



# REGENT EDUCATION & RESEARCH FOUNDATION

## Group of Institutions

### Rules for Appointment of RERFGI

#### APPOINTMENT

##### 1. GENERAL:

(a) While the primary method of filling positions in the Institution is through direct recruitment via public advertisement, the Authorities maintain the discretion to either fill a post through negotiation or by promoting existing staff.

(b) To fill positions, whether through public advertisement or internal promotion, a Selection Committee will be formed as per guidelines provided by the Board. Any selected candidate list, serving as a panel for future vacancies, will remain valid for six months post-selection, unless the competent authority chooses to extend this duration.

(c) The terms and conditions pertaining to advertised posts will be clearly laid out. All applications received before the deadline mentioned in the advertisement will be up for consideration by the Selection Committee. However, the Principal can exercise discretion to consider applications received post the specified deadline, given adequate justification.

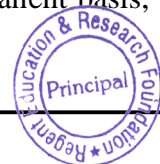
(d) The initial round of candidate selection for interviews is overseen by the Principal, either personally or via a Screening Committee set up by the Authorities. All members of the Selection Committee will be provided with a summary detailing the candidates selected for the interview phase.

(d) For filling the position of the Principal, the responsibility mentioned in clause-1(c) shall fall upon the Chairman of the Board of Governors or Trustees.

(e) The Screening Committee's primary responsibility is to ascertain that all candidates invited for interviews meet the essential criteria as specified in the advertisement. No candidate who falls short of these essential qualifications should be invited for an interview.

(f) A list of external experts across various subjects will be maintained by the Principal, as sanctioned by the Board of Governors or Trustees. This list will undergo an annual revision. External experts will be selected from this pool for appointments. If there's a need for external experts who aren't listed in the approved panel, the Principal has the authority to appoint them after receiving consent from both the Chairman of the Selection Committee and the Trustees. These external experts will serve as domain specialists across all specializations within the associated department(s).

(g) To uphold the teaching standards of the Institution, the Chairman, in consultation with the Trustees, is authorized to make temporary teaching appointments on an ad-hoc basis, limited to a tenure of six months. This tenure can be extended by another six months, based on circumstances. However, any further extension beyond this one-year period requires the explicit approval of the Chairman of the Board of Governors or Trustees. During this one-year window, efforts should be made to fill the vacancy on a permanent basis, adhering to standard recruitment procedures.



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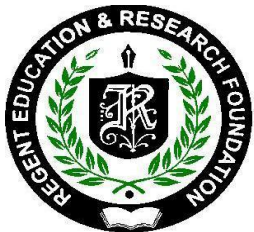
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### 2. APPOINTING AUTHORITY:

The hiring for the position of Principal, all officers, faculty members, and staff shall be carried out by the Chairman of the Board of Governors or Trustees. This hiring process will be guided by the recommendations made by the Selection Committee(s) and will strictly align with the decisions and approvals of the Board of Governors or Trustees.

### 2. NUMBER OF POSTS:

The count of positions under each employee category within the Institution will be determined by the Board of Governors or Trustees. These numbers will change from time to time, adhering to the guidelines set by AICTE for all teaching roles, while recommendations from the Principal will guide decisions for non-teaching roles.

### 3. TENURE OF APPOINTMENT:

Appointments can be:

- Time-bound on a contractual basis. The specifics of the terms and conditions of these appointments will be mutually agreed upon by the Board of Governors or Trustees and the respective appointee. The tenure of such appointments can be renewed multiple times, with each extension ranging between one to three years, at the discretion of the Board of Governors or Trustees.
- Permanent, lasting until the appointee reaches the age of superannuation, and this is against a substantive role.

### 4. AGE CRITERIA:

For any position within the Institution, the appointee's age should not be less than 18 years at the time of their appointment.

