1 Policy Document

Shrimoni Gurdwara Parbandhak Committee, Sri Amritsar Sahib (SGPC)

For The Institutions of Higher Education under its Management

Part (1) Teaching Staff (Colleges)

Chapter. 1. Appointment, Rules for selection of teachers, Qualifications, Probationary period, Annual Promotion, Deputation, Time of Joining, Rules regarding fixation of pay/salary and approval of posts.

1.1 **Appointment:** -

The teaching staff will be appointed as per the rules laid down from time to time by the concerned University/ Punjab Government/ UGC/ Management. All types of appointments will be made only by giving an advertisement in the newspaper. Appointment will be valid only if the selection has been made by the duly constituted selection committee and the appointment made at regular level has been approved by the concerned university and the appointment made at grant in aid post has been approved by the DPI (Colleges), Punjab and the concerned University. The appointed staff member will also be bound to enter into an agreement with the management. The contract will be filled as per Annexure-I.

1.2 Selection Process for Teachers:

(a) Regular Teaching Staff (Covered): - At the time of selection of regular staff (covered) in the colleges running under the management of Shiromani Gurdwara Parbandhak Committee (SGPC), Sri Amritsar Sahib, the terms and conditions issued by UGC, Relevant Universities, Management and DPI (Colleges), the Punjab Government from time to time will apply. As per the requirement of filling up these vacancies, the Principal of the college will write to the Secretary Education, SGPC through Director Education (SGPC) for advertising the post. After this, the Secretary Education (SGPC) would place advertisement in the newspapers as per the rules of DPI (Colleges), Punjab and the concerned University, through the Director Education (SGPC). The members of the selection committee for interview at the time of selection will be Honourable President or her/ hisrepresentative, Secretary Education (SGPC), Director Education (SGPC), Principal 2 of concerned college, representatives of Vice Chancellor of concerned University, subject experts of concerned University, DPI (Colleges) Punjab representative, subject expert nominated by D.P.I. or the selection committee will be constituted as per the rules laid down by the UGC/ Punjab Government/ concerned University from time to time.

(b) Regular Teaching Staff (Uncovered): - At the time of selection of Regular Teaching Staff (Uncovered) in the colleges running under the management of Shiromani Gurdwara Parbandhak Committee, Sri Amritsar Sahib, terms/ conditions issued from time to time by the UGC/ concerned

University and Management will apply. As per the requirement of filling up these posts, the Principal of the institute would write to the Secretary Education through the Director Education to advertise. After this, Director Education (SGPC) would place the advertisement as per the rules of the concerned University through the Secretary Education (SGPC). The members of the selection committee for interview at the time of selection will be the President or her/ his representative, Secretary Education (SGPC), Director Education (SGPC), Principal of the college, representatives of the Vice Chancellor appointed by the concerned University, and subject experts nominated by the University from time to time or the selection committee will be constituted as per the rules laid down by U.G.C, Punjab Government and concerned University from time to time.

(**c) Ad hoc Teaching Staff:** - At the time of appointment of ad hoc teaching staff in the colleges running under the management of Shiromani Gurdwara Parbandhak Committee, Sri Amritsar Sahib, the terms/ conditions issued from time to time by the UGC/ concerned University and Management will apply. As per the requirement of filling up these vacancies, the Principal of the college would take up the matter of advertisement to the Secretary Education (SGPC) through the Director Education (SGPC). This will be followed by an advertisement in the newspapers by the Director of Education (SGPC) through Secretary Education (SGPC) as per the rules. This appointment will be for only one session and the extension in appointment will be in the hands of college/ institution management keeping in view the work and conduct of the concerned teacher. The Management may also take a decision for fresh/ ad hoc recruitment in the colleges. The members of the selection committee for the interview at the time of appointment will be the President or his representative, the Secretary Education (SGPC), the Director of Education (SGPC), the Principal of the concerned institution and the subject expert. In the event of a special emergency, the 3 appointment can be made for 89 days without prior notice. In such cases, the appointed teacher will have to get the confirmation from the Hon'ble President later.

1.3 Qualifications: - The qualifications of the teaching staff will be according to UGC/ concerned University/ Punjab Government as per the rules laid down from time to time. Only the management of the concerned college/ institute can lower down the qualifications for the appointment of teaching staff on ad hoc basis.

1.4 Probation Period:

(a) Regular Teaching Staff (Covered): - The probation period of regular teaching staff (covered) appointed in the colleges running under the management of Shiromani Gurdwara Parbandhak Committee, Sri Amritsar Sahib will be in accordance with the terms / conditions issued by the D.P.I. Colleges, Punjab Government from time to time.

(b) Regular Teaching Staff (Uncovered): - The probationary period of Regular Teaching Staff (Uncovered) appointed in the colleges functioning under the management of Shiromani Gurdwara Parbandhak Committee, Sri Amritsar Sahib shall be two years. In case the work and conduct is not satisfactory, the probationary period may be extended by one year by informing the concerned. The Principal of the institute shall write a letter to Secretary Education (SGPC) through the Director of Education (SGPC) regarding the extension of the probationary period and a decision in this regard shall be taken by the Education Committee.

(c) After the completion of the probationary period, Education Committee will have the rights to make the decision.

1.5 Annual Promotion –

Annual Promotion, if it was not usually withheld, will be taken as a matter of right. The annual promotion of any teacher can be withheld by the competent authorities if her/ his work and conduct is not found satisfactory. The concerned authority while giving an order of withholding the increment in salary/ promotion will also indicate how long the salary increment will be withheld and whether the withholding shall have the effect of postponing future pay increments or not. The teacher whose annual increment/ promotion was withheld, can appeal to the competent authority.

A. Regular Teaching Staff (Covered): - Annual promotion of the Regular Teaching Staff (Covered) appointed in the colleges running under the management of Shiromani Gurdwara Parbandhak Committee, Sri Amritsar Sahib will be in accordance with the 4 terms/ conditions issued by U.G.C., concerned University, D.P.I. Colleges, Punjab Government and Management from time to time.

B. **Regular Teaching Staff (Uncovered**): - Regarding the promotion of regular teaching staff (Uncovered) appointed in the colleges functioning under Shiromani Gurdwara Parbandhak Committee, Sri Amritsar Sahib, the terms / conditions issued from time to time by the U.G.C., concerned University and Management will apply.

C. It will be necessary to fill the prescribed ACR proforma for the annual promotion. Annual promotion of a teacher will not take place without completing the ACR proforma. Necessary action regarding ACR, Proforma of Teaching Staff will be taken by the Head (Principal) of the college. The Principal's proforma will be filled by the Director of Education (SGPC) for the promotion of the Principal.

D. Date of Annual Promotion: - The date of Annual Promotion is filled as 01st July of the year. If the date of joining of the teacher on duty is the last day of any month, then the concerned will get the annual promotion on the first day of the next month after 12 months. For example, if the date of joining of a teacher on duty is 28-02-2019, then the concerned will get the annual promotion on 01-03-2020. If in the future, any change is made by U.G.C./ Punjab Government in fixing the date of annual promotion, then the changed date of annual promotion will come into effect.

1.6 Deputation: -

Teaching staff from the colleges run by the Shiromani Gurdwara Parbandhak Committee, Sri Amritsar Sahib, cannot go on deputation from one college to another. The Teaching Staff of the colleges cannot be sent on deputation to the educational institutions of the trust nor can the staff of the trust be sent to the colleges.

