

Service Rules of Godavari Foundation's Godavari College of Engineering, Jalgaon

Godavari Foundation's

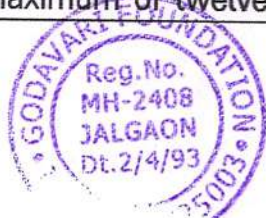
GODAVARI COLLEGE OF ENGINEERING

P-51, Addl. MIDC, Bhusawal Road, Jalgaon 425 003 (Maharashtra)

SERVICE REGULATIONS – (Revised in 2026)

- 1) This Service Regulation 2026 (Revised) made effective from the 1st of August 2026 and shall be called "Godavari College of Engineering, Jalgaon - Service Regulations-2026" (Revised).
- 2) These regulations shall apply to all employees in this Institute.
- 3) The provisions of these service-regulations shall be implemented by a "Competent Authority" who shall have power delegated by the management for the same.

Sr. No.	Particulars
1.	The services of the employees shall be governed by the rules and regulations of AICTE, New Delhi, the Government of Maharashtra, the Affiliated University, and MSBTE, Mumbai, regarding all work responsibilities and service conditions.
2.	Those employees, who has gone through University/MSBTE Selection process will be given full time appointment on probation of initially two years from the date of joining, subject to approval of concern University/MSBTE.
3.	If, during this probation, work of employees is found unsatisfactory the probation period may be extended maximum up to one more year or his/her service may be terminated.
4.	Academic year appointment will be for the period of Eleven month or up to 30 th April from the date of appointment.
5.	At the time of joining, employee has to submit certified true copies of all relevant documents such as birth date certificate, mark sheets, degree certificates, caste / caste validity certificate, experience certificates, discharge/relieving certificate of previous employer, last pay certificate, change of name certificate if any, PAN Card, Aadhar Card, passport photo.
6.	Employee has to undergo medical examination by approved/registered Medical Practitioner, within three months from the date of joining his/her duties.
7.	Employee has to give correct mailing address as soon as he/she join the duties and any change in address given earlier should be communicated to principal/management. It will be presumed that letter sent by Register post Acknowledgment Due (RPAD) on the address given, shall be deemed to have been acknowledged duly by you.
8.	Casual leave on full pay may be allowed to an employee of the college upto a maximum of twelve (12) days in one academic year, but not more than four (4)



	consecutive days at a time.
9.	The number of days of ML for eligible Staff is restricted to 10 days per year. These ML would go on accumulating till the declaration of resignation/retirement. For availing any ML, medical certificate from registered practitioner is mandatory.
10.	The vacation leave entitlement will follow the rules, schedule, and regulations of the affiliated university of the institution. Approval may still depend on institutional requirements, workload, exams, admissions, or assigned duties, If the university changes its academic calendar, leave availability may also change accordingly.
11.	Duty Leave may be granted for the following, subject to prior approval from competent authority: Attending conferences, symposia, workshops and seminars, delivering guest/expert lectures on behalf of the Institute, for performing any other duty for the University, Participating in a delegation or working on a committee appointed by University, Central Government, State Government, UGC or any other academic body etc.
12.	Maternity leave shall be admissible to eligible female employees for a period of up to one hundred eighty (180) days, subject to a maximum of two occasions during the entire service period.
13.	Promotion in service will be through proper procedure laid down by University/ MSBTE/ DTE/ AICTE subject to fulfillment of eligibility criteria.
14.	Regular Employee has to serve three months and adhoc employee has to serve one month notice or surrender three months gross salary or one month gross salary respectively before resigning.
15.	During your employment, you cannot do any of the following without prior permission from management : Conduct private tuition, run or teach in private coaching classes, take up any other paid job, engage in any full-time/part-time, freelance, consulting, or side work.
16.	Employees shall be available any time on short notice of Principal/Management.
17.	If he/she found absent continuously for more than thirty days without permission, his/her services will stand terminated automatically.
18.	If he/she found guilty or violation of any terms & conditions mentioned above, he/she will be liable for disciplinary action & punishment decided by the Management. During the period of service, you shall not directly or indirectly do such things which are subversive to the interest of the Society /University / Institute /College/Students. On violation of rules his/her services are liable to be terminated any time, without assigning any reason therefore.



President
Godavari Foundation, Jalgaon

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JALGAON