### 5. MANDATORY DOCUMENTATION:

Any candidate who receives an offer for a role in the Institution must provide the following original documents before officially joining the position:

- Credentials verifying their educational, professional qualifications, and experience.
- Documents certifying their Date of Birth.
- Photocopies of both sides of their PAN Card (2 copies required).
- A Medical Fitness Certificate issued by a Registered Medical Practitioner. This certificate should clearly state that the candidate does not suffer from any communicable diseases, constitutional issues, or physical infirmities that might hinder the efficient execution of their duties.

### 6. PROBATION:

(a) Every recruit at the Institution for substantive roles will typically undergo a probationary period of one year unless stated otherwise in the respective appointment order. The probation period might exclude any extraordinary leaves taken by the employee. However, the competent Authority may extend this period at their discretion.

(b) The Principal must seek a performance and conduct report from the recruit's immediate supervisor

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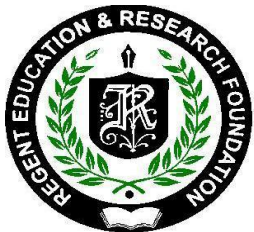
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before the probation period concludes. If the employee's conduct and performance remain unsatisfactory at the end of the probation, the supervisor must provide the Principal with a report, recommending either termination or an extension of the probationary period.

(c) The extension of the probationary period, if granted, should not exceed one year, with only one such extension permitted unless otherwise mentioned in clause-6 (e).

Certification of successful completion of probation is vested in:

- (i) Department Heads for all teaching staff and service personnel,
- (ii) The Librarian for all library staff,
- (iii) The Registrar for all other administrative staff,
- (iv) The Principal for all officers.

(d) The Principal shall issue a declaration order regarding the completion of the probationary period based on the certifying officer's report, with approval from the competent Authority.

(e) If an employee's performance remains unsatisfactory even after the extended probationary period, the Appointing Authority can terminate the employee based on the Principal's recommendation. However, if the Board of Governors or Trustees wishes to provide another chance, they can issue a final warning and extend probation by no more than six months. Should performance remain unsatisfactory, the Principal will terminate the services without provision for appeal.

(f) Any delay in the declaration concerning the extension or completion of probation does not entitle an employee to assume successful probation completion.

(g) Upon satisfactory completion of one year of service, all employees are eligible for an annual pay increment.

(h) If a probationer's performance or behavior is extremely unsatisfactory, they can be terminated anytime during the probation period by the appointing authority. This termination requires a one month's notice or a month's salary in lieu thereof.

### 7. CONFIRMATION:

(a) Once an employee completes their probationary period and meets the satisfaction criteria set by the competent authority, their confirmation in the institution is subject to the Chairman of the Board of Governors or Trustees' approval. This confirmation assumes that there are no pending or anticipated disciplinary actions or inquiries against the employee.

(b) It's imperative to note that confirmation isn't automatic. A specific order is required to confirm an employee's status.

### 8. START DATE:

All official appointments in the institution become effective from the date the appointed individual reports for duty, either at the institution or any other location specified in the appointment letter.



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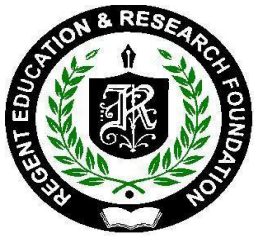
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### 9. SERVICE BOOK:

Every employee of the institution will have a dedicated Service Book or Personal File. This will be structured and detailed as per the guidelines set by the Board of Governors or Trustees. The Service Book is intended to be a comprehensive record of the employee's tenure at the institution. It is kept securely in the administrative office, under the watchful eyes of either the Registrar or a nominated Administrative Officer. All entries in this book are made by the Administrative Office. These are then validated by the signature of the Registrar or the appointed Administrative Officer, with the employee also countersigning for acknowledgment.

### 10. ASSESSMENT REPORT:

(i) It is a mandate for every employee of the institution to have an Annual Confidential Report. This report is structured based on the guidelines and format prescribed by the institution's competent authority. The appraisal of each staff member will be concluded in May every year.

