



Delhi Metropolitan Education

Affiliated to GGSIP University, New Delhi & Approved by Bar Council of India



Delhi Metropolitan Education

Service Rules

Chapter I: DME Service Rules and Definitions of Key Terms

- 1.1 These rules governing the service terms and conditions for all employees of Delhi Metropolitan Education (DME), may be referred to as DME Service Rules.
- 1.2 The Governing Body of “Sunshine Educational & Development Society”, reserves its right to make amendments, alternations or additions to DME Service Rules in accordance with norms laid out by the regulatory bodies such as GGSIPU, UGC and BCI without prior notice. It is also entitled with the powers to bring into force such amendments and alternations as per notification.
- 1.3 The amendments, alternations or additions shall become binding for all employees of the institute upon notification.
- 1.4 Definitions of key terms
 - 1.4.1 “DME” means Delhi Metropolitan Education
 - 1.4.2 “Institute” or “College” means DME
 - 1.4.3 “Society” means Sunshine Educational & Development Society
 - 1.4.4 “GB” means Governing Body
 - 1.4.5 “Director” means the individual appointed with such designation or in officiating capacity or having regular duties and responsibilities equivalent to the Institutional Director/Principal, as deemed by the GB.
 - 1.4.6 “Employee” or “Employees” includes teaching and non-teaching staff such as faculty members, officers, technical or administrative staff, or any person employed on full time, part-time or contractual basis, including staff on probation.
 - 1.4.7 “Management” means the Governing Body/GB which is constituted by the Society in accordance with regulatory norms.
 - 1.4.8 “GGSIPU” means Guru Gobind Singh Indraprastha University which is the affiliating/parent university of DME.
 - 1.4.9 “BCI” means Bar Council of India
 - 1.4.10 “UGC” means University Grants Commission

Chapter II: Posts and Appointments

- 2.1 Teaching and non-teaching posts will be created considering the personnel needs of the institute and may be full-time, contract based, part-time or temporary in nature. Personnel needs will be calculated as per the recommendations of regulatory bodies such as GGSIPU (parent university), Bar Council of India (BCI) and so on.
- 2.2 Appointment of employees is ordinarily done through advertisements via suitable media platforms.
- 2.3 Appointments for teaching and other academic positions are made as per UGC Norms 2018 ([4033931 UGC-Regulation_min_Qualification_Jul2018.pdf](#)) to the extent possible.
- 2.4 Appointment of the Director and other teaching staff shall be in accordance with the recommendations of the institutional Selection Committee. The Selection Committee will assess the suitability of each candidate in terms of educational qualifications, experience, research, leadership and other such aspects as necessary for the concerned post.



2.5 All appointments shall be endorsed by the GB as per the recommendation of the Director of the institute.

2.6 GB shall have the powers to appoint employees on its own or by Director's recommendation, including through promotion of existing employees. GB may also lay down the nature of the posts (full time/part-time/contract/temporary) and the terms and conditions of service of employees as per institutional requirements.

Chapter III: Duties

3.1 Duties of the Director

3.1.1 Overall supervision, guidance and leadership of all institutional activities covering academics and administration.

3.1.2 Development of appropriate institutional policies, procedures and rules, along with their timely review, revision and notification.

3.1.3 Acquisition and development of adequate and qualified teaching and non-teaching staff at the institute, including their recruitment, induction, training, appraisal and termination of their, and the terms and conditions of their employment.

3.1.4 Overall management and conduct of all programmes at the institute including the smooth conduct of admissions, student assessments, internships, placements, extra-curricular and cultural events.

3.1.5 Maintenance of a conducive environment for teaching-learning at the institute, inclusive of attending to matters concerning student or staff welfare, discipline, grievance, security and so on.

3.1.6 Maintenance and development of institutional infrastructure to facilitate the creation of a superior teaching-learning environment.

3.1.7 Ensuring institutional preparedness for academic and administrative inspections and participation in institutional ranking and accreditation processes for institutional development.

