



K. K. Wagh Education Society

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Service Rules & Regulations for Diploma Courses run under M.S.B.T.E., Mumbai

- 1) K. K. Wagh Polytechnic, Nashik.**
- 2) K. K. Wagh College of Pharmacy, Nashik (Diploma Course).**
- 3) K. K. Wagh Institute of Pharmacy, Chandori, Tal. Niphad.**

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INDEX

Sr. No.	Contents	Page No.
1	General	1
2.	Institutes run by K.K. Wagh Education Society, Nashik	2
3.	Employees of K.K. Wagh Education Society	3
4.	Scope	3
5.	General Conditions of Service	3
6.	Duties	5
7.	Deputation for Higher Study- Post Graduation	5
8.	Deputation for Short Term Training Program	6
9.	Deputation for attending the Conference, Annual Convention, Seminar, Workshop, Paper Presentation etc.	6
10.	Period of Absence considered as 'On Duty'	8
11.	Leave	9
12.	Gratuity	12
13.	Promotion Policies	13
14.	Service Book	13
15.	Implementation of 7 th Pay	14
16.	The Employees Provident Fund [EPF]	14
17.	Age of Superannuation & Re-employment	14
18.	Encashment of Un-utilized Earned Leave on Superannuation	15
19.	Discipline and Conduct for Faculty / Other staff	16
20.	Approval of Service Rules by Management	23

K. K. Wagh Education Society, Nashik

SERVICE RULES & REGULATIONS

1] General :

1.0 The Society is registered under Society's Registration Act 1860 (Reg.No. MAH/202/NSK dated 05/01/1970) and Bombay Public Trust Act 1950 (Reg. No. 135/NSK dated 06/01/1970). The main aim of the society is to impart the education by providing excellent facilities and faculties in Primary, Secondary, Higher Secondary, Professional courses like Engineering, Agriculture, Pharmacy, Management, etc. and also non-professional education like Arts, Commerce, Science, Computer Science, Fine Arts, Performing Arts, Education, etc.

1.1 Abbreviations Used:

AICTE : All India Council for Technical Education.

DTE : Directorate of Technical Education.

MSBTE : Maharashtra State Board of Technical Education.

MEPS : Maharashtra Employees of Private Schools Act 1977.

PCI : Pharmacy Council of India

KKWES : K.K. Wagh Education Society, Nashik

IPA : Indian Pharmaceutical Association

APTI : Association of Pharmaceutical Teachers of India.

ISTE : Indian Society of Technical Education.

TTTI : Technical Teacher's Training Institute

UGC : University Grants Commission

NEP : National Education Policy

1.2 Definitions :

Society - means K.K. Wagh Education Society, Nashik.

Institute - means institute run by K.K. Wagh Education Society, Nashik.

Appointing Authority - means the authority competent to make appointments to the post created in the Society / Institute.

Employee - means employee of K. K. Wagh Education Society.



2] Institutes run by K.K. Wagh Education Society, Nashik.

The Society at present under its umbrella is running following institutions, which are approved by the Government of Maharashtra and other statutory organizations :

Engineering College

1. K. K. Wagh Institute of Engineering Education & Research, Nashik

Polytechnics

2. K. K. Wagh Polytechnic, Nashik

Pharmacy College

3. K. K. Wagh College of Pharmacy, Nashik (Degree & Diploma Course)
4. K. K. Wagh Institute of Pharmacy, Chandori, Tal: Niphad, Dist:Nashik

Agriculture & Agricultural Allied Colleges

5. K. K. Wagh College of Agricultural Engineering & Technology, Nashik
6. K. K. Wagh College of Agriculture, Nashik
7. K. K. Wagh College of Agricultural Bio-technology, Nashik
8. K. K. Wagh College of Food Technology, Nashik
9. K. K. Wagh College of Agriculture Business Management, Nashik
10. K. K. Wagh College of Horticulture, Nashik

Senior Colleges

11. K. K. Wagh Arts, Commerce, Science & Computer Science College, Adgaon Road, Nashik
12. K. K. Wagh Arts, Commerce, Science & Computer Science College, Chandori, Tal:Niphad, Dist:Nashik
13. K. K. Wagh Arts, Commerce, Science & Computer Science College, Kakasaheb Nagar, Tal:Niphad, Dist:Nashik
14. K. K. Wagh Arts, Commerce, Science & Computer Science College, Bhausaheb Nagar (Pimplas Ramache), Tal:Niphad, Dist:Nashik

B. Ed. / Fine Arts / Performing Arts

15. K. K. Wagh College of Education, Nashik
16. K. K. Wagh College of Fine Arts, Nashik
17. K. K. Wagh College of Performing Arts, Nashik

Schools (CBSE)

