

Uttar Pradesh Textile Technology Institute

11/208, Souterganj, Parwati Bagla Road, Kanpur-208001

1. Short Title

These bye-laws may be called the Uttar Pradesh Government Engineering College/Institute Bye-Laws, 2025.

2. Address of the Institute

The registered office of the Institute shall be situated at (Uttar Pradesh Textile Technology Institute, 11/208, Souterganj, Parwati Bagla Road, Kanpur-208001)



3. Definitions

- 'Board' means the Board of Governors of the Institute (BoG);
- 'Chairman' means the Chairman of the BoG ;
- 'Director' means the Director of the Institute ;
- 'Finance Committee' means the Finance Committee of the Institute ;
- 'Institute' means the Government Engineering College of Uttar Pradesh incorporated under the Societies Registration Act, 1860 (Act no. XXI of 1860);
- 'Registrar' means the Registrar of the Institute ;
- 'Society' means the Society for the Government Engineering Colleges/Engineering Institute of Uttar Pradesh ;
- 'State' means the State of Uttar Pradesh ;
- 'State Government' means the State Government of Uttar Pradesh ;
- 'University' means the University to which the Institute is Affiliated ;
- 'Competent Authority' means Director of the Institute for all employees other than Teaching staff and officers of the institute and Government in case of Director and BOG in case of all Teaching staff and officer ;
- 'AICTE' means All India Council for Technical Education ;
- 'Bye-laws' means Bye-laws of the Institute.

4. Authorities of the Institute

- 4.1 Board of Governors ;
- 4.2 Finance Committee ;
- 4.3 Administrative Committee ;
- 4.4 Building and Works Committee ;

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- 4.5 Academic Committee ;
 4.6 Purchase Committee ;
 4.7 Such other authorities as may be declared by the Bye-Laws and/or Rules to be the authorities of the Institute.

5. The Board of Governors
A. Composition of BoG

1. The BoG of the Institute shall consist of the following persons, namely:

- | | | |
|-----|--|---------------|
| i | Minister in charge of the Department of Technical Education or a person of eminence in the field of education/ technology/ administration/ management nominated by the State Government. | Chairman |
| ii | Additional Chief Secretary/Principal Secretary/ Secretary in charge of the Department of Technical Education, Government Uttar Pradesh | Vice-Chairman |
| iii | Additional Chief Secretary/Principal Secretary/ Secretary in charge of the Department of Finance, Government of Uttar Pradesh or her/ his nominee, not below the rank of Joint Secretary | Member |
| iv | Director, Indian Institute of Technology (preferably IIT, Kanpur) /IIIT or her/his nominee not below the rank of Professor. | Member |
| v | Vice-Chancellor of the affiliating University or her/ his nominee not below the rank of Professor. | Member |
| vi | A Nominee of the AICTE not below the rank of Professor. | Member |
| vii | One eminent person from Technology/Engineering/ Management having specialization in the field advent to the Institute to be nominated by the State | Member |



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- Government.
- viii One Senior Professor of the Institute to be nominated by the State Government by rotation. Member
- ix Two eminent persons in the field of Technical Education to be nominated by the State Government. Member
- x One eminent person from the Industry to be nominated by the State Government. Member
- xi One representative from Scheduled Caste and Scheduled Tribe from amongst reputed teachers/ educationists/ industrialists nominated by the State Government. Member
- xii One representative from Other Backward Classes from amongst reputed teachers/ educationists/ industrialists nominated by the State Government. Member
- xiii Director of the Institute. Member-Secretary



2. In case the Chairman, BoG is someone other than Minister-in-Charge of the Department of Technical Education, the term of the Chairman of the Board shall be two years and the State Government will have power to extend for one more term and to remove before the end of her/his term.
3. All the members of the BoG other than ex-officio members and the members of the teaching staff shall hold office for a term of three years and shall be eligible for re-nomination after a gap of at least three years.
4. Member of teaching staff in the above body shall hold office for a period of two years or till such time as she/he continues to be a member of teaching staff of the Institute, whichever is earlier.
5. A member of the Board, other than the ex-officio members, shall cease to be a member if she/he dies, resigns, becomes a person of unsound mind, becomes insolvent or is convicted for a criminal offence involving moral turpitude or if she/he is

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removed by the State Government from the membership of the Board or if she/he (other than the Director) accepts a full-time appointment in the Institute or if she/he does not attend three consecutive meetings of the Board without approval of the Chairman.

B. Resignation:

1. A member other than ex-officio-member may resign office by a letter addressed to the Chairman, BoG and such resignation shall take effect from the date it is accepted by the Chairman, BoG subject to ratification in the next meeting of the BoG.
2. Any vacancy in the BoG shall be filled in by appointment or nomination as the case may be, and the term of office of a member appointed or nominated to fill a casual vacancy shall continue for the remainder of, the term of the member in whose place she/he is appointed or nominated.

No act or proceedings of the BoG shall be invalid merely by reason of the existence of any vacancy therein or of any irregularity in appointment or nomination of any of its members.

