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# TEACHER SERVICE RULES

ESHWAR SHARANBASVESHVAR VIDYA  
KARNATAKA VARDHAK SANGHA  
MURAGI KALABURAGI

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## SERVICE RULES FOR EMPLOYEES

### Part I: Title. Application and Commencement

1. Title: These rules may be called the "Service Rules for the Employees of the sharanbasweshwar vidya vardhak sangha (hereinafter referred to as Service Rules).
2. Application: The service rules shall be applicable to all the employees of the sangha and its institutions unless otherwise specifically exempted by the Governing Council (GC).
3. Commencement: These rules shall come into force with Effect from such date as officially declared by the GC.

### Part II: Definitions

- 4.1 Appointing authority: Appointing authority in relation to Any employee means the Managing Trustee or such other authority empowered by the Governing Council to appoint employees.
- 4.2 Employee: Employee means and includes any person  
'Serving in any capacity on full-time basis in the Trust or any of its institutions and who has been appointed as such in accordance with the rules and regulations of the sangha.
- 4.3 Institution: Institution means any institution established  
And administered by the Trust and includes departments, sections,  
Laboratories attached to such institutions.
- 4.4 Sangha: Sangha means the S.V.V.S. Kalaburgi registered under the Karnataka Society's Registration act, 1960 and the Bombay Public Trust's Act, 1950.
- 4.5 General Body: General body means and includes the general body members of the sangha.
- 4.6 Governing Council: Governing Council means the Governing council of the sangha.

4.7 Managing trustee: managing trustee means the person appointed as such by the sangha to manage the day to day working of the sangha and its institution.

4.8 Service Rules: Service Rules means the service rules for employees of sharanbasweswar vidya vardhak sangha.

4.9 Competent Authority: Competent authority means the authority declared by the GC to conduct disciplinary action against the employees of the sangha under the Service Rules.

4.10 By-laws: By-laws mean the rules and regulations framed by the Governing Council to regulate the administration and the governance of the sangha and the institutions operating under it.

4.11 Act: Act means any law applicable to the sangha.

4.12 Misconduct: Misconduct means any act or omission amounting to breach of service rules or any other law of this land and any other act or omission in the nature of breach of Service Rules or any other law of this land committed by an employee of the sangha.

4.13 Salary: Salary means total amount inclusive of all allowances paid to an employee for the services rendered by him/her for the wage period fixed by the sangha.

4.14 Month: Month means a period of 30 days considered for the purpose of calculation of any benefits payable to an employee of the sangha.

4.15 Day: Day means a period of 24 hours starting from 12.00 midnight till the period of 24 hours expires.

4.16 Working Hours: Working hours means a period of duty at the institute or any other specified place of work fixed by Principal/ HOD for employees as a whole or in class or individually.

4.17 Managing trustee: managing trustee means the person appointed as such by the sangha to manage the day to day working of the sangha and its institutions.

Part III. Recruitment, Selection, Appointment and Confirmation in Service of Employees and Functional & Operating System

5. Creation of Post

5.1 The GC shall determine the strength of employees considering the exigencies and administrative requirements of the Trust and its institutions. Before determining the strength, it shall consider the workload, duties and functions attached to each post.

5.2 The GC shall have the discretion to decide the posts to be filled-up and the balance may be kept vacant.

5.3 The GC shall have the right to revise the strength and to abolish any post in the interest of the sangha and its institutions.

5.4 The GC, with its discretion, shall prescribe the pay including the scale with allowances of each post.

6. Recruitment

6.1 The GC shall determine the policy of recruitment and selection of employees to be appointed against the vacant posts.

6.2 The GC may delegate the power to MT to complete the exercise of recruitment and selection in pursuance of the policy framed by it.

6.3 In case of recruitment of employees of grade I-V, as classified in Rule 6.8.2 of Service Rules, MT shall complete the procedure of recruitment and selection and submit a report to GC for its approval.

6.4 In case of recruitment of employees of grade VI to X as classified in Rule 6.8.2 of Service Rules, the MT will have full power to recruit and appoint employees after carrying out the procedure prescribed by the GC in its policy.

6.5 Appointment letters: The MT shall issue appointment letter to the employee selected as per the procedure noted above subject to such terms and conditions as may be fixed by MT or GC.

6.6 Joining Report: The employee appointed shall submit his/ her joining report to the head of the department and take charge of the post assigned to him/her as per the instructions of the Head of the department concerned.

## 6.7. Classification of Employees:

### 6.7.1 Definitions:

a) Permanent Employee: Permanent employee means an employee whose appointment has been confirmed in writing by the appointing authority after satisfactory completion of probation period.

b) Temporary employee: Temporary employee means an employee who is appointed for a specified period to fill a Temporary vacancy which has arisen due to temporary increase in work or leave of absence of another employee or any other such reason.

c) Person on contract: Person on contract means a person who is appointed for a specific period of time to render a specific service as per the terms and conditions mentioned in the contract document.

d) Part-timer: Part-timer means a person who is appointed to work for specific hours not exceeding 4 hours a day.

e) Full-timer: Full-timer means a person whose specified working hours is equal to normal working hours of minimum 7 hours per day or minimum 42 hours per week

f) Probationer: Probationer means a person who is provisionally appointed to fill a likely permanent vacancy.

g) Trainee: Trainee is a learner and receives a consolidated stipend during the specified training period as per conditions stipulated in the training letter. He/she is not entitled to claim absorption as probationer/permanent employee after completion of training.

