

# AJAY BINAY INSTITUTE OF TECHNOLOGY PILOO MODY COLLEGE OF ARCHITECTURE

## **Service Rules**

### **Introduction**

PMCA was established in 1993 with an objective of extending reach of architectural education to Orissa and the eastern states and to provide high quality technical manpower for industry and academia.

This document contains information about rules, regulations and operating guidelines for employees and associates of PMCA. The institute will be governed with these guidelines and all faculty members, support & operational staff are expected to refer to this document for regulations.

### **Vision**

ABIT-PMCA Group of Institutions aims to extend reach of quality education to rural Odisha and excel technically to provide high capability technical manpower to industry in line with their vision.

### **Courses Offered**

ABIT-PMCA offers the following courses:

1. 5 year degree Course (B Arch)
2. 2 years Post Graduate Course (M. Arch)

### **Administrative Structure**

The Principal of the Institute is responsible for all administrative activities and also training and placement functions and extension services in the form of revenue earning programmes to be carried out by the Institute.

The Academic Head looks after the academic matters in consultation with the Academic Year Coordinators and reports to the Principal. Proctors look after the welfare of the students. The Examination Coordinator(PIC, Exams) is responsible for the smooth conduct of examinations.



**PRINCIPAL**  
**PILOO MODY COLLEGE OF ARCHITECTURE**  
**ABIT GROUP OF INSTITUTIONS**  
**PLOT NO.11/1/A, SECTOR-1, CDA**  
**CUTTACK-753 014**

# AJAY BINAY INSTITUTE OF TECHNOLOGY PILOO MODY COLLEGE OF ARCHITECTURE

## **Service Rules**

### **General**

These rules shall be called ABIT-PMCA Cuttack's (Ajay Binay Institute of Technology and Piloo Mody College of Architecture) "Service Rules". These rules apply to all employees, whether ad- hoc, temporary, part-time, contractual or permanent, in the service of any of the colleges of ABIT Group, which is or may, hereinafter, be established or managed, anywhere in India, by ABIT- PMCA.

Such amendments, alterations, modifications, additions, deletions if any shall become binding on all the employees covered by these service rules from the date of their notification by the Director of ABIT-PMCA Group.

The Director shall have the exclusive power to clarify any issue or to remove any doubt relating to these "Service Rules" and or its implementation.

### **Definitions**

In these rules, unless there is anything repugnant to the subject or context:

- The ABIT-PMCA Trust means "Ajay Binay Institute of Technology- Piloo Mody College of Architecture Trust" registered under the Societies Registrations Act of 1860, which is responsible for the establishment and management of ABIT-PMCA Cuttack, Odisha.
- The "Principal" means the person appointed by the Director, ABIT Group who shall be the principal academic officer of the Institute and who shall be responsible for the proper and efficient administration of the Institute in accordance with the rules and guidelines laid down in this respect by the Management and for the imparting of instruction and maintenance of discipline therein.
- "Employee" includes all employees, without exception performing whatsoever function assigned to him/her and is in the whole or part time employment of the Institute, whether such employment is probationary, ad-hoc, temporary, permanent or contractual.

## **Code of Conduct**

### **Applicability to employees**

The provisions contained in this document shall apply, without exception, to all employees of the



**PRINCIPAL**  
**PILOO MODY COLLEGE OF ARCHITECTURE**  
**ABIT GROUP OF INSTITUTIONS**  
**PLOT NO.11/1/A, SECTOR-1, CDA**  
**CUTTACK-753 014**

# AJAY BINAY INSTITUTE OF TECHNOLOGY PILOO MODY COLLEGE OF ARCHITECTURE

Institute whether, ah-hoc, probationary, temporary, part-time, contractual or permanent.

Every employee of the Institute , whether ad-hoc, temporary, contractual, part-time or permanent shall be governed by the Code of Conduct, as specified herein and every employee, without exception shall be liable to strict disciplinary action, including suspension and or termination, for the breach of any provision(s) of the code of conduct.

The Director/Principal shall initiate disciplinary proceedings for non-compliance of the code of conduct/service rules/leave rules or any other rules of the Institute that may be in force from time to time by any employee and shall have the power to appoint an Inquiry Officer(s) to conduct an inquiry into the charges against such an employee.