3.1.8 Administrative arrangements for students' professional experience and learning in the field.

3.1.9 Supervision of all matters connected with institutional finances, including budget approvals/sanctions, reimbursements and similar financial transactions as per institutional policies and procedures.

3.1.10 Maintenance and supervision of student and employee records and documentation, as applicable.

3.1.11 Act as a key resource in terms of public relations, participation in institutional promotion and branding.

3.1.12 Other duties as specified by the Governing Body (GB) from time to time.

3.2 Duties of the Departmental Heads/HOD

3.2.1 Overall supervision, guidance and leadership of all academic and administrative tasks pertaining to the department.

3.2.2 Ensure smooth conduct of the programmes conducted by the department and any related activities, whether academic or cultural in nature.

3.2.3 Initiating and finalizing appropriate allocation of work to all faculty members in the department which includes subject allocation, membership and convenorship of departmental committees and events.



- 3.2.4 Monitoring and reviewing the duties performed by the faculty members and extending support for better performance in a fair and just manner.
- 3.2.5 Ensure the preparation of and conformance to time tables and event calendars of the department.
- 3.2.6 Maintenance of a conducive environment for teaching-learning at the departmental level, inclusive of attending to matters concerning student or staff welfare, discipline, grievance, security and so on.
- 3.2.7 Ensure arrangements for students' professional experience and learning in the field.
- 3.2.8 Monitor and review the institutional infrastructure being utilized by the department by alerting appropriate institutional authorities in the event of malfunctioning/inadequate/non-functioning infrastructure such as furniture, fixtures, software, classroom projectors etc.
- 3.2.9 Ensure preparedness for academic and administrative inspections/audits/rankings of the department/programmes and maintaining/providing appropriate documentation for the same.
- 3.2.10 Maintenance and supervision of student and faculty members' records and documentation, as applicable.
- 3.2.11 Endorse and promote institutional initiatives and facilitate active participation of students and faculty members in such initiatives.
- 3.2.12 Encouraging faculty members to hone their knowledge, skills and abilities through participation in FDPs/conferences/workshops/training, promoting research publications in UGC Care/Scopus indexed/WOS/ABDC journals and participation in research projects and consultancy work.
- 3.2.13 Coordinate with the Director and the persons authorised by the Director, to facilitate the acquisition of qualified faculty members.
- 3.2.14 Act as a key resource in terms of public relations, participation in institutional and departmental promotion and branding.
- 3.2.15 Other duties as specified by the Director or the Governing Body (GB) from time to time.

3.3 Duties of the faculty members

- 3.3.1 Overall management and conduct of the course being taught by the faculty member, in accordance with the directions/guidelines/recommendations of GGSIPU and DME.
- 3.3.2 Perform full range of academic responsibilities including but not limited to teaching, research, conferences, seminars, workshops, student societies, curriculum development, academic administration, external examination, and management as required.
- 3.3.3 Adhering to the allocated course(s) and time-table for engagement of classes.
- 3.3.4 Preparation and implementation of the Lesson Plan for the course(s).
- 3.3.5 Development of the course content for students' reference, timely distribution and revision of the same, as applicable.
- 3.3.6 Development of the course assessment material such as question papers, quizzes, assignments, presentation topics, case discussion topics, etc., and evaluation of the same.
- 3.3.7 Making efforts towards creating a conducive class environment for teaching-learning and maintaining a student friendly, yet firm approach towards managing students.
- 3.3.8 Conducting student assessments as per the directions/guidelines/recommendations of GGSIPU and DME in a timely, fair and just manner.
- 3.3.9 Maintaining securely the results of students' assessments and other relevant documentation, as instructed, and in the recommended format.



- 3.3.10 Coordinate student mentoring/projects/dissertations/placements/internships for students.
- 3.3.11 Maintain impartiality with all students and upholding their dignity in all interactions.
- 3.3.12 Work towards professional development through participation in conferences/seminars/workshops/training/FDPs/research projects/consultancy and publication of research papers in accordance with the institutional directions and UGC recommendations.
- 3.3.13 Engage in branding activities of the department as required from time to time.
- 3.3.14 Perform all such official duties and responsibilities assigned by the HOD or the Director or other authorized personnel for the concerned task or event.