1.7 Time of Joining: -

Time of joining means the time allotted to a teacher to travel to the new position she/ he has to join, to travel to or from the place where she/ he has been posted. The teachers appointed in the colleges functioning under the management of Shiromani Gurdwara Parbandhak Committee, Sri Amritsar Sahib, will be required to be present on duty in time as per the orders given in the letter of

appointment or after making changes. At the time of regular appointment, if a woman candidate is pregnant or gives birth to a child, the concerned can be made to attend duty later, maximum up to six months.

1.8 Pay/ Salary Fixation Rules: -

1.8.1 Rules regarding Pay/ Salary Fixation: - Regarding the rules for pay/ salary fixation of teaching staff of the colleges running under Shiromani Gurdwara Parbandhak Committee, the terms/conditions issued by UGC/ concerned University/ Management/ D.P.I. (Colleges), Punjab Government from time to time will be applicable.

1.8.2 Payment of allowances: - Payment of allowances to the teachers working in the colleges being run by Shiromani Gurdwara Parbandhak Committee, Sri Amritsar Sahib, the terms and conditions issued from time to time by UGC/ concerned University/ Management/ D.P.I. (Colleges), Punjab Government will be applicable. The decision regarding the allowances to be given to the regular uncovered teaching staff will be taken by the management of the concerned college keeping in view the financial status of the institution.

1**.9 Rules regarding the approval of vacancies of teachers**: -

All the vacancies (filled and vacant) in the colleges running under management of SGPC, Sri Amritsar Sahib will be approved by the Education Committee through the Director of Education (SGPC) and Secretary Education (SGPC), after which further action will be taken by the Secretary Education (SGPC) through the Director of Education (SGPC). Further action will be taken to fill up the posts in anticipation of approval. The number of vacancies will be approved according to the number of courses/ students.

Chapter 2. Leave Rules

The record of the leave will be maintained by the Head of the institution. The details of the leave except casual leave will be duly recorded in the service book of the teacher. The teaching staff cannot claim leave as a matter of right. The right to sanction leave is the prerogative of the Head of the Institution, which will be used by the concerned at their discretion and wisdom, to protect the interest of the institution and the teacher.

2.1 Casual Leave: -

(A) Casual Leave will be available to the teachers as per the rules mentioned below: -

• 10 years' service experience or less of a teacher will get leave = 10 days.

• More than 10 years' service experience but less than 20 years of service experience of a teacher will get leave = 15 days.

• More than 20 years' service experience of a teacher will get leave = 20 days.

• For all female teachers for each year of service = 20 days. 6

(B) Teachers who get leave of 10 days in a year together will be entitled to maximum 2 leave in one month and teachers who get more than 10 days leave in a year will be entitled to take not more than three days leave in a month.

(C) The date on which a teacher completes 10th or 20thyear of service, as the case may be, she/ he will be given leave according to the next scale from that date onwards. If any teacher completes 10 years of service as a teacher on September 30, she/ he will be entitled to 15 days casual leave for the whole year.

(D) An application will be made before availing the benefit of casual leave. The right to grant leave in case of emergency will be exercised by the head of the college/ institute considering the urgency of the situation.

(E) The leave of the Principal shall be sanctioned by the Management/ Governing Body President/ Secretary Education (SGPC)/ Director of Education (SGPC) or any other person authorized by the Management.

2.2 Medical Leave: -

(A) After the completion of the probationary period of a teacher appointed on regular basis, 20 days half paid medical leave will be available for every completed year of service.

(B) On the basis of medical certificate issued by any MBBS doctor or for personal matters, half-paid medical leave, not exceeding half of her/ his due half paid medical leave will be granted to a teacher.

(C) A teacher can get medical leave of maximum 240 days during her/ his tenure of service.

(D) Without prior permission, even leave without medical certificate can be considered as absence without leave which can be converted into leave without pay.

(E) When medical leave is granted, then twice the number of such leave will be counted, and half pay will be deducted from the leave account and a letter should be obtained from the concerned teacher stating that she/ he wants to take half pay leave or commuted leave.

(F) Medical certificate for one day medical leave is not required but one day medical leave will be given only in case, when the concerned teacher has exhausted all the permitted casual leave.

2.3 Earned Leave: -

The teacher who has gone on earned leave will be entitled to a salary equal to the salary she/ he was drawing immediately before she/ he went on leave. After the completion of the probationary period of the teacher appointed on a regular basis, the earned leave will be given after each completed year of service as per the rules of the concerned University/ Punjab Government.

2.4 Maternity Leave: -

Six months (180 days) maternity leave will be granted to the female teacher working on regular grade/ Bilmukta in the colleges functioning under the management of Shiromani Gurdwara Parbandhak Committee, Sri Amritsar Sahib. This leave will be sanctioned only twice in the entire service for two alive children. The right to grant maternity leave will be under the jurisdiction of the

Secretary Education (SGPC) through the Director Education (SGPC). The maternity leave with salary of the female teachers working on contract basis who have been in the service for more than three years, will be sanctioned under the following conditions: -

• On which ESI applies: The number of months for which the leave with pay will be sanctioned as per the rules of ESI.

• On which ESI does not apply: - 45 days leave with pay.

2.5 Overseas Leave: -

The rules regarding the overseas leave for the teachers working in the colleges being run by Shiromani Gurdwara Parbandhak Committee, Sri Amritsar Sahib, will be in accordance with the terms and conditions issued from time to time by concerned University, Management and D.P.I. (Colleges), Punjab Government.

(A) The teacher will be required to obtain no objection certificate from the concerned institution before applying for a visitors visa or any type of visa to go abroad.

(B) After getting visa, the copy of visa, passport copy, affidavit as per the proforma and the application must be submitted to the head of the institution. The teacher must apply for overseas leave at least one month in advance.

(C) The right to sanction overseas leave will be to the authorities as under:- 1. 15 days or less than 15 days leave - Head of the concerned institution 2. 16 days to 30 days leave - Director of Education, SGPC 3. 31 days to 45 days - Secretary Education, SGPC 4. Overseas leave of 46 days or more - Hon'ble President, SGPC

(D) Casual leave cannot be used for overseas leave. Earned leave or commuted leave can only be used.

(E) If a teacher acquires the citizenship of another country, she/ he will not be allowed to avail overseas leave and she/ he has to resign from the job. Honorable President will have the authority, in case the teacher gets Permanent Residence of any country and for such cases, point no. 2.5 (C) won't be applicable.

(F) Long overseas leave will not be granted to any teacher.

(G) Any official/ teacher who attends a workshop/ conference on overseas leave is not entitled to receive TA/DA.

(H) The concerned official/ teacher will not be allowed to stay abroad after the expiration of her/ his overseas leave. If she/ he does so, she/ he will be issued a notice from the concerned authority and given a chance to defend her/ his point after 15 days. If official/ teacher does not show up for duty, the concerned authority will take action against the official/ teacher on the basis of written undertaking given by her/ him and this decision will be taken within six months**.**

2.6 Leave without pay: -

The teachers working in colleges running under Shiromani Gurdwara Parbandhak Committee, Sri Amritsar Sahib, will be allowed to take leave without pay only for two years. After this, leave without pay will not be given to any teacher.

