

SRI SAI COLLEGE OF PHARMACY, BADHANI PATHANKOT, PUNJAB ,
145001

SERVICE BOOK

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CHAPTER – I

SERVICE RULES

1.1 Short Title and Commencement.

These rules may be called “SERVICE & CONDUCT RULES FOR EMPLOYEES OF SRI SAI GROUP OF INSTITUTES/UNIVERSITY. The provisions contained in these rules shall apply to all employees of ‘Sri Sai Group of Institutes’ having its campuses at Badhani – Pathankot Mannawala – Amritsar, Employees of any other campus established by Managing Committee of Sri Sai College of Engineering & Technology (Society), Badhani – Pathankot in future would also be governed by these rules.

CHAPTER – II

2.1 General

The Managing Committee in order to achieve its aims and objectives has presently established campuses at Badhani – Pathankot, Mannawala – Amritsar and a University at Palampur (HP). It may established more campuses in near future. The following offers, appointed by the Chairman/Managing Director, would be responsible for the general superintendence, direction and control of the affairs of these campuses.

- a) Chief Managing Director (CMD)
- b) Executive Director (ED)
- c) Chief Executive Officer (CEO)

The following officers would be appointed at each campus to ensure good governance;

- d) VC / PVC / Director/Principals
- e) Deans
- f) Registrars
- g) Such other officers as may be decided by the Managing Committee/Chairman/Managing Director.

CHAPTER – III

CLASSIFICATION AND APPOINTMENTS

3.1 Classification of the Staff

The staff of Sri Sai Group of Institutions shall be classified as:-

(a) Academic:

Director/Principal, Dean, Professors, Associate Professors, Assistant Professors, Lecturers, Head – Training & Placement, Librarian, Workshop Superintendent, Director of Physical Education and such other academic posts as may be decided by the Managing Committee of the Society.

(b) Technical:

Medical Officers, Laboratory Superintendents, Foreman, Technician, Mechanics, Technical Assistants, Draftsman and other Technical posts as may be decided by the Managing Committee of the Society.

(c) Administrative:

Registrar, Deputy Registrar, Assistant Registrar, Controller Finance & Accounts, Deputy Controller Finance & Accounts, Account Officer, Audit Officer, Store and Purchase Officer, Estate Officer, Store Keepers, Office Superintendents, Senior Assistants, Junior Assistants, Stenos, Typists, Clerks, Peons and other Administrative posts as may be decided by the Managing Committee of the Society.

(d) All other posts of staff shall be as per norms of AICTE, PTU & PSBTE & IT.

The staff of Sri Sai Group of Institutions shall be grouped in three categories:-

Category – A : All posts having minimum salary equal to or more than the minimum salary for the post of a Lecturer / Assistant Professor.

Category – B : Superintendents, Assistants, Stenos, Typists, Clerks and other non-teaching/teaching staff having equivalent corresponding pay scales.

Category – C : Employee not covered under A & B.

3.2 Appointing Authority

The sole authority of appointment, suspension, punishment, removal/dismissal for all the posts in category – A and category – B shall be the Chairman/Managing Director of the Managing Committee of the Society. For category – C employees, Director / Principal shall be the competent authority to act as such, but with prior approval of Chairman / Managing Director.

3.3 Appointment of Staff

Recruitment to the post may be made by:

1. By Direct Recruitment

2. By Promotion

i) All posts in Sri Sai Group of Institutes shall normally be filled by direct recruitment by advertisement but the Chairman of Managing Committee 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 Sri Sai Group of Institutions/sister institutions.