18. K. K. Wagh Universal School, Saraswatinagar, Panchavati, Nashik
19. K. K. Wagh Universal School, D.G.P. Nagar, Nashik
20. K. K. Wagh Universal School, Bhausaheb Nagar, Tal:Niphad, Dist:Nashik

English Schools + Junior Colleges (English Medium)

21. K. K. Wagh Junior College, Kakasaheb Nagar, Tal:Niphad, Dist:Nashik
22. K.K. Wagh English School (Primary + Secondary & Jr. College), Saraswatinagar, Nashik
23. K.K. Wagh English School (Primary + Secondary), D.G.P. Nagar, Nashik
24. K.K. Wagh English School, Gangapur, Nashik
25. K.K. Wagh English School, Chandori, Tal:Niphad, Dist:Nashik
26. K.K. Wagh English School, Kakasaheb Nagar, Tal:Niphad, Dist:Nashik

Schools (Marathi Medium)

27. K. K. Wagh Vidyabhavan & Junior College, Bhausaheb Nagar, Tal:Niphad, Dist:Nashik (Aided)
28. Gitai Wagh Kanya Vidyalaya, Bhausaheb Nagar, Tal:Niphad, Dist:Nashik (Aided)
29. K.K. Wagh Secondary School, Pimplas (Ramache), Tal:Niphad, Dist:Nashik (Aided)
30. K. K. Wagh Prathamik Vidyabhavan, Pimpri, B'bnagar, Tal:Niphad, Dist:Nashik. (Un-Aided)

Hostels

1. K.K.Wagh Gurukul Hostel (Boys & Girls), Bhausaheb Nagar, Tal:Niphad, Dist:Nashik
2. K. K. Wagh Engineering, Pharmacy & Polytechnic Boys & Girls Hostel, Nashik
3. K. K. Wagh Agriculture & Allied Colleges Boys & Girls Hostel, Nashik

3] Employees of K.K. Wagh Education Society :

Person appointed by K.K. Wagh Education Society by appointment order in its institution in the following categories as described below:

3 (a) Faculty:

For Diploma Level Institutes: Lecturer, Lecturer (Senior Scale), Lecturer (Selection Grade), Head of Department, Principal etc.

3 (b) Staff :

Non-teaching staff includes Administrative Staff, Technical Supporting Staff for Laboratory and Workshop, System Administrator, Security Staff, Rectors for Hostels, Attendants, Peons, Gardening Staff, Watchman, Cleaners, Bus Service Staff, Maintenance Staff etc.

4] Scope :

Rules and Regulations as stated here-in-after are applicable to all employees of K.K. Wagh Education Society except those who work on Adhoc, Contract or Daily Wages basis. The said Rules & Regulations will be amended from time to time.

5] General Conditions of Service :

The services of Regular employees will be governed by Rule & Regulations of K.K. Wagh Education Society, All India Council for Technical Education (AICTE), New Delhi, Pharmacy Council of India, (PCI) New Delhi , Directorate of Technical Education (DTE), Mumbai, Maharashtra Board of Technical Education (MSBTE) Mumbai, and Government of Maharashtra, Maharashtra Employees of Private Schools (Conditions of Service) Rules, 1981 (MEPS Act) etc. as the case may be.

5.1a) The services of the Adhoc employees may be terminated at any time by giving one day notice in writing.

b) If Adhoc employees desire to leave the service, he / she shall give one-month prior notice or one month's pay in lieu thereof.

- 5.2 The services of employees may be terminated at any time by giving three month's notice or three month's Basic Pay (Pay-in-Pay Band + AGP) in lieu of notice pay by either side in case of regular employees.
- 5.3 The services are transferable from institute run by K.K.Wagh Education Society to other educational institutes, institutes of other Educational Trust / Society on deputation basis or any other manner at the discretion of the K.K.Wagh Education Society by protecting their seniority and existing pay structure.
- 5.4 If any employee is found irregular, negligent or reluctant in his / her duties or his / her performance is found unsatisfactory his / her services may be terminated.
- 5.5 If the employee indulges in the activities contradictory to the laws applicable to the Educational Institutions or harmful to the interest of the society, his / her services may be terminated without any notice. He / She should not indulge in any such activities.
- 5.6 If the employee is on probation period, his / her performance is found unsatisfactory, the services may be terminated with one months notice during the period of probation or the probation period may be extended.
- 5.7 If any employee is found engaging in coaching classes or private tuitions, he / she will be liable for severe disciplinary action, which may lead to termination of the services, etc.
- 5.8 The approval of Faculty shall be from Competent Authority i.e. Directorate of Technical Education (DTE), Mumbai or as the case may be.
- 5.9 The promotion of employee will be based on Educational Qualifications as prescribed by the Competent Authority, for the post proposes, and the performance of employee and depending upon the vacancy position & constitutional reservation (as applicable).