(A)The rights to grant leave to the teachers regarding the leave without pay by the authorities are as follows:-

1) Leave without pay of 15 days or less than 15 days - Head of the concerned institution

2) Leave without pay of 16 days to 30 days - Director of Education, SGPC

3) Leave without pay of 31 days to 45 days – Secretary Education, SGPC

4) Leave without pay of 46 days or more - Hon'ble President, SGPC

(B) The teacher availing leave without pay for more than 46 days will be allowed to join the duty, only if she/ he provides prescribed affidavit.

2.7 Leave sanctioned to 'Bilmukta' employees: - Bilmukta teaching staff working in the college will be given only casual leave, as per point no. 2.1 of this chapter. Maternity leave will be sanctioned as per point no. 2.4. No other type of leave will be given to 'bilmukta' employees.

Chapter 3 Maintaining the Record of Service: -

The personal files, service books and annual confidential reports prepared from time to time of the teachers working in the colleges running under Shiromani Gurdwara Parbandhak Committee, Sri Amritsar Sahib will be maintained regularly. A copy of the entire record will be kept at Directorate Office.

(A) The Principal's service books will be verified by the Secretary Education (SGPC) or the Director of Education (SGPC).

(B) The service books of the teachers of the college will be verified by the head of the institution.

(C) The annual confidential report of each teacher will be written in the prescribed proforma in the month of July every year, and the same will be kept in the office of the Principal of the college. If there is any adverse comment, then the concerned teacher will be communicated and that teacher will have the right to represent the competent authority within three months from the notification of such comment. The orders passed by the Secretary Education (SGPC) through the Director Education (SGPC) will be considered as final.

(D) Details of all types of leave (medical leave, earned leave, leave without pay, etc.) except for casual leave, taken by the principal and teachers should be entered in the service of the concerned.

Chapter 4 General Terms of Service

4.1 Terms of Health and Age: - No teacher will be allowed to join the institution without her/ his health certificate of health fitness issued by the doctor in the prescribed proforma. Apart from this, the rules laid down by the Punjab Government/ Management from time to time regarding the health of the concerned will come into force**.**

4.2 Age of Recruitment in Service: - The day on which a teacher is newly appointed in service or post, she/ he will be asked at the time of appointment to submit the birth certificate issued by the Registrar, Birth and Death, and in the absence of such certificate, she/ he will be asked to provide a certified copy of 10th class certificate. The recruitment age in service will be in accordance with the rules and regulations issued from time to time by the UGC, concerned University, Management and DPI (Colleges), Punjab Government. The age limit for recruitment of employees will be minimum 18 years and maximum 37 years. SC/ST Category employees will be exempted from the above stated upper age limit of five years.

4.3 Persistent Absence from Duty: - Unless the leave is extended by the competent authority for leave, a teacher who is absent from duty after the completion of her/ his leave, will not be entitled to the salary received. If a teacher is continuously absent during the year, then her/ his post will be considered as vacant. If a teacher is absent for more than a week and joins her/ his duty after giving inquiry/ explanation as per the rules, the time of absence will be considered as a break in duty.

4.4 Retirement: - Retirement age of teachers will be 60 years and any teacher can seek retirement before the age of 60 years as per the rules. If a teacher's service falls on the first day of the retirement month, then she/ he will retire on the last day of the previous month and if a teacher's service falls after the second day of retirement month, then she/ he will retire on the last day of that month.

4.5 The charge of the post: - Before leaving the college, the concerned teacher will handover the charge of the post to the teacher who is capable of fulfilling the responsibility. She/ he will also return all the books, apparatus and furniture etc. She/ he will also pay all charges for residential quarters, municipal tax, water and electricity charges. If she/ he does not do so, the principal will deduct the amount from his last pay or from his provident fund contributed by college/ management. The Principal will handover the charge to the Management/ Competent Authority.

4.6 Termination of Service: -

(A) The services of Ad hoc teachers may be terminated by the Appointing Authority without giving any reason or issuing any notice.

(B) The services of a teacher appointed on probation can be terminated, if her/ his work and conduct is not satisfactory. If the appointed teacher on the probationary period wants to resigns from her/ his service, she/ he will be bound to give one month written notice to the college. If the teacher will not give notice, then she/ he will give one month's salary in return for the notice or the same amount of money which is less than one month's term. The appointing authority should not issue the discharge slip. 10

(C) Apart from the above mentioned points (A) & (B), the terms/conditions related to termination of services issued by the Punjab Government from time to time will apply.

Chapter 5 Actions and Conduct

5.1 General:

(1) Every Shiromani Gurdwara Parbandhak Committee employee:

i) Will maintain full integrity at all times.

ii) Will maintain full devotion to duties.

iii) Won't do anything which is unbecoming for Shiromani Gurdwara Parbandhak Committee.

iv) Will Inform her/ his appointing official about her/ his new address and temporary address.

(2)

i) Every effort will be made by the head of the institution to ensure the integrity and dedication of the employees under her/ his authority.

5.2 Regarding participation in Politics and Elections: -

i) Shiromani Gurdwara Parbandhak Committee employee should not be a member of any such political party or organization or give assistance in any political movement or activity.

ii) It will be the duty of the employee of Shiromani Gurdwara Parbandhak Committee that she/ he won't be assisting any of her/ his family member in any activity which is directly or indirectly related to destruction or dismantling of the government established under the law or breaking the law. If so, the action will be taken, and where the employee fails to prevent her/ his family member from doing so, she/ he will notify the designated authority.

(iii) If a question arises as to whether there is any such party or whether an institution participates in politics or any move or activity which falls under the rule (i), the decision of the management will be final.

(iv) Shiromani Gurdwara Parbandhak Committee (SGPC) employee will not canvass for vote, he will not build favourable public opinion, he will not interfere or influence or participate in any Vidhan Sabha or local body elections. But, if so: The employee of Shiromani Gurdwara Parbandhak Committee who is eligible to vote in such elections, but where she/ he does so, she/ he will not do anything that will influence the vote in favour of someone or reveal about the casted vote.

5.3 Joining of Association by Shiromani Gurdwara Parbandhak Committee Employee: -

No employee of Shiromani Gurdwara Parbandhak Committee will join and become a member of any Sabha or association, which will hamper the sovereignty, integrity, public system and ethics of the nation.

5.4 Demonstration and Strikes: -

Any employee of Shiromani Gurdwara Parbandhak Committee:

(i) Will not take part in a demonstration which will affect the sovereignty, integrity, national security, cordial relations among foreign nations, public system, morals and ethics, 11 or contempt of court, encouraging for losses or crime. She/ he will not instigate or provoke any kind of harm or crime.

(ii) From now on, the employee shall not carry out any kind of strike which is related to her/ his service matters or any other employee. She/ he shall not incite others to do so, nor shall she/ he resort to any kind of physical pressure.

5.5. Connection with Press or Radio:

- No employee of Shiromani Gurdwara Parbandhak Committee shall participate in administration of any newspaper, in publication of any magazine or perform role in editorial board without the prior approval of the authorities. She/ he will not take part in radio broadcast, nor will any news channel or TV channel. She/ he will not write any article for any newspaper or magazine in her/ his name or in the name of any other person. But there is no need to get such approval for a 'purely literary', 'artistic' or 'scientific' article**.**

5.6 Criticism: -

No employee shall, through radio broadcasting or any other medium, make any statement or opinion about the facts in public in her/ his name or in the name of any other person or in the name of any document or correspondence with the press about or against the Shiromani Gurdwara Parbandhak Committee.