Chapter IV: Code of Conduct

4.1 General rules of conduct for all employees

- 4.1.1 All employees must maintain integrity and dedication in their service to the institute.
- 4.1.2 All employees must maintain impartiality and honesty in academic and administrative tasks during their service.
- 4.1.3 Employees are expected to adhere to the scheduled working hours during which they must be present for carrying out their duties for DME.
- 4.1.4 Depending on exigencies, employees may be required to perform such duties as may be allocated to them as per institutional requirements. Cooperation is solicited for completing such duties beyond scheduled working hours and/or holidays.
- 4.1.5 Employees must take prior permission from Director/HOD/authorized personnel as applicable, before absenting from their duties.
- 4.1.6 All employees must follow the DME Ethos and uphold these values in their day to day activities.
- 4.1.7 All employees are expected to be dressed professionally so as to be good role models for the student community.
- 4.1.8 Employees must follow proper channel for claims, grievances and any complaints in connection with their service at DME.
- 4.1.9 Employees are expected to conform to the institutional rules and regulations notified time to time and as per notices/circulars/orders/instructions/directions/guidelines/policies of all Statutory Bodies/Authorities including UGC/AICTE/ / BCI / GGSIPU/ other Statutory Bodies.
- 4.1.10 Employees must not participate in political activities in the institute or use influence of any kind to gain political clout or allow the use of institutional resources for such purposes. In case of any doubt, employees must seek clarification from the Director before participating in any such activity that may be politically charged and may affect DME in any way.
- 4.1.11 Employees shall refrain from publishing under their own name/in the name of another person(s), any communication to members of the Press or any public statements which may have adverse impact on the institute's goodwill. Provided that this will not be applicable to statements made by employees in the due course of duties assigned to them, statements made in official capacity.
- 4.1.12 Employees must refrain from acting vengefully and/or indulging in defamation of other employees. This pertains to malicious intent which may harm institutional harmony.



- 4.1.13 Employees must not discriminate against any member of the DME community, including students and other employees. They must not engage in any activities that may be deemed as discriminatory on the basis of caste, creed, language, place of origin, social and cultural background.
- 4.1.14 Employees must not engage into any unauthorized financial transaction(s) with any student, staff member or parents, nor should they exert their influence for personal motives. Employees must not permit any member of his/her family or any person acting on behalf of the employee to accept any gift from any student, parent or any other person with whom they may come into contact owing to their position at DME.
- 4.2.1 The concerned employees must be aware of the code of professional ethics defined for teachers, Principal and Librarian by UGC (4033931 UGC-Regulation_min_Qualification_Jul2018.pdf).

4.2 Specific Guidelines for Faculty Members/Teaching Staff:

- 4.2.2 Full time faculty members shall exclusively devote their services to DME and shall not engage himself/herself, solely or in association with any other person(s) for any purpose that poses as a conflict to their exclusive employment with DME. Further, they must not disclose any sensitive and confidential information about the institute to any person in any manner, failing which, action may be taken against the faculty member.
- 4.2.3 All faculty members are expected to be actively engaged in institutional activities which may cover initiatives at the institutional/departmental/committee level. In this light, all faculty members shall endeavour to motivate students with respect to such institutional activities.
- 4.2.4 All faculty members are expected to adhere to the institutional working hours and the class timings for the classes allocated to them.
- 4.2.5 All faculty members shall maintain a professional relationship with students and other institutional members, including teaching and non-teaching staff.
- 4.2.6 All faculty members must practice good judgement in their conduct with students and towards maintaining class decorum.
- 4.2.7 All faculty members shall follow the guidelines/instructions/directions issued for academic functioning from time to time, at the institutional and at the departmental level. This may cover aspects such as lecture preparation, delivery format, course progress and allied documentation that may be needed.
- 4.2.8 Every faculty member shall be responsible for making efforts towards academic excellence and enhancing expertise in their domains and also towards discharging their academic duties efficiently.

