previous assignment is less than one year but this period shall also be counted for calculating total period of five years for which a teacher /scientist /employee can be granted extraordinary leave during his entire service.

- 28.7 The maximum period for which extraordinary leave is granted to a teacher /scientist /employee for taking up outside assignment must not exceed five years during his entire service in the college, provided that the board may allow leave to teachers/employees not exceeding six months in a spell of three years in cases where his is satisfied that the assignment is of advisory / consultancy nature to foreign/Govt.Institutions /Institutions / international organization and shall bring recognition to the college and such leave shall not count towards maximum period of five years.
- 28.8 The period for which a teacher/ scientist / employee has already served on outside assignment will be taken into account for calculating the maximum period of five years.
- 28.9 An employee on outside assignment may be granted extension in extraordinary leave beyond the prescribed limit if the period between expiry of his leave and his retirement is less than two years provided he shall not join back during the remaining period of his service.
- 28.10 Application for outside assignment must be routed through proper channel and if a teacher applies direct for an outside assignment or receives an offer of Appointment direct and accept an outside assignment without the college permission he will have to resign from the college and he will neither be granted any extraordinary leave nor lien will be kept in the college.
- 28.11 The rules relating to deputation / foreign service shall apply mutis-mundas to the employees of CET Bathinda.

* * * * *

CHAPTER 29

WORK-CHARGED STAFF RULES

29.1 Name

These rules shall be called the service rules for the work charged employees of the College of Engg. & Technology , Bathinda .

29.2 Pay Scale

The scale of pay of the work charged employees of the College of Engg. & Techn., Ferozepur be also the same corresponding to the work-charged employees of the Punjab Govt.

29.3 Work-charged Establishment

Work-charge employees will be employed in connection with the actual maintenance or minor construction work or supervision of this type in the College. This work-charged establishment does not include clerks, Draftsmen, sub-ordinators or any other such establishment staff.

29.4 Competent Authority

Competent authority to engage the work- charged staff shall be the principal of the College.

29.5 Pay and Allowances

- (a) The work- charged staff will be entitled to the pay and allowances as staff Govt. for work- charged categories of employees.
- (b) The Work-charged staff shall not be entitled to any gratuity and/or contributory provident fund for or any other benefit of this type which are given to permanent/temporary employees of the society
- (c) The work charged employees will, however, be entitled to compensation under the workmen's Compensation Act as is being given to the work-Charged employees of the Punjab state.

29.6 Leave

The work-charged establishment shall not be entitled to any kind of leave and leave travel concession except the following leave:-

- (a) 15 days casual leave in a calendar year(Proportionate to the service rendered in that Year) on full pay and allowances at the discretion of the concerned Head of Deptt./Section of the College subject to the maximum period of 10 days at any time. This leave shall not be accumulated and will not be given in combination with any kind of leave.
- (b) Republic Day, Independence Day, Gandhi Jayanti Day, Holi, Dussehra and Diwali only would be observed as paid holidays for the work-charged staff.
- (c) Holidays to a community for whom a particular day is held sacred by them, restricted to two days in a Calender year , in the cases of each community, be given, in addition to the above six holidays, as decided by the Principal from time to time.

29.7 Traveling Allowance

At the discretion of the Principal, actual traveling and halting expenses may be allowed to a Work-charged employee for journeys performed in the interest of the Society as per TA and DA rates approved by the Punjab Govt. from time to time.

29.8 Termination of Service

The services of the staff members in the work-charged establishment shall be liable to be terminated on one month's notice in writing on either side or on payment of one month's pay and allowance in lieu thereof.

29.9 Service Record

A proper service record in the form of service book shall be maintained for each staff member employed under this category. The increments if due, shall be given from time to time after one year's services

29.10 General

The work-charged establishment on the rolls of the society on the date of implementation of these rules shall be deemed to have been employed under these rules. However these rules shall be implemented from the date those are approved by the Board of Governors.

* * * * *

CHAPTER 30

CONSULTANCY RULES

- 30.1 (a) The Principal and members of the teaching staff may be permitted to undertake consultancy work as per rules and regulation laid down by the Board of Governors from time to time. All consultancy work whether carried out by an individual or a group of faculty will be considered as College consultancy and should be accepted after taking prior permission for undertaking the consultancy work from the Principal.
- (b) For urgent testing of materials in the Laboratory the consultancy/Investigator may accept the work in anticipation of the approval of the Principal but should get the formal approval of the Principal within 15 days of its acceptance.
- 30.2 The fees in connection with consultation / testing work should be received in advance in the name of the Principal . On receipt of the fess (in part or full) an account number will be allotted to the consultation / investigation work by the office . The remuneration to the staff will be paid by the College as approved and given in the relevant clauses hereunder.
- 30.3 (a) If the consultancy work dons not involve any facility from the College by way of Laboratory and workshop etc. the total fees received should be distributed between the college and the staff members concerned in the ratio of 30 :70 after deducting all the expenditure.
- (b) In case of (I) routine testing work and (II) development of Equipment and machine or process for a particular industry where use of laboratory equipment and facilities is involved the fees after deducting all expenses should be distributed between the college and members of the staff including laboratory staff in the ratio of 50;50 .