5.7 Unauthorized communication of information: -

Unauthorized communication of information, directly or indirectly, will not be transmitted to any employee or any other person whom she/ he may otherwise perform in accordance with the general or special orders of the management or in performing the prescribed duties in good faith. No employee is authorised for the communication of documents or information.

5.8 Prohibition to give, take or demand dowry: -

Any employee of Shiromani Gurdwara Parbandhak Committee – (I) She/ he will neither give nor take dowry, nor give Abet to anyone to give or take. (ii) Dowry will not be demanded from the parents or guardians of the bride or groom as is the case.

5.9 Insolvency and habitual indebtedness: -

The employee of Shiromani Gurudwara Parbandhak Committee for her/ his private affairs will make an arrangement so that she/ he can save herself/ himself from insolvency or habitual indebtedness. An employee of Shiromani Gurdwara Parbandhak Committee (SGPC) against whom legal action has been taken for recovery of debt or has been declared bankrupt, will immediately inform the concerned officer regarding the legal action. Note: It will be the responsibility of the employee to prove that bankruptcy or indebtedness arises as a result of a situation which cannot be dealt with by the SGPC employee with simple delay or on which she/ he has no control or due to her/ his lavish life style

5.10 Prohibition of Sexual Harassment of Working Women:

No employee working in Shiromani Gurdwara Parbandhak Committee shall perform any act in the workplace which would cause sexual harassment to any woman. Every Shiromani Gurdwara

Parbandhak Committee employee who is Incharge at the workplace will take appropriate steps to prevent sexual harassment of women in the institution.

Explanation: Sexual harassment for the purpose of this rule includes unwelcome, sexually determined, whether direct or otherwise such as: -

(i) contact and tricks
(ii) demand and request for sexual acceptance
(iii) sexually explicit statement
(iv) No other unwanted sexual contact, verbal or non-verbal conduct of any kind.

5.11 No employee shall be influenced or sought to be influenced by the authorities of her/ his college to serve her/ his interests in matters relating to her/ his service to the College.

5.12 No employee of any college will write guides or help books or cheap notes. If she/ he intends to publish a work, she/ he will follow the code of conduct prescribed by the University.

Chapter 6 Transfer Policy.

Transfer means that a teacher goes from the college where she/ he is posted to another college.
(A)There must be a post / subject and workload for the transfer.

(B)No transfer will be made during probation.

(C)There will be no transfer of employee who is appointed at the post of grant-in-aid (covered), contract and on the Ad hoc basis.

(D)The rights to do transfers shall be with the President, Shiromani Gurdwara Parbandhak Committee, Sri Amritsar Sahib.

(E) Under no circumstances, there shall be any transfer from the institutions run by Gurdwaras, trusts to the educational institutions run under the direct management of Shiromani Gurdwara Parbandhak Committee, Sri Amritsar Sahib. In the same way, there will be no transfer in the institutions run by Gurudwaras, trusts from the educational institutions.

(F) Seniority of the transferred employee shall be second to that of her/ his previous employees of the same cadre working in the institution. The following rules will apply to the seniority of the teachers who are working in the colleges running under the management of Shiromani Gurdwara Parbandhak Committee, Sri Amritsar Sahib: -

1. The teacher joining any college after being transferred, her/ his salary will be protected as per the rules but protection in seniority will not be done.

2. After the transfer of an Associate Professor, her/ his seniority will be fixed after the serving Associate Professor in that college and she/ he will be junior to the serving Associate Professor.
3. The above rules will also apply to Assistant Professor after the transfer.

4. If a teacher joins as Assistant Professor after the transfer and later becomes the Associate Professor in the concerned college, she/ he will become senior to the post of Assistant Professor

working in the college but will remain junior to the one who becomes Associate Professor in the college prior to her/ him.

Chapter 7 Rules related to Retirement Benefits to Teachers

7.1 Provident Fund - The terms/ conditions issued from time to time by the concerned University/ Management and the Government of Punjab, regarding the payment of P.F. to the teachers working in the colleges functioning under the management of Shiromani Gurdwara Parbandhak Committee, Sri Amritsar Sahib will be applicable.

7.2 Gratuity: - The terms/ conditions issued from time to time by the concerned University/ Management and the Punjab Government, regarding payment of Gratuity to the teachers working in the colleges functioning under the management of Shiromani Gurdwara Parbandhak Committee, Sri Amritsar Sahib will be applicable.

7.3 Leave-in-Cashment: - The terms/ conditions issued from time to time by the concerned University, Management and Punjab Government regarding payment of leavein-cashment to the teachers working in the colleges functioning under the management of Shiromani Gurdwara Parbandhak Committee, Sri Amritsar Sahib will be applicable.

Chapter 8. Rules related to Seniority of Teachers In the colleges functioning under the management of Shiromani Gurdwara Parbandhak Committee, Sri Amritsar Sahib

The rules related to seniority of teachers are as under:

(A) Each college shall have its own list of seniority of teachers.

(B) The seniority list will consist of Professors, Associate Professors and Assistant Professors respectively.

(C) If an Assistant Professor is promoted to the rank of Associate Professor, she/ he shall be at the top of the Assistant Professor in the Seniority List and at the bottom of the Associate Professors.

(D) After the transfer, the name in new college will be at the bottom of the existing seniority list. Seniority will not be claimed by any teacher. The Assistant Professor will be at the bottom of the Assistant Professor's seniority list after the transfer and this rule will also be applicable to the Associate Professor.

(E) If more than one teacher joins the institution in a day, then the seniority will be counted on the basis of date of birth. The one whose date of birth will be earlier means that the one who is elder will come first in the seniority list. If more than one candidate of the same subject is selected in the same interview, their seniority will be according to the order of the selection.

Chapter 9. Rules related to Travel and Dearness Allowance

The rules regarding TA and DA in the institutions running under the management of Shiromani Gurdwara Parbandhak Committee, Sri Amritsar Sahib will be applicable as per the rules of

Government of Punjab/Concerned University/Management. The decision regarding the allowances to be given to the employees will be taken by the management in view of the financial condition of the concerned institution.

Part (ll) Non-Teaching Staff (Colleges)

Chapter 1. Appointment, Staff Selection Rules, Qualifications, Number of Posts, Probation period, Annual Promotion, Deputation, Joining Time, Rules regarding fixation of Pay/ Salary and Approval of Posts

1.1Appointment: - The appointment of Non-Teaching Staff will be made in accordance with the rules laid down from time to time by the concerned University/ Government of Punjab/ Management. Appointment of any type will be made only by giving an advertisement in the newspaper. The appointment of Non-Teaching Staff (un-aided) to be recruited in the colleges of SGPC has been approved by Secretary Education (SGPC) through the Director of Education (SGPC). This will be confirmed by the President, SGPC. The appointment will be valid only if the selection has been made by the committee. The contract will be filled in accordance with Annexure 3. The appointed staff member will also be bound to enter into an agreement with the management.