- 5.10 The annual increment of the employee will be based on the performance of employee, which will be decided by 'Annual Performance Review Committee' appointed by the Management.

6] Duties:

While performing the duties, every employee must :

- 6.1 Carry out the assignments and discharge the work faithfully & sincerely as per directions of Head of Department / Section Heads / Head of Institution or the Management as the case may be and obey their orders.
- 6.2 Behave well and maintain good relationship with all faculty, staff and students.
- 6.3 Devote to duty assigned by authorities and maintain healthy academic environment.
- 6.4 The Head of Institution should take measures to ensure that all employees working under him / her are discharging their duties with integrity, devotion, diligently and with no malafide intention or act, which will jeopardize the interest of the Education Society.

7] Deputation for Higher Study – Post Graduation :

The faculty / staff will be deputed for higher studies for upgrading their qualifications / acquire the advanced knowledge in the respective fields in the reputed organizations / institutions in India.

7.1 Condition of Sanction of approval for deputation to Higher Studies (Master's Degree):

- K.K. Wagh Education Society may depute adequate faculty for higher study as per the requirement of the concerned institution.
- The society may depute a faculty who fulfills the above conditions.
- The staff member has to submit the progress report regularly during

deputation period to the concerned Principal through H.O.D. in every six month.

- Maximum two staff from each Institute / Department can be deputed every year.

8] Deputation for Short Term Training Program:

- The faculties are permitted to attend Short Term Training Programs of 1-4 weeks' duration preferably during Summer / Winter vacation organized by AICTE, ISTE, IIT, NIT, NIPER, PCI, MSBTE, APTI, DST, ICMR, AYUSH, CSIR, DBT, TTTIR, UGC, NEP, IPA or any reputed organization on the relevant subject and new emerging areas.
- TA/ DA & Registration Charges will be paid to the faculties for attending the training program by the concerned Institutions provided if organizing authority is not paying.
- The faculty will be deputed 'On Duty' for attending training programs (relevant to field of study) if they are selected by organizing body.
- Based on seniority, all faculties will be given an opportunity once in a year, for attending such program subject to their selection.
- The faculty will have to submit the detailed report of the training program through the H.O.D. to the Principal immediately after rejoining duties.

Maximum Financial assistance per annum will be as follows:

Principal / Vice Principal	: 30,000/-
All other Teaching Staff Cadre	: 20,000/-
All Non-teaching staff	: 10,000/-

If employees of Society attend any short term courses / workshop organized by college, other institutes under Education Society, they will be charged 50% fees.

9] Deputation for attending the Conference, Annual Convention, Seminar, Workshop, Paper Presentation, etc.

Faculty members will be allowed to attend the Conference, Annual Convention, Seminar, Workshop, and Paper Presentation organized in India / Abroad by the Professional Bodies / Institutes of reputation.

• **Amount of reimbursement :**

Cadre	National Conference		International Conference	
	Maximum conferences allowed	Max. Amount allowed	Maximum conferences allowed	Max. Amount allowed
Principal & HOD	Two conferences in one academic year	TA & DA with Registration Fee. Subject to Maximum Amount of Rs.30,000/-	One conference in one Academic year	TA & DA with Registration Fee. Subject to Maximum Amount of Rs.50,000/-
Lecturer, Lecturer (Sel. Grade), Lecturer (Sr. Scale), & other faculty.	One conference in one academic year	TA & DA with Registration Fee. Maximum Amount Allowed Rs.25,000/-	One conference during three Academic years	TA & DA with Registration Fee. Maximum Amount Allowed Rs.40,000/-

• **Conditions:**

- 1] Two faculty members from each department may attend the same conference with two separate research papers.
- 2] Before reimbursement of Bills, faculty members have to submit brief report about the conference attended through the HOD to the Principal & also a Xerox copy to the Central Library.
- 3] On acceptance of abstract / paper, the employee has to submit application to the Principal through HOD for grant of permission. If permission is not granted, registration fees will not be reimbursed.
- 4] If the employee gets financial assistance from any other agency such as DTE/AICTE/ University etc. that amount will be deducted from the grant to be given by college.

10. Research Grant

If employee gets an Research grant from any of such as DST / AICTE / Govt. of India / DTE/ PCI / DBT / ICMR / AYUSH / CSIR / MSBTE / University for conducting research, he/she may be given necessary funds for purchasing equipments related to research (if amount is shortage due to rules of funding agencies). The equipments procured will remain as property of the concerned institute.