(ii) For each employee, the Assessment Report is to be compiled by the respective Head of the Department/Section they are associated with. This needs to be done within a week post the end of each calendar year. This report, once prepared, is sent to the Principal by the Head of Department/Section. The Principal, after reviewing, adds his remarks and then dispatches it to the Registrar. This is done for the purpose of informing the employee and for record-keeping. For positions such as Professors, Heads of Departments, and officers, the Principal takes charge of compiling the Assessment Report. For the Principal's evaluation, the Chairman of the Board of Trustees or his authorized delegate is responsible.

(iii) For faculty and teachers, the Assessment Report comprises of:

- A record of the number of sessions – whether classes, labs, or tutorials – assigned versus the actual number of sessions/contact hours undertaken.
- Insights into the faculty member's demeanor and rapport with students, colleagues, administrative staff, superiors, and the governing authorities.
- Regular feedback from students. The format for gathering this feedback will be set by the competent authorities as required.
- Notes on the punctuality and regular attendance of the faculty member.
- A summary of efforts made by the faculty for self-betterment and their contribution to the institution's growth.

(iv) Employees are granted the right to challenge any negative remarks in their Assessment Report. Such challenges are to be submitted to the Principal. After reviewing the necessary documentation and consulting with the reporting authority, the Principal will add his judgment to the Assessment Report. This decision is then communicated to the employee. If an employee remains discontent with the Principal's verdict, they can appeal to the Chairman of the Board of Governors or Trustees via the Principal.

(v) The responsibility of safekeeping all Assessment Reports lies with the Registrar.

(vi) It's compulsory for every employee to submit their Assessment Report within the designated time frame each calendar year.

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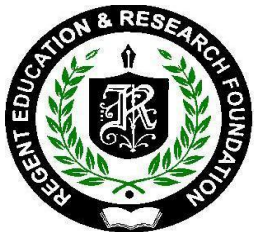
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### 11. TRANSFER:

Any employee may be transferred from one Department or Section to another in the interest of the Institution.

### 12. EMOLUMENTS:

#### GENERAL:

An employee, other than those on temporary and/or casual terms, is entitled to either a consolidated payment or a time-scale of pay specific to their role. Teacher emoluments and associated benefits will be in line with AICTE Gazette Notification F.No.37-3/Legal/2010 dated 5th March, 2010. For non-teaching staff, the provisions outlined in the West Bengal Services (Revision of Pay and Allowance) Rules, 2009, under Notification No.1690-F dated 23.2.2009, will be applicable. In cases where an elevated starting pay is warranted, the Chairman of the Board of Governors or Trustees retains the authority to grant such a concession.

#### PAY ON INITIAL APPOINTMENT:

Typically, the starting Basic Pay of a newly appointed individual will be set at the minimum of the time-scale associated with their role. However, if deemed fit by the Selection Committee, a higher Basic Pay, capped at five increments within the said scale, can be granted. This adjustment, however, mandates the approval of the Institution's Board of Governors or Trustees.

#### PAY ON PROMOTION:

When an employee is promoted, their existing Basic Pay will first be augmented by one increment within their current pay scale. This revised figure will then serve as the basis for the pay in the newly acquired role's scale. For those drawing a maximum pay within their current role at the time of promotion, a notional increment (equivalent to the last increment of the current pay scale) will be applied before transitioning to the promoted scale. However, if an employee has already received the benefits associated with salary stagnation, this notional increment will be exempt.

#### INCREMENT:

- Every annual raise will be determined as 3% of the combined sum of the current Pay Band and the AGP, wherever applicable.
- An advance increment is similarly pegged at 3% of the collective sum of the pay in the Pay Band and the AGP, with the condition that this increment is non-compoundable.
- Uniformly, the 1st of July every year will be the designated date for annual increments. To qualify, an employee should have rendered a minimum of six months of service as of 1st July. Notably, in instances where an increment is withheld due to disciplinary actions, the mandate will specify the withholding's duration and its potential implications on subsequent increments.
- Employees will be accorded their increments from the commencement of the month in which they would typically qualify, based on established norms and orders pertaining to increments.