1.2 Selection Process for employees: -

(a) Regular Non-Teaching Staff (Covered): - At the time of selection of Regular Staff (Covered) in the colleges functioning under the management of Shiromani Gurdwara Parbandhak Committee (SGPC), Sri Amritsar Sahib, the terms and conditions issued by the concerned University / Management and D.P.I. (Colleges)/ Punjab Government from time to time will be applicable. As per the requirement for filling up these posts, the Principal of the college will write to the Secretary Education (SGPC) through the Director Education (SGPC) for advertising the post. After this, the Secretary Education (SGPC) would place advertisement in the newspapers as per the rules of DPI (Colleges), Punjab, through the Director Education (SGPC). The members of the selection committee for interview at the time of selection will be Secretary Education (SGPC), Director Education (SGPC), the representatives appointed by D.P.I. (Colleges) Punjab. Other representatives may also be nominated by the management.

(b) Regular Non-Teaching Staff (Un-Covered): - The terms/ conditions issued from time to time by the concerned University and Management at the time of selection of Regular Non-Teaching Staff (Uncovered) in the colleges running under the management of Shiromani Gurdwara Parbandhak Committee, Sri Amritsar Sahib shall apply. As per the requirement of filling up these posts, the Principal of the college will write to the Secretary Education (SGPC) through the Director Education (SGPC) to advertise. After this, an advertisement will be placed in the newspapers as per the rules by the Secretary Education (SGPC) through the Director Education (SGPC). The members of the selection committee for interview at the time of selection will be representatives appointed by the Secretary Education (SGPC) and Director Education (SGPC). Other representatives may also be nominated by the management.

(c) Contract or Ad hoc Non-Teaching Staff: - The terms and conditions issued from time to time by the concerned University and Management at the time of selection of Contract or Ad hoc

Non-Teaching Staff in the colleges running under the management of Shiromani Gurdwara Parbandhak Committee, Sri Amritsar Sahib shall apply. As per the requirement of filling up these vacancies, the Principal of the college would write to the Secretary Education (SGPC) through the Director Education (SGPC) to place the advertisement. Subsequently, through the Director Education (SGPC), the Secretary Education (SGPC) will advertise the posts in the newspapers as per the rules. The members of the selection committee for the interview at the time of appointment will be the representatives appointed by the Secretary Education (SGPC) through Director Education (SGPC). Appointments can be made for up to 89 days in special cases without advertisement and without interview. In such cases, the appointed employees will have to get confirmation from Hon'ble President later.

1.3 Qualifications:-

The educational qualifications of the non-teaching staff (un-aided) to be appointed in the colleges of S.G.P.C. will be as under:-

1. **Office Superintendent –**

• Post graduation with at least 50% marks

- At least 08 years of experience as a clerk.
- Knowledge of Computer operating system.
- The post of Office Superintendent will not be filled through direct recruitment and will be filled only through promotion.

2. **Accountant –**
   - M.Com./M.B.A. (Finance) with at least 50% marks
   - Minimum 08 years experience as Accounts Clerk
   - Knowledge of Computer Operating Information.
   - Preference: - Candidates with knowledge of computer accounting will be preferred.

3. Accounts Clerk –

- Graduation in Commerce with at least 50% marks.
- Knowledge of Computer Operation Information.
- Atleast 1 year experience.
- Preference: - Preference will be given to candidates who have knowledge of creating accounts by computer.

4. **Steno Typist** –
   - Graduation with a minimum of 50% marks.
   - Knowledge of Computer operating information.
   - English and Punjabi shorthand speed of 80 words per minute and 30 to 40 words per minute computer typing speed in English and Punjabi.
5. **Office Clerk/ Assistant** –
   - At least 50% marks in Graduation.
   - Knowledge of Computer Operating Information.
   - Minimum 01 year experience.
6. **Lab Attendant** –

- 10 + 2 with Science subject.

7. **Computer Lab Attendant** –
   - 10 + 2 and one year Diploma in Computer from a Certified Institution

8. **Sevadar-** • 10thpass

9. **Sevadar- (Cleaning Service**) • 8 th pass.

1.4 No. of posts: - Post Upto 500 students 501-1000 1001- 1500 1501- 2500 2501- 3500 >3501 Office Assistant/ Clerk 1 2 2 3 4 5 Typist-cum Clerk 1 1 1 2 2 3 Accounts Clerk 1 1 2 2 3 4 Accountant - - -- -- 1 1 1 Office Superintendent -- -- -- 1 1 1 Superintendent Accounts -- -- -- -- 1 1 The number of library staff, laboratory staff and class IV staff will also depend on the number of students.

1.5 Probation Period:

(a) Regular Non-teaching Staff (Covered): - The probation period of regular Nonteaching Staff (covered) appointed in the colleges running under the management of Shiromani Gurdwara Parbandhak Committee, Sri Amritsar Sahib will be in accordance with the terms/ conditions issued by the D.P.I. Colleges, Punjab Government from time to time.

(b) Regular Non-teaching Staff (Uncovered): - The probationary period of Regular Nonteaching Staff (Uncovered) appointed in the colleges functioning under the management of Shiromani Gurdwara Parbandhak Committee, Sri Amritsar Sahib shall be three years. In case the work and conduct is not satisfactory, the probationary period may be extended by one year by informing the concerned. The Principal of the college shall write a letter to Secretary Education (SGPC) through the Director of Education (SGPC) regarding the extension of the probationary period and a decision in this regard shall be taken by the Education Committee.

(c) After the completion of the probationary period, Education Committee will have the rights to make the decision.

1.6 Annual Promotion: - Annual Promotion, if it was not usually withheld, will be taken as a matter of right. The annual promotion of any teacher can be withheld by the competent authorities if his work and conduct is not found satisfactory. The concerned authority while giving an order of withholding the increment in salary/ promotion will also indicate how long the salary increment will be withheld and whether the withholding shall have the effect of postponing future pay increments or not. Regarding the annual promotion of regular employees working in the colleges running under SGPC, Sri Amritsar Sahib, the terms and conditions issued by Management and Punjab Government from time to time will apply.

(A) Regular Non-Teaching Staff (Covered): - Annual promotion to the Regular NonTeaching Staff (Covered) appointed in the colleges running under the management of Shiromani Gurdwara Parbandhak Committee, Sri Amritsar Sahib will be in accordance with the terms/ conditions issued by Management and Punjab Government from time to time. (B) Regular Non-Teaching Staff (Uncovered): - Regarding the promotion of regular non-teaching staff (Uncovered) appointed in the colleges functioning under Shiromani Gurdwara Parbandhak Committee, Sri Amritsar Sahib, the terms / conditions issued from time to time by the Management and Punjab Government will apply. **(C) Date of Annual Promotion**: - The date of Annual Promotion to be given to the employees will be

1st April if the date of joining of the employee is from 1st October to 31st March. If the date of joining is from 1st April to 30th September, then the date of annual increment will be 1st October.
1.7 Deputation: - Non-teaching staff from the colleges run by the Shiromani Gurdwara Parbandhak Committee, Sri Amritsar Sahib, cannot go on deputation from one college to another

. 1.8 Time of Joining: - Time of joining means the time allotted to an employee to travel to the new position she/ he has to join, to travel to or from the place where she/ he has been posted. The employees appointed in the colleges functioning under the management of Shiromani Gurdwara Parbandhak Committee, Sri Amritsar Sahib, will be required to be present on duty in time as per the orders given in the letter of appointment or after making changes. At the time of regular appointment, if a woman candidate is pregnant or gives birth to a child, the concerned can be made to attend duty later, maximum up to six months**.**

1.9 Pay/ Salary Fixation Rules: -

1.9.1 Rules regarding Pay/ Salary Fixation: - Regarding the rules for pay/ salary fixation of non-teaching staff of the colleges running under Shiromani Gurdwara Parbandhak Committee, the terms/conditions issued by the Management from time to time will be applicable.