- ii) The Selection Committee for filling up of posts in the Sri Sai Group of Institutions by advertisement or by promotion from amongst the members of the staff of the society shall be constituted in a manner as laid down by the Managing Committee from time to time. The life of any panel of selected candidates for appointment against any future vacancy will be two months from the date of selection.
- iii) The terms and conditions of all posts to be filled will be advertised, all applications, received within the date specified in the advertisement, shall be considered by the selection committee. Applications received late may be entertained with the permission of the Chairman/Managing Director.
- iv) It shall be the duty of the Registrar/any other officer nominated by the authority to Certify that all applicants who are called for interview fulfill completely the essential qualifications as advertised and candidate, who does not fulfill the essential qualification, be not called for interview. In the absence of the Registrar, the Management may nominate Dy. Registrar or any other employee of the college for the above purpose.
- v) (a) The Director/Principal shall maintain a panel of experts in various subjects as approved by the Managing Committee of the Society or its Chairman which to be revised every year. External experts shall be appointed from this panel.

(b) In the event of an external expert expressing his inability, at very short notice to attend the meeting of the Selection Committee, the Director/Principal after getting consent of the name may or may not appear in the panel of experts approved earlier. The external experts shall act as experts for all the specialization in the department concerned.
- vi) In the interest of maintenance of efficiency of teaching in any institute of this Group of Institutions, the Chairman/Managing Director of Managing Committee may make appointments to teaching posts on ad -hoc basis for all the posts.
- vii) Every employee appointed against regular post on his first entry, shall be required to produce Medical Fitness Certificate from the Civil Surgeon/Chief Medical Officer of a Distt. Govt. Hospital or the College Medical Officer before he is allowed to join the post. The Medical Officer must certify that the person concerned does not suffer from any disease (communicable or otherwise), constitutional affection or bodily infirmity which may come in the way of his efficient discharge of duty. The condition of bodily infirmity shall be suitably relaxed for handicapped candidates.
- viii) The pay and allowances of all the employees of the society shall be regulated in such a manner as may be decided by the Managing Committee from time to time.

ix) Probation:

(a) All appointments to full time posts in Sri Sai Group of Institutions shall ordinarily be made on probation for a period of two years. If an employee of the society is promoted to a higher post, the period of his probation on the higher post shall be one year.

(b) The Chairman, Managing Committee shall have the power to extend the period of probation of any employee of the society 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 / ad-hoc 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 temporary capacity subject to a maximum of the period of probation as directed by the Managing Committee / Chairman.

(c) One 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 found satisfactory, be confirmed in the post and shall continue to hold his office till the age of superannuation, subject to disciplinary rules of Group of Institutions.

x) **Service Book and Personal Files**

A record of service in respect of every trust/society employee shall be maintained in his service book.

The service book shall be maintained by and kept in custody of Head of the Institute/office concerned under the control of whom the employee is working.

The service book shall not be given to an employee who is proceeding on leave or who quits trust/society service.

A certified copy of service book shall be supplied to the employee, any time he asks for it, on payment of a copying fee of Rs. 500 and may be prescribed from time to time.

Every step in a employee's official life including the temporary or officiating promotion of all kind, increments and leave etc. Shall be recorded in his service book and each entry attested under the dated signature of the Head of the concerned institute/office.

It is duty of every employee to see that this service book is properly maintained. He shall also be required to put his signature in the relevant column as and when there is any change in the emoluments as proof of his having verified the entries.

In addition to service book, a personal file of each employee shall be opened at the time of issue of his appointment letter/order.

The personal files of the employees shall remain in custody of the Registrar.

Besides, the confidential reports on the work and conduct of an official copies of documents/communication specified below shall also be placed on the personal file:

- a. Advertisement, application, selection committee minutes, appointment letter and joining report.
- b. All orders, imposing any of penalties mentioned in the Trust/Society rules.

- c. All communications conveying adverse remarks.
- d. Letters of appreciation for outstanding work/performance or an overall assessment of his work and conduct during the year.
- e. Any other relevant document which can be used for reference in future.

xi) Retirement:

The age of superannuation of both teaching and non-teaching employees of the College shall be 60 years. However, the society may allow teaching faculty to continue in service as per the recommendation, of All India Council for Technical Education / UGC/Pharmacy Council or other regulatory agencies of Govt. In special cases, the extension can be given upto any age by Managing Committee.

xii) The employees of the society may be allowed to retire on the last day of the month irrespective of the actual date of retirement as per Govt. Rules.

xiii) The termination of Services and Resignations.