- h) Casual Worker: Casual worker is a worker employed for a specific period to meet casual job requirements of the institution.
- i) Daily-rated Employees: Daily-rated employee is an employee whose salary is made on daily basis for actual number of days worked.
- j) Vacation Employees: Vacation employee means an employee who is eligible to enjoy vacations.
- k) Non-vocational employee means an employee who is not eligible to enjoy the vacations.

### 6.7.2 Classification

The GC within its powers shall classify all the posts/positions created by it by evaluating the jobs and functions assigned to each post/position and the scales made applicable to each post/position and establish gradation system for the sangha and its institutions as a whole or separately for each Institution. The gradation of posts/positions as on the commencement of these rules is as follows

Grade I	Principal.
Grade II	Professor.
Grade III	Asso. Professor.
Grade IV	Asst. Professor.
Grade V	Lecturer.
Grade VI	Accountant
Grade VII	System administrator, Lab and Librarian.
Grade VIII	Compounder, Hostel Supdt/Warden, Supervisor, Steno, Accounts Clerk.
Grade IX	Chief Attender, Driver-cum-Attender.

Any new/other categories and posts for each Institute of the sangha shall have to be created by the express permission of the GC. The GC shall have overriding

power to make any change, alteration, modification and shuffling in the existing/future gradation of posts/positions.

6.7.3 The employees covered by the grade I to V shall be deemed to be officer of the society and sangha and they shall be responsible and accountable for the execution of the policies and decisions of the GC/MT. they shall not have fixed working hours and they have to respond and act in accordance with the directions of their higher authorities as and when required.

6.7.4 The employees covered by VI to X shall act and perform at the instructions, directions and orders of the employees covered by grade I to V.

6.7.5 The employees working in the same grade with different designations may be reshuffled and assigned with different duties which shall not amount to alteration of service conditions or change in duty or transfer. In the event of such reshuffle, the employee shall not be entitled for any extra salary. Such reshuffle in duty in the same grade may be brought about on overall instructions of MT.

6.7.6 The gradation formulated by MT will be subject to revision for the convenience of the administration.

6.8 Confirmation:

6.8.1 Confirmation of the services of the employees shall be done on the basis of performance appraisal and assessment of the work performed by the employees.

6.8.2 Based on the performance appraisal, the MT shall have the right to take appropriate decision regarding the confirmation of the services of the employee.

6.8.3 The employees who are on temporary basis, probation, daily wages may be confirmed in services with the specific order of the MT subject to the provisions in clause 6.9.1, 6.9.2 & 6.9.3.

6.8.4 After confirmation, the employee shall be entitled to get the benefits admissible to the said post.

If the services of any employee on probation, daily wages or temporary basis are not confirmed, then the services of such employees shall stand automatically

terminated after the expiry of the stipulated period noted in the orders issued to him.

#### 7. Functional & Operational System:

7.1 Organization Chart: Functional and operational system shall be defined in the form of Organization Chart/Charts.

7.2 Powers: The power of introduction, abolition, restructuring and reshuffling of the organizational structure rests with the Managing Trustee/Governing Council.

7.3 Departmentation: Ideally, the following departments shall exist to facilitate smooth and well co-ordinated work of the institutions.

- a) Academics: Headed by Principal/Co-coordinator, shall comprise of various teaching departments which in turn will be headed by Heads of Departments (HODS) reporting to Principal. Principal shall report to MT.
- b) Non-academic: Non-academic departments shall comprise of Administration, Account. reporting directly to MT.
- c) Others: Any other department for fulfilling the aims and objectives of the saragha.

#### 7.4 Distribution of work among employees:

Heads of departments shall be the authority to distribute appropriate departmental work both academic, administrative and other duties among employees of the department subject, to guidelines, if any, issued by higher authorities which shall be accepted and executed by the concerned employee. Any breach of this basic rule will be considered and acted upon as gross indiscipline.

#### Part IV- Allotment of Duties and Determination of Function

8.1 The GC/MT shall determine and approve the duties and functions of each grade and also qualifications and experience required for the job subject to statutory requirements, if any.

8.2 All the employees working in particular grade shall perform the duties and functions assigned to that particular grade, but the concerned HOD determines the duties and functions of each employee within the grade for the convenience of the department but in no case the employee shall have right to perform the same duties only.

8.3 Concerned HOD shall prepare a board duty chart (Job Description) of each employee in each grade only for the purpose of administrative convenience of the department.

8.4 Each employee shall be provided with such broad duty chart (Job Description) and he shall perform the same with utmost integrity and to the satisfaction of his superiors.

8.5 The concerned HOD shall have the power to reshuffle or to reallocate the duties and functions of the employees within grade or grade wise.

### 9. Job Description

9.1 Every employee will be issued with a copy of approved job description and the employee concerned will sign for having read and accepted the said job description.

9.2 Job description once approved may be revised as per procedure on the subject and the employee will be issued with a copy of revised job description.

9.3 Job description gives broad guidelines about the duties and responsibilities of an employee. Duties and responsibilities may also be enumerated in procedures, work instruction, orders issued by Principal/HOD etc., the employees are required to adhere to such procedures/work instructions, orders issued by Principal /HOD etc., from time to time.

## Part V: Training and Career Planning of Employees

### 10. Training

10.1 In the month of February every year each employee and his/her HOD must jointly identify training needs of the employee concerned and suggest suitable

training programmers as per the procedure on the subject. This must be correlated with career goals, vision/mission statement of the institute and departmental needs.

10.2 Whenever a training programme is organised for an employee, he/she must attend the training programme as per the time-table and give feedback in the prescribed form. He/she must derive maximum benefit for self and department/organisation from such training programmes.