1.9.2 Payment of allowances: - Payment of allowances to the employees working in the colleges being run by Shiromani Gurdwara Parbandhak Committee, Sri Amritsar Sahib, the terms and conditions issued from time to time by the Management and Punjab Government will be applicable. The decision regarding the allowances to be given to the regular uncovered Non- teaching staff will be taken by the management of the concerned college keeping in view the financial status of the institution.

1.10 Rules regarding the approval of vacancies: - All the vacancies (Filled and Vacant) in the colleges running under the management of SGPC, Sri Amritsar Sahib will be approved by the Education Committee through the Director of Education (SGPC) and Secretary Education (SGPC), after which further action will be taken by the Secretary Education (SGPC) through the Director of Education (SGPC). Further action will be taken to fill up the posts in anticipation of approval. The number of vacancies will be approved as per the requirement of the college.

Chapter 2. Leave Rules

The record of the leave will be maintained by the Head of the institution. The details of the leave except casual leave will be duly recorded in the service book of the employee. The non-teaching staff cannot claim leave as a matter of right. The right to sanction leave is the prerogative of the Head of the Institution, which will be used by the concerned at their discretion and wisdom, to protect the interest of the institution and the employee.

2.1Casual Leave: -

(A) Casual Leave will be available to the employees as per the rules mentioned below:-

• 10 years service experience or less of an employee will get leave = 10 days.

• More than 10 years service experience but less than 20 years of service experience of an employee will get leave = 15 days.

• More than 20 years service experience of an employee will get leave = 20 days.

• For all female employees for each year of service = 20 days.

(B) The employees (males) working on contract basis can avail 10 casual leave and the females can avail 20 casual leave in one year.

(C) The employees who get leave of 10 days in a year together will be entitled to maximum two leave in one month and the employees who get more than 10 days leave in a year will be entitled to take not more than three days leave in a month.

(D) An application will be made before availing the benefit of casual leave. The right to grant leave in case of emergency will be exercised by the head of the college/ institution considering the urgency of the situation.

(E) The Principal shall have the authority to sanction the casual leave of the employees working under his administration.

(F) If any employee (regular) does not report on duty throughout one calendar year, then during this period, she/ he can claim casual leave, according to the time period of her/ his service during this one calendar year**.**

2.2 Medical Leave: -

(A) After the completion of the probationary period of an employee appointed on basis, 20 days half paid medical leave will be eligible for every completed year of service.

(B)On the basis of medical certificate issued by any MBBS doctor or for personal matters, half-paid medical leave, not exceeding half of her/ his due half paid medical leave will be granted to an employee.

(C)An employee can get medical leave of maximum 240 days during her/ his tenure of service.

(D) Without prior permission, even leave without medical certificate can be considered as absence without leave which can be converted into leave without pay.

(E) When medical leave is granted, then twice the number of such leave will be counted, and half pay will be deducted from the leave account and a letter should be obtained from the concerned employee stating that she/ he wants to take half pay leave or commuted leave.

(F) Medical certificate for one day medical leave is not required but one day medical leave will be given only in case, when the concerned employee has exhausted all the permitted casual leave.

2.3 Earned Leave: -

The employee who has gone on earned leave will be entitled to a salary equal to the salary she/ he was drawing immediately before she/ he went on leave. After the completion of the probationary period of the employee appointed on a regular basis, the earned leave will be given after each completed year of service as per the rules of the concerned University. The employees working on contract basis can’t avail earned leave.

2.4 Maternity Leave: - Six months (180 days) maternity leave will be granted to the female employees working on regular grade/ Bilmukta in the colleges functioning under the management of Shiromani Gurdwara Parbandhak Committee, Sri Amritsar Sahib. This kind of leave will be sanctioned only twice in the entire service for two alive children. The right to grant maternity leave will be under the jurisdiction of the Secretary Education (SGPC) through the Director Education (SGPC). The maternity leave with salary of the female employees working on contract basis who have been in the service for more than three years will be sanctioned under the following conditions:-

- On which ESI applies: The number of months for which the leave with pay will be sanctioned as per the rules of ESI.
- On which ESI does not apply: 45 days leave with pay.

2.5 Overseas leave: - The rules regarding the overseas leave for the employees working in the colleges being run by Shiromani Gurdwara Parbandhak Committee, Sri Amritsar Sahib, will be in accordance with the terms and conditions issued from time to time by concerned University, Management and D.P.I. (Colleges), Punjab Government.

(A) The employee will be required to obtain no objection certificate from the concerned institution before applying for a visitors visa or any type of visa to go abroad.

(B)After getting visa, the copy of visa, passport copy, affidavit as per the proforma and the application must be submitted to the head of the institution. The employee must apply for overseas leave at least one month in advance.

(C)The right to sanction overseas leave will be to the authorities as under:- 1) 15 days or less than 15 days leave - Head of the concerned institution 2) 16 days to 30 days leave - Director of Education (SGPC) 3) 31 days to 45 days leave - Secretary Education (SGPC) 4) Overseas leave of 46 days or more - Hon'ble President (SGPC)

(D) Casual leave cannot be used for overseas leave. Earned leave or commuted leave can only be used.

(E)If any employee acquires the citizenship of another country, she/ he will not be allowed to avail overseas leave and she/ he has to resign from the job. Honorable President will have the authority, in case the teacher gets Permanent Residence of any country and for such cases, point no. 2.5 (C) won't be applicable.

(F) No employee will be given overseas leave a long duration.

(G) Any employee who attends a workshop/ conference on overseas leave is not entitled to receive TA/DA.

(H) The concerned official/ employee will not be allowed to stay abroad after the expiration of her/ his leave. If she/ he does so, she/ he will be issued a notice from the concerned authority and given a chance to defend her/ his point after 15 days. If the subsequent official/ employee does not show up for duty, the concerned authority will take action against the employee on the basis of written undertaking given by her/ him. The decision regarding this will be taken within 6 months.

2.6 Leave without pay: -

The employees working in colleges running under Shiromani Gurdwara Parbandhak Committee, Sri Amritsar Sahib, will be allowed to take leave without pay only for two years. After this, leave without pay will not be given to any employee.

(A) The right to grant leave to the employees regarding the leave without pay by the authorities are as follows:-

1) Leave without pay of 15 days or less than 15 days - Head of the concerned institution.
2) Leave without pay of 16 days to 30 days - Director of Education (SGPC).
3) Leave without pay of 31 days to 45 days – Secretary Education (SGPC).
4) Leave without pay of 46 days or more - Hon'ble President (SGPC).

(B) The employee availing leave without pay for more than 46 days will be allowed to join the duty, only if she/ he provides prescribed affidavit.

