



# **DATTAKALA SHIKSHAN SANSTHA**

(Regd. No. MAH/917/2006/Pune, Date 16/05/2006 & F-21390 dt.08/12/2006)

Gat No.541/527, Off.Pune-Solapur Highway A/P: Swami Chincholi,

Tal: Daund, Pune . Ph- 02117- 203183 / 84 Website:- dattakala.edu.in,

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## **Rules & Regulations of Service**

The staff member joined in Dattakala Shikshan Sanstha should carefully read the following rules, regulations, terms and conditions. Every staff should follow these rules strictly.

1. You shall submit the original as well as certified true copies of relevant testimonials such as Birth Date Certificate, Mark sheet, Experience Certificate, discharge /relieving Certificate from your previous employer, last pay certificate, caste certificate, caste validity certificate, Non creamy layer Certificate, change of name Certificate (if any /as applicable for the nature of post), PAN Card, Adhar Card, Voter Card etc. within 15 days from date of this letter.
2. You will be allowed to join the duties on producing of-
  - i) Two Passport size photographs.
  - ii) Character certificate from the police station of (1) nearer to your permanent or residential address (2) nearer to your college from where you have completed your education. (3) nearer to the institutions where you had worked.
3. The college working is for six days in a week. Sunday is weekly holiday. You will be given Leaves / Holidays as per the college rules. However; you may be called for duty if required on these days.
4. Your future increments will depend directly on your performance of duties and the reliability of your contribution to the stature of the college.
5. You will not engage yourself in any other full time or part time job / education during your service, without the permission of the Secretary / President of Dattakala Shikshan Sanstha. You will employ yourself efficiently to the best of your ability and will devote your whole time to the work of the Dattakala Shikshan Sanstha and you will not engage yourself directly or indirectly either honorary or on remuneration in any other service or in any trade, business, vocation or occupation.
6. You are required to give the correct mailing address as soon as you join the duties and any change in the address given earlier should be communicated to the principal .It will be presumed that any letter sent by Registered post Acknowledgment Due (RPAD) on the address given ,shall be deemed to have been acknowledged duly signed by you.
7. Your appointment is subject to the minimum number of students and workload prescribed for the post.
8. If you avail accommodation facility .you will have to pay the rent, electricity charges, water charges etc .as per the rules and regulations of the trust .you are also required to give bond for residing in the staff quarter.
9. **PLACE OF POSTING :**  
Your positing will be presently at **Dattakala Group of Institutions Faculty of Engineering, At-post Swami-Chincholi (Bhigwan), Tal -Daund, Dist- Pune 413130**. Functionally you will be reporting to the **Principal**, Dattakala Group of Institutions Faculty of Engineering, Swami-Chincholi.

**10. SALARY ALLOWANCES AND BENEFITS :**

You will be paid as per AICTE pay scale. / Savitribai Phule Pune University / Govt. of Maharashtra norms / MSBTE / PCI / Institute Norms.

**11. TRANSFER :**

During the period of your tenure, you may be transferred to any of the offices/ centers/ divisions/ departments of the Dattakala Shikshan Sanstha and affiliates or its associate organizations existing or to be set up at any other location in India or abroad, protecting the compensation package and allowances last drawn in the current location.

**12. FUTURE PROSPECTS:**

Dattakala Shikshan Sanstha and its associates are constantly growing through innovation and bench marking creating opportunities for learning and growth. However, your future prospects shall entirely depend on your efficiency, hard work, and regularity in attendance, sincerity, commitment, good conduct and such other relevant factors.

**13. MEDICAL FITNESS:**

You shall undergo medical examination by the approved Medical Officer or by the Civil surgeon, within one week from the date of joining the duties. Your appointment and its continuation shall also be subject to your being found and remaining medically, physically and mentally fit and is further conditional to your good character and antecedents.

In case you are found medically unfit to continue with the job, you will lose your lien on the job.

**14. DUTIES AND RESPONSIBILITIES :**

The general details of your duties, responsibilities etc., in brief are as per “Annexure A” enclosed to this offer letter.

**15. CODE OF CONDUCT :**

You will be required to adhere to code of Institute conduct and standard of Institute behavior that we expect from all employees. You will be bound by the rules /polices of the Dattakala Shikshan Sanstha. You shall have execute deed of contract of service.