- (c) For consultation work involving only personal discussion with members of the staff , the fees may be charged at the rate of Rs.200/- per hour. The fee for visit to the site of work for such consultation will be on per day basis at mutually acceptable rate subject to a maximum of Rs. 500/- per day. these charges will be in addition to TA and DA payable to the staff members . The fees will be shared with the College as in the clause.
- (d) For regular consultation to a particular organization on a routine basis ,where loan are paid on monthly rate ,the fees receipt will be shared with the college as in clause 30.3(a)
- 30.4 (a) The remuneration to office staff will be 5% of the gross fees received , to be distributed to the office of the college and the Department office in the ratio of 4:1. The norms for distribution of consultancy fee to the general and Accounts office staff may be decided to by the principal in each case.
- 30.5 The total remuneration earned by a staff members of the college during the whole financial year on account of consultation and testing work , should not exceed the following limits of his yearly pay plus DA. Anything in excess of this is to be paid to the college in full:-
- (i) Teaching staff 75%
 - (ii) Laboratory and other 50% technical staff.
 - (iii) Office staff 35%
- 30.6 (a) The consultant / investigator may make adhoc appointment to assist him in consultancy work with the approval of the principal, for the tenure of the project.
- (b) The consultant / investigator may incur expenses on hospitality in connection with the consultation work as per norms perscribed from time to time by the principal.
- 30.7 For any outside visits leave as due is to be availed by the concerned staff members. special Casual leave or duty leave may be permitted at the discretion of the principal.
- 30.8 For making any purchase in connection with consultancy work , the college purchase rules shall be followed.
- 30.9 No consultancy work will be undertaken unless the consultancy fee has been received in advance . for long duration consultancy projects which are likely to continue beyond a financial year, the project work may be planned in phase with advance fee received before the starting each phase. The payment of consultancy fees will be initially after the concerned consultant has submitted the project Report. The consultancy fund which has become due for disbursement in a financial year should be distributed in that very financial year.

30.10 The deposits of consultancy fee shall be kept in a separate account and funds received as a result of the college share of consultancy will be utilized as per decision of the board taken from time to time .

30.11 The interpretation of these rules , as and when required will be made by the principal .

30.12 The procedure and these and performance for consultancy jobs are as given hereunder :-

- (a) An outside agency may make a request for consultancy job to an individual or to a department / college. If the consultancy has been received and initiated by the college /department the staff members of the requisite specialization should be identified by the principal in consultation with the Head of the Deptt. of respective department & the work may be carried on by them as a team or it may be distributed amongst them. if the project is received by an individual it is upto him to associate some of his colleagues with him . the principal investigator may correspond with the prospective client in accordance with consultancy rules and procedure with necessary intimation to the principal.

The request for approval for consultancy job may be made on prescribed form . This form may be filled up in triplicate of the principal investigator and sent to the Registrar . The form should be sent through the Chairman of the department fabulous 30.3(b) of the rules is applicable . An attested copy of the letter from the sponsoring agency should be attached. The following may be kept in view:

- (b) The distribution of consultancy fee shall be made as per section whichever is ticked and approved.
- (c) If a project is divided into phases, the phase number is to be given. Thereafter each phase separated will be trusted as a nepenthe project for financial purposes. For example, if the request is being made for the 1st phase of a project to be divided into three phases, it should be indicated as 1/8. Also if the consultancy fee to be received for the project is more than Rs. 10,000/- and it is considered essential to receive the fees in instalments , the project may be divided into phases. The approval for each phase may be obtained separately at different times of simultaneously in the beginning, as decided by the principal investigator.
- (d) The expenses of hospitality may be the rate of is 1% of the gross fee, for claiming these charges, a certificate from the principal investigator would be sufficient.
- (e) Expenses for the office staff is be at the rate of 5% of the gross fee which includes 1% for the department office staff. This 1% is to be distributed by the Principal investigator only to the staff in the office of the department.

Any laboratory staff can be included in the distribution to be proposed by the Principal Investigator at the time of actual distribution.