10.3 Knowledge, skills, attitudes gained during the training programme are to be effectively transferred to the day-to-day work of the employee concerned. HOD acts as a facilitator in the entire process of training and it's utility and also must give feedback on training effectiveness to Principal.

## 11. Career Planning

11.1 HODs must prepare a career plan for each employee working under them based on the abilities, attributes, skills, potential etc., of the employee and suggest developmental programmes for the employee. The career plan must identify the goals and aspirations of the employee both short term (2-5 years) and long-term (5-8 years) in specific manner and the concerned HOD has the responsibility to correlate the same to the vision/ mission statements; quality policy of the organisation and departmental needs. The approved career plan must be implemented within a fixed time frame.

## Part VI: Performance Appraisals of Employees

12.1 Career development, promotion, annual increments, incentive payments, confirmation of probationers, absorption of trainees or any other change in the status or remuneration package of an employee shall always depend primarily on appraisals made by his/her HOD periodically.

12.2 Performance appraisal will be carried out on the following occasions.

- a) Monthly appraisals of trainees/probationers
- b) Annual appraisal of all employees (including personnel on contract)
- c) Special appraisal whenever ordered by the appointing authority (eg. before promotion/transfer etc.,)

12.3 Performance appraisal proceedings will be recorded in a format and the important decisions taken during appraisal meetings are forwarded to the employee and other concerned people for implementation.

12.4 Key Result Areas, goals and standards for each employee are jointly worked out by the employee and his/her HOD at the beginning of the appraisal period. At the end of the appraisal period and during appraisal meeting, results achieved in key result areas shall be reviewed thoroughly and feedback will be given to the employee concerned.

12.5 Employees who are performing exemplarily every year can be issued with appreciation letter duly signed by the HOD, Principal.

12.6 Senior staff members will be assessed by Governing Council members also as per system which can be laid down by it from time to time.

#### Part VII: Fixation of Pay & Allowances

13.1 Under the instruction from the Governing Council, the MT in consultation with Principal shall propose the pay-scales and allowances/other benefits payable to all employees and to each guide and submit the same to GC for consideration.

13.2 The GC shall have the power to approve and enforce such approved scales of pay, allowances and other benefits.

13.3 After taking into consideration such objections, the new pay-scales or the revised pay-scales shall be brought into force under the authority of MT.

13.4 It shall be seen that while doing the fitment in no case the employee junior in service shall get more salary than his senior in the same grade. In such event, the salary of the senior employee shall be adjusted by giving extra increment to protect his seniority with a specific order of MT.

13.5 The fixation and revision of pay-scales shall be done by the management subject to the budgetary provisions and also a ratio fixed on a permanent basis between the total budget and budgetary provision for pay and allowances of the employees.

13.6 The fixation and revision of pay and allowances shall not diminish the ratio fixed by the GC.

13.7 In case of demand for revision of pay-scales or any demand increasing financial liability on the institution shall be viewed and circumscribed with reference to long-term paying capacity and sustainable growth of the institution.

13.8 In the event of exceptional financial crisis, the management after holding discussion with the employees may reduce the salaries to the extent of financial constraints.

13.9 The employees in grade I to V can be appointed on contract basis for a stipulated period, subject to the renewal of such contracts on such terms and conditions as may be fixed by MT and approved by GC. By way of such contract, persons of extra-ordinary professional knowledge and experience can be awarded salary more than what is prescribed for the post held by such employee. Such extra salary may be paid to him in the form of allowances.

#### 14. Fitment on Entry:

14.1 Persons appointed as trainees shall be paid a consolidated stipend as per terms and conditions stipulated in the training letter. The regular pay-scales of the sangha shall not be applicable to trainees. Consolidated stipend means an all-inclusive lump sum amount as mentioned in the training letter.

14.2 Persons appointed as probationers shall be paid either consolidated salary or fitted into a scale applicable to the post. Consolidated salary means an all-inclusive lump sum amount as mentioned in the appointment letter.

14.3 Persons appointed on contract shall be paid monthly contractual consideration as mentioned in the contract document.

15. Annual Increment: The basis for granting annual increments to an employee shall be the performance of that employee during the preceding year as assessed by his/her HOD. The release of annual increment shall not be automatic. When an employee has reached efficiency bar (EB) in his/her scale, the concerned HOD will give a comprehensive report on the performance of the employee before clearing

the efficiency bar. In cases of continuity below average performance annual increment in the scale may be withheld.

16. Fixed & Variable Components of Pay: The pay of employees shall be as per pay scales approved by GC for various grades of employees which shall contain fixed and variable components of pay.

17. Date of Annual Increment: Generally, effective date of annual increment of all employees shall be 1st April of the year subject to the completion of minimum 12 months service. Employees with service of above 6 months will be given full increment while employees with service of less than 6 months will not be eligible for any increment during that year.

18. Special Merit Awards: The Managing Trustee may grant special Merit Reward to an employee in recognition of a special contribution made by the employee concerned to the organisation during the preceding year/years.

19. Contributory Provident Fund Benefit: All employees shall be eligible to contributory-provident fund benefit as per provisions of the Employees Provident Fund and Misc. Provisions Act, 1952.

20. Gratuity: All the employees shall be eligible as per the provisions of the Payment of Gratuity Act, 1972.

21. Accommodation: Accommodation within the campus shall be allotted to an employee as per the guidelines approved by GC/MT from time to time on the subject. Such employees will be treated as a Licensee.