C. Meeting:

1. The BoG shall ordinarily meet once in every three months.

2. The meeting of the BoG shall be convened by the Chairman on her/ his own initiative or at the request of the Director or on a requisition signed by not less than four members of the BoG or on the instructions of the State Government

3. For every meeting of the BoG, fifteen days notice shall be given:

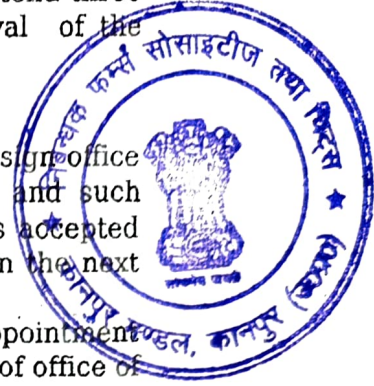
Provided that in case of emergency, the Chairman may reduce the notice period as she/ he deems fit.

4. Five members of the BoG shall constitute quorum for any meeting:

Provided that if a meeting is adjourned for want of quorum, no quorum shall be necessary for adjourned meeting.

5. The Chairman, if present, shall preside at every meeting of the BoG. In the absence of the Chairman, the Vice-Chairman shall preside. In the absence of both Chairman and Vice-Chairman, the members present shall elect one of them as Chairman for the meeting.

6. Each member of the BoG shall have one vote and all the matters shall be decided by the majority of votes. In case of equality of votes, the Chairman shall have a casting vote.



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D. Resolution:

Agenda of the meeting of the BoG shall be circulated to the members at least seven days before the meeting:

Provided that a member of BoG may move a resolution at a meeting of the BoG with the permission of the Chairman or the person presiding over the meeting.



1. Ruling of the Chairman in regard to all questions of procedure shall be final.
2. The minutes of the proceedings of a meeting of the BoG shall be drawn up and circulated amongst the members of the BoG. The minutes along with any amendments suggested shall be placed for confirmation at the next meeting of the BoG.
3. After the minutes are confirmed and signed by the Chairman, they shall be recorded in the minutes book.
4. All orders and decisions of the BoG shall be authenticated by the signature of Director or any other person authorised by the BoG on his behalf.
5. Apart from the matters requiring approval of the State Government under these bye-laws, which shall be submitted to them separately giving full exposition thereof, a copy of the proceedings of each of the meeting of the BoG shall be furnished to the State Government.

E. Daily Allowance/ Travelling Allowance

A member of the BoG and of any committee appointed by the BoG shall be entitled to such travelling and daily allowances in respect of the journeys undertaken in connection with the business of the BoG as may be fixed by the BoG from time to time:

Provided that employees of the Central or State Government will be governed by the respective Government rules for travelling and daily allowances in respect of journey undertaken to attend the meetings of the BoG or the Committee appointed by the BoG in connection with the business of the BoG.

F. The powers and functions of the BOG shall be:

1. to take decisions on policy matters relating to administration and working of the Institute ;
2. to create new departments/centers ;
3. to create fellowships, scholarships, prizes and medals ;
4. to decide holding seminars, scientific meets and exhibitions ;

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5. to appoint as per the relevant rules on various posts created by the State Government ;
6. to constitute provident funds for all categories of staff in accordance with relevant rules of the State Government ;
7. to receive, hold in custody and spend the funds of the Institute and manage the properties thereof ;
8. to purchase, take on loan or hire or otherwise acquire or dispose of any property, whether movable or immovable or receive as gift of any property :

Provided that the prior approval of the State Government shall be obtained before acquiring or disposing any property, whether movable or immovable and accepting gifts ;

9. to consider and pass resolutions on annual reports, annual accounts and budget estimates of the Institute as it thinks fit and sanction expenditure within the limits of the budget as approved by the State Government ;
10. to nominate suitable persons to various Committees of the Institute as mentioned in these bye-laws and to co-opt persons to any such Committee as it deems fit ;
11. to delegate by resolution to a Committee or the Chairman of a Committee, such of its powers for the conduct of its business as it may deem fit subject to the condition that action taken by any Committee or the Chairman of a Committee under the power delegated to them under this clause shall be reported for confirmation at the next meeting of the BOG ;
12. creation of a department.

6. Finance Committee:-

1. The Finance Committee shall consist of:

- | | |
|--|------------------|
| i). Additional Chief Secretary/Principal Secretary/Secretary in charge of the Department of Technical Education, Government of Uttar Pradesh | Chairman |
| ii). Additional Chief Secretary/Principal Secretary /Secretary, Department of Finance, Government of Uttar Pradesh or his nominee, not below the rank of Deputy Secretary. | Member |
| iii). Two Persons to be nominated by the BoG | Member |
| iv). The Director of the Institute | Member-Secretary |

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2. The Finance Committee shall,—

- a. examine and scrutinise the annual budget of the Institute prepared by the Director and make recommendations to the BOG ;
- b. gives its views and make its recommendations to the BOG either on the initiative of the BOG or of the Director or on its own initiative on any financial question affecting the Institute ;
- c. meet at least once in a quarter ;
- d. three members of the Committee shall form a quorum for the meeting of the Committee ;
- e. the Chairman, if present, shall preside over the meeting of the Committee, in her/ his absence, the members present shall elect one from amongst themselves to preside over the meeting ;
- f. the provisions of rules regarding notice of the meeting, inclusion of agenda items and confirmation of the minutes applicable to the meetings of the BOG as far may be followed in the meeting of the Finance Committee ;
- g. a copy of the minutes of every meeting of the Finance Committee shall be sent to the State Government.