11] Period of Absence considered as “On Duty” :

- The examination duty is mandatory. The faculty members are permitted to attend the examination work such as paper setting, assessment at CAP Centers / RAC, Revaluation, Re-revaluation, Practical and Oral Examination, External Senior Supervisor at Examination Center of Board, Member of Squad appointed by Board, Academic monitoring work. This period of absence in the Institution will be treated as “On Duty Period”. However they should take prior permission of the Head of Institution for the same in advance.
- The faculty member who are the members of various bodies viz. Board of Studies, Faculty of Engg./ Pharmacy, Academic Council, Senate, Management Council, Board of Examination, Board of Technical Education (M.S.) and Council of Professional Associates, such as Institution of Engineers, IEE, IEEE, IETE, IPC, APTI, IPA and ISTE etc. are permitted to attend the meeting of those bodies. The period of absence in the Institution will be treated as “On Duty”.
- The Teaching Staff members will be permitted to work as member of Local Inquiry Committee, Inspection Committee or Expert Committee appointed by the University / Board / AICTE / NBA / PCI / NAAC / DTE Govt. of Maharashtra and any other statutory bodies with prior permission of the Head of Institutions. The period of absence in the Institution will be treated as “On Duty”.
- The teachers who are nominated as an Expert Member on various statutory bodies are permitted to attend the meeting of those bodies. This period of absence in the Institution will be treated as “On Duty Period”. However they should take prior permission of the Head of Institution for the same in advance.

12] Leave :

12.1) Sanction of Leave :

- Leave means the permission granted by Head of the Institution to remain absent from the duty.
- Leave cannot be demanded as a right.
- The respective authority / Head of Institution has a right to sanction or refuse the leave applied by employee depending upon the priority of the work.

12.2) Types of Admissible Leave:

(A) Earned Leave (Non-Vacational Staff)

Non-Vacational Staff includes:

- (a) Head of the Institution (Principal)
(b) Administrative Staff
(c) Staff for essential services like maintenance & security
(d) Hostel Staff
(e) Library Staff
(f) Gardening Staff
- **Rules :**
 - (i) Each regular employee is entitled for 30 days earned leave during the calendar year.
 - (ii) The total accumulated earned leave of any regular employee is restricted to 300 days.
 - (iii) Maximum 120 days of earned leave will be sanctioned to the employee at once.
 - (iv) Employees are entitled for earned leave after completion of one year continuous service.
 - (v) Earned leave are not applicable to ad-hoc or contract basis employees.
 - (vi) For sanction of earned leave, application must be submitted at least 5 days in advance.
 - (vii) Earned leave must be availed minimum 4 days.

(B) Earned leave for Vocational Staff :

Vocational Staff :- Faculty & Technical Supporting Staff :

- (i) If employee avails full vacation then he / she is not entitled for earned leave.
- (ii) If employee is detained during vacation period, then he / she is entitled for earned leave for the period of his / her detention proportionately (not more than 30 days in a calendar year)
- (iii) During first year of the service no employee is entitled for earned leave.
- (iv) Earned leave cannot be suffixed or prefixed with the vacation.
- (v) If any employee is transferred from vocational department to non-vocational department or vice versa the rule of concerned department from which he/ she is transferred will be applicable.
- (vi) Maximum 120 days earned leave will be sanctioned to employee at a time.
- (vii) Earned leaves are not applicable to adhoc or contract basis employee.
- (viii) For sanction of Earned leave, application must be submitted at least 5 days in advance.
- (ix) Earned Leave must be availed minimum 4 days

(C) Casual Leave and Optional Holidays :

All Employees are entitled to avail casual leave and optional holidays as notified by the Competent Authority [i.e. Govt. of Maharashtra, Concerned University, Concerned Board.

- (i) The casual leave must be availed proportionately.
- (ii) Any holiday or Sunday can be prefixed or suffixed with the casual leave, which will not be counted as casual leave.
- (iii) The application for casual leave must be submitted in advance.
- (iv) Maximum Casual Leave at a time will be restricted to Four.

(D) Half Pay Leave :

- (i) Each employee is entitled for 20 days as half pay leave during one calendar year. It will be credited to his half pay leave account on every year.
- (ii) Half pay leave can be accumulated.
- (iii) Half pay leave can be sanctioned on Medical ground.

(E) Commuted Leave (Medical Leave) :

Commuted Leave means half pay leave converted in the full pay leave only on valid Medical ground. For this conversion, two days of half pay leave will be considered as one-day full pay leave.

(F) Leave without Pay (Leave Not Due) :

If no leave is available in the leave account of the employee and in case, he / she applies for leave or remain absent from the duty then such leave period or absence will be treated as leave not due or leave without pay. If the employee remains absent for more than 180 days (with or without pay), in one academic year, he / she will not be entitled for the next subsequent increment. The period of leave without pay will extend the probation period & gratuity accordingly.