4.3 Specific Guidelines for Non-Teaching Staff:

- 4.3.1 Non-teaching staff service full-time shall exclusively devote their services to DME and shall not engage himself/herself, solely or in association with any other person(s) for any purpose that poses as a conflict to their exclusive employment with DME. Further, they must not disclose any sensitive and confidential information about the institute to any person in any manner, failing which, action may be taken against the staff member.



- 4.3.2 The non-teaching staff shall adhere to the institutional working hours and follow the work schedule assigned to them.
- 4.3.3 All non-teaching staff shall make efforts to further the interests of the institute by discharging their duties efficiently and supporting other institutional members, including students and faculty members.
- 4.3.4 All non-teaching staff authorized to engage in financial transactions shall practice due care in following institutional directions/instructions/notices in this regard and also maintain documentation and security of cash, cheques, pay orders, etc.
- 4.3.5 All non-teaching staff are expected to follow institutional directions/instructions/notices with respect to practices and procedures for smooth functioning of the institute, including systematic maintenance of records.
- 4.3.6 All non-teaching staff must practice good judgement in their conduct with all institutional members, including students, other staff members and visitors/guests at the institute.

Chapter V: Probation

- 5.1 Appointment of the teaching/non-teaching staff for permanent and regular posts will ordinarily be made on a probation for a period of 12 months, extendable up to another 12 months by the Director.
- 5.2 Probation period may be extended due to unsatisfactory performance and the employee will be officially informed about extension of probation period in such cases.
- 5.3 If the employee is not confirmed after the probation period or the extended probation period, the employee shall be deemed as continuing on temporary basis and the services of the employee may be terminated as rules governing termination.
- 5.4 The Director may waive off the probation period of any employee in the interest of the institution after consultation with the Chairman of the institute and the GB.

Chapter VI: Salary, Payment of Salary and Deductions

- 6.1 The institute follows UGC Norms in relation to pay grades for faculty members.
- 6.2 To the extent possible, the monthly salary of all employees is ordinarily paid on or before the 7th day of the subsequent month.
- 6.3 All payments made to the employee by DME will be subject to deductions at source, as governed by Income Tax and other applicable regulations in force during the tenure of the employee, including professional service tax, as the case may be.
- 6.4 The Institute may deduct such legally recoverable dues as payable by an employee to the Institute, from the payments made to the employee.
- 6.5 The institute shall deduct "Security Deposit" applicable for teaching and non-teaching staff as per the rule outline below:
- 6.6.1 Amount of security deposit will be based on nature of appointment:
- Contractual appointment for one semester/<180 days: Security Deposit amounting to 7 days' salary
 - Contractual appointment for two semesters/181-365 days: Security Deposit amounting to 14 days' salary
 - Regular/Full-time employment : Security Deposit amounting to 14 days' salary.
- 6.6.2 The security deposit will be made in tranches as under:
- Seven days' salary will be deducted from the salary of the 1st month of service.



- Another seven days' salary (applicable to contractual appointment for two semesters/181-365 days and regular/full-time employment) will be deducted from salary of the 2nd month of service.
- 6.6 Annual increments of employees, as applicable, shall be based on the performance appraisal of the employee and subject to satisfaction of the GB. The GB may authorize the Director for carrying out such assessments as per institutional requirements.
- 6.7 Eligible employees shall be entitled to Gratuity as per The Payment of Gratuity Act, 1972.

Chapter VII: Leave

The outlined leave rules are applicable to all the employees.

7.1 Right of Leave

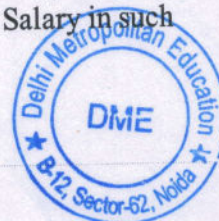
- 7.1.1 Leave cannot be claimed as a matter of right and when exigencies of work so demand, leave of any kind may be refused or revoked by the sanctioning authority.
- 7.1.2 Even after approval of leave, GB holds right to cancel said leave, if necessary.