7. Administrative Committee:

1. Administrative Committee shall consist of:

- i) Additional Chief Secretary/Principal Secretary/ Secretary in charge of the Department of Technical Education, Government of Uttar Pradesh Chairman
- ii) Director of the Institute Vice-Chairman
- iii) A representative of Department of Finance, Government of Uttar Pradesh not below the rank of Deputy Secretary Member
- iv) Director, Technical Education, Uttar Pradesh or her/ his nominee Member
- v) Vice-Chancellor of the affiliating University or his nominee not below the rank of Professor Member
- vi) One other Member of the BOG to be nominated by the Chairman, BOG Member
- vii) Registrar of the Institute Secretary

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2. Functions of Administrative Committee shall be,—

- a. to dispose of the cases of confirmation of the employees whose appointing authority is the BOG in accordance with the Institute's Bye-laws ;
- b. the Committee will go into the cases of representations against the Character Roll entries and make recommendations to the BOG ;
- c. all administrative matters of the Institute shall be considered by the Administrative Committee. The decision taken by the Administrative Committee on routine matters will be implemented by the Director whereas the policy matters shall be placed before the BOG for their consideration and approval



8. Building and Works Committee:

1. Building & Works Committee (herein after in this rule referred to as committee) shall consist of:

- i) Director of the Institute Chairman
- ii) Superintending Engineer, PWD of the district wherein the Institute is located Member
- iii) General Manager, Construction Agency of the zone in which the Institute situated Member
- iv) Professor of Civil/Structural Engineering of any other Government Engineering College nominated by the State Government Member
- v) One Senior Engineer /one Architect to be nominated by the BOG of the Institute Member
- vi) Registrar of the Institute Member
- vii) Head of Civil Engineering Department of the Institute (if there is no Civil Engineering Department in the Institute, then Head of the Electrical Engineering Department of the Institute) Member-Secretary

2. The Committee will make comprehensive and exhaustive review of proposals for building/structures/maintenance and make recommendations in this respect to the BOG.

9. Purchase Committee:

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1. There shall be a Central Purchase Committee which shall consist of:

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|------|--|------------------|
| i) | The Director of the Institute | Chairman |
| ii) | Two senior members of the faculty to be nominated by the BOG | Member |
| iii) | Head of the Indenting Department | Member |
| iv) | Senior most Finance/ Accounts Officer of the Institute | Member |
| v) | Registrar | Member Secretary |

2. There shall also be Departmental Purchase Committees consisting of the following:

- | | | |
|----|--|----------|
| a) | Head of the Department Concerned | Chairman |
| b) | One Senior member of the Department concerned to be nominated by Director of the Institute | Member |
| c) | Professor or HOD of another department of the Institute to be nominated by the Director | Member |
| d) | Senior most Finance/ Accounts Officer of the Institute | Member |

3. Purchase up to Rs. 1,00,000/- pertaining to a particular department would be made on the recommendation of the Departmental Purchase Committee.

4. All purchases above Rs. 1,00,000/- would be made on recommendation of the Central Purchase Committee.

5. Purchase procedures would be as per State Government rules.

10. Academic Committee:

(A) Composition of Academic Committee

The Academic Committee shall consist of the following persons namely:

- | | | |
|------|--|------------------|
| i) | The Director of the Institute, ex-officio | Chairman |
| ii) | Dean (Academics) or in his absence Registrar | Member-Secretary |
| iii) | Heads of the Departments of the Institute | Member |

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- iv) One Professor, One Associate Professor and one Assistant Professor from the Institute Department to be nominated by the Chairman, BOG



B. Powers of Academic Committee:

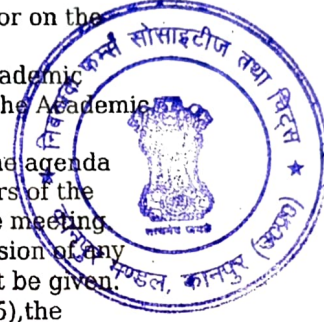
1. the Committee shall perform the following functions:
 - a. frame and revise curricula and syllabi for the courses of studies of various departments and send necessary recommendations through the Institute to the University to which the Institute is affiliated ;
 - b. make arrangements for the conduct of all internal examinations and work associated with the same, as well as works associated with the University examination, as and when assigned by the University to the Institute ;
 - c. appoint Advisory Committee or Expert Committee or both for any department of the Institute to make recommendations on academic matters connected with working of that department. The Head of the Department concerned shall act as the convenor of such Committee ;
 - d. appoint Sub-committees from amongst the members of the Academic Committee, other teachers of the Institute and experts from outside on such specific matters as may be referred to such sub-committee by the Academic Committee ;
 - e. consider the recommendation of the Advisory Committee, Expert Committee or other Sub-Committees and take such action as circumstances of each case may require including making of suitable recommendations to the BOG ;
 - f. make periodical review of the activities of the departments and if necessary make suitable recommendations to the Board ;
 - g. advise on the working of library and the workshop ;
 - h. promote research within Institute and require reports on such research from the persons engaged thereon ;
 - i. advise on general policy to be followed in respect of consultation work to be done by academic staff ;
 - j. provide for the inspection of classes, laboratories, library, halls of residence in respect of the instructions, discipline therein and submit reports thereon to the BOG ;
 - k. recommend awarding stipends, scholarships, freeships, medals and prize etc. according to the conditions attached to them .
2. The Committee shall meet as often as necessary but not less