- a) The appointing authority shall have the power to terminate the services of any Ad-hoc/contract without notice and without assigning of any reason.
- b) The appointing authority shall have the power to terminate the services of a regular employee by giving three months notice or on payment of three months salary in lieu thereof.
- c) The Managing Committee or its Chairman shall have the power to terminate the services of any employee on grounds of retrenchment or economy.
- d) The Management/Chairman/Managing Director can terminate the services of any employee of the institution without notice on grounds of misconduct, indiscipline, poor performance, moral turpitude & anti activities towards society/Institute/authority.
- e) An employee of the Society may terminate his / her engagement by giving to the appointing authority 3 months notice (or as specified in the appointment letter) or 3 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 employee (s) concerned to continue till the end of the semester / academic session in which the notice is received.
- f) No employee shall be allowed to resign during semester/ academic session. In case of emergency, he/she can put request to the Management which can allow to leave by depositing salary of the remaining period of the semester.
- g) Each employee is required to give one month notice/salary to Mngt. in advance if he/she is to leave service at end of semester and vice-versa.

xiv) The basic pay of the candidate selected for appointment in any institute of the Group of Institutions shall be decided by the Selection Committee/the Chairman of the Managing Committee.

3.4 Every appointee shall be governed by the Service rules as amended from time to time.

CHAPTER 4

4.1 Appointment of Faculty and other Staff.

- i. Selection Committee for filling the following posts in the Institute shall be constituted in the manner laid down by AICTE/Board/University/Govt. for:-
 - a) Professors, Associate Professors, Assistant Professors.
 - b) Lecturers & other posts etc.
- ii. For all other posts, Regulations shall lay down the constitution of the Selection Committee as per Norms.
- iii. Panel of outside experts will be approved by Chairman, Managing Committee.
- iv. Where a post is to be filled temporarily for a period not exceeding two years, Regulations shall be laid down by the Managing Committee.
- v. Notwithstanding anything contained in the Rules and Regulations, the Management may appoint any person or contract with a provision for renewal. Such an appointment will be made on the recommendation of the Selection Committee with approval of the Chairman.
- vi. Notwithstanding anything contained in the Rules and Regulations, the Management may, in special circumstances, invite a person of high academic distinction and professional attainments to accept a post of Professor or Assistant Professor in the Institute on such terms and conditions as it may deem fit, and on the terms agreed upon mutually.
- vii. The Management may appoint a person working in any other Institution or organization to an academic post in the Institute for teaching or for undertaking joint research or other projects.
- viii. If a post is to be filled by advertisement, the terms and conditions of the post shall be advertised by an officer of the institute and all applications received with the date stipulated in the advertisement, shall be considered by the Selection Committee, provided that the Selection Committee may, for sufficient reason, consider any application received with the date so specified with the approval of management.

- ix. The Selection Committee shall examine the credentials of all persons who have applied and may also consider other suitable name (s) suggested. The Selection Committee may interview any of the candidates as it thinks fit and shall at the discretion of its Chairman take a written test or tests to be held for all or some of the candidates as the Chairman may deems fit.

4.2 Grades of Pay

Grades of Pay of teachers shall be as determined by the Managing Committee from time to time.

4.3 Appointment on contract.

Subject to the provisions contained in these Rules, the Managing Committee may appoint any person on contract basis in the prescribed scale of pay (or on consolidated pay) on the terms and conditions as agreed upon mutually with a provision of renewal. For making such appointments, the Chairman may, at his discretion, constitute such ad-hoc Selection Committee as the circumstances of each case may require.

4.4 Issue of Experience and Salary Certificates.

The appointing authority is only the competent authority to issue experience certificate and the salary certificate to the employee of the SSGI and University. None of the Principals of Institutions, Registrar and Vice Chancellor of University are authorized to give such certificates.