## **General Guidelines**

1. Every employee shall at all times maintain absolute integrity and devotion to duty, and also be strictly honest and impartial in his / her official dealings.
2. An employee should at all times be courteous in his / her dealings with other members of the staff, students and members of the public.
3. Unless otherwise stated specifically in terms of appointment, every employee is a whole-time employee of the Institute, and may be called upon to perform such duties as may be assigned to him/her by the Director/Principal or his/her higher officer, beyond scheduled working hours and on holidays and Sundays, when the need arises. These duties inter alia shall include attendance at meetings of committees to which he/she may be appointed by the Institute.
4. An employee shall be required to observe the mandated hours of work, as may be notified from time to time, during which he/she must be present at the place of his/her duty.
5. Except for valid reasons and/or unforeseen contingencies, no employee shall absent himself/herself from duty without prior permission of the designated authority.
6. No employee shall leave station except with the prior permission of the Director, ABIT Group and in his/her absence, the Principal. For the sake of convenience to a large number of employees, Bhubaneswar and locations in 15 km radius of Cuttack will be considered 'In Station'.
7. Whenever leaving the station, an employee shall inform the Principal, the address where he/she would be available during the period of his/her absence from station.
8. All employees are expected to be exemplary in their public as well as private life. Their

## AJAY BINAY INSTITUTE OF TECHNOLOGY PILOO MODY COLLEGE OF ARCHITECTURE

loyalty, sense of dedication and integrity should at all times be a model and inspiration to the youth and other learners committed to their care.

9. All employees are expected to behave according to the ideals of national integration showing love, concern, respect to all without any discrimination whatsoever of caste, creed or community. Any act or speech against this rule will be considered as a serious breach of discipline and will invite strict disciplinary action including suspension and /or termination from service.
10. Every employee shall strive to instil in the students under his/her care a high sense of values, social conscientiousness, and pride in their Institute and loyalty to the country. It is the sacred duty of all the employees to work for the intellectual, moral, social and physical development of all students.
11. Any association, active or passive by any employee, with any unlawful organization is strictly forbidden.
12. Consumption or distribution of alcohol, drugs or any other intoxicant including smoking by whatsoever name called, by an employee within the Institute's premises, is strictly prohibited.
13. All correspondence addressed to an employee or by him/her or by the Institute including press and other such copies of correspondence, all vouchers, books including all notebooks containing all notes or records or prices or other data and apparatus, samples and/or other goods belonging to the Institute, circulars and all other papers and document of any nature whatsoever, relating to the Institute's affairs which shall come into his/her possession in the course of his/her employment, shall be the absolute property of the Institute and he/she shall, at any time, during service or termination thereof or upon his/her leaving the services of the Institute, for any reason whatsoever, deliver the same to the Institute on demand and without claiming any lieu thereon.
14. An employee shall receive all correspondence sent to him/her by the institute management and not refuse to receive it. Any such correspondence shall be deemed to have been served to him in the event of refusal or non-availability. It is the responsibility of the employee to ensure that the home address/telephone number etc. are kept up to date in the office of the Principal by suitably informing the office.
15. Employee shall only be relieved from his/her duties upon resignation etc. at the end of the semester or upon fulfilment of his/her notice period whichever is later. For this purpose, end of semester shall be defined as the time when all attendance, marks, project evaluations etc. have been evaluated and submitted to the appropriate office.
16. No employee shall, except with the approval of the Management participate in/ manage



**PRINCIPAL**

**PILOO MODY COLLEGE OF ARCHITECTURE  
ABIT GROUP OF INSTITUTIONS  
PLOT NO.11/1/A, SECTOR-1, COA  
CUTTACK-753 014**

## AJAY BINAY INSTITUTE OF TECHNOLOGY PILOO MODY COLLEGE OF ARCHITECTURE

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articles/programmes in print / electronic media or any other mode of information dissemination. However, no approval is needed, if the broadcast/contribution is of a purely literary, cultural or scientific in nature. Employees can publish their original scientific works in journals of repute in India and abroad. They need to inform the Principal about the same. Such articles should not refer to any administrative matters of the institute and to be free from political leanings.

17. All employees to maintain information integrity and security. Employees to refrain from unauthorised communication of information.
18. Full-time employees cannot undertake employment outside his/her official assignments without prior approval from the College Management.
19. An employee who gets indicted by law for any offence will forfeit his employment in the institute



**PRINCIPAL  
PILOO MODY COLLEGE OF ARCHITECTURE  
ABIT GROUP OF INSTITUTIONS  
PLOT NO.11/1/A, SECTOR-1, CDA  
CUTTACK-753 014**

# AJAY BINAY INSTITUTE OF TECHNOLOGY PILOO MODY COLLEGE OF ARCHITECTURE

## **Guideline for Faculty Members**

No Faculty Member (Teacher) shall:

