

SATYAM FASHION INSTITUTE

GENERAL SERVICE RULES FOR FACULTY MEMBERS & OTHER STAFFMEMBERS

Every employee of SFI once appointed will be subject to the following service rules

PROBATION PERIOD

The person will be on probation for a period of three months from the date of joining. The probation period can be extended if her work, conduct or performance are satisfactory. She will continue to be probationer until she has been communicated in writing that she has completed the period of probation to the satisfaction of the Director/or any other designated authority.

ANTECEDENTS

After joining the service in the college, she will be requested to furnish the required antecedents as required by the college.

RULES & REGULATIONS

The person will abide by and be governed by all rules, regulations and Orders of the college that are in force/modified from time to time and as applicable to her category of employees. On the question of interpretation of any of the above rules, the decision of the college will be final and binding.

MORAL RESPONSIBILITIES

The person will be obliged to comply with all measures & instruction on the performance of her duties to refrain from anything in word & deed that might be detrimental to the reputation of the college.

DUTY HOURS

Normal duty hours are 09.00 a.m. to 05.00 pm hrs from Monday to Saturday unless exigencies of work otherwise demand which would be mentioned in her appointment letter or notified separately.

Nutan Malhotra
IQAC Coordinator
Satyam Fashion Institute
C-56A/14 & 15, Sector-62
Noida- 201309

[Signature]
Principal
Satyam Fashion Institute
C-56, A/14 & 15, Sector-62
NOIDA - 201305

MEDICAL FITNESS

The person's appointment is subject to her being found fit medically. She shall also undergo medical examination from time to time as deemed necessary by the college. Any disability for service must be reported within 24 hours and a medical certificate must be submitted.

DEVOTION OF DUTY

During the employment with college, the person will devote her whole time to the business of the college and will diligently and efficiently carry on the duties entrusted to her from time to time. She will not undertake any other part time employment/sideline activities for personal /financial gains.

SECRECY

During her employment in the college and thereafter she / He will keep all the secrets and will not divulge to any person, firm or company such secrets or confidential information of any description obtained by her concerning the business or affairs of the college. At the time of confirmation of her service she will be required to sign a confidential agreement in the prescribed format.


TRAINING CONTRACT

In case the Satyam Fashion Institute/Satyam College of Education provides any training to her, externally or in house she will work with the college at least for a period of 18 months from the date of completion of training.

CHANGE OF RESIDENCE

She will keep the management informed of any change in her residential address. In case of her inability to do so, any communication sent at the available address will be deemed to have been served on her.


Neeta Malhotra
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INDEMNITY

The person will hold harmless and will indemnify College in respect of any liability arising from any previous or future claims in respect of herself. The person shall be responsible for the safe custody of any tools, equipment, books or any other property, which may be in her charge. The College will have right to deduct from her dues the money value of any damage or loss caused by her to the property of the college.

LEAVE

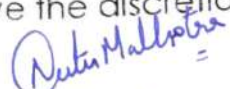
The Person will be entitled to take one casual leave per month subjected to 12 leave in a year by permission of the Director or the designated authority. The leave must be utilized within the specified year. She will be entitled to 6 medical leave after the completion of 1 year subject to submission of Medical Certificate from a qualified medical practitioner. Any absence from duty for more than a fortnight with the permission of the Director would be scrutinized by the management for further continuation termination or re-appointment.

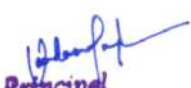
HOLIDAYS

Holidays are governed by the public holidays regulation of India. The list of annual Holidays is provided by the College in the month of January every year.

RESIGNATION

If the person desires to leave the service of college during probation period or after confirmation, she shall be required to give one month's prior notice. The notice period may be reduced at the discretion of the Director, which she will have to abide by. In addition She will be required to seek prior sanction of her resignation from the Director. She will not be relieved until her resignation is formally accepted in writing and prior to acceptance of her resignation, she will be responsible for handing over the charge of all pending work, paper, consumable stores, file & property of the college in an orderly and systematic manner. In event of any failure to comply with the above, she shall be liable to make good the consequent damage or loss caused, which the Management shall have the discretion to decide.


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TERMINATION

The person would be liable for termination with immediate effect not withstanding any other condition in her appointment letter in the following cases:-

1. If found guilty of communicating or passing any information in any form related to any aspect of College to anyone not employed by the College.
2. If found guilty of moral turpitude or dishonesty while dealing with the College's money, materials or documents
3. If any particulars furnished by her in her bio-data are incorrect/concealed.
4. If she is found medically unfit.
5. If she is found engaging herself in any other gainful commercial employment, business or activity part-time or full – time, directly or indirectly or simultaneously as long as employed.

NOTICE PERIOD


In the event of the person's resignation or termination of services either side the person will have to give one month notice or one month total salary in lieu thereof.

AMENDMENTS

Any amendments to these rules will be valid when made in writing by the Director It is the duty of each individual to remain informed about changes and comply with the latest rules as applicable.


Director
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