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- than four times during the calendar year.
3. Meetings of the Committee shall be convened by the Chairman of the Committee either on her/ his own initiative or on the advice of the Director
 4. Half of the total number of the members of the Academic Committee shall form the quorum for meeting of the Academic Committee.
 5. A written notice of every meeting together with the agenda shall be circulated by the Registrar to the members of the Academic Committee at least one week before the meeting. The Chairman of the Committee may permit inclusion of any item on the agenda for which due notice could not be given.
 6. Notwithstanding anything contained in sub-rule(5), the Chairman may call an emergent meeting of the Academic Committee at short notice .to consider urgent or special issues.
 7. The ruling of the Chairman of the Academic Committee in regard to all question of procedure shall be final.
 8. The minutes of the proceedings of the Academic Committee shall be drawn up by the Member Secretary and circulated amongst all members.



11. Classification of the staff:

The staff may be classified as follows:-

A. Academic and Administrative Director

B. Academic

- (i) Professor
- (ii) Associate Professor
- (iii) Assistant Professor
- (iv) Workshop Superintendent
- (v) Assistant Workshop Superintendent
- (vi) Such other academic staff as may be decided by the BOG as per AICTE norms and duly approved by State Government.

C. Teaching Support

- i. Computer Systems Manager
- ii. Computer Programmer
- iii. Teaching Assistant/ Research Assistant
- iv. Technical Assistant
- v. Instructor
- vi. Workshop Instructor
- vii. Computer Operator
- viii. Librarian/ Deputy Librarian/ Assistant Librarian

D. Technical

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- ix. Foreman
- x. Supervisor (Workshop)
- xi. Mechanic
- xii. Plumber
- xiii. Electrician
- xiv. Pump and STP operators
- xv. Draftsman and such other technical staff as decided by the BoG from time to time and duly approved by the State Government.

E. Administrative (Non-Teaching)

- xvi. Medical Officer
- xvii. Registrar
- xviii. Deputy Registrar
- xix. Assistant Registrar
- xx. Accounts Officer
- xxi. Accountant
- xxii. Stores/Purchase officer
- xxiii. Engineer (Executive/Assistant/Junior)
- xxiv. Store Keeper
- xxv. Pharmacist
- xxvi. Hostel Assistant/Caretaker
- xxvii. Such other administrative staff as decided by the BoG from time to time and duly approved by the State Government



12. APPOINTMENT

All appointment to post under the Institute shall be made,—

(A) by the Director up to level 6 and below (other than Teaching Staff)

(B) by the BOG in other cases:

Provided that

(i) at least one third of the vacancies other than those of teachers and 25% of the vacancies in the administrative posts of the Institute, excluding the post of Director, Registrar and single post not falling under the line of promotion of any category shall be filled by promotion in order of seniority-cum-merit:

Provided the employees of the Institute fully possess the requisite qualification and experience as prescribed for individual posts, without exception;

(ii) the first vacancy shall be filled by direct recruitment and the second vacancy will be filled up by promotion and so on;

(iii) reservations to various posts shall be applicable as per the policy/ rules of the State Government.

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13. SELECTION COMMITTEE:

DIRECTOR:

Advertisement for the post of Director shall be done by Member-Secretary of BoG after getting approval from the State Government and forms to be submitted to the Additional Chief Secretary/Principal Secretary/Secretary in charge of the Department of Technical Education, Government of Uttar Pradesh for further processing and appointment.

Composition of selection committee is as under:

- i. Chairperson of the BoG as Chairperson ;
- ii. One person to be nominated by the Chairperson, BoG who shall be an expert in administration ;
- iii. Vice-Chancellor of affiliating University or her/ his nominee not below the rank of Professor who shall be an expert in management of Higher/ Technical Education ;
- iv. One academician/ educationist not below the rank of a Professor to be nominated by the State Government ;
- v. An academician/ educationist representing SC/ST/OBC/Minority/Women/Differently-abled category, if any of the candidates representing these categories is an applicant, to be nominated by the State Government .

Three members constitute the quorum.

There shall be a Screening Committee consisting of the Chairperson, BoG, an expert not below the rank of Professor nominated by the Vice-Chancellor of affiliating university and a person of eminence in education/ administration nominated by the State Government to screen the applications received for the post of Director and to put up before the Selection Committee.