- (f) The Principal Investigator may sanction the journey for the consultancy jobs in respect of any person, excluding himself in which case he will take permission from the Principal. TA/DA will be paid as per College rules. Also leave is to be taken as admissible to an individual as per college rules.
- (g) The academic staff to be associated with the job should be mentioned as far as possible, and no deviation from this should be made at the time of distribution. The lab staff may, however, be added by the Principal Investigator in the distribution at the time of actual distribution of consultancy fee.
- (h) On receipt of approval of the job, the Principal investigator may send a bill for payment in advance to the concerned party for making the necessary payment to the College.
- (i) On receipt of the consultancy fee from the concerned party, the accounts section will send an intimation to the Principal investigator. The work is to be started only after this intimation is received by the Principal Investigator. Duration of the project will be considered from this intimation letter to the date of dispatch of report to the concerned party.
- (j) Adhoc appointment appeared for and project report on the project should not continue beyond the project in any case.

* * * * *

CHAPTER 31

THE APPOINTMENT OF HEADS OF DEPARTMENTS

31.1 The College shall have the following Departments:-

- (i) Civil Engineering
- (ii) Mechanical Engineering
- (iii) Electrical Engineering
- (iv) Electronics and Instrumentation Engineering
- (v) Architecture
- (vi) Applied Science

In addition to the above, the Board may establish any department or Centre of Research.

31.2 Appointment of the Head of the Departments:

- (i) Each Department of the college shall be placed in charge of the Heads, who shall be a Professor. In case there is no Prof. Level teacher available in a Department, the senior most Asst. Prof. Level Teacher of the Department may be made the coordinator,
- (ii) The Head of the Department shall be appointed for tenure of 3 years.
- (iii) The appointment shall ordinarily be made on the basis of seniority.
- (iv) The Principal may constitute a Committee for assessing the suitability of a candidate for appointment as Head or may straight away the appointment be made on seniority basis.

- (v) The Headship shall be rotated after every three years in accordance with the above rules.
- (vi) In case of Department, where there is no Head of Department, the Principal will act as Head of the Deptt. He may however, delegate this power to the Dean or any other Head of Department till a regular Head is appointed.
- (vii) In case the Principal is not satisfied with the performance of any Head of Department, with the approval of Chairman takeover the headship of that Department or assign it to any other Professor.

* * * * *

CHAPTER 32

RETENTION OF HOUSES AND EMPLOYEES DURING OUTSIDE /FOREIGN ASSIGNMENTS/ FELLOWSHIPS /DEPUTATION

- 32.1 The employees proceeding on outside/foreign assignments/deputation etc, may be allowed to retain residential accommodation at the campus up to a maximum of its month, if the period of absence is one month or more.
- 32.2 If the period of absents is less than six months, the employees may be allowed to retain the residential accommodation for the actual period of absence.
- 32.3 The employee reported in 32.1 and 32.2 above, may be requested to sign an agreement before proceeding on leave to the effect that.
- (a) He will pay the rent regularly as per rules.
 - (b) He will vacate that residential accommodation on expiry of the prescribed period, failing which the leave of absence granted to him will be canceled and penal rent will be charged for any overstay and also proceedings will be instigated to get the accommodation vacated.
- 32.4 A teacher/scientist on fellowship including post doctoral fellowship, who is either sponsored by the College or selected in various fellowship programmes by institution like U.G.C., C.S.I.R., Ministry of Human Resources Development etc. will be entitled to retain residential accommodation at the campus for the period of such training.

**RETENTION OF HOUSES AND EMPLOYEES DURING OUTSIDE
182 /FOREIGN ASSIGNMENTS/ FELLOWSHIPS /DEPUTATION**

* * * * *

CHAPTER 33

GRANT OF PERMISSION TO COLLEGE TEACHER FOR WRITING BOOKS

- 33.1 A college teacher who wishes to write a books, text books/manual must inform the Head of the Deptt. and the Dean concerned.
- 33.2 A teacher should normally have at least five years of professional experience in the filed in which he proposes to write a book/text book/manual.
- 33.3 No relief from or reduction in teaching and/or research activities shall be given to the teacher.
- 33.4 No stenographer, cartographic facility etc. shall be provided by the College.
- 33.5 In the event of publication of a book/text-book/manual by a private publisher, no liability shall accrue to the college. The college shall also not claim a share of the royalties as these are taxable along with other income for purposes of income-tax.
- 33.6 No teacher shall be allowed to write any help book.

* * * * *

CHAPTER 34

RULES FOR LIBRARY

34.1 Library Hours

Library hours will be fixed by the Principal.

34.2 Library Use

The Library is primarily intended for the staff and students of the College, who can make use of library collection, facilities and services in accordance with the rules. Others can use the library only with the special permission of the Principal

34.3 Access to Books

The readers have free access to books and periodicals which are on the open shelves. However, the microform reading material can be used under the supervision of the library staff. Text books, rare books and dissertations can be consulted only in the assigned area.