1. Knowingly or wilfully neglect his/her duties.
2. Propagate through his/her teaching lesson or otherwise, a communal or sectarian outlook, or incite or allow any student to indulge in communal or sectarian activities.
3. Discriminate against any student or any other person on grounds of caste, creed, sex, language, place of origin, social and cultural background etc.
4. Indulge in or encourage any form of malpractice connected with the examination or any other activity of the Institute.
5. Show negligence in correcting term or assessments or exam work of the students.
6. While being present at the Institute, absent himself/herself, except with the prior permission of the Principal, from class which he/she is required to attend provided that where such absence without leave or without the prior permission of the Principal, is due to reasons beyond the control of teacher, it shall not be deemed to be a breach of discipline and or the code of conduct, if on return to duty, the teacher has applied for and obtained, ex-post-facto, the necessary sanction for the leave availed.
7. Enter into any monetary transactions with any student or parent or accept gifts from students
8. Hesitate to provide individual attention to a student(s), if required. Besides academic problems, teachers are encouraged to solve behavioral problems of student(s) as well. If in any event student(s) does not show any improvement despite counselling and, if the teacher is convinced that the student(s) needs special help, he/she must immediately bring this fact to the notice of the Principal.
9. Not be unreasonable in his/her demands from student(s) and should avoid favouritism of any kind. Whilst the teacher may be firm and consistent with his/her students', every teacher must remember that students have their self-respect and must not be subjected to any threat, ridicule, sarcasm, or unreasonable punishment.




**PRINCIPAL**  
**PILOO MODY COLLEGE OF ARCHITECTURE**  
**ABIT GROUP OF INSTITUTIONS**  
**PLOT NO.11/1/A, SECTOR-1, CDA**  
**CUTTACK-753 014**

# AJAY BINAY INSTITUTE OF TECHNOLOGY PILOO MODY COLLEGE OF ARCHITECTURE

## Every Employee Shall:

1. Be punctual in attendance and in respect of his/her class-work and also for any other work connected with the duties assigned to him/her by the Principal.
2. Abide by the rules and regulations of the Institute and also show due respect to his/her higher authority.
3. Dress appropriately
4. On every working day sign the staff attendance register/give biometrics, or punch his card at the time of arrival and at the time of leaving the Institute , located at the gate or elsewhere as the case may be, and be ready at least, five minutes before the commencement of classes. Overwriting on the attendance register, or marking attendance wrongfully either the previous day or subsequently, impersonation in attendance or not punching the card is a serious violation of the rules.
5. Be responsible for the discipline of students even outside the classrooms. Since supervision during the break or off time is vital for the protection of the property of the Institute and its students, employees may, from time to time, be allotted such duties to maintain discipline and orderliness at the Institute .
6. Be responsible for the proper care, operation and maintenance of all equipment and machinery, learning aids, furniture and fixtures and sports equipment etc. under their care. The appropriate authority should immediately be informed of any damage caused or any repairs / replacements that may be required.
7. Train students to make extensive use of the Library facilities and to take care of the property of the Institute including, books, journals, equipment and machinery, furniture, fixtures and fittings.
8. Ensure that no student(s) indulge in ragging, canvassing and/or cause harassment of any kind to other student(s) by whatsoever name called, as it is strictly prohibited under law
9. Not through any act of omission or any form of speech etc. disturb or vitiate, in any manner whatsoever, the peace, dignity and harmony of the Institute .

  
**PRINCIPAL**  
**PILOO MODY COLLEGE OF ARCHITECTURE**  
**ABIT GROUP OF INSTITUTIONS**  
**PLOT NO.11/1/A, SECTOR-1, CDA**  
**CUTTACK-753 014**

# AJAY BINAY INSTITUTE OF TECHNOLOGY PILOO MODY COLLEGE OF ARCHITECTURE

## Representation

Whenever an employee wishes to put forth any claim, or seeks redress of any grievance or of any wrong done to him/her, he/she must forward his/her case through proper channel, and shall not forward such advance copies of his/her 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. In such cases, appointment with appropriate authority needs to be taken and issue discussed.

## Disciplinary Action Suspension

The Management may place a member of the staff appointed at the Institute under suspension under such cases as:

1. Where a disciplinary proceeding against him/her is contemplated or is pending or;
2. Where a case against him/her in respect of any criminal offence is under investigation or trial.
3. An employee against whom disciplinary action is proposed or likely to be taken shall be given a charge sheet clearly setting forth the circumstances appearing against him/her, and a date shall be fixed for the inquiry.
4. Sufficient time of not less than one week shall be given to him/her to prepare and give his/her explanation, and also to produce any evidence that he/she may wish to tender in his/her defense. He/she shall be permitted to appear before the officer conducting the enquiry, to cross-examine any witness on whose evidence the charge rests. The employee will be permitted to produce evidence/witness in his/her defense.
5. At the conclusion of inquiry, the inquiry officer who shall be appointed by the Principal in consultation with the Management shall prepare a report of the inquiry regarding the findings of each charge.
6. The Principal shall consider the findings of the inquiry and propose to the Management to impose a major penalty, a minor penalty or no-penalty at all. The action taken by the Principal shall necessarily need to be ratified by the Management.