(G) Special Leave (Maternity Leave) :

- Maternity leave of 90 days will be sanctioned by the Head of Institute to female regular employee & having not more than two children. This period is counted from the date of starting of leave period.
- The maternity leave will be considered as a special leave with full pay. Such leave shall not be debited to the leave account.
- Female employee should submit a Medical Certificate indicating the probable date of delivery along with the application of maternity leave. She must give an undertaking that she will inform the actual date of delivery with Medical Certificate.
- In continuation of maternity leave, the lady employee can take maximum 60 days leave which is due & admissible without producing Medical Certificate. In case, if there is no leave available with female employee, she may apply for

leave without pay.

- Maternity leave will be granted only upto two children (alive) and no Maternity leave will be granted for abortion case. This leave shall be sanctioned for maximum of two times in her entire service period.

13] Gratuity :

- (i) The employee who has completed a continuous service of 5(Five) years shall be eligible for gratuity.
- (ii) Gratuity shall be payable to the employee, after his/her retirement / resignation / termination of service. It shall be paid within a period of 6 (Six) months of his/her retirement/ Termination of Services/ Resignation.
- (iii) Every nomination made for payment of gratuity shall be in writing signed by the employee and attested by 2 (Two) witnesses, shall remain in full force.
- (iv) The amount of gratuity admissible shall be at half-a-months pay, last drawn for each completed year of service subject to maximum of 16 ½ (sixteen and half) months pay.
- (v))In the event of the death of the employee while in service, the gratuity shall be at the rate of half a month's pay, drawn at the time of death, for each completed year of service, he/she would have put in, but for his/her death till, the date, of his/her normal retirement, subject to maximum of sixteen and half month's pay.
- (vi) It is the responsibility of the employee to nominate his/her heirs by submitting in the prescribed form for stating the right to receive the amount of gratuity in the event of his/her death, before the amount of gratuity has become payable or having become payable, has not been paid to him/her.
- (vii) As per above, Society / Institute is depositing amount under the Group Gratuity Scheme of Life Insurance of India (LIC) and LIC is reimbursing the same to the employee through Society / Institute at the time of retirement / resignation/ termination of Service or death.
- (viii) No gratuity shall be payable to the employee, who is dismissed or terminated from the service for the misconduct, willful and persistent neglect of duty, inefficiency or breach of any of the rules and regulations of the Society / Institute.

14] Promotion Policies

(A) For Faculty Members:

The staff who have completed 12 years' continuous service and having good performance of last 5 years (Annual Performance Appraisal shall be Good i.e. Grade B & above) are placed in the higher scale. Time scale is given to all Permanent Staff in every 12 years.

- Teaching Staff: Change of AGP will be applicable-
 - (a) to the teaching staff of Polytechnics / D.Pharm (having Rs.5000/- AGP) with BE / B.Tech / B.Pharm qualification and who have completed six years of continuous service subject to condition that the annual performance appraisal shall be good (i.e. B and above)
 - (d) to the teaching staff of Polytechnics / D.Pharm (having Rs.5000/- AGP) with BE / B.Tech / B.Pharm qualification and who have completed nine years of continuous service subject to condition that the annual performance appraisal shall be good (i.e. B and above)
 - (e) to the teaching staff of Polytechnics/ D.Pharm (having Rs.6000/- AGP) with ME / M.Tech./ M. Pharm qualification and who have completed five years of continuous service in that particular AGP subject to condition that the annual performance appraisal shall be good (i.e. B and above)
 - (f) to the teaching staff of Polytechnics / D.Pharm (having Rs.7000/- AGP) who have completed five years of continuous service in that particular AGP subject to condition that the annual performance appraisal shall be good (i.e. B and above)

(B) Other Staff:

The staff who have completed 12 years continuous service and having good performance of last 5 year (Annual Performance Appraisal shall be Good i.e. B & above) are placed in the higher scale. Time scale is given to all Permanent Staff in every 12 years.

15] Service Book :

A service book is maintained for permanent employees and it contains following information:

- 1] Date of Birth,
- 2] Date of Appointment,
- 3] Qualifications,
- 4] Pay Scales,
- 5] Increment,
- 6] Probation,

- 7] Promotion,
- 8] Particulars of leave

Such other information as directed by Head of Institute.

The entries in the 'Service Book' are to be brought to the notice of the concerned employee at the end of each academic year and his/her signature is obtained.

16] Implementation of 7th Pay Commission

- (a) As per G.R. No. सावेसा / ११११ / प्र. क्र. ४४ / १९ ता. शि. - २, दि. ११/०९/२०१९ (सह शासन निर्णय MISC 1111/28/16/TE-2, दि. ०३/०६/२०२२) the society has implemented the 7th Pay commission w.e.f. 01/01/2016 to the regular faculty members of the K.K. Wagh Polytechnic, Nashik.