CHAPTER – V

LEAVE RULES

5.1 The Provisions contained in these rules shall apply to all employees of the Society/Institutes.

5.2 Definitions:

In these rules unless the context otherwise requires:

- a. "Leave" includes casual, earned, academic, study, half pay, commuted, extraordinary, maternity and hospital leave.
- b. "Earned Leave" means; leave earned in respect of periods spent on duty during vacation or otherwise.
- c. "Half Pay Leave" means; Leave earned in respect of completed years of service calculated according to the provisions hereinafter contained.
- d. "Casual Leave" means; Leave for some unexpected cause/reason/urgency.
- e. "Completed year Service" means; continuous service of the specified duration in the college/institute and includes period spent on duty as well as on deputation and leave including extraordinary leave.

Entitlement

5.3 Kinds of Leave:

The following kinds of leave shall be admissible to members of the staff.

- i. Casual Leave;
- ii. Academic Leave;
- iii. Study Leave;
- iv. Half Pay Leave;
- v. Commuted Leave;
- vi. Earned Leave;
- vii. Extra – ordinary Leave;
- viii. Hospital Leave.

5.4 Leave cannot be claimed as a matter of right. When the exigency of the service so require discretion to refuse or cancel leave of any description is reserved with the authority empowered to grant it.

5.5 **Authority empowered to section leave**

The Chairman of the Managing Committee will have the authority to sanction leave to all the staff including senior administrative staff. Or he may deligate such authority to any member of the staff accept in case of “Study leave”
“Study Leave” to the employees to the institute/college will be sanctioned by the Managing Committee/Chairman.

5.6 **Commencement and Termination of Leave**

- i. Leave ordinary begins from the date on which leave actually availed and ends on the date proceeding the one on which duty is resumed.
- ii. Sundays and other holiday may be prefixed as well as fixed to leave subject to any limit of absence on leave proscribe under each category of leave.
- iii. All kinds of leave other than earned leave, shall automatically laps on the date of actual retirement or resignation of an employee.

5.7 **Application for leave**

- i. An application shall be made to the authority competent to grant leave. In the application for leave the kind of leave required and complete address while on leave shall be given.
- ii. Every application for leave on medical ground, if it is more than three days, must be an accompanied by a medical certificate provided that the competent authority, may at his discretion, secure a second medical opinion from the college medical officer or chief medical officer. In that case it will be incompetent upon the employee concerned to appear before that authority for second medical examination and the Medical Authority so nominated shall express an opinion both as regards the facts of the illness and as regards the necessity for the amount of leave recommended.

5.8 **Rejoining Duty on Return from leave**

- i. An employee who has been granted leave on Medical Certificate shall be required to produce a medical certificate of fitness before resuming duty.
- ii. Except with the permission of the authority which granted leave, no employee on leave may return to duty before the expiry of the period of leave granted to him.
- iii. Continuous temporary service followed by permanent service without any break shall be included in permanent service for the purpose of computation of all kinds of leave.
- iv. If an employee overstays his leave, he shall forfeit all salary during the time of his remaining so absent and if he overstays his leave for more than a week his services are liable to be terminated.

5.9 Acceptance of Employee during leave

An employee on leave may not take any service or accept any employment (including setting up of a private professional practice as consultant, accountant or legal practitioner etc) without obtaining the previous sanction of the appointing authority in writing.

5.10 Counting of leave towards increment.

All leave except extra ordinary leave will count towards increment. The competent authority may in any case in which it is satisfied that the extra ordinary leave was taken on account of illness or any other cause beyond the control of the employee or for pursuing higher scientific and technical studies, direct that the extra ordinary leave shall count towards annual increment.

In the case of extra ordinary leave the date of increment shall be advanced by the period of such leave except as provided above.