34.4 Library Service

Members are free to seek the assistance of library staff in selecting reading material, checking of references, searching of misplaced reading material, compilation of bibliographies, procurements etc. Books and periodicals not in the library can be requested on loan from other libraries or institutions. The cost postage on them has to be paid by the member for whom they are borrowed. Members are free to recommend new books or journals for the library and to suggest improvement in library service. Suggestions and recommendations, duly signed can be put in the suggestion box, placed on the circulation counter.

34.5 Membership

Library members only, enjoy the privilege of borrowing books. The teachers, students and non-teaching staff of the college can be enroll themselves as members by filling a proscribed application form agreeing to abide by the rules. Persons other than those listed above can be enrolled as special members with the approval of the Principal and on payment of Rs.250/- as security (refundable) and the requisite fee payable annually. Borrowers Cards given to registered members are strictly non-transferable and are to be renewed every year. A lost borrowers card if found should be immediately deposited in the library. Failure to comply, or its misuse, can lead to cancellation of membership, if a duplicate card has been issued.

34.6 Loan Privileges

Normal issue/return of library reading material is suspended one hour before closing except overnight issue. On Sunday & holidays there is no issue and return of library reading material except for the books/periodicals meant for overnight loan. The books borrowed for overnight must be returned within an hour of the opening of the library on the next day.

Reading material can be temporarily loaned to the department if they are needed for consultation by the members of the department. The librarian can recall any library reading material at any time if necessity arises.

The number of books a borrower can take, and the period for which he can retain them, is as follows:

Number of books and periodicals

- (i) Under-graduate students 3(1 Text book)
- (ii) Post-graduate students 4(1 Text book)
- (iii) non-teaching staff 2
- (iv) Teaching staff 8(3 Text book)
- (v) Special members 2

Period of loan

General Books	14 days
Text Books	One Semester
Teaching staff students	one semester overnight only
Reference Books, Abstracts & Indexes	For overnight only
Current Periodicals	Not to be issued
Bound periodicals & Serials post graduate students, teachers and officers of the college	Overnight only
Thesis, Rare Books and Micro-form Reading material	Not to be issued

34.7 Overdue Charges & Loss of Material

A. Overdue Charges The following overdue charges are recovered for library material retained longer than the period of loan from all borrower:

- (i) General Books: 50 paise per book per day for the first week of overdue, Rs. 1.00 per book per day for the second week and Rs. 2.00 per day per book for successive weeks. Grace period of four days including holiday will be allowed for every over-due general book during which no over-due charges will be realized i.e. for first four days after the due date. When the book is returned after grace period the over due charges will be realized for the grace period also at the usual rate of 50 paise per book per day.

(ii) Overnight text books: 1.00 per hour per book.

(iii) Overnight Bound Periodicals : Rs. 2.00 per volume per hour.

Fine can be reduced, or remitted, on reasonable grounds by the Registrar.

B. Loss of Library Material Following charges are recovered from the borrowers for the loss of any library material:

(a) Books

- (i) General Books: Replacement or the current price plus Rs. 5.00 as processing charges. In the case of a books which has been lost by a reader and in which case the current price of the book is also not available, and the book itself has become out of print, the price to be collected from the reader will be @ 10% increase in price per year from

the date of its procurement subject to the maximum of four times of its original price. The reader, however, is at liberty to replace the books within 45 day in case he could manage it.

In case of books received free and whose price is not given in any of the catalogues, the College Librarian is authorized to fix reasonable price.

- (ii) Text Books, Rare and Reference Books: Rs. 20.00 over and above the current price. The cost of the complete set may have to be paid for the loss of a single volume if it is not available separately.

(b) Periodicals

- (i) Single issue of Periodical: Replacement within three months or the cost of the volume if the single issue is not available.
- (ii) Bound Volume of a Periodical: Replacement of the volume or four times the cost of the volume.

(c) Loss of Library Membership Card.

Loss of library membership card should be reported immediately to the circulation desk. However, the reader still remains responsible for the books issued on that card. A new library card is issued on payment of Rs. 10/-

(d) Loss of property counter Token

Rs. 5.00 will be charged for the loss of property counter.

34.8 Reprographic Service

The rates for different services shall be charged as fixed by the Principal.

34.9 General

- (i) Personal books, files, rain coats, umbrellas, etc. should be deposited at the property counter near the library entrance.
- (ii) Taking books out of the library without authorization, marking or underlining, or in anyway disfiguring and mutilating books, or library property is a misdemeanour, which may lead to withdraw of library privileges, or in serious cases to heavy fine and disciplinary action.
- (iii) No reading material can be issued to a borrower not in possession of his or her library membership card, or if he or she is drawing books for others.
- (iv) Books shall be recalled and their issue suspended during the period of stock taking.