ACADEMIC STAFF:

Composition of the selection committee is as under:

- i. A person of eminence in education/administration nominated by the State Government as Chairperson ;
- ii. Vice-Chancellor of affiliating University or her/ his nominee not below the rank of Professor who shall be an expert in management of Higher/ Technical Education ;

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- iii. Director of the Institute ;
- iv. An academican/ educationist representing SC/ST/OBC/Minority/Women/Differently-abled category, if any of the candidates representing these categories is an applicant, to be nominated by the State Government.

Three members constitute the quorum.



There shall be a Screening Committee consisting of the Director of the Institute, Registrar of the Institute an expert not below the rank of Professor nominated by the Vice-Chancellor of affiliating university to screen the applications received for the above posts and to put up before the Selection Committee.

STAFF OTHER THAN ACADEMIC STAFF:

Composition of the selection committee is as under:

- i. A person of eminence in education/administration nominated by the State Government as Chairperson ;
- ii. Vice-Chancellor of affiliating University or her/his nominee not below the rank of Professor who shall be an expert in management of Higher/ Technical Education/ any other field relevant to the vacancy ;
- iii. Director of the Institute ;
- iv. An expert in administration/ finance/ education/ any other field relevant to the vacancy representing SC/ST/OBC/Minority/Women/Differently-abled category, if any of the candidates representing these categories is an applicant, to be nominated by the State Government.

Three members constitute the quorum.

There shall be a Screening Committee consisting of the Director of the Institute, Registrar of the Institute an expert not below the rank of Professor nominated by the Vice-Chancellor of affiliating university to screen the applications received for

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the above posts and to put up before the Selection Committee.

14 . Notwithstanding anything in bye-law 13, the State Government may decide to fill any post including that of Director through any of its appropriate service selections commission.

15. Powers and Duties of Chairman, BOG:

- i. The Chairman shall ordinarily preside the meeting of the BOG. It shall be the duty of Chairman to ensure that the decisions taken by the BOG are implemented ;
- ii. The Chairman shall have the power to recommend to the State Government to send members of the staff of the Institute for training or for a course of instruction outside India subject to such terms and conditions as may be laid down in the study leave rules ;
- iii. The Chairman shall exercise such powers as may be delegated to him by the BOG ;
- iv. In emergent cases, the Chairman may exercise the powers of the BOG and inform the BOG of the action taken by her/him for its approval.

16. Powers and Duties of Vice-Chairman, BOG:

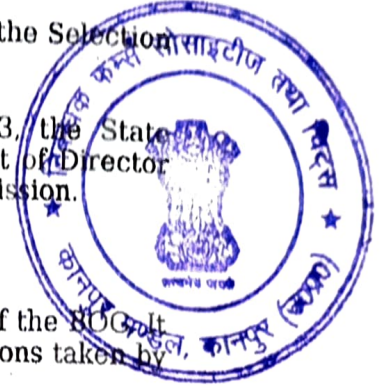
- i) In the absence of Chairman, the Vice-Chairman shall exercise all powers of the Chairman.
- ii) She/he also shall exercise such powers and perform such duties as may be assigned or delegated to him by the BOG or the Chairman, BOG.

17. Powers and Duties of Director:

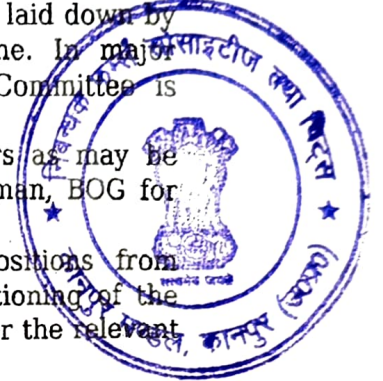
- a. the Director shall be a whole time salaried employee of the Institute ;
- b. the Director of the Institute shall be appointed by the BOG with the approval of the State Government:
Provided that the first Director shall be appointed by the State Government ;
- c. the Director shall be the principal academic and executive officer of the Institute and shall be responsible for the proper administration of the Institute and for imparting of instructions and maintenance of discipline and shall perform such other duties as may be delegated to him by the BOG ;
- d. the Director shall submit annual report and accounts to the BOG ;
- e. the Director shall be responsible for implementing the decisions of the BOG ;

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- f. the Director shall have the powers to incur expenditure within the limits of budgetary provisions made for specific purposes with proper observance of financial procedure as laid down by the State Government BOG from time to time. In major financial matters, prior approval of Finance Committee is required if it is not part of the budget provisions;
- g. the Director shall also have such other powers as may be delegated to her/him by the BOG or the Chairman, BOG for effective discharge of her/his duties;
- h. to appoint Deans, HODs and such other positions from amongst the faculty members for smooth functioning of the Institute and as required from time to time as per the relevant rules of the Institute;
- i. to sign MOUs with external organisations inland/abroad;
- j. without prejudice to anything contained in the rules, the Director shall exercise all powers similar to those exercised by the Head of a Government department and will similarly be accountable and responsible.



18. Head of a Department:

- a. Each teaching department of the Institute shall be placed in the charge of the senior most teacher who shall act as Head of the Department without any additional remuneration:

Provided that in the best interest of the Institute the BOG may nominate any person other than the senior most to act as such:

Provided further that the term and manner of the selection of the Head of the Department would be reviewed by the BOG from time to time.