5.11 Casual Leave

- i. It is a type of leave, which may be required by an employee for an unforeseen cause. Every employee is entitled to avail such leave for the day of joining the service of ad-hoc, contract and regular basis. Casual leave is not earned by duty and as such, an employee on casual leave is not treated as absence from duty and his salary is not interrupted. Casual leave cannot be claimed as a matter of right and its grant is always subject to the exigencies of service, and also to a maximum no of 12 days in a calendar year.
- ii. Casual leave may be granted as and when required at the discretion of the sectioning authority, provided that the total period of absence, including Saturdays and Sundays/or other holidays, prefixed and or suffixed, shall not exceed 10 days at a time. Casual leave cannot be combined with any other kind of leave.

5.12 Academic Leave

It is a kind of leave which can be availed / allowed for the academic purpose. Every member of teaching faculty can avail such leave with due approval of competent authority. The Competent authority may grant upto the limit of 15 days in an academic year leave of absence from duty to a member of the teaching staff in connection with the following:-

- i. To deliver academic lectures at a University or a college of any professional institutions.
- ii. To attend meeting of statutory bodies or any committee constituted by the Govt. or bodies like institution or Engineers. (India) etc.
- iii. To inspect academic institution attached to a university/board.
- iv. To attend an academic conference or any other work of an academic or technical nature.

5.13 Study Leave

It is kind of leave which can be availed for learning/investigation of scientific nature. Study leave may ordinarily be admissible to the employees to pursue a special course of study or investigation of scientific nature.

Provided that except in exceptional cases at the discretion of the Managing Committee/Chairman study leave shall be granted only (1) in the fields in which the interest of the college/institute shall be served and (2) In such disciplines for which suitable facilities do not exist at the college / institute.

Study leave shall not be granted to any employee having less than 5 years continue service in the college/institute or who has attained the age of 50 years. It shall not be admissible to the employees other than the permanent ones. The employee availing such leave will have serve the Management for equal period. But if he/she has availed study leave with financial assistance than period of service bond shall be (two time of study leave + one year).

5.14 Half Pay Leave

- i) Half pay leave admissible to an employee in respect of each completed year of service shall be twenty days.
- ii) Half pay leave may be granted to an employee on medical grounds or for other reasons as approved by the competent authority. Provided that in case of a temporary employee, no half pay leave will be granted unless the authority competent to sanction leave is satisfied that the employee who has been declared the expiry of leave, except in the case of an employee who has been declared completely and permanently incapacitated for further service by medical authority.

5.15 **Commuted Leave**

Commuted leave not exceeding half the period of half pay leave may be granted on medical certificate to an employee subject to the following conditions.

- i) When the commuted leave is granted, twice the period of such leave shall be debited against the half pay leave due.
- ii) No commuted leave may be granted unless it has been applied for at least 30 days at a time. The restriction of minimum quantum of leave to be taken at a time does not apply in the case of teaching/vacation staff.
- iii) The commuted leave during the entire period of service shall be limited to a maximum of 240 days.
- iv) The total duration of earned leave and commuted leave taken in continuation shall not exceed 240 days.
- v) Entitlement: - Eligibility for such leave is after two years regular service with society.
- vi) Provided that no commuted leave may be granted under this Para unless the authorities competent to sanction leave is satisfied that the employee will return to duty on its expiry.

5.16 **Earned Leave**

Earned leave admissible should be:

- a. 10 days in a calendar year for non teaching staff including that working in the institutions.
- b. The faculty members and technical staffs working in the institution are not entitled to earned leave. They will however we allowed to avail half of each of summer vacation, winter break and autumn break. Not more than 15 days vacation/break will be allowed in a calendar year.
- c. The faculty members/technical staff, if not allowed to availed aforementioned 15 days summer vacation/winter break and autumn break due to exigency of work, will be entitled to credit of 10 days earned leave in a calendar year.

5.17 **Maternity Leave**

Maternity leave to the extent of 90 days supported by medical Certificate shall be admissible to a female employee after putting in at least one year's regular service as follows:

Full Pay.....30 Days
Half Pay.....30 Days
Without Pay.....30 Days

Maternity Leave may be combined with earned leave but it may be regulated so that actual date confinement falls within the period of maternity leave. Maternity leave can be granted only twice in the entire career.