- (v) The “No Due Certificate” can be secured from the library after surrendering the borrowers card and clearing all library dues. In case of the loss of Borrowers card, No Due Certificate can be issued only 14 days after the normal expiry of the membership. Provisional “No Dues Certificates” can not be issued.
- (vi) Smoking is prohibited in all areas of the library.
- (vii) Change of address and designation should be immediately reported at the Circulation Counter of the Library.
- (viii) Library reading material borrowed may be got reissued if it is not needed by another user. The borrower must get the library reading material re-issued in Person. It is, however, at the discretion of the College Library, with the recommendations of the Circulation Incharge.
- (ix) No library reading material would be considered returned until it has been returned properly to the library personnel at Circulation Counter.
- (x) The 1st borrower shall be responsible for any damage to the book/periodical etc. unless it has been pointed out at the time of issue.
- (xi) Violation of these rules or indisciplined behavior in the library will lead to cancellation of membership and disciplinary action.

* * * * *

CHAPTER 35

ORDINANCES FOR BACHELOR'S DEGREES

1. The University will award the following degrees of Bachelor of Engineering & Bachelor of Architecture after fulfilment of requirements mentioned in succeeding paras.
 - (a) Bachelor of Engineering (Civil)
 - (b) Bachelor of Engineering (Mechanical)
 - (c) Bachelor of Engineering (Electrical)
 - (d) Bachelor of Engineering (Electronics & Instrumentation)
 - (e) Bachelor of Architecture
2. The tenure of Bachelor of Engineering course will be four years divided into eight semesters and the tenure of Bachelor of Architecture will be five years, divided into ten semester. The duration of each semester will be 15-16 weeks, according to the following schedule in each year. 1st August to 30th Nov. 1st Jan., to 30th April
3. The admission to the above courses will be made on merit basis upon an entrance examination, provided the candidate is otherwise eligible for admission.
4. (a) The candidate must have passed 12th class examination on 10+2 pattern with four compulsory subjects namely, Physical, Chemistry, Mathematics and English from a "State School Education Board" or any other examination with above said four compulsory subjects, recognised by the Punjab University, Patiala, equivalent to 12th class examination of 10+2 pattern.

- (b) He/She should bear a good moral character.
 - (c) He/She must be bonafide resident of Punjab State.
 - (d) He/She must be in a good mental and Physical Health, and free from any Physical defect. Each candidate before admission will have to undergo a medical fitness examination and shall have to produce a medical fitness certificate in the prescribed form.
5. A student admitted to the B.E./B.Arch. programme must be on the rolls of the college of Engg. & Technology, Bathinda to attend the classes regularly as per rules, and shall pay such fees to the classes regularly as per rules, and shall pay such fees to the college of Engg. & Tech. Bathinda as decided from time to time. Change of discipline from Architecture to any branch of Engg. & Vice versa is not allowed. Change of discipline from one branch of Engineering to the other will be allowed after completion of 2nd semester and before the start of 3rd semester. It will be strictly according to the merit obtained in the first and second semester University Examinations. If the result of second semester is not declared before the start of 3rd semester, the merit of 1st semester examination will be considered, subject to the condition:-
- (i) That he has secured the minimum required attendances and sessional marks to be eligible to sit in the 2nd semester examination in all subjects.
 - (ii) That a vacant seat is available.
6. Migration from other Institutions/University will be allowed only after the completion of the 1st year within 30 days of the start of 3rd semester provided:-
- (a) The candidate has passed the CET Examination and the candidate merit is higher than the last student admitted in that discipline.
 - (b) The course studied by the candidate are the same as provided in the schemes and syllabus offered in the college and he has passed all the courses successfully.
 - (c) The Institution & the University where the student is studying and the Institution and University to which migration is sought, has no objection to the migration.
 - (d) There is a seat available in the discipline in which migration is sought.
7. All courses offered by the various departments in the B.E./B.Arch. programmes are denoted by letters As for Applied Sciences, CE-for Civil Engg., EI-for Electronics & Instrumentation, A-for Architecture and three digits. The first digit of the number corresponds to the semester in which course is taken, the second and the 3rd digit of the course number of a particular discipline. The letter P at the end denotes Practical.

The study scheme and the detail syllabus for the various disciplines of Engg. and Architecture will be as per annexure-A, B, C and D attached.