17] The Employees Provident Fund [EPF] :

The Society/Institute shall deduct from the wages of every full time employee, an amount equal to 12% of the P.F. wages and maximum of Rs.1800/- per month. The society/institute contributes 12% of the P.F. wages of the employees; out of 12%; 8.33% is deducted towards Employees Pension Fund (EPF) & remaining of 3.67% is paid by the society/institute towards contribution of Provident Fund. The amount deducted towards EPF & Pension Fund is deposited to Provident Fund Organization within 10 days by the concerned Society / Institution. EPF is not applicable to senior citizens and retired persons.

18] Age of Superannuation & Re - employment :

- The age of superannuation of all the faculty members of K.K.Wagh Education Society is 58 years for Diploma Courses (Polytechnic & Pharmacy Faculties).
- The retired faculties are considered on the merit basis for reappointment on contractual basis for maximum of 5 years

- The age of superannuation of other staff is 58 years. However, there is no provision of re-employment for other staff.
- The retired faculties of K.K. Wagh Education Society will not be continued as a Head of the Institution, after he / she acquires the age of 65.
- Govt. Resolutions are applicable to faculty & other staff from time to time.

19] A] Encashment of Un-utilized Earned Leave on Superannuation :

The employees are entitled to en-cash their earned leave in balance to his / her credit or the date of his / her retirement or termination of services subject to a maximum of 300 days.

No employee are entitled to en-cash 'Earned Leave' in balance to his / her credit on the date of his/her resignation/leaving the job.

B] Testing and Consultancy Share:

Various activities such as Testing, Consultancy, coaching class, Campus Training, Training for students, Training for industry personnel, TOEFL, GRE exam etc. are conducted in the institute. Staff involved in these activities are given a share in the revenue as per following table:

Distribution of Revenue Generated

CASE	TYPE	Institute Share	Staff / Department share considered as 100 %					
			Principal	HOD / Co-ordinator	Teaching Staff	Tech. Asst.	Supporting Staff	Office Staff
A	Testing	50 %	8 %	8 %	40 %	24%	16 %	4 %
B	Consulting with College Equipment	30 %	4 %	6 %	50 %	20%	16 %	4 %
C	Consultancy without using College Equipment	20 %	4 %	6 %	70 %	-	16 %	4 %
D	Testing cum Consultancy	40 %	4 %	6 %	50 %	20%	16 %	4 %
E	Coaching class for competitive (only class- room) exams	20 %	4 %	6 %	75 %	-	11 %	4 %
F	Coaching class for competitive exam (with lab practice)	40 %	4 %	6 %	60 %	15%	11 %	4 %
G	On Campus training for industry personnel (Only classroom)	20 %	4 %	6 %	75 %	-	11 %	4 %
H	On Campus training for industry personnel (with lab practice)	40 %	4 %	6 %	60 %	15%	11 %	4 %

I	Extra Curricular Training for students by Internal faculty (class room only)	20 %	6 %	6 %	70 %	-	16 %	-
J	Extra Curricular Training for students by Internal faculty (with lab practice)	40	6	6	70 %	-	16	-
K	Off Campus training for Industry Personnel	15 %	4 %	6 %	70 %	-	16 %	4 %
L	Content upgrading by MSBTE / University	20 %	4 %	30 %	-	-	62 %	4 %
M	For TOEFL / GRE online exam	50 %	10 %	10 %	-	-	10 %	-
N	Extra classes by School teachers	15 %	4.5 %	4.5 %	83 %	-	3.5 %	-

Applicable rules for the above distribution are as follows :

- All amount received will be deposited in the institute account.
- Distribution of revenue will be carried out as per table given above.
- Required expenses such as tea, breakfast, advertisement, travelling, banners, loading and unloading etc. are to be made through employee share. Remaining amount will be distributed as per table given above.
- Accounts section of respective institute will get the details verified from Competent Authority before distribution of amount to the respective staff.
- Service Tax and TDS will be applicable as per prevailing Government Rules.

20] Discipline and Conduct for the College faculty / other staff :

- The employee shall confirm and abide by the provisions of circulars, orders, rules and regulations and directives and decisions of the Society.
- The employee should maintain absolute integrity, and show devotion to duty, and shall do nothing which is unbecoming of an employee of the Society / Institute as the case may be. He / She shall ensure the integrity and devotion to duty of all employees under his / her control and the authority for the time being.
- The employee shall extend almost courtesy and attention to all persons with whom he / she has to deal in the sphere of his / her duties. He / she shall strive hard to promote the interest of the Society / Institute.