7.2 Sanctioning Authority

- 7.2.1 GB shall be the sanctioning authority for all kinds of leave for Director, Registrar and Deans. Director, and in his absence, Dean/authorized personnel will be the sanctioning authority of all kinds of leave, except Special Casual Leave, for all other staff.
- 7.2.2 Special casual leave of faculty shall be sanctioned by the GB on the recommendations of the Director.
- 7.2.3 Study leave will be sanctioned by the GB on the recommendations of the Director.

7.3 General Rules

- 7.3.1 Leave should always be applied through proper channel and prior sanction taken except in emergency. In case of emergency and absence without prior sanction, sanctioning authority should be informed over phone and "post facto" sanction obtained within 24 hours of availing of leave.
- 7.3.2 If an employee resigns, he/she shall not be entitled to any further leave during the notice period. In case he / she has already availed excess leave, commensurate salary will be deducted.
- 7.3.3 Before proceeding on leave, an employee must intimate his/her postal & email address to the Director.
- 7.3.4 Availing or extending of leave without prior sanction except in case of emergency will be treated as un-authorized absence from duty and render an employee liable to appropriate disciplinary action
- 7.3.5 An employee on leave may be allowed to return to duty before the expiry of leave with the approval of the sanctioning authority.
- 7.3.6 Besides disciplinary action which may include deduction of salary, three late arrivals and/or early departures (not exceeding ½ hr on each occasion) in a month will be ½ day deduction of salary. Single arrival beyond half an hour (as per scheduled timings) will lead to ½ day salary deduction or may also be treated as half day C.L with the prior approval of the Director.
- 7.3.7 In case an employee is absent for 2 days without approval, his/her salary may be withheld and the case may be treated as voluntary abandonment by the GB. Salary in such



cases will be released only after approval of the GB.

7.3.8 All kinds of leaves for technical staff and faculty will be sanctioned only on the recommendations of the concerned HOD/Registrar/Authorized personnel. Leave can be availed only after academic commitments have either been discharged or suitable alternative arrangements have been made. HOD will certify so while recommending the leave.

7.4 Categories of Leave

The following categories of leave shall be admissible to the members of the staff:-

- 7.4.1 Casual Leave (CL)
- 7.4.2 Special Casual Leave (SCL)
- 7.4.3 Academic Leave (AL)
- 7.4.4 Vacation Leave (VL)
- 7.4.5 Short Leave (SL)
- 7.4.6 Study Leave (SIL)
- 7.4.7 Maternity Leaves (ML)
- 7.4.8 Paternity Leave (PL)
- 7.4.9 Medical Leaves (MIL)
- 7.4.10 Bereavement Leave (BL)
- 7.4.11 Marriage Leave (M2L)
- 7.4.12 Sabbatical Leave (S2L)

7.4.1 Casual Leave (CL)

- All employees are eligible for 12 days of casual leave per calendar year. The Director may sanction CL in advance for one additional month. Employees appointed during the course of the year shall be entitled to CL on pro- rata basis.
- A maximum of 2 CLs can be availed on one occasion (as also in a month). These can, however, be clubbed with compensatory leave on the discretion of the Director.
- Unutilized CLs can be carried forward. However these will have to be utilized during the academic year and unutilized CL in a academic year will lapse and can neither be carried forward nor encashed.
- Proportionate deduction / recovery will be made at the time of separation in case an employee has availed CL in excess of his/her eligibility.

7.4.2 Special Casual Leave (SCL)

- SCL is introduced to enable the faculty to outreach academic activities. SCL shall be granted for pursuing higher studies, Ph.D research work/viva.
- The institute will pay salary for a maximum period of four days of SCL in a year.
- It will be mandatory to append the invitation letter / mail/ acceptance letter etc along with the leave application and have SCL recommended from respective HOD.

7.4.3 Academic Leave (AL)

- AL @ 4 days per semester will be admissible for academic purposes like attending seminars, conferences, workshops, university duties (practical examinations, evaluation of answer sheets) so long as it is with the affiliation of DME.