2.7 Leave sanctioned to 'Bilmukta' employees: - Bilmukta non-teaching staff working in the college will be given only casual leave, as per point no. 2.1 of this chapter. Maternity leave will be sanctioned as per point no. 2.4. No other type of leave will be given to 'bilmukta' employees.

Chapter 3. Maintaining the Record of Service: - The personal files, service files and annual confidential reports from time to time will be filled by the employees working in the colleges functioning under the management of Shiromani Gurdwara Parbandhak Committee, Sri Amritsar Sahib. The entire record will be kept at the Directorate office.

(A) The service books of the employees of the college shall be attested by the Head of the institution.

(B) The employee's annual confidential report will be filled in the prescribed proforma. Employees whose promotion is due in the month of April will have their annual confidential report written in March, and employees whose promotion is due in October will have their annual confidential report written in September.

(C) Details of all the leave taken by the employees except for casual leave should be entered in the service book of the concerned.

Chapter 4:- General Terms of Service

4.1 Terms of Health and Age: - No employee will be allowed to join the institution without her/ his health certificate of health fitness issued by the doctor in the prescribed proforma. Apart from this, the rules laid down by the Punjab Government/ Management from time to time regarding the health of the concerned will come into force.

4.2 Age of Recruitment in Service: - The day on which an employee is newly appointed in service or post, he will be asked at the time of appointment to submit the birth certificate issued by the Registrar, Birth & Death, and in the absence of such certificate, she/ he will be asked to provide a certified copy of 10th class certificate. The recruitment age in Service will be in accordance with the rules and regulations issued from time to time by the concerned University, Management and DPI (Colleges), Punjab Government. The age limit for recruitment of employees will be minimum 18 years and maximum 37 years. SC/ST Category employees will be exempted from the above stated upper age limit of five years.

4.3 Persistent Absence from Duty: - Unless the leave is extended by the competent authority, an employee who is absent from duty after the completion of her/ his leave, will not be entitled to the salary received. If an employee is continuously absent during the year, then, her/ his post will be considered as 22 vacant. If any employee is absent for more than a week and joins her/ his duty after giving inquiry/ explanation as per the rules, the time of absence will be considered as a break in duty.

4.4 Retirement: - Retirement age of the employees will be 60 years and any employee can seek retirement before the age of 60 years as per the rules. If an employee's service falls on the first day of the retirement month, then she/ he will retire on the last day of the previous

month and if an employee's service falls after the second day of retirement month, then she/ he will retire on the last day of that month.

4.5 The charge of the post: - Before leaving the college, the concerned employee will handover the charge of the post to any employee who is capable of fulfilling the responsibility. She/ he will also return all the books, apparatus and furniture etc. She/ he will also pay all charges for residential quarters, municipal tax, water and electricity charges, etc. If she/ he does not do so, the principal will deduct the amount from her/ his last pay or from her/ his provident fund contributed by the college/ management.

4.6 Termination of Service: - (A) The services of Ad hoc employees may be terminated by the Appointing Authority without giving any reason or issuing any notice.

(B) The services of an employee appointed on probation can be terminated, if her/ his work and conduct is not satisfactory. If an appointed employee during the probation period, wants to resign from her/ his service, then she/ he will be bound to give one month notice in writing to the college. If the concerned employee will not give notice, then she/ he will give one month's salary in return for the notice or the same amount of money which is less than one month's term. The appointing authority should not issue discharge slip.

(C) Apart from the above mentioned points (A) and (B), the terms/conditions related to termination of services issued by the Punjab Government from time to time will apply.

Chapter 5 Actions and Conduct: -

5.1 General:

(1) Every Shiromani Gurdwara Parbandhak Committee employee:

i) Will maintain full integrity at all times.

ii) Will maintain full devotion to duties

iii) Won't do anything which is unbecoming for Shiromani Gurdwara Parbandhak Committee.

iv) Will Inform her/ his appointing official about her/ his new address and temporary address.

(2) i) Every effort will be made by the head of the institution to ensure the integrity and dedication of the employees under her/ his authority.

5.2 Regarding participation in Politics and Elections: -

i) Shiromani Gurdwara Parbandhak Committee employee should not be a member of any such political party or organization or give assistance in any political movement or activity.

ii) It will be the duty of the employee of Shiromani Gurdwara Parbandhak Committee that she/ he won't be assisting any of her/ his family member in any activity which is directly or indirectly related to destruction or dismantling of the government established under the law or breaking the law. If so, the action will be taken, and where the employee fails to prevent her/ his family member from doing so, she/ he will notify the designated authority.

(iii) If a question arises as to whether there is any such party or whether an institution participates in politics or any move or activity which falls under the rule (i), the decision of the management will be final.

(iv) Shiromani Gurdwara Parbandhak Committee (SGPC) employee will not canvass for vote, she/ he will not build favourable public opinion, she/ he will not interfere or influence or participate in any Vidhan Sabha or local body elections. But, if so: The employee of Shiromani Gurdwara Parbandhak Committee, who is eligible to vote in such elections, but

where she/ he does so, she/ he will not do anything that will influence the vote in favour of someone or reveal about the casted vote**.**

5.3 Joining of Association by Shiromani Gurdwara Parbandhak Committee Employee: - No employee of Shiromani Gurdwara Parbandhak Committee will join and become a member of any Sabha or association, which will hamper the sovereignty, integrity, public system and ethics of the nation

5.4 Demonstration and Strikes: - Any employee of Shiromani Gurdwara Parbandhak Committee:

(i) Will not take part in a demonstration which will affect the sovereignty, integrity, national security, cordial relations among foreign nations, public system, morals and ethics, or contempt of court, encouraging for losses or crime. She/ he will not instigate or provoke any kind of harm or crime.

(ii) From now on, the employee shall not carry out any kind of strike which is related to her/ his service matters or any other employee. She/ he shall not incite others to do so, nor shall she/ he resort to any kind of physical pressure.

5.5. Connection with Press or Radio: - No employee of Shiromani Gurdwara Parbandhak Committee shall participate in administration of any newspaper, in publication of any magazine or perform role in editorial board without the prior approval of the authorities. She/ he will not take part in radio broadcast, nor will any news channel or TV channel. She/ he will not write any article for any newspaper or magazine in her/ his name or in the name of any other person. But there is no need to get such approval for a 'purely literary', 'artistic' or 'scientific' article.

5.6 Criticism: - No employee shall, through radio broadcasting or any other medium, make any statement or opinion about the facts in public in her/ his name or in the name of any other person or in the name of any document or correspondence with the press about or against the Shiromani Gurdwara Parbandhak Committee.

5.7 Unauthorized communication of information: - Unauthorized communication of information, directly or indirectly, will not be communicated to any employee or any other person whom she/ he may otherwise perform in accordance with the general or special orders of the management or in performing the prescribed duties in good faith. No employee is authorised for the transmission of documents or information.

5.8 Prohibition to give, take or demand dowry: - Any employee of Shiromani Gurdwara Parbandhak Committee –

(I) She/ he will neither give nor take dowry, nor give Abet to anyone to give or take.

(ii) Dowry will not be demanded from the parents or guardians of the bride or groom as is the case.