#### GRADE OF PAY AND CAREER ADVANCEMENT SCHEME:

- The post of Principal is compensated within a Pay Band of Rs.37400-67000, complemented by an

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Academic Grade Pay (AGP) of Rs.10,000. Additionally, they receive a Special Allowance of Rs.3000 every month. All serving Principals are expected to be aligned with this compensation structure.

(b) New entrants into the teaching profession at the Institution will be designated as Assistant Professors. Their compensation falls within a Pay Band of Rs.15600-39100 with an AGP of Rs.6000. Existing Lecturers, who were previously in a pay scale of Rs.8000-275-13500, will now also carry the title of Assistant Professors, with the AGP mentioned above.

(c) An Assistant Professor, after rendering 4 years of service and if holding a Ph.D. in their respective field, becomes eligible for an AGP increment to Rs.7000.

(d) In the case of those with a Master's degree pertinent to their technical education domain, they qualify for this AGP after five years of service.

(e) However, those who neither possess a Ph.D. nor a Master's degree in their specific domain can only aspire for the AGP of Rs.7000 after a tenure of six years as an Assistant Professor.

(f) For all Assistant Professors aspiring to transition from an AGP of Rs.6000 to Rs.7000, it is mandatory to meet certain conditions laid out by the AICTE.

(g) Those who previously held the designation of Lecturer (Sr. Scale) and were compensated in the pre-revised scale of Rs.10,000-15200 will now adopt the title of Assistant Professor. They will be compensated in the Pay Band of Rs.15600-39100. Their adjusted salary, based on their current earnings, will be paired with an AGP of Rs.7000.

(h) Assistant Professors, after completing five years of service at the AGP of Rs.7000 and upon fulfilling the criteria set by AICTE, can advance to an AGP of Rs.8000.

(i) Regarding the position of Associate Professor, the compensation is structured within a Pay Band of Rs.37400-67000, accompanied by an AGP of Rs.9000. When Assistant Professors are directly recruited, they are positioned within this Pay Band and paired with an AGP of Rs.9000, subject to the specifics of their appointment.

Sure, here's the provided content in bullet numbered format:

(j) Incumbent Lecturers (Selection Grade) who had finished three years in the pre-revised pay scale of Rs.12000-18300 by 01.01.2010 will be compensated in the Pay Band of Rs.37400-67000. They will have an AGP of Rs.9000 and will adopt the title of Associate Professor.

(k) For those Incumbent Lecturers (Selection Grade) who hadn't completed the three-year term in the pay scale of Rs.12000-18300 by 01.01.2010, they will be set at a suitable stage in the Pay Band of Rs.15600-39100, paired with an AGP of Rs.8000. This will be the case until they complete the required three years in the Lecturer (Selection Grade) role. Following this, they will transition to the Pay Band of Rs.37400-67000 and will be rebranded as Associate Professor.

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(l) Presently serving Lecturers (Selection Grade) will retain their designation until they are positioned in the Pay Band of Rs.37400-67000. At this point, they will be renamed as Associate Professors as delineated in (k).

(m) Assistant Professors who have successfully served three years in the AGP of Rs.8000, subject to other AICTE stipulated conditions, will qualify for the Pay Band of Rs.37400-67000, equipped with an AGP of Rs.9000. Their designation will be updated to Associate Professor.

(n) An Associate Professor, after three years of service with an AGP of Rs.9000, if holding a Ph.D. in the relevant field, can aspire to be designated as Professor. This is conditional, based on specific academic performance metrics dictated by AICTE. It's essential to note that without a Ph.D., one cannot be elevated to the position of Professor. The compensation structure for Professors is set in the Pay Band of 37400-67000, accompanied by an AGP of Rs.10000.

(o) Professors recruited directly will have their pay anchored at a stage not lower than Rs.43000 within the Pay Band of Rs.37400-67000. They will have an AGP of Rs.10000.