8. For the degree of Bachelor of Engineering there shall be eight semester examinations at the end of each semester, where as for the degree of Bachelor of Architecture there shall be ten semester examinations.
9. Every candidate shall be examined in the subject prescribed in the scheme of examination, approved by the Academic Council on the recommendations of the faculty.
10. The examinations shall be held twice a year at the end of each semester of 15-16 weeks duration in the months December and May on such dates as may be fixed by the Academic: Council.
11. In order to be eligible to appear for any semester examination a candidate must have had his application submitted to the Registrar by the Principal of his college alongwith the following certificates signed by the Principal:-
 - (a) of good moral character.
 - (b) of having remained on the rolls of the college and of having attended not less than 75% of total attendances in prescribed courses of lectures, tutorials, practicals and workshop etc. for that semester examination.
 - (c) have passes in sessional work (i.e. 50% and above)

Provide that no candidate shall be eligible to appear in any higher semester examination unless he has already appeared in the immediately lower semester examination.

Attendance shall be counted upto 10 days previous to the date of commencement of the examination.

The Principal of the college shall have the authority to condone deficiency in attendances upto 10% of the lectures delivered owing to serious illness or calamity participation in any game sports or any other good and sufficient reason,

12. A candidate who does not fulfil the attendance requirements for any subject in any semester shall have to repeat the entire work of that subject before being allowed to appear in semester examination.
13. The amount of admission fee to be paid by a candidate and the last date by which his admission forms and fee must reach the Registrar, shall be as follows:

	1st Semester	Rs. 50/-	15th April	15th Nov.	30th April	30th Nov.
	2nd Semester	Rs. 50/-	-do-	-do-	-do-	-do-
	3rd Semester	Rs. 50/-	-do-	-do-	-do-	-do-
	4th Semester	Rs. 50/-	-do-	-do-	-do-	-do-
Table to be modified...	5th Semester	Rs. 60/-	-do-	-do-	-do-	-do-
	7th Semester	Rs. 60/-	-do-	-do-	-do-	-do-
	8th Semester	Rs. 60/-	-do-	-do-	-do-	-do-
	9th Semester	Rs. 60/-	-do-	-do-	-do-	-do-
	10th Semester	Rs. 60/-	-do-	-do-	-do-	-do-

the examination fee for one or more failed papers (s) of any examination shall be the same as for the whole of semester examination. Separate admission forms for papers belonging to different semester are to be filled by the candidate indicating paper (s) offered for each semester examination.

14. In each course 50% of the total marks are assigned to sessional work.
15. The minimum number of marks required to pass the examination shall be:-
 - (a) 50% of the marks assigned to sessional work in each course.
 - (b) 40% in each of the written papers, and
 - (c) 40% in each of viva-voce and/or practical examination
16. The sessional marks submitted by the teacher concerned will be scrutinized by a board which will have the power to moderate the marks before submitting to the University. The final award shall be submitted to the University within 15 days after completion of the semester. The Board will consist of the Principal who will act as the Chairman, the Heads of the various departments and one teacher, not below the rank of Assistant Professor by rotation every year from each department and subject teacher concerned. The Principal will appoint the members of the Board.

If candidate fails in any subject of any semester he shall not be allowed to appear in that subject and he shall have to improve his/her sessional marks by doing extra work in the next semester to the satisfaction of the concerned teacher and or above sectioned board before being allowed to appear in that.
17. As soon as possible after the termination of the examination the Registrar shall publish the result of the examination.
18. (a) A candidate who has failed in one or more of the theory and/or viva-voce and or practical papers of any semester examination shall be allowed to study for next semester examination and shall be permitted to appear in the failed paper of the previous examination (s) in the subsequent examination (s) which shall be held at the end of the semester in which the course is offered next alongwith the

paper of the higher examination. After regular chance, three more chances shall be given to appear in failed subjects.

No candidate shall be allowed to study for the 5th, 6th, 7th, 8th semester examination until he has passed all the papers of 1st, 2nd, 3rd, 4th semester examination respectively.

- (b) A candidate who is appearing in a particular semester examination for the first time will be allowed to appear in not more than five theory papers and five practical papers of lower semester in addition to the regular papers prescribed for the semester.
- (c) If a candidate is appearing only in paper (s) in which he has already appeared and failed or did not appear when he was eligible to appear, he will be allowed to offer a total of ten theory and ten practical papers in a particular examination.
- (d) The result of paper, which a candidate once passes shall not be canceled.

19. In the theory papers, the question papers will be set by the external examiner.

The answer books shall be evaluated by the internal examiners. The internal examiner will send the awards to the University after evaluation of the answer books.