5.9 Insolvency and habitual indebtedness: - The employee of Shiromani Gurudwara Parbandhak Committee for her/ his private affairs will make an arrangement so that she/ he can save herself/ himself from insolvency or habitual indebtedness. An employee of Shiromani Gurdwara Parbandhak Committee (SGPC) against whom legal action has been taken for recovery of debt or has been declared bankrupt, will immediately inform the concerned officer regarding the legal action. Note: It will be the responsibility of the employee to prove that bankruptcy or indebtedness arises as a result of a situation which cannot be dealt with by the SGPC employee with simple delay or on which she/ he has no control or due to her/ his lavish life style.

5.10 Prohibition of Sexual Harassment of Working Women: - No employee working in Shiromani Gurdwara Parbandhak Committee shall perform any act in the workplace which would cause sexual harassment to any woman. Every Shiromani Gurdwara Parbandhak Committee employee who is incharge at the workplace will take appropriate steps to prevent sexual harassment of women in the institution. Explanation: Sexual harassment for the purpose of this rule includes unwelcome, sexually determined, whether direct or otherwise such as: -

(i) contact and tricks

(ii) demand and request for sexual acceptance

(iii) sexually explicit statement

(iv) No other unwanted sexual contact, verbal or non-verbal conduct of any kind.

5.11 No employee shall be influenced or sought to be influenced by the authorities of her/ his college to serve her/ his interests in matters relating to her/ his service to the College.

5.12 No employee of any college will write guides or help books or cheap notes. If she/ he intends to publish a work, she/ he will follow the code of conduct prescribed by the University**.**

Chapter 6. Transfer Policy

Transfer means that an employee goes from the college where she/ he is posted to another college.

(A)There must be a post / subject and workload for the transfer.

(B)No transfer will be made during probation.

(C)There will be no transfer of employee who is appointed at the post of grant-in-aid (covered), contract and on the Ad hoc basis.

(D)The rights to do transfers shall be with the President, Shiromani Gurdwara Parbandhak Committee, Sri Amritsar Sahib.

(E) Under no circumstances, there shall be any transfer from the institutions run by Gurdwaras, trusts to the educational institutions run under the direct management of Shiromani Gurdwara Parbandhak Committee, Sri Amritsar Sahib. In the same way, there will be no transfer in the institutions run by Gurudwaras, trusts from the educational institutions.

(F) Seniority of the transferred employee shall be second to that of her/ his previous employees of the same cadre working in the institution

. Chapter 7. Rules for Retirement Benefits to the Employees

7.1 Provident Fund - The terms/ conditions issued from time to time by the concerned University/ Management and the Government of Punjab, regarding the payment of P.F. to the employees working in the colleges functioning under the management of Shiromani Gurdwara Parbandhak Committee, Sri Amritsar Sahib will apply.

7.2 Gratuity: - The terms/ conditions issued from time to time by the concerned University/ Management and the Punjab Government, regarding payment of Gratuity to the employees working in the colleges functioning under the management of Shiromani Gurdwara Parbandhak Committee, Sri Amritsar Sahib will be applicable.

7.3 Leave-in-Cashment: - The terms/ conditions issued from time to time by the concerned University, Management and Punjab Government regarding payment of leavein-Cashment to the employees working in the colleges functioning under the management of Shiromani Gurdwara Parbandhak Committee, Sri Amritsar Sahib will be applicable. Chapter 8. Rules

related to Seniority of Employees In the colleges functioning under the management of Shiromani Gurdwara Parbandhak Committee, Sri Amritsar Sahib, the rules related to seniority of employees are as under:

(A) Every college shall have its own list of seniority of the employees.

(B) The seniority list will be made according to the grade received by the employees. If the grade of the employees is equal, then the one who has been appointed earlier will be senior.

(C) After the transfer, the name of the employee being transferred in the new college will be at the lowest in the existing seniority list according to the grade. Seniority will not be claimed by any employee.

(D) If more than one employee joins the institution in a day, then seniority will be calculated on the basis of date of birth. The one whose date of birth will be earlier means the one who is elder will come first in the seniority list. If more than one employee is selected for the same post in the same interview, their seniority will be according to the order of selection.

Chapter 9. Rules related to Travel and Dearness Allowance

The rules related to Travel and Dearness Allowance will be applicable in the institutions functioning under the management of Shiromani Gurdwara Parbandhak Committee, Sri Amritsar Sahib, as per rules of Government of Punjab/ concerned University. The decision regarding the allowances to be given to the employees will be taken by the management in view of the financial condition of the concerned institution. Part (III) Finances The accounts of the institution will correspond to the financial year which will be from 1st April to 31st March of the following year. The accounts of the institution shall be kept by the competent authority.

(A) Fees/ Funds of the Institution: - All the amount received from the accounts of the college will be paid by the college Principal through her/ his authority to Superintendent/ Accountant/ Accounts Clerk/ Clerk of the College. This will be the responsibility of the Principal. The fees charged under the various heads as follows:

1. Under Grant in Aid funds.
2. Under Management funds.

(B) Expenditure: - All the bills shall be checked by the official to whom this duty will be assigned and in case of recovery signed by any other official or officials nominated by the concerned for this purpose. Student Fund, UGC Fund, DST and DBT funds. Bills under these funds can be paid by check only by the Principal and also under management funds bills up to Rs. 10,000 / - can be paid by the Principal only. While paying bills of more than Rs. 10,000 by check, the authority has the power to sign either by the Principal and the Secretary/ Additional Secretary/ Deputy Secretary/ Director of Education. All expenditure should be made with the prior approval of the competent authority under the budget allotment for that year. Quotations up to Rs. 10,000 / - will not be required at the time of expenditure.

(C) Budget: - The budget of the institution should be prepared in accordance with the rules and regulations laid down by budget office of Shiromani Gurdwara Parbandhak Committee, Sri Amritsar Sahib from time to time.

(D) Audit: - The audit of the institution should be conducted as per the rules/ instructions laid down from time to time by Shiromani Gurdwara Parbandhak Committee, Sri Amritsar Sahib.

(E) Accounts and Books: - Accounts and books will be kept as per rules/ instructions laid down by the concerned University/ Government and Management from time to time. The required stock registers will be prepared by the institution and staff training will be done from time to time. All vouchers supporting the expenditure items will be kept for a period of up to eight years/ till the time of audit. Vouchers after audit for more than eight years may be issued by the Director Education (SGPC) after the approval of the Secretary Education (SGPC) but all the books related to accounting should be kept.

Part - (IV) Dismissal, Removal, Suspension and Resignation The decision regarding dismissal, removal, suspension and resignation will be taken, with the consultation of the Legal Panel appointed by the Shiromani Gurdwara Parbandhak Committee, Sri Amritsar Sahib. The Head of the institution should inform the Secretary Education (SGPC) through the Director of Education (SGPC) regarding such decision being taken against any employee. In case of moral turpitude or misconduct, the management will have the right to suspend the concerned employee with immediate effect. The period of suspension shall not exceed six months, within which case will be decided. An allowance will be paid to the employee during the period of suspension, which will be equal to half of the amount of her/ his salary. If the employee is eventually removed from service, no notice will be given for a period of time for such removal and no pay will be given in lieu of notice.

Resignation: - Regular employee may terminate her/ his bond at any time by giving three months written notice to the management or in return giving three months basic salary. During the probationary period and when an employee is holding a temporary appointment, the period of notice required by both the sides shall be one month or one month's salary in lieu thereof.