- It will be mandatory to append invitation letter, mail etc along with leave application and have AL recommended by the HOD in advance.
- Fifty (50) per cent of the expenditure incurred on the Registration Fees for attending such events/activities will be borne by the institute.
- Each faculty is expected to attend 1 refresher course / Orientation Program / Faculty Development Program of at minimum 1 week duration every 2 years. If necessitated, Academic leave over and above laid above will be granted for this purpose. Expenditure incurred on such programs will be shared by the institute in the ratio of 50:50.

7.4.4 Vacation Leave (VL)

For Faculty:

- VL represents the time when no formal academic (teaching, examinations etc.) are being held.
- Exact dates for VL shall be notified from time to time without compromising with the number of teaching days. If required, VL may be reduced to accommodate the teaching days.
- VL shall be notified in slots to ensure smooth functioning of the college.
- Vacation leave will be available on following scale:
Winter Vacation- 7 Days
Summer Vacation-
4 Days (for employees with less than 6 months of active service)
7 Days (for employees with more than 6 months and less than 1 year of active service)
14 Days (for employees with 1-2 years or active service)
21 Days (for employees with more than 2 years of active service)

For Administrative Staff:

- VL for administrative staff shall be calculated at 50% of leave for faculty as per above norms.

7.4.5 Short Leave (SL)

- Absence on one occasion in the second half of the day (post 1500 hrs) in a month may be condoned by the sanctioning authority by sanctioning it as a SL, with due approval.

7.4.6 Study Leave (SIL)

- Faculty members, who have completed three years of continuous services, will be allowed SIL without pay for pursuing higher studies on a case to case basis to be approved by the GB on the recommendation of the Director and subject to past performance review and furnishing of a bond to serve the institute for a minimum period equivalent to the period of study leave availed (after availing such leave).
- When study leave is approved, faculty members may join back within one month of the completion of the program of study/completion of course work in case of part time Ph.D/completion of leave period.

7.4.7 Maternity Leaves (ML)

- Eligibility: To be eligible for maternity benefit, a woman employee must have been working in regular employment/full-time basis in DME for a period of atleast 12 months. Maternity Benefit is applicable for women upto 2 children only. Payment during the leave period is based on the average daily wage for the period of actual absence.



Maternity leave for childbirth

- 26 weeks absence from work (50% paid).
- This benefit could be availed by women for a period extending up to a maximum of 8 weeks before the expected delivery date and the remaining time can be availed after childbirth.

Maternity leave for adoptive and commissioning mothers:

- Maternity leave of 12 weeks to be available to mothers adopting a baby aged < 3 months from the date of adoption as well as to the "commissioning mothers". The commissioning mother has been defined as biological mother who uses her egg to create an embryo planted in any other woman.

7.4.8 Paternity Leave (PL)

Keeping with a progressive and socially responsible approach, DME offers different Paternity Leaves to employees.

Paternity Leave associated with childbirth:

A male member of DME (including a probationer) with less than 2 surviving children, may be granted paternity leave, by the sanctioning authority, for a period of 5 working days, during the confinement of his wife for childbirth, i.e. up to 15 days before, or up to six months from the date of delivery of the child.

- During such period of leave, the employee shall be paid salary equal to the pay drawn immediately before proceeding on leave.
- The paternity leave may be combined with leave of any other kind.
- The paternity leave shall not be debited against the leave account.
- If paternity leave is not availed of within the specified period, such leave shall be treated as lapsed.

Paternity leave for child adoption:

A male member of DME (including a probationer) with less than two surviving children, on valid adoption of a child below the age of one year, may be granted Paternity Leave by the competent authority for a period of 5 working days, within a period of six months from the date of such adoption: Provided that such leave shall not be refused under any circumstances.

- The Paternity Leave shall not be debited against the leave account.
- If paternity leave is not availed of within the specified period, such leave shall be treated as lapsed.