- b. The Head of the Department shall be responsible for the entire working of the Department subject to the overall control of the Director.
- c. It shall be the duty of the Head of a Department to see that the decisions of the authorities of the Institute are faithfully carried out. She/he shall perform such other duties as may be assigned to him by the Director.

19. Registrar:

The Registrar shall be a whole time salaried employee of the Institute and appointed by the BOG on such terms and conditions as may be laid down in bye-laws.

The Registrar shall:-

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- a. be the custodian of the records and funds of the Institute
- b. act as the Secretary of such committees as may be appointed by the BOG for which she/he is required by the BOG to act as such ;
- c. be directly responsible to the Director of the Institute for the proper discharge of her/ his duties and functions; and
- d. exercise such other powers and perform such other duties as may be assigned to her/ him by the Director;
- e. shall be bound to place before the Selection Committee(s) all such information as may be necessary for transaction of their business. She/ he shall also perform such other duties/ functions as may be prescribed by the BOG, Chairman/Vice-Chairman, BOG from time to time.



20. Funds:

a. The Institute shall maintain a fund to which shall be credited,—

- i. all money provided by the State and Central Government, if any;
- ii. all fees and other charges received by the Institute;
- iii. all money received by the Institute by way of grants, gifts, donations, benefactions, bequests or transfers;
- iv. all money received by the Institute in any other manner or from any other source.

b. All money credited to the funds of the Institute shall be deposited in such nationalised banks or invested in such manner as deemed fit by the Finance Committee/Director.

c. The funds of the Institute shall be utilized towards meeting expenses of the Institute including expenses incurred in the exercise of its powers and discharge of its duties by the Director.

d. The budgetary provisions of income and expenditure shall be placed before the Finance Committee for approval.

e. Annual audit to be carried out by empanelled audit firm/AG and report shall be presented in the ensuing meeting of the Finance Committee and BoG.

f. The Institute shall maintain proper accounts and other relevant records and prepare an annual statement of accounts including balance sheet in such form as may be prescribed by the BoG/ the State Government.

g. The accounts shall be open for audit to AG or anyone authorised by the State Government.

h. The Institute will follow the Uttar Pradesh Procurement rules for all procurement and expenditure like

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GeM/e-tendering, etc.

i. The allowances, remuneration and other short-term expenses are done by the Director as per the provisions made by the BoG and the State Government.

j. The funds received under any scheme of the Central Government or State Government shall be spent as per the provision of the project funding agency.

k. Consultancy rules to be followed as per the provisions in the consultancy rules of the Institute and projects account shall be used for the same.

l. Corpus fund to be created in the Institute and interest earned out of this fund to be utilised for hostel hygiene, placement related activities and societal work.

m. Funds shall be maintained in minimum number of bank accounts. The funds can be managed as below:

- i. tuition fee shall be credited in main account of the Institute;
- ii. grants received from the State or Central Government shall be maintained in the Institute account;
- iii. sponsored project funds shall be maintained separately for projects as per guidelines of the funding agencies;
- iv. any other fee charged in the name of the Institute like rent etc shall be maintained as Institute account;
- v. mess fee, student activity fee and placement fee charged from students shall be maintained by the committee of students under the supervision of Chief Warden /Dean (student Welfare)/ Director;
- vi. alumni Association account shall be maintained separately by the In-charge of Alumni Association and Director jointly;
- vii. incubation centre account shall be managed as per the relevant guidelines .

21. LEAVE:

The employees of the Institute shall be entitled to leave in accordance with provisions of leave rules as framed by BoG.

22. The provisions of Uttar Pradesh Government Servant (Disciplinary and Appeal) Rules, 1999 will be applicable from time to time in respect of employees of this Institute.

23. Common Seal:

The Institute shall have a common seal and shall sue and sued in the name of the Registrar of the Institute.

24. All Contracts for and on behalf of the BoG,—

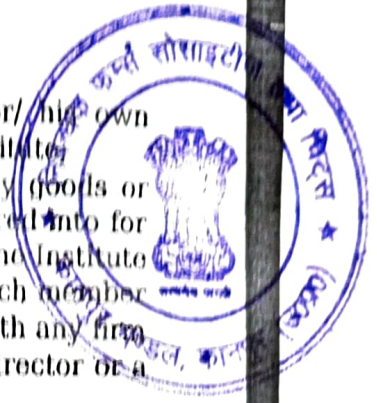
1. shall be expressed to be made in the name of the Institute and

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shall, except where the contract is related to her/ his own employment, be executed by the Director of the Institute.

2. no contract for the sale, purchase or supply of any goods or material shall be made or financial agreement entered into for and on behalf of the Institute with any member of the Institute or the BoG or her/ his relative or a firm in which such member or her/ his relative is a partner or shareholder or with any firm or a private company in which such member is a Director or a Partner.

25. Conduct Rules of Employees

a. Grievances:

Institute shall have grievance redressal committees and a transparent system for redressal of grievances of the students, faculty members and the staff.

Proper procedure shall be followed for undertaking such measures, which shall be as per the established law.

The faculty members and staff shall be encouraged to utilize institutional framework for redressal.