(p) A distinct 10% of Professor Roles within the Institution will carry a higher AGP of Rs.12000. However, their designation remains unchanged as "Professor". Conditions for this appointment will be as per AICTE guidelines. Eligibility factors will include, among others, having publications in peer-reviewed journals, a minimum of 10 years teaching experience as Professor, and noteworthy post-doctoral contributions. Directly recruited Professors within this AGP should expect a pay no less than Rs.48000.

(q) For Associate Professors and Professors recruited directly, academic and research prerequisites will adhere to AICTE guidelines, both current and future.

(r) There's a provision for discretionary increments for newcomers to the roles of Associate Professor or Professor. This would be for those who exhibit high merit, a substantial portfolio of research publications, and relevant experience. The Board of Governors or Trustees, upon the Selection Committee's recommendation, will determine this during individual negotiations. They will consider the salary structure of other faculty members and specific conditions unique to each case.

(s) Individuals in the role of Registrar/Administrative Officer, if previously in the pay scale of Rs.8000-13500, will transition into the Pay Band of Rs.15600-39100. Their Grade Pay will be Rs.5400.

- Those with the title of Registrar (Sr. Scale) who were formerly in the pay scale of Rs.10000-15200 will also be placed in the Pay Band of Rs.15600-39100 but with a Grade Pay of Rs.6600.

- If an incumbent Registrar (Selection Grade) hadn't fulfilled three years in the pay scale of Rs.12000-18000 by 01.01.2010, they are to be set in the Pay Band of Rs.15600-39100 with a Grade Pay of Rs.8000. They will remain here until they complete the three-year service. Post this period, they will transition to the Pay Band of Rs.37400-67000.

(t) The Institution Librarian, previously in the pay scale of Rs.8000-13500, will be transitioned into the Pay Band of Rs.15600-39100. They will be provided an AGP of Rs.6000.

- Direct recruitment for the Institution Librarian role will adhere to AICTE standards regarding

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eligibility and academic qualifications.

- Those holding the post of Institution Librarian (Sr. Scale) from the old pay scale of Rs.10000-15200 will be moved to the Pay Band of Rs.15600-39000, accompanied by an AGP of Rs.7000.
- A Librarian with a Ph.D. in Library Science, after four years in the AGP of Rs.6000 and meeting other AICTE conditions, will qualify for the AGP of Rs.7000 within the Pay Band of Rs.15600-39100.
- Conversely, librarians without a Ph.D. but with an M. Phil in Library Science will only be eligible for the AGP of Rs.7000 after five years in the AGP of Rs.6000, contingent upon AICTE guidelines.

(u) An Institution Principal of Physical Education, if they were in the older Pay-Scale of Rs.8000-13500, will now be in the Pay Band of Rs.15600-39100 with an AGP of Rs.6000.

- Placement of an Institution Principal of Physical Education within the Pay Band of Rs.15600-39100 with AGP of Rs.6000 will adhere to the 'fixation formula' of the 6th CPC.
- AICTE's existing standards on eligibility and academic qualifications will dictate direct recruitment for the post of Institution Principal of Physical Education.
- After serving three years in the Pay Band of Rs.15600-39100 and an AGP of Rs.8000, subject to AICTE eligibility, Institution Principal of Physical Education (Selection Grade) will be moved to the Pay Band of Rs.37400-67000, with an AGP of Rs.9000. Their designation remains unchanged.

(v) For all other employees, excluding teachers, the Board of Governors or Trustees will decide the pay grades based on the Principal's advice. This will align with the Pay-Scales of the Government of West Bengal, inclusive of any related State Government Allowances.

(w) Non-teaching staff who have served for five years without any promotion will progress to the subsequent higher grade. This is provided there are no adverse remarks in their Annual Confidential Report over the past three years. The Chairman of the Board of Trustees has the discretion to offer a higher Pay-Scale/salary to any non-teaching staff member, especially if they have outstanding qualifications and experience. However, this is contingent upon the Principal's recommendation.



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