7.4.9 Medical Leaves (MIL)

- Employees may be granted medical leave for illness or injury on hospitalization and the production of discharge document from authorized Medical Attendant.
- Medical leave may be granted for a period of 5 working days per year.
- Medical leave shall not be debited against the leave account and may be combined with any other kind of leave.



7.4.10 Bereavement Leave (BL)

- Bereavement is defined as death in the immediate family which shall refer to: spouse, children, grandchildren, parents/parents-in-law, siblings, grandparents.
- 4 days of BL shall be provided to the employee in the event of loss in the immediate family as defined above.
- During such period, the employee shall be paid salary equal to the pay drawn immediately before proceeding on leave.
- The bereavement leave may be combined with leave of any other kind.
- The bereavement leave shall not be debited against the leave account.

7.4.11 Marriage Leave (M2L)

- Marriage Leave of 5 days shall be provided for an employee's marriage.
- During such period of 5 days, the employee shall be paid salary equal to the pay drawn immediately before proceeding on leave.
- The Marriage leave may be combined with leave of any other kind.
- The Marriage leave shall not be debited against the leave account.

7.4.12 Sabbatical Leave (S2L)

- Sabbatical Leave shall be provided to an employee upon the recommendation of the Director and/or GB to cater to individual needs not covered in the other leave types specified in the leave rules.
- In this regard, the employee shall share any relevant update regarding re-joining their services and/or change in status of their availability.
- It shall be the discretion of the GB to approve or reject such requests for sabbatical leave.

Chapter VIII: Disciplinary Action

8.1 Employees shall be made aware of the institutional guidelines on disciplinary action at the time of their joining.

Chapter IX: Termination of Service and Retirement

9.1 Notice, Notice Period and Relieving

The services of an employee may be terminated by DME after serving 30 (Thirty) days' notice or paying 30 (Thirty) day's salary in lieu of notice. The employee can get relieved after serving 30 (Thirty) days' notice in writing or by submitting 30 (Thirty) day's salary in lieu of the notice.

9.2 Dismissal

Authorizing Power shall be the Director or the GB on the recommendation of the Director.

Circumstances leading to dismissal

9.2.1 Any act of the employee tantamount to misconduct, misbehavior and/or misdemeanor in official and/or personal capacity.

9.2.2 Any act of the employee resulting in plagiarism or academic misconduct.

9.2.3 Any act of untruthfulness/inaccuracy by the employee intended to mislead the DME authorities pertaining to qualifications, experience, publications and /or any credentials submitted to DME. Further action may be taken in such cases.

9.2.4 If the qualifications are found to be lacking at any future point in time.



9.2.5 Furthermore, DME (without prejudice to any remedy which it may have against the Employee for the breach or non-performance of any of the provisions of the employee agreement) may by notice in writing to the employee forthwith terminate the employee's employment with DME upon the occurrence of any event and in the manner stipulated by DME.

9.3 Retirement

9.3.1 All employees shall retire from their services to DME on the attainment of 62 years of age. Such employees may be given extension or may be re-employed upto the age of 65 years on case to case basis, as per the discretion of the GB. Further, DME may appoint academicians as Professor Emeritus upon attaining the age of 65 to avail the wisdom and expertise of such exceptional talent.

9.3.2 Extension may be given on the recommendation of the Director for employees superannuating on or after 1st November upto the close of the academic year.

9.3.3 The above outlined age stipulations may be revised and notified as per prevailing guidelines from statutory and regulatory bodies.

9.4 Obligations of the employee on termination of employment

9.4.1 Upon the termination of his/her employment, the employee shall deliver to DME all documents and property belonging to DME which may be in the employee's possession or under his/her control, including such as may have been made or prepared by or have come into the possession or under the control of the employee and relating in any way to the business or affairs of DME or of any of its stakeholder and the employee shall not without the written consent of DME retain any copies thereof.

9.4.2 The employee shall also irretrievably delete any information relating to the business of DME stored on any magnetic or optical disc or memory and all matter derived there from which is in his/her possession, custody, care or control outside the premises of DME and shall produce such evidence thereof as DME may require.

Ravi Kant Swamy