22. Loans and Advances to Employees: Temporary loans and advances to employees shall be granted by the MT/GC for specified purposes and at specified rate of interest as per the rules approved by GC from time to time on the subject.

23. Recoveries and Deductions:

23.1 Income Tax: Deductions towards Income Tax will be made from the salary of employees as per Income Tax rules in force.

23.2 Profession Tax: Deduction towards Profession Tax will be made from the salary of employees as per Profession Tax rules in force.

23.3. Security Deposit: Deductions towards security deposit will be made during the first 20 months after joining as per Security Deposit rules approved by GC from time to time.

23.4 Rent: The salary of the employee availing housing facility from management will be subject to certain deduction from their salaries as per the guidelines issued by MT/GC from time to time on the subject.

23.5 Recovery of loans/advances: Recovery towards loans/ advances taken by employees shall be made as per the rules in force.

23.6 Fine: Fine levied by competent authority for any act/ omission of misconduct shall be deducted from the salary of the concerned employee as per the written orders issued by such authority.

23.7 Recovery towards loss/damage to Property: Recovery towards loss/damage caused to property of the institute shall be made from the salary of the concerned employee or adjusted against Security Deposit as per written orders issued by competent authority.

23.8 Any other statutory/Voluntary deductions.

24. Fitment on Re-employment: If an ex-employee of the institute is reemployed, his/her salary shall be fixed afresh OS per new terms and conditions of service mentioned in his contract/ appointment letter which may not bear any relation to the salary drawn by him/her before such re-employment.

#### Part VIII Promotion, Transfer, Deputation:

##### 25. Promotion/Demotion:

25.1 The Principal/HOD shall maintain the seniority list of all employees of each grade and the total seniority as per guidelines issued by GC/MT on the subject from time to time.

25.2 To prepare the seniority Principal/HOD shall take into consideration the qualification, date of appointment, experience and performance appraisal report and prepare the seniority list and revise it every year. Such revision of the seniority

list shall be done by giving due publicity and seeking objections if any giving a period of 15 days for receiving such objections.

25.3 After following the procedure laid down as above, the seniority list prepared by the HRD department under the authority of Principal shall be final. 25.4 50% of the vacant posts shall be filled by way of promotion based on the seniority list and University regulations on promotions wherever applicable and the suitability of the candidate.

25.5 HODs/Principal have to prepare their comprehensive proposals with regard to promotion of an employee working under them and forward the same to MT for his consideration.

25.6 Final decision with regard to the promotion of the employee concerned will be taken in a joint meeting of the MT, Principal /HOD. Wherever needed GC and Sub-committee member's views will be taken and considered.

25.7 Demotion means reducing the rank of employee from the post presently held by him/her to the post lower in rank or to the earlier post held by him/her. If an employee's performance as assessed by his/her HOD and other higher authorities is found not satisfactory consecutively for a period of 03 years, the concerned HOD shall prepare a comprehensive report about the suitability of the said employee to the existing post/position. Principal shall consider the report of the HOD from all angles and put their recommendations. MT/GC will take decision about demotion of the employee after considering the recommendations of the Principal.

25.8 A suitable fitment procedure to fix the pay-scale of an employee demoted/promoted shall be followed.

25.9 The entry regarding demotion/promotion shall be made in the service book of such employee.

## 26. Deputation:

26.1 Deputation means sending an employee from one post to another post, from one department to another department, from one college to another college, from one institution to another institution and seeking the services of an employee from other institution to this institution.

26.2 In case of deputation from one institution to other institution the period of deputation, terms of deputation, pay & allowances shall be fixed by such institution by entering into a contract.

26.3 The MT by issuing a specific order shall effect deputation of an employee which shall be binding on such employee.

### 27. Transfer:

27.1 Transfer of service of an employee means changing the services of an employee from one department/institute to another department/institute by a specific order of Principal/MT.

27.2 Transfer can be affected on the ground of administrative convenience or the willingness of the employee or as a matter of practice pending disciplinary action against the employee.

27.3 The management shall have the right to transfer the services of an employee subject to the above provision.

27.4 The employee after transfer shall get himself relieved by handing over charge in writing of his earlier post and shall relieve the employee from the post on which he is transferred by taking over charge of it in writing.

27.5 The HOD of the department wherein such employee is transferred, shall report in prescribed form to the Principal/MT giving the details of reporting of such transferred employee.

27.6 Non-compliance of transfer order by an employee shall be misconduct on the part of such employee.

### 28. Additional Charge:

28.1 Additional charge means holding a charge of a post in addition to the charge of the original post held by the employee.

28.2 The MT/Principal shall issue an order to an employee on the ground of administrative convenience to hold the charge of a particular post in addition to his original post. No period shall be fixed for such holding of additional charge.

28.3. If the additional charge held by an employee extends beyond 3 months, he shall be eligible to get an allowance of 5% of the salary admissible to the post of which he is holding additional charge.

### Part IX - Weekly Off / Holidays/Working Howl and Leave

#### 29. Weekly off & Holiday:

29.1 The HOD shall fix a day of weekly off and other holidays by a specific order.

29.2 The weekly off shall generally be Sunday and the other holidays shall be fixed and published every year by MT in accordance with holidays published by University or any other statutory authority.

29.3 Hospital employees or any other essential services employees may be ordered to attend duties on holidays to meet essential services for which they shall be given compensatory off within a span of next 3 working days.