Internal examiner both for theory and practical examination will be appointed by the Head of the Department concerned of Engg. College, Bathinda and an intimation in this regard will be given to the University, Both external and internal examiner will get remuneration for the assignment from the University as per rules laid down by the Punjabi University, Patiala

In case the external examiner does not turn up for practical/workshop/drawing/design examination, the Principal College of Engg. & Tech., Bathinda may appoint on external examiner on the spot locally and proceed with holding the examination as scheduled. An intimation to this effect will immediately be sent to the Punjabi University.

All the academic problems of the candidates other than those affecting the University rules and regulations from time to time may be looked into by academic Review Board which will consist of the Principal as the Chairman the Head of respective departments and all Professors. The Principal will appoint members of the Board.

The final award of the sessional marks will be submitted to the University within seven days after completion of the semester.

20. The Registrar shall publish the final result indicating the marks and the division obtained by each candidate when the candidate has cleared all the papers/subjects of all the eight/ten semester examinations.

21. In order to determine the division in which a candidate be placed for the award of degree of Bachelor of Engineering/Bachelor of Arch. the total marks obtained by the students in all the semester shall be taken into account.
- (a) 70% or more of the marks shall be placed in the first division with honours. (Provided all examinations are passed in first attempt).
 - (b) 60% or more but less than 70% marks shall be placed in the 1st division and
 - (c) Less than 60% of the marks but more than 50% shall be placed in the second division. In order to pass, the candidate must secure at least 50% marks.
22. Grace marks will be admissible as per general rules relating to award of grace marks subject to the condition that grace marks will be calculated on the total theory and practical examination marks of University papers and will not include the sessional marks in the total.

* * * * *

CHAPTER 36

NEEDING OF RECORDS

1. Period of preservation of various records shall be as contained in the Annexure.
2. The records in the Engineering Unit may be preserved as per the practice prevalent in the P.W.D. the records may be preserved up to the time when there is no audit objection pending with them.

S.No.	Name of the paper/record	Period for which to be preserved
1.	Excess and Surrenders Statement	5 years
2.	Cash receipts counterfoils	Permanent
3.	Register of Receipt/Cheque books	10 years
4.	Cash Book	Permanent

However, cash book pertaining to Govt. period which is more than 10 years old may be destroyed provided it is no longer in use and there is no pending audit objection pertaining thereto.

5.	Register of Postal Orders	5 years
6.	Scheme wise classified statement of income	5 years
7.	Bank leger	5 years
8.	Classified abstract of Expenditure	5 years
9.	Register of Investments	15 years
10.	Register of Receipt & disposal of cheques	5 years
11.	Register of clearance of advance	5 years
12.	Pay bill (O/c gazetted)	6 years
13.	Pay bill of establishment O/c	6 years

14.	Daily attendance Roll of labour	3 years
15.	Establishment check Register	Permanent
16.	Absentee statement	5 years
17.	Last pay certificates	3 years
18.	Re-drawal bills	Permanent
19.	T.A. bill O/c (Gazetted)	3 years
20.	T.A. bill of establishment O/c	3 years
21.	T.A. bill of examiner etc. O/c	3 years
22.	Acquittance roll	10 years
23.	Register of Security deposited	Permanent
24.	Contingent Register	5 years
25.	Contingent bills	5 years
26.	Register of Examination Expenditure	5 years
27.	Bill of Remuneration to paper-setters, Examiners, sub-examiners checker etc.	5 years
28.	Remuneration bill of Supervisory, staff and other in attendance.	5 years
29.	Scholarship/stipend bill	5 years
30.	Cash book for Sundry Deposit	10 years
31.	C.P.F. record	Permanent

WORKSHOP

32.	Order Forms	5 years
33.	Job order Register	5 years
34.	Job cards	5 years
35.	Job sheet Register	3 years
36.	Despatch Register	3 years
37.	Acknowledgement	5 years
38.	Return slip	5 years
39.	Job relieves Register	5 years
40.	Gate passes	1 years
41.	Bill-cum-invoice	4 years
42.	Profit and loss accounts	12 years

MOTOR VEHICLES

43.	Log Book	5 years
44.	Tractor log Book	5 years
45.	Particulars of vehicles etc. with the college	Till the vehicles remains

46.	Particulars of change of oil	-do-
47.	Particulars of replacement of tyres	-do-
48.	Particulars of Recovery	-do-
49.	Particulars of consumption of fuel oil lubricants	-do-
50.	Requisitions	2 years
51.	Duty Register	5 years

BOOK TRANSFERS

52.	Transfer Entry O/cs	5 years
53.	Register of Transfer Entries	5 years

FEES

54.	Register of Applications for appointments	2 years
55.	Lists of Postal Order	2 years
56.	Register of Medical Certificates issued	3 years
57.	Register of Daily sales	5 years
58.	Register of Degrees to be issued in absentia	Permanent
59.	Register of Duplicate & other certificates	3 years
60.	Receipt books (duplicate)	3 years
61.	Daily fee collection register	12 years
62.	Demand and collecting register	12 years
63.	Demand ledger of variable & occasional dues	12 years
64.	Register of students Deposits	12 years