**16. TERMINATION OF CONTRACT :**

- a. Your employment will automatically come to an end, on completion of the fixed term as per this offer of appointment, unless the management decides to extend.
- b. If you are found absent continuously for more than eight (08) days without permission your service will stand terminated automatically.
- c. Your services are liable to be terminated without any notice or salary in lieu thereof for your act/s of misconduct, loss of confidence, inefficiency, disloyalty or commission of an act involving moral turpitude.
- d. In case, if you wish to resign from this job, you will have to give three months prior notice; failed to which you have to pay the salary of three months as compensation to Dattakala Shikshan Sanstha. In the event of your resignation, the management may, at its discretion, relieve you, prior to completion of the stipulated notice period, without any pay.
- e. Your services can be terminated without any notice and notice pay and without assigning any reason, in the event it is observed that your performance is not satisfactory and or your behavior is not suitable in the interest of the institution.
- f. Notice of resignation of service will not be accepted in teaching period of Second Semester and if notice period of resignation covers non-teaching period, in such case , you will be liable to pay the salary of non-teaching days as compensation to Dattakala Shikshan Sanstha.
- g. You will complete the respective academic semester / term (six months ) / session ( as case may be ) i.e. upto the last teaching day in a particular semester / term / session.

- h. The decision of the Dattakala Shikshan Sanstha with regard to matter(s) related to resignation / termination of your services shall be final and binding on all the concerned.
  - i. You, before leaving this service in all cases, shall hand over the charge of all the official documents, information and material in your possession to the immediate superior authority or any other person authorized for this purpose.
  - j. The Dattakala Shikshan Sanstha reserves the right to display your details that may also include your joining, conduct, exit etc. on its website or through internet or any other medium as deem appropriate.
  - k. Your appointment is based on the information submitted to the Dattakala Shikshan Sanstha and if at any time it is discovered that you have made a false or incorrect statement or other fraudulent means have been used for your appointment or otherwise, the Dattakala Shikshan Sanstha shall have the right to take any disciplinary action against you including the termination of your services and further reserves the right to recover the remuneration paid to you during your employment; notwithstanding anything contained under the Law of the Land or any other law for the time being in force.
17. Dattakala Shikshan Sanstha shall have the right to make amendments or adjustments in the terms & conditions of this appointment letter with such implications as deemed necessary.
  18. Notwithstanding anything stated in this appointment letter, for any unforeseen issues arising that is not covered herein, or in the event of dispute / differences of opinion in interpretation of any provision of this appointment letter or if any question arises with respect to any matters related to your employment in the Dattakala Shikshan Sanstha and likewise, whether expressly provided herein or not, the same shall be referred to the competent official or authority of the Dattakala Shikshan Sanstha, whose decision thereon shall be final and binding on all concerned.
  19. You will be required to submit an affidavit / self declaration, indemnity bond and employee oath on the relevant Stamp Papers, as per the prescribed format, duly attested by the notary or an Oath Commissioner and any other documents(s) may also be asked to submit within seven (07) days after joining.
  20. Unauthorized absence from duty or absence without permission or otherwise on flimsy grounds of medical or other reasons will be treated as Leave Without Pay and one Leave Without Pay will be considered as compensation of three days salary to Dattakala Shikshan Sanstha.
  21. In case of unsatisfactory performance of discharge of duties or in case of any attitudinal problem, or in the event of breach of any of the terms and conditions of this employment, indiscipline, anti organization behavior, breach of faith and / or any conduct on your part which is inconsistent with the employer-employee relationship and / or prejudicial to the interest of the Dattakala Shikshan Sanstha; the Dattakala Shikshan Sanstha shall be at liberty to terminate your services without any notice and without compensation and without prejudice to its legal and other rights and remedies for such breach or conduct on your part.
  22. You would be required to follow the uniform code, dress code, timings, working days and other codes, policies, standing orders, instructions etc. as prescribed by the Dattakala Shikshan Sanstha from time to time.
  23. You, besides the duties and responsibilities assignable for the designated post, may be assigned additional duties and responsibilities whether by a specific order in writing or not, you shall be presumed to have taken the charge of such duties and responsibilities assigned to you from the specified date.
  24. Sound knowledge of computer is desirable, if you don't have, you will have to learn it within three calendar month's of joining.
  25. Chewing of ghutkha / tobacco, smoking, consumption of alcoholic beverages & drugs are strictly prohibited in college campus. if you are found indulged in any of the above if will be liable to penalty .
  26. If any complaints against you, are received above sexual harassment & violence against woman you will be liable to penalty.