Faculty members and staff shall be motivated by organizing various motivational lectures, gender sensitization workshops counselling etc. so as to have a positive and healthy work environment.

b. General Conduct Rules

(i) Every employee shall at all times maintain absolute integrity and devotion to duty, and shall also be strictly honest and impartial in his/her official dealings;

(ii) Unless otherwise stated specifically in the terms of appointment, every employee is a whole-time employee (24X7) of the institute, and may be called upon to perform such duties as may be assigned to him/her by the competent authority, beyond scheduled working hours and on holidays and Sundays. These duties inter alia shall include attendance at meetings of committees to which he/she may be appointed by the institute with no compensatory for class A and B;

(iii) An employee shall be required to observe the scheduled hours of work during which he/she must be present at the place of his/her duty, through biometric mode;

(iv) Except for valid reasons and/or unforeseen contingencies no employee shall be absent from duty without prior permission;

(v) No employee shall leave station except with the previous permission of proper authority, even during leave or vacation;

(vi) Whenever leaving the station, an employee shall inform the Head of the Department to which he/she is attached, or Director if he/she is himself the Head of the Department the address where he/she would be available

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during the period of his/her absence from station;

(vii) Appointment shall be subject to the condition that the appointee is certified as being in sound health and physically fit for service by medical authority nominated by the Board.

Provided that once a person is asked to produce a medical certificate of fitness for entry into the service it shall be open to the appointing authority to use its discretion to ignore the certificate that has been produced;

(viii) Subject to the provisions of the rules and the bye-laws, all appointments to posts under the institute shall be made on probation for a period of one year in case of the Professors and two years in case of all other teaching, non-teaching and administrative staff. The age of superannuation will be as per the Uttar Pradesh Government guidelines and approval of the Board;

(ix) Any service break in the particular year may invite cease of increment (s) and/or losing seniority therein. Unauthorized and unapproved leave will be considered as break in service;

(x) An employee of the Institute shall devote his/her whole time to the service of the Institute and shall not engage directly or indirectly in any trade or business or in private tuition or any other work which may interfere with the proper discharge of his/her duties, but the prohibition herein contained shall not apply to academic work and consultancy practice undertaken with prior express permission of the Director;

(xi) The employees of the Institute shall be governed by the Uttar Pradesh Government Servants Conduct Rules, 1956. Until the employees conduct rules are not published the individual cases may be reported to appointing authority or the Board, as applicable;

(xii) The service of a temporary member of staff, may be terminated by the appointing authority by giving one-month notice or salary in lieu of notice without assigning any reason to it;

(xiii) The appointing authority shall have the power to terminate the services of any member of the staff with one month of notice or salary in lieu without any cause assigned during the period of probation;

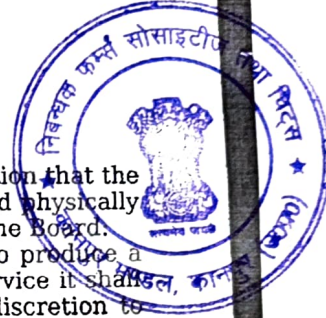
(xiv) The appointing authority shall have the power to terminate the service of a member of staff by giving him/her three months' notice or pay in lieu thereof in case he/she is found by the Board, to be physically or mentally unfit for service in the Institute;

(xv) The Board shall have the power to terminate the services of any permanent member of the staff on ground of retrenchment or economy by giving the person concerned three months' notice or pay in lieu thereof;

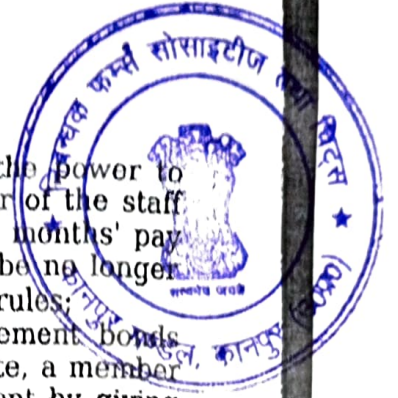
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(xvi) The appointing authority shall have the power to terminate the service of any permanent member of the staff by giving him/her three months' notice or three months' pay in lieu thereof, if his/her services are found to be no longer required by the Institute or found disobedient of rules;

(xvii) Save as otherwise provided in agreement bonds executed between the employee and the Institute, a member of staff may be relieved from his/her engagement by giving three months' notice in writing if confirmed and one-month notice if under probation period to the appointing authority. The appointing authority may, for sufficient reasons to be recorded, reduce this period;

(xviii) The Director may place any member of the staff appointed at the Institute, under suspension under intimation to Chairperson Board if appointing authority is Board, in case of,—

- a) Disciplinary proceeding against him/her is contemplated or is pending.
- b) Case against him/her in respect of any criminal offence is under investigation or under trial.
- c) Misconduct is established with superiors
- d) Academic insanity and academic indiscipline like not engaging in academic load.
- e) Creating undesirable disturbances.
- f) Any such act considered to be against the interest of the Institute
- g) Found to be indulging in spreading rumors and polluting academic environment by such act or unauthorized assembly.