- (iv) No employee shall in the discharge of the official duties deal with any matter relating to award of any contract in favour of any company or firm or any other body or person in which he/she or any member of his/her family is interested, except the prior permission of the Society. After such a permission is granted, the employee shall refrain himself / herself from extending any undue advantage or benefit to such company firm or body as the case may be.
- (v) The employee, except in accordance with any general or special orders of the Society / Institute in performance of his / her duties, shall not communicate or cause to communicate directly or indirectly any official document or any part thereof or information to any person within the Society / Institute or outsider, to whom he / she is not authorized to communicate such document or information.
- (vi) The employee shall not directly or indirectly take part in any activity, demonstration or movement which is considered by the Society / Institute is prejudicial to the academic and administrative interests of the Society / Institute.
- (vii) The employee shall not accept, solicit or seek except with the previous sanction of the Society any outside stipendiary or honorary work.
- (viii) The employee shall not apply for job, post or scholarship without the knowledge of the Society / Institute.
- (ix) The employee shall not absent himself / herself from his / her duties, without prior permission of the competent authority. In case it is not possible for the employee to obtain such permission owing to circumstances or reasons beyond his / her control, he / she shall intimate to competent authority within 3 days from the first date of absence, failing which the absence may be treated as leave without pay, and he / she shall further be liable to such disciplinary action as the competent authority may deemed fit.

- (x) The employees shall not bid either directly or indirectly, at any auction of Society / Institute's property nor shall he / she submit any tender for any supply to the Society / Institute.

20.1 Misconduct: Misconduct, shall include as follows, namely :-

- (i) Any action by the employee contrary to the provisions prescribed in the Service Rules & Regulations of the Society.
- (ii) Going on illegal strike, abetting including instigation or action in furtherance thereof,
- (iii) Theft, fraud or dishonesty,
- (iv) Habitual break of any standing orders, rules,
- (v) Willful or negligent damage of the Society / Institute property.
- (vi) Refusal to accept charge-sheet, order or other communications served according to the rules,
- (vii) Conviction in a court of law, involving moral turpitude,
- (viii) Riotous or disorderly behavior, threatening, intimidating or coercing in connection with or relating to any duties or working of the Society / Institution.
- (ix) Neglect of work or negligence in discharging any duty or failure to give the day's out-turn,
- (x) Violence or inciting violence,
- (xi) Stopping work either singly or with other employees or inciting anyone else not to work,
- (xii) Allowing anyone within the prohibited premises of the Society / Institution or allowing any person or persons whose entry is prohibited without the permission of the Competent Authority.
- (xiii) Falsification or tampering any paper or record of the Society / Institution.
- (xiv) Obtaining employment under the Society / Institute by misrepresentation of facts.
- (xv) Making any false or exaggerated allegations against any officer, superior or a co-employee or Authority.
- (xvi) Committing nuisance during the working hours by being found intoxicated or otherwise.

- (xvii) Misappropriation of any amount, movable property of the Society / Institute or late crediting the amount in the Society / Institutes account.
- (xviii) Committing any act involving moral turpitude.
- (xix) No regular staff will take admission to higher education without the prior permission of the Education Society.

20.2 Penalties :

Without prejudice to the provisions of any law for the time being in force, the following penalties may, for good and sufficient reasons and as hereinafter provided, be imposed on the Society / Institute's employee found guilty of misconduct :-

(a) Minor Penalties -

- i) Censure,
- ii) Withholding of promotion,
- iii) Recovery from his / her pay or such other amount as may be due to him / her of the whole or part of any pecuniary loss caused by him / her to the society / Institution, by negligence or by breach of orders.
- iv) Withholding of increment of pay.

(b) Major Penalties -

- i) Reduction to a lower stage in the time-scale of pay, for a specified period with further direction as to whether or not the employee will earn increments of pay during the period of such reduction and whether on the expiry of such period, the reduction shall or shall not have the effect of postponing the future increments of his pay.
- ii) Reduction to a lower time-scale of pay, grade, post or services which shall, ordinarily be a bar to the promotion of the employee to the time-scale of pay, grade, post or service from which he was reduced, with or without further directions regarding condition of restoration to the time-scale of pay, grade, post or service from which he / she was reduced, and his / her seniority and pay on such restoration,
- iii) Compulsory retirement,
- iv) Removal from service, which shall not be a disqualification for future employment.

20.3

Procedure for Imposing Minor Penalty:

No full-fledged and elaborate departmental enquiry shall be necessary for inflicting minor penalty. In such cases, the employee shall be given intimation of the act of misconduct committed by him / her and he / she will be given a reasonable opportunity to furnish his / her explanation, before the penalty is imposed.

20.4

Disciplinary Authorities -

(a) The Competent Authority may impose any of the penalties laid down in 20.2 upon any employee.