The following penalties may, for good and sufficient reasons, and as hereinafter provided, be imposed on any member of the staff:



**PRINCIPAL**  
**PILOO MODY COLLEGE OF ARCHITECTURE**  
**ABIT GROUP OF INSTITUTIONS**  
**PLOT NO.11/1/A, SECTOR-1, CDA**  
**CUTTACK-753 014**

# AJAY BINAY INSTITUTE OF TECHNOLOGY PILOO MODY COLLEGE OF ARCHITECTURE

1. censure;
2. withholding of increments or promotion;
3. recovery from the whole or part of any pecuniary loss caused to the Institute by negligence or breach of orders;
4. reduction to lower service, grade or post or to a lower time-scale or to a lower stage in a time-scale;
5. compulsory retirement;
6. removal from service which shall not be a disqualification for future employment in the Institute
7. dismissal from service which shall ordinarily be a disqualification for future employment in the Institute;

Above penalties will be imposed after an inquiry has been held and the member of the staff has been given reasonable opportunity of showing cause of the action proposed to be taken in regard to him.

Notwithstanding the above provisions, it shall not be necessary to follow the procedure mentioned above in the following cases:

1. where an employee is dismissed or removed or reduced in rank on the ground of conduct which has led to his conviction on criminal charge(s);
2. where the Management is satisfied that, for some reason to be recorded by it in writing, it is not reasonably practicable to give that person an opportunity of showing cause.

Pending the outcome of an inquiry, the employee may be suspended and he/she may receive a subsistence allowance, as approved by the Management, from case to case, but shall not be paid salary when under suspension.

### Financial support to Employees:

Financial support is provided as an added facility to employees. The concerned employee sends a representation through the HR department. The employee is then called to make a representation and based on the appropriateness and need, financial assistance is provided.



**PRINCIPAL**

**PILOO MODY COLLEGE OF ARCHITECTURE  
ABIT GROUP OF INSTITUTIONS  
PLOT NO.11/1/A, SECTOR-1, CDA  
CUTTACK-753 014**

# AJAY BINAY INSTITUTE OF TECHNOLOGY PILOO MODY COLLEGE OF ARCHITECTURE

## Leave Rules :

Leave is a provision to stay away from work for genuine reasons with prior approval of the authorities. It may be granted for a casual purpose or a planned activity, on medical grounds or in extra-ordinary conditions. Leave cannot be claimed as a matter of right. Accordingly, leave rules and norms have been categorized under various heads. Leave rules of the institution follows the leave pattern of the affiliating university i.e. Biju Patnaik University of Technology (BPUT).

BPUT provides 34 days of holidays in a year, in addition to Sundays. The institute provides the following leaves

- Casual leave – for 12 days
- Duty Leave – prior approval needs to be taken for availing this leave
- Extra-ordinary leave
- Maternity leave
- Study leave
- Sabbatical leave

## **Applicability**

These leave rules apply to only permanent employees of the institute and cannot be obtained during probation. However, BPUT specified holidays can be availed during probation.

## **General Principles Regarding Grant Of Leave**

The provisions contained in these rules shall apply to all employees of the ABIT Group of Institution, Cuttack.

- Leave cannot be claimed as a matter of right. (Rule 131,OSC)
- Leave sanctioning authority may refuse or revoke leave of any kind.(Rule 131)
- Leave shall be earned by duty only. (Rule133,OSC)
- Holidays can be prefixed / and or suffixed to leave. (Rule 137 (c) and (d),OSC)
- An employee may be permitted to combine vacation with leave either at the beginning or at the end thereof. (Rule 139,OSC )



**PRINCIPAL**  
**PILOO MODY COLLEGE OF ARCHITECTURE**  
**ABIT GROUP OF INSTITUTIONS**  
**PLOT NO.11/1/A, SECTOR-1, CDA**  
**CUTTACK-753 014**

## AJAY BINAY INSTITUTE OF TECHNOLOGY PILOO MODY COLLEGE OF ARCHITECTURE

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- Casual leave once consumed cannot be renewed.
- Leave should always be applied for and sanctioned before it is taken, except in cases of emergency and for satisfactory reasons.
- Absence from duty after expiry of leave entails disciplinary action.
- Absence without leave will constitute an interruption in service

A staff on leave should not take up any service or employment elsewhere without obtaining prior sanction of the competent authority



**PRINCIPAL  
PILOO MODY COLLEGE OF ARCHITECTURE  
ABIT GROUP OF INSTITUTIONS  
PLOT NO.11/1/A, SECTOR-1, CDA  
CUTTACK-753 014**