(xix) A member of the staff under suspension is entitled to subsistence allowance of such amount not less than one-fourth of his/her pay and not more than one-half of his/her pay as the suspending authority may direct:

Provided that in no case shall the amount of the subsistence allowance exceed the maximum limits of leave salary or half average pay or half average substantive pay up to 90 days. After 90 days of suspension the subsistence allowance will be as per the rules of Government.

c. Taking Part in Politics and Elections

- i. No employee shall take part in politics or be associated with any party or organization which takes part in political activity nor shall she/he subscribe in aid or assist in any manner any political movement or activity.
- ii. No employee shall canvass or otherwise interfere or use her/his influence in connection with or take part in any election to parliament or legislative body or local authority:

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Provided that an employee qualified to vote at such an election may exercise her/his right to vote but she/he will give no indication of her/his vote casting or casted.

- iii. No employee of the Institute shall take part in any agitation and anti-social activity and cannot join any social group of political entity.

d. Connection with Print, Electronic and Social Media

- i. No employee shall, except with the previous sanction of the competent authority, own wholly or in part or conduct or participate in the editing or managing of any periodic newspaper, print, electronic or social media or other publications.
- ii. No employee shall except with the previous sanction of the competent authority participate in any broadcast, either anonymously or in her/his own name or in the name of any other person, in any newspaper, print, electronic or social media. However, it is not applicable for professional academic purposes.
- iii. They shall also not use their personal social media accounts for any political activity or endorse the posts or tweets or blogs of any political figure and also shall not use their accounts in a manner that could reasonably be construed to imply that the institute endorses or sanctions their personal activities in any matter whatsoever. They shall also not post inflammatory message in any online community with the intent of provoking readers into emotional response or political discussions.
- iv. No employee shall engage in any criminal, dishonest, immoral or notoriously disgraceful conduct on social media which may be prejudicial to the institute.
- v. No employee shall indulge in any activity on social media or permit any person dependent on her/him for maintenance or under her/his care or control to undertake any activity on social media which is, or tends directly or indirectly to be, subversive of the institute and the State Government as by law established in the country or in the State.
- vi. No employee shall in any way publish in her/his own name or pseudonym or in the name of others, or make any statement,—
- a. which has the effect of any adverse criticism of any current or recent policy or action of the institute or the State Government;
- b. which is capable of embarrassing the relations between the institute and the State Government or any other institution or



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organization or member of the public.



26. Penalty

Uttar Pradesh Government Servant (Disciplinary and Appeal) Rules, 1999, as amended from time to time, shall be applicable to all staff of the Institute.

27. Tribunal of Arbitration

Any dispute arising out of a contract between the Institute and its staff, shall, on the request of the staff concerned, be referred to a tribunal of arbitration consisting of one member nominated by the BOG, one member nominated by the staff concerned and an umpire appointed by the Chairman, BOG. The decision of the Tribunal thereon shall be final and no suit shall lie in any Court in respect of the matter decided by the Tribunal.

Every such request shall be deemed to be a submission to arbitration within the meaning of the Arbitration and Conciliation Act, 1996 (Act no. 26 of 1996) and all the provisions of the Act shall apply accordingly.

28. Appointment on Contract:

The BOG may, in special circumstances, appoint an eminent person as the teaching staff on contract for a period not exceeding two years, with a provision of renewal for further period of two more years:

Provided that every such appointment and the terms thereof shall be subject to prior approval of the State Government.

29. Temporary Employees:

The service of a member of staff appointed temporarily can be terminated by the appointing authority by giving one calendar month's notice or by paying a sum equivalent to one month's salary in lieu of notice without assigning any reason.

A member of such staff can also terminate his engagement by giving to the appointing authority one month's notice in writing or by paying one month's salary to the Institute. Appointing authority, may for sufficient reason to be recorded, reduce this period.

30. General Provident Fund and Pension:

All the benefits of General Provident Fund and pension shall be provided to the employees of the Institute as approved by the BOG and in accordance with State Government rules applicable from time to time.

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31. Travelling Allowance:

The Institute will observe the same rules in regard to traveling and daily allowances as are enforced by the State Government from time to time.

32. Residential Accommodation for Staff:

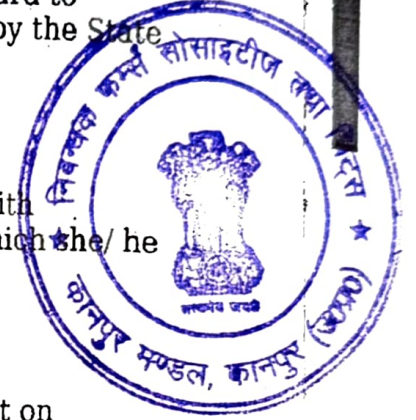
An employee of the Institute may be provided with unfurnished house as licensed, if available in which she/ he shall be required to reside.

33. Appointment On Deputation:

A member of the staff of the Institute can be sent on deputation as per the norms of the State Government.

34. General:

Any matter not covered by the above rules / bye-laws will be governed by the relevant rules applicable to the employees of the State Government for the time being in force till the BOG frames its rules / bye-laws.



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