#### 30. Working Hours:

30.1 The working hours for the employees in grade V to X shall be 8 hours and total spread over may extend to 11 hours.

30.2 HOD with the proper approval of Principal/ Co-ordinator/MT shall fix the working hours. Convenient to the requirement of the department in such manner that the working of an employee at a stretch shall not exceed hours and during effective working of 8 hours, the employee shall get rest interval minimum of 30 minutes.

30.3 The employees in grade V to X may be called on duty on any weekly off/holiday and for such cancellation of his weekly off/Holiday, he shall be given one compensatory off to be availed by him within 3 days from such cancelled weekly off/holiday. Such employee shall also be eligible to get one day's extra wages.

30.4 The HOD shall have the powers to rearrange, cancel, reschedule the working hours and weekly offs of an employee/ employees, which shall be binding on all such employees.

30.5 The working hours of the employee may be fixed in shift working which shall be fixed by the concerned HOD. Such shift working may be rearranged or cancelled or re-started at the stance of concerned HOD.

### 31. Overtime:

31.1 Only in exceptional circumstances, the HODs shall have the power to call the employees to work overtime. But in such event, the HOD shall normally take prior approval in writing of Principal/Co-ordinator/MT. In case of emergency, the permission must be taken at least on telephone.

31.2 The work on OT basis may be given to an employee only on the basis of specific order in writing issued by the concerned HOD.

31.3 The payment for overtime work shall be paid to the employee at the rate of double the wages drawn by the employee, one day prior to overtime work.

31.4 The payment shall be made along with regular payment to such employee.

### 32. Leave Rules:

32.1 Leave is a privilege and cannot be claimed as a matter of right.

32.2 Employees desirous of proceeding on leave must obtain prior sanction of the sanctioning authority as per Procedure on the subject.

32.3 Leave, when applied for, may be granted by competent authorities subject to exigencies of work of the institution. The sanctioning authorities shall have the discretion to refuse/revoke leave, who shall record the reasons for refusal/revocation on the leave application.

32.4 Records of leave availed by an employee shall be maintained in the form of Leave Card year-wise and/or in a service book which shall be ratified by computing authority.

32.5 For the purpose of leave accounting, the accounting period shall be the calendar year from January to December.

32.6 Employees will not be allowed to avail of both prefix and suffix of holidays/Sundays. They will be allowed to avail either prefix or suffix only. If the

leave period falls between prefix and a suffix either of them will be treated as leave and debited to the leave account of the employee.

32.7 Generally, extension of leave shall not be granted by HOD's except in emergencies. During such emergencies, the employee on leave shall contact his HOD on telephone/telegram and seek extension of leave. If the extension is not granted/communicated, the employee shall report for duty after the completion of the initial leave period. He/she shall not avail extension in anticipation of sanction from his/her HOD.

32.8 Leave may not be granted to an employee at the time of examinations, important functions, or other occasions wherein the presence of the employee concerned is considered essential by his/her HOD.

32.9 The sanctioning authority may refuse leave to employees belonging to essential services such as Ayes, Attenders, etc., if alternative arrangements cannot be made due to some exigencies.

32.10 Personnel on contract and part-timers are not entitled to avail any leave unless otherwise expressly mentioned in their appointment orders/contract document.

32.11 Sundays/holidays falling in between leave period will be counted, as leave.

### 33 Casual Leave:

33.1 Casual leave is intended to meet special or unforeseen circumstances. Casual leave may be granted to an employee up to a maximum of 12 days in a year but not more than 3 days at a time. New employees may be granted casual leave at the rate of one day per month of completed service in the first year of service.

33.2 Application for casual leave is to be made at least one day prior to the leave period and got sanctioned from the sanctioning authority except in emergencies in which case the employee will obtain sanction from the sanctioning authority on telephone and submit his leave application immediately after reporting for duties for regularisation of leave availed.

33.3 Casual leave cannot be combined in any manner with any other type of leave. Further, it cannot be prefixed or suffixed to any type of duty-off given to an

employee. Casual leave of one calendar year cannot be carried forward to the next year.

#### 34. Earned Leave:

34.1 Earned Leave (EL) means leave earned in respect of actual days worked by an employees during a month.

34.2 EL is to be planned and availed by employees as per procedure on the subject. HODs must ensure proper handing/ taking over of duties before commencement of earned leave of an employee.

34.3 EL will be credited at the rate of 24 days for a calendar year of service provided the employee has actually worked for a minimum of 240 days in that year. If the actual working days of the employees are less than 240 days, EL entitlement will be reduced @ 1 day for every 10 days of shortfall.

34.4 Employees of academic department who are entitled to avail vacation are not entitled to EL credit if the actual vacation availed by them during a calendar year exceeds 24 days. However, if the actual vacation availed by them falls short of 24 days in a year EL equivalent to the shortfall (i.e. 24 days - vacation availed) will be credited to their account at the beginning of the next calendar year.

34.5 EL may be accumulated up to a maximum of 120 days.

34.6 New employees shall not be eligible to avail EL during their first year of service. However, they earn EL as per Rule 34.3 which can be availed by them only after completing 365 days of service.

34.7 Earned leave can be granted to an employee maximum twice in a year, except in emergencies when an employee can be granted EL for the third time in a year as one time exception. The said emergency to be recorded on the leave application.

34.8 EL can be taken for a maximum period of 30 days at a time and 50 days in a year except in emergencies involving prolonged sickness.