FUNDS, BUILDINGS, STORES

65.	Funds cash book	Permanent
66.	Register of buildings	Permanent
67.	Indents for supply of consumable stores.	3 years
68.	Stationery Register	3 years
69.	Stamp Register	3 years
70.	Price store ledgers	Permanent
71.	Indents on the Central Purchase Organization O/cs.	5 years

LIBRARY

72.	Accession Register	Permanent
73.	Shelf List Card	Permanent
74.	With-drawl Register	5 years
75.	Acquisition Record for Ephemeral Literature.	5 years
76.	Periodicals check Record	5 years
77.	Overdue and Fines Register	5 years

RENTS

78.	Register OF rent of Buildings & Lands	Permanent
79.	Statement of rents recoverable in cash or by deduction from pay bills.	12 years

OTHER RECORDS

80.	Personal files of the office establishment other than leave papers	5 yrs. After retirement, Dismissal, Death, Resignation, etc.
81.	Service book other than leave papers personal files of Gazetted	5 yrs. After retirement dismissal, Officers, Death, Resignation etc.
82.	Register of Railway receipts	3 years
83.	Register of rent statements	3 years
84.	Attendance Register	3 years
85.	Casual leave Register & application file.	1 years
86.	Office copies of telegram	1 years
87.	Dak book of peons	2 years
88.	Despatch Register	5 years
89.	T.A. check Register	3 years
90.	Used stencils	3 years
91.	Applications of the candidates who applied for various posts but are not selected.	1 year after meeting of the selection committee
92.	Replies received from the reference in respect of the candidates not selected.	-do-
93.	Receipt register	10 years

94.	Answer-books of various Departmental Examinations and recruitment tests.	3 year
95.	Files regarding sending of postal order to the controller.	3 year
96.	Files of application received from the candidates for supply of application forms	1 year
97.	Advertisement files	5 years
98.	Applications for departmental	1 year
99.	Applications forms of the candidates not selected for admission to various programmes.	2 years
100.	Requests for obtaining prospectus and admission forms	1 year

3. Procedures The registrar will be authorized to weed out the old record.

- (a) Where the period of preservation of the record has been determined such record shall be weeded out after the expiry of the prescribed period of preservation subject to the condition that there is no audit requisition/objection/reference pending against it or the same is not required in any investigation/enquiry/proceedings pending in the court of law.
- (b) Where no period of preservation of record has been determined in that case the prior concurrence of the Principal shall be obtained before weeding out such record proposed to be weeded out is not required in any investigation/enquiry/proceedings pending in the court of law or no audit objections/reference is pending with regard to the same.

Provide further that while weeding out the record, the particular of such record shall be kept in respective offices on the prescribed Proforma and a copy of the same shall invariably be sent to the Registrar for information and record.

The weeded out record shall be torn into pieces and auctioned department-wise in the presence of the Registrar and sale proceeds the same deposited in the college account.

* * * * *

CHAPTER 37

INVENTIONS AND PATENTS BY STAFF & STUDENTS OF THE CET BATHINDA

These rules shall apply to staff and students of the college:

- 37.1 An invention made using college Funds and facilities should be reported to the Principal of the College through the Head of the Deptt. Concerned. The report should include a statement as to the circumstances under which the invention was made and a statement as to its commercial possibilities.
- 37.2 Any invention made using College funds and/or facilities shall be the property of the college subject to any arrangements between the College and any outside sponsored or research.
- 37.3 When patents are applied for any invention made using college Funds and/or facilities they shall be applied in the name of the inventor (s) and the Principal. Patent (s) applications shall be made at College expenses.
- 37.4 Any arrangement to licence or assign invention made using College funds and/or facilities must be applied by the Principal in writing.
- 37.5 Invention made apart from the College funds and/or may be pursued by the inventor on his own, they should, however, be reported to the Principal for information and for avoiding any possible conflict with the Rules regarding invention and patents.

37.6 Any invention whether patented or not, which produces income from Licensing shall be subject to the following division of proceeds:-

- (a) 50% to be shared between the College, the sponsor and/or N.R.D.C.
- (b) 50% to Inventor(s)

37.7 Processing of Papers: Request for filling patents should be submitted to the Principal through the Head of the Deptt. giving the following information:

- (a) Brief description of the items (s) to be patented.
- (b) Various uses of the item (s) to be patented. While forwarding the request, Head of the Deptt. should satisfy himself, that there are no other claimants to the patent.

* * * * *