27. Ragging within or outside the institution is strictly prohibited & it is your duty to inform the Principal if you witness or know any such happening within or outside the institute.
28. If you are found involved in malpractices at examination held in the institute & disclosure of any confidential official matters / documents, your service will be terminated.
29. If you are found guilty of violation of any terms & conditions mentioned above you will be liable for disciplinary action & punishment decided by the management. During the period of your service, you shall not directly & indirectly do such things, which are subversive to the interests of the Society / Trust / AICTE / Government of Maharashtra / DTE / MSBTE / University / PCI / Institute / College / Students.
30. You should acquire the required qualifications [PhD / M Phil/ME /BE, as the case may be laid down by the university / Board / PCI / the State Government] within the prescribed period.
31. **GENERAL :**  
You will be governed by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the Institute / Management that may come into force from time to time.  
You will intimate in writing to the management any changes of address within a week from the date of change to the same failing which any communication sent to your last recorded address shall be deemed to have been served on you.  
Your present assignment may undergo change from time to time to suit the organizational requirements and accordingly you may be re-designated.  
**The compensation package offered to you by the Institute shall be kept strictly confidential. You are advised not to share information regarding the salary and benefits / amenities with anyone.**  
**You should serve in the institute at least for 2 years as per institute norms after the regular approval of University / Board; otherwise; you will have to pay salary of remaining months to the institute.**
32. Your Appointment is only for the Academic Year \_\_\_\_\_.
33. You have to communicate your acceptance to the college within 7 days from the date of receipt of this order of Appointment, failing which you're liable to be cancelled. No T.A. will be admissible for joining the post.

## **ANNEXURE – A**

### **GENERAL NATURE OF DUTIES AND RESPONSIBILITIES**

You are expected to work with high standards, initiative, efficiency and economy. You will apply for yourself diligently and faithfully to the work that may be assigned to you from time to time and will conform to such directions that shall be given to you by your supervisors.

You will devote your entire time to the work assigned to you and will not undertake any work or business, honorary or with remuneration except with the written permission of the Management in each case. Any contravention shall affect termination of contract without any notice to compensation.

You shall not divulge to any person except with the specific authority of the Management, any information regarding the activities, technical knowhow, security and administrative arrangements, organizational matters, and any information regarding the “Dattakala Shikshan Sanstha and its affiliates” operations which may be your privilege to know by virtue of your assignment with Dattakala Shikshan Sanstha & its affiliates. Your obligation to keep such information confidential shall remain even after cessation or termination or cancellation of your assignment with the Dattakala Shikshan Sanstha and its affiliates.

You will disclose to the management forthwith any discovery, process or improvement made or discovered by you while in the service, and such discovery, process or improvement shall belong absolutely to and be the sole and absolute property of the Dattakala Shikshan Sanstha and its affiliates. If an when required to do so by the Dattakala Shikshan Sanstha and its affiliates, you shall at the Dattakala Shikshan Sanstha and affiliates expense take out or apply for latter’s right, privileges or protection as may be directed by the Management in respect of any such discovery, process or improvement so that the benefit thereof shall accrue to the Dattakala Shikshan Sanstha and its affiliates and you will execute and do all instruments, acts, deeds and things, which may be required by the Management for assigning, transferring or otherwise vesting the same and all benefits arising in respect thereof in favors, of the Dattakala Shikshan Sanstha and its affiliates or its associates as the Management may direct as the sole beneficiary thereof.

You will not enter into any commitments or dealings on behalf of the Dattakala Shikshan Sanstha and its affiliates for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Dattakala Shikshan Sanstha and its affiliates or exceed the authority or discretion vested in you without the previous sanction of the Dattakala Dattakala Shikshan Sanstha and its affiliates or those in authority over you.

You shall not have any claim or interest over any existing or future work created/developed by you during the course of employment which is covered under the definition of the term, “intellectual Property “and the Dattakala Shikshan Sanstha and its affiliates shall be the sole and absolute owner with all the rights to govern, use and assign it and the same shall be entitled to be registered in the name of the Dattakala Shikshan Sanstha and its affiliates.