34.9 Encashment of Earned Leave up to a maximum of 60 days may be permitted to regular full-time employees at the time of retirement on superannuation. Encashment is not allowed on resignation, termination, and dismissal etc.,

### 35. Maternity Leave

35.1. Maternity leave with pay may be granted to a married woman employee as covered under Maternity Act. Married woman employee who has put in more than one year's service may be granted ML for a period not exceeding 12 weeks. Not more than 6 weeks shall precede the expected date of delivery. In case a woman employee does not avail 6 weeks full maternity leave preceding the expected date of delivery she can avail of that balance following the date of delivery provided the total leave period i.e. preceding and following the day of delivery does not exceed the maximum limit of 12 weeks. A woman employee expecting delivery shall submit in writing her plan of maternity leave to her HOD at least 2 weeks prior to the commencement of her leave period. Application for maternity leave must be supported by a medical certificate.

35.2 Leave of any other kind may be granted in continuation of maternity leave in exceptional cases if the request for it is supported by a medical certificate.

### 36. Special Leave (Without Pay) & Outstation "On Duty"

36.1. Special leave may be granted to an employee on an application on the ground of prolonged illness, academic interest or any other special circumstances. Such leave shall be without pay and without any other benefit admissible to the post on which the employee is working.

36.2. An employee will be treated as "on duty" if he/she is permitted by the Principal/ MT to attend outside office work as per guidelines issued. The nature of work may include examination duties, University meetings, official purchases, training programmes etc., The concerned employee has to take prior written permission of the Principal/MT through his/her HOD. No deduction from the leave balance will be made towards "on duty".

### 37 Leave without Pay:

37.1 Leave without pay may be granted to an employee by the HOD under extraordinary circumstances such as:

- (a) An employee has no leave balance and he/she requests for leave.
- (b) An employee remains absent without prior sanction of leave.

(c) An employee on authorised leave overstays his/her leave period without obtaining proper extension of leave.

(d) An employee avails of leave after it has been refused by competent authority.

(e) An employee on leave fails to report for duty when the leave sanctioned is revoked and he/she is recalled to join duties by the competent authority.

37.2 The LWP instances mentioned above may also attract disciplinary action in addition to forfeiture of Pay and allowances for the period of such LWP.

### Part X: Employee Records

38. List of Employees: The institutions of the Trust shall maintain a list of employees indicating the number of person in its employment, their code numbers, qualifications, date of birth, (Nis.) date of joining, scale of pay, date of retirement etc., Every employee shall verify his/her personal particulars mentioned in the list of employees and notify in writing, changes, if any, required to be made to Principal through his/her HOD within the stipulated period.

39. Idia cards: All employees of the Trust and its institutions shall be issued with identity cards, which must be worn by the employees during working hours. Loss/damage of identity card must be reported within 24 hours and a fresh identity card is to be obtained as per procedure on the subject. On retirement/resignation/termination, identity card is to be returned to the issuing authority. Such identity card shall be used only for the official purpose of the institution.

40. Attendance Registers: The institutions of the sangha shall maintain attendance registers to record reporting/leaving timings and present/absent records of employees on daily basis. All the employees are to sign in the register whenever they are on duty and put reporting/leaving timings legibly. Failure to sign in the register may be treated as absent without authorised leave.

41. Personal Files: The institutions of the sangha shall open and maintain personal files in respect of all employees to keep the following records systematically.

41.1 Joining records : Application for the post, photograph, appointment letter, terms and conditions of appointment, joining letter, certificates of educational

qualification, certificate of past experience, date of birth certificate, recommendation letters, induction training, induction reports etc.,

41.2 Leave records: Year-wise leave cards, special leave applications, special orders relating to maternity leave etc.,

41.3 Salary records: Cumulative salary record, special orders giving incentive/merit rewards, orders relating to change in scale, etc.

41.4 Appraisal records: Monthly progress reports relating to training/probation period, annual performance appraisal forms, any communication given on appraisal, KRAs, etc.,

41.5 Training records: Annual training needs forms, special training needs, training programmes attended, and feedback given on training effectiveness.

41.6 Medical record: Medical fitness certificates issued periodically, special reports relating to some diseases etc.,

41.7 Promotion records: Orders relating to promotion from lower post to higher post, career planning and growth plans, communication relating to career planning.

41.8 Disciplinary Action Records: Caution letters, warning letters, show cause notices, legal notices, replies/objections, court awards, orders relating to penalty etc.,

41.9 Miscellaneous records: Job description copy, confirmation letter, bio-data form, changes reported by employee, workload analysis, etc.,

41.10 Retirement records: Notice of resignation, acceptance letter, handing-taking over of charge, relieving letter, experience certificate, orders relating to retirement benefits, exit interview notes, etc.

42. Verification of personal files: The employees must compulsorily verify their personal files once in a year as per a time-table made by Principal. Discrepancies are to be notified to principal through concerned HOD. The employee must sign for having verified his personal file.

43. Changes in personal particulars: Changes happening in personal particulars like qualification, change of name, marriage, birth of children, change of address,

change of telephone/fax, etc., are to be intimated to the Principal through concerned HOD.

44. Submission of personal documents: When requested by the HOD, an employee must submit the required documents in original or copies thereof as requested by the concerned HOD for office record.

#### Part XI Retirement, Superannuation, Resignation, Termination, etc.,

##### 45. Retirement on Superannuation

45.1 The age of retirement on superannuation of an employee shall be 58 years. Retirement will take effect only after handing over the charge and the employee is relieved of his responsibilities.

45.2 An employee retiring from service must handover his/her duties and responsibilities to another employee of the department/ institution as per the orders received from HOD/Principal/MT. Handing/taking over process is to be completed before the retirement date and copies of handing/taking over certificates duly countersigned by HOD are to be forwarded to Principal/MT.