(b) Without prejudice to the provisions of sub-rule.-

Appointing Authorities may impose any of the penalties specified in 20.2 upon employees services under them, whom they have power to appoint: Provided that the Head of Institute shall exercise in powers of imposing minor penalties on his / her subordinate employees under their respective administrative controls.

20.5

Suspension -

(a) The appointing Authority or any other authority empowered in that behalf by the Competent Authority, by general or special order, may place an employee under suspension :-

- i) Where disciplinary proceedings against him / her are contemplated or are pending and are likely to result into imposing any of the major penalties. or
- ii) Where in the opinion of the Authority he / she has engaged himself / herself in activities prejudicial to the interest of the Society / Institution.
- iii) Where case against him / her in respect of any criminal offence is under investigation, enquiry or trial:
- iv) Provided that, where the order of suspension is made by an Authority lower than the Appointing Authority, such Authority shall forthwith report to the Appointing Authority, the circumstances in which the order was made.
- v) The employee shall be deemed to have been placed under suspension -
- vi) With effect from the date of his / her detention, if he / she is detained in police or judicial custody, on a criminal charge, for a period exceeding 48 hours.

- vii) With effect from the date of his / her conviction, if, in the event of a conviction for an offence, he / she is sentenced to a term of imprisonment exceeding 48 hours and is not forthwith dismissed or removed or compulsory retired, consequent to such conviction and shall remain under suspension until the order of suspension is modified or revoked by the Authority Competent to do so.
- viii) While under suspension, the employee shall not be allowed to resign nor shall he be granted leave by the Competent Authority.
- ix) The employee under suspension shall not accept any private or gainful employment.
- x) The employee under suspension shall not leave the headquarters during the period of suspension without the prior approval of the Competent Authority.

20.6 **Procedure for imposing major penalty:**

The order imposing major penalty shall be made only after an enquiry is held. Whenever the President or Secretary or Competent Authority is of the opinion that there are grounds for enquiry into the truth of imputation of misconduct or which may result in major penalty, misbehavior against another employee, it may itself enquire into or enquiry will be done.

The faculty / other staff of the Institution run by K.K. Wagh Education Society shall be governed by the Maharashtra Civil Service Rules, 1979.

21] Discipline and conduct for Polytechnic / School and other staff:

- a) An employee shall treat all students without discrimination on political ground for reasons of race, religion, caste, language or sex or any other reason of arbitrary or personal nature and shall refrain from instigating students against other students or other employees or school administration.
- b) An employee shall not make use of the resources and facilities of the Institution or Management for his / her personal use or for commercial, political or religious purposes.

- c) Any staff shall not conduct or be employed in any private coaching classes or give private tuitions on commercial basis.

21.1 Penalties:

(A) Minor Penalties:

- i) Reprimand
- ii) Warning
- iii) Censure
- iv) Withholding of an increment for a period not exceeding one year,
- v) Recovery from pay or such other amount as may be due to him / her of the whole or part of any pecuniary loss caused to the Institution by negligence or breach of orders.

(B) Major Penalties:

- i) Reduction in rank.
- ii) Termination of service.

21.2 Procedure for imposing minor penalties :

No full-fledged and elaborate departmental enquiry shall be necessary for inflicting minor penalty. In such cases, the employee shall be given intimation of the act of misconduct committed by him / her and he / she will be given a reasonable opportunity to furnish his / her explanation, before the penalty is imposed.

21.3 Procedure for imposing major penalties:

If an employee is alleged to be guilty of and if there is reason to believe that in the event of the guilt being proved against him / her, he / she is likely to be reduced in rank or removed from service. The management shall first decide whether to hold an inquiry and also place the employee under suspension and if decides to suspend the employee, it shall authorize the Secretary to do so.

If the management decides to hold the inquiry then in that case the inquiry shall be done as per the Maharashtra Employees of Private Schools Rules, 1981.

22.0 Other Rules :

Wearing of Institute's Uniform is compulsory to all employees working under K. K. Wagh Education Society, Nashik.

Should not accommodate the students of K.K. Wagh in the Private Student's Hostel run by employee of K.K.Wagh.

He/ She should not disclose any matter related to policy decision and or confidential information of K.K.Wagh Education Society / institution in any form to outsiders.

He/ She will not leave the job in between the semester or Academic year in the interest of students.

23.0 Approval

The Service Rules and Regulations [Sr. No. 1 to 22 Total Pages 23] is approved by Board of Directors in their Executive Board Meeting held on **25/02/2023** vide Resolution No.20/7. The Service Rules and Regulations will come into force w.e.f **25/02/2023**.



Sd/-
(Prof. K. S. Bandi)
Secretary,
K. K. Wagh Education Society, Nashik