5.18 Extra – Ordinary Leave

- i. Extra – ordinary leave shall always be without pay and allowances and may be granted when the concerned employee applied in writing for the grant of extra-ordinary leave.
- ii. The authority empowered to grant leave may commute retrospectively period of absence without leave into extra-ordinary leave. The authority of commuting retrospectively period of absence without leave into extra-ordinary leave is absolute and not subject to conditions mentioned in sub-clause (i) above.

5.19 Hospital Leave

- i. Hospital leave may be granted to an employee under medical treatment for illness or injury directly due to risk incurred in the course of his official duty. This concession will be available to such employee, the nature of whose duties exposes them to such illness or injury.
- ii. Hospital Leave may be granted on full or half salary, as the competent authority to sanction leave may decide.
- iii. The period of Hospital Leave shall be limited to two months on full salary in any period of three years.
Hospital leave on half salary counts for the purpose of this limit as half the period of leave on full salary.
- iv. Hospital Leave is not debited against the leave account and may be combined with any other leave except casual leave which may be admissible, provided that the total period of leave after such combination shall not exceed six months.

CHAPTER – VI

CONDUCT RULES

6.1 Application

The provisions contained in these Rules, shall apply to all employees of the Management/Institutions/other undertakings/organization of the society.

6.2 Definition

In these Rules, unless the context otherwise requires

(a) “Competent Authority” means

- i) ‘The Chairman Managing Committee’ in the case of EMD/ED/CEO/Director/Principal.
- ii) ‘The Director/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 children, dependents on her..
- ii) Any other person related, whether by blood or by marriage to the employee, or any 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/her, or whose custody the employee has been deprived of by law.

(c) 'Service' means service under the society/management.

6.3 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 employee should at all times be courteous in his dealing with other members of the staff, students and members of the public.
- c) Unless otherwise stated specifically in the terms of appointment letter, every employee is a whole-time employee of the collage, and may be called upon to perform such duties as may be assigned to him by the component authority, beyond scheduled working hour and on holidays and Saturdays and /or Sundays. These duties inter alia shall include attendance at meeting or committees to which he may be appointed by the Management.
- 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 employee shall be absent from duty without prior permission.
- f) No employee shall leave station except with the prior 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 himself is the head of department, the address where he would be available during the period of his absence from station.
- h) No faculty/staff member is allowed to tuition work. However, with the prior approval of the competent authority may involve himself in social work without accepting any financial benefit.

6.4 Taking part in Politics and Elections:

- a) No employee shall take part in political or be associated with any party or organization which takes part in political activity nor shall subscribe in aid or assist in any manner any political movement or activity.

- b) No employee shall canvass or otherwise interfere or use his/her influence in any elections, legislative body or local authority.
- c) Provided that an employee of the Management qualified to vote at election may exercise his right to vote but where he does so, shall give no indication of the manner, in which he proposes vote or has voted.

6.5 Connection with Press or Media

- a) No employee shall, except with the prior sanction of competent authority, own wholly or in part, or conduct/participate in the editing or managing of any news paper or other periodical/publications.
- b) No employee shall, except with the prior sanction of the competent authority or any other authority empowered by it in this regard, or in the bonafide discharge his duties, participate a television/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 news paper or periodical.

Provided that no such sanction shall be required if such be required if such television appearance broadcast or appearance/contribution is of a purely literary, artistic or scientific character.

NOTE: Subject to the restriction noted below members of the staff are at liberty, without any sanction as contemplated in Para 6.5 above, to publish their original scientific works in journal of repute in India and abroad with prior permission of Management.

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

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

6.6 Criticism of the collage/Institution/any concern of society

No employee shall, in any radio/T.V 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 been the effect of an adverse criticism of any current or recent policy or action of the Collage Management, or
- ii) Which is capable of embarrassing the relations between the Collage and the Central Govt. or any State Govt. or any other Collage or Organization or member 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..

The violation of above rules shall cause his/her removal from the services.