45.3 The retiring employee will be paid final salary and retirement benefits only after completion of clearance and handing/taking over process as per procedure on the subject.

46. Compulsory Retirement: An employee may be ordered to retire compulsorily from service any time before attaining the age of 58 years under the following circumstances.

- (a) Misconduct
- (b) Insolvency
- (c) Inefficiency

Before ordering compulsory retirement, the employee concerned will be given opportunity to defend himself as per disciplinary procedure.

47. Voluntary retirement: Voluntary retirement of an employee before attaining the age of 58 years may be permitted on special request made by the employee concerned and the recommendations/justification given by his/her HOD. Retirement benefits payable to an employee going on voluntary retirement must be finalised and agreed to by both the management and the employee concerned in the presence of two witnesses.

#### 413. Resignation

48.1 If any employee of the graded, I to V intends to resign he shall give to his/her appointing authority three months' notice in writing of his intention, to do so or, in lieu of notice, pay to the institution three month's salary. In case of any other category of employees the notice or salary in lieu of notice shall be of one month. Resignation shall take effect only when it is accepted in writing by the management.

48.2 Employees shall not be permitted to resign while on leave. In case an employee sends his/her resignation while on leave his/her leave is subject to cancellation and his/her resignation can be accepted effective from the date of his/her last attendance in the institution at the discretion of the appointing authority forfeiting his/her leave salary.

48.3 An employee intending to resign shall, make proper arrangement for handing over of his/her duties and responsibilities to a designated employee of the institution as directed by his/her superiors during the notice period of resignation. The procedure for handing/taking of duties and responsibilities is to be followed strictly.

48.4 In case of disciplinary proceeding pending against the employee; the resignation shall not take effect and only after the conclusion of the disciplinary proceedings further decision shall be taken by the management.

#### 49 Termination of service:

The services of employees other than confirmed employees may be terminated by the appointing authority on any justified reason in compliance with the provisions of prevalent laws/rules/guidelines applicable to the institution.

#### 50. Retrenchment:

In case it is considered necessary to retrench the staff, the services of an employee can be retrenched by the appointing authority, by giving one months' notice or one months' salary in lieu of notice. It shall be in the discretion of the appointing authority to decide as to which particular employee's services should be terminated first after taking into consideration all relevant facts and circumstances of the case, though as far as possible, the junior most member of the concerned staff category will be retrenched first.

#### Part XII Disciplinary Procedure and Punishments.

##### 51. Disciplinary Procedure:

51.1 The competent authority shall, have the right to initiate disciplinary action against an employee who commits misconduct in course of his employment. The competent authority shall follow such procedure given in the Service Rules and prevalent laws of the land.

51.2 The Governing Council shall consider all the documents and the nature of misconduct of the employee and may decide to hold or not to hold disciplinary proceedings against an employee and by appropriate resolution shall handover the entire matter to competent authority with due delegation of power.

51.3 The competent authority shall issue show-cause notice and seek explanation from the employee who has committed misconduct by giving 72 hours' time limit for submitting the explanation.

51.4 If the explanation to the show-cause notice given by the employee is not satisfactory, the competent authority shall serve a memo of articles of charges upon the employee. He shall appoint an independent Enquiry Officer who may be an advocate or arm officer of the management. He shall appoint also a management representative to represent the management case during enquiry.

51.5 The enquiry officer shall hold the enquiry by strictly adhering to the principles of natural justice. He shall not generally allow either of the parties to represent the case through an advocate. But after hearing justification and

considering the legal requirement within his discretion, the enquiry officer may allow appearance of advocate only in exceptional cases.

51.6 The enquiry officer shall submit his findings to the management, within a period stipulated by the Management and the management shall serve the copy of it to the delinquent employee.

51.7 The management after receiving the findings of the enquiry officer shall place it before the GC for its consideration and it will decide to accept or not to accept the findings after seeking explanation from the delinquent employee over the issue.

51.8 Looking to the circumstances of the misconduct and the explanation submitted by the delinquent employee, the management shall impose any of the punishments mentioned below:

#### Major Penalties

1. Dismissal from service
2. Monetary penalty to the extent of Rs. 50000/-.
3. Withholding of increment in any number.
4. Barring the employee for further promotion.
5. Reverting the employee from the present post to the lower post.
6. Transfer of service from one department to another.
7. Suspension from service without pay up to 10 days and treating it as break in service.
8. Compulsory retirement

#### Minor Penalties

The competent authority shall impose any minor penalty as mentioned below after giving a reasonable opportunity to the delinquent employee to submit explanation in respect of the misconduct committed by him.

1. Suspension from service without pay for two days.
2. Imposition of fine up to Rs. 500/-

3. Withholding of increment up to two years.

4. Transferring the employee from one department to another.

5. Censuring.

6. Adverse entry in the service book.

52. Disciplinary authorities: Disciplinary authorities competent to initiate and conduct domestic enquiries and to impose major or minor penalties on delinquent employees shall be as follows:

a) Major Penalties - MT & above

b) Minor Penalties - respective HODs & above

53. Acts/omissions amounting to misconduct:

The following are the illustrative examples of acts and omissions coming within the purview of misconduct in addition to any of the acts or omission coming within the purview of the definition of misconduct given in Rule 4.12.

(a) Willful insubordination or disobedience whether or not in combination with another of any lawful or reasonable order of a superior.

(b) Going on or participating in an illegal strike the organisation or abetting, inciting, instigating or acting in furtherance thereof.

(c) Theft, fraud or dishonesty in connection with the institution's working or property or theft of property of another employee within the premises of the institution.

(d) Taking or giving bribes or any illegal gratification.

(e) Absence from duty without permission or overstaying the sanctioned leave without sufficient grounds and without proper intimation and approval.

(f) Late attendance on not less than three occasions in month.

(g) Habitual breach of any service rule or any statutory law applicable to the institution or any rules made thereunder.

(h) Drunkenness or riotous, disorderly or indecent behaviour, use of abusive language, threatening, intimidating, coercing other employees or wrongfully interfering with the work of other employees; assault or threat of assault, either provoked or otherwise, within the premises or on the precincts of the institution or outside the premises of the institution.

(i) Commission of any act subversive of discipline or good behavior on the premises of the institution.

(j) Gross neglect of work or gross/habitual negligence.

(k) Habitual breach of any rules or instructions for the maintenance and running of any department or the maintenance of the cleanliness of any portion of the institution.

(l) Damages, whether willful or due to irresponsible action or damage due to negligence or carelessness to any property of the institution or any instigation or abetment thereof.

(m) Disclosing or causing to be disclosed or otherwise misusing, directly or indirectly any information in regard to the process of the institution which may come into the possession of the employee during the course of his/her employment.

(n) Refusal to accept a charge sheet, order or other communication served in accordance with these Service Rules.

(o) Engaging in other employment or business or monetary activity for gain while still in the service of the institution without the prior written permission of the competent authority.

(p) Sleeping during working hours.

(q) Loitering or wasting time during working hours.

(r) Knowingly or wrongfully interfering with the record of attendance or other means of recording attendance of himself/herself or any other employee.

(s) Conviction by any court of law for any criminal offence involving moral turpitude.

(t) Doing private or personal work within the institution with or without equipment/material of the institution without obtaining prior written permission of the competent authority.

(u) Deliberately making false, vicious or malicious statements in public or otherwise against the institution or any member of the institution.

(v) Willful falsification, defacement or destruction of personal records or any records of the institution.

(w) Deliberate abuse of any leave privileges or concessions or benefits for the time being in force.

(x) In case of declared insolvent by a court of law, not declaring such fact to the management.

#### 54. Suspension

The competent authority shall keep the relationship of employee and employer under suspension in the following way.

54.1 If a prima-facie case of misconduct comes to the observation of the competent authority, the competent authority shall suspend an employee by a specific order.

54.2 During suspension, the delinquent employee shall get subsistence allowance @ 50% of his total salary for the first 6 months of his suspension.

#### 30 Service Rules for Employees

54.3 After 6 months of suspension, till 9 months, the employee shall get subsistence allowance @ 75% of his total salary but the 50% of Subsistence allowance shall be continued to be paid if the enquiry is delayed at the fault of the employee.

54.4 During the criminal proceedings in any criminal court against the employee for the misconducts committed in course of employment, the subsistence allowance shall be paid only at the rate of 50% of the salary paid to the employee prior to suspension.

54.5 The subsistence allowance shall be based on the last draw, salary of the employee but at any cost it shall not include the benefits of increments and promotions to be accrued to him.

54.6 The competent authority may revoke the suspension of the employee anytime during the pendency of the enquiry or after conclusion of it. It will be within the discretion of the GC to take decision about the balance salary and the consequential benefits payable to the employee other than the subsistence allowance paid to him. The GC may forfeit the balance salary for the suspension period by treating it as monetary penalty on the employee.

Part XIII Grievance Handling & Harmonious Relations

55. An employee can put forth his grievance of any nature only before his/her HOD by giving an application in writing to that effect. The HOD should take immediate measures to redress the grievance within 48 hours of receipt of grievance. If the HOD is not able to redress the grievance at his level within 48 hours, he/she will forward the grievance application to his/her immediate superior with his comments and inform the employee accordingly. Alternatively, if no action is taken by the HOD on the grievance submitted by the employee, the employee can forward a copy of the grievance application to the immediate superior of his/her HOD.

56. A grievance committee shall be constituted by the GC comprising equal representation of the management and the employees to discuss and sort out the grievances of the employees. Such grievance committee shall be reconstituted at the interval of every 5 years.

57. The management and the employees shall make efforts to maintain harmonious relations between themselves.

58. The management shall operate schemes and training programmes to motivate and boost-up the efficiency and effectiveness of its employees and the employees shall reciprocally respond to it. It will be compulsory upon each employee to participate actively and wholeheartedly in any such programmes arranged by the management.

Part XIV Code of Conduct for Employees

59. Code of conduct for all employees (General)

59.1 Every employee shall at all-time maintain absolute integrity, devotion to duty, of the adhere to vision statement & quality policy of the institution in letter and spirit and do nothing which is unbecoming of an employee of an education institution.

59.2 Every employee holding a supervisory post shall take all possible steps to all ensure the integrity and devotion to duty of all employees for the time being under his control and authority.

60. Professional Duties:

60.1 a) Every Employee shall:

i) Be punctual in attendance in respect of his work and any other work connected with the duties assigned to him by the head of the institution/department.

ii) Abide by the rules and regulations of the institution and show due respect and follow orders and instruction of the constituted authority.

b) No employee shall

iii) Knowingly or willfully neglect his duties/his duty hours/other obligations;

iv) While on duty in the institution absent 'himself (except with the previous permission' of the head of the institution/department) from the institution;

v) Remain absent from the institution without leave or without previous permission of the head of the institution/department;

vi) Indulge in or encourage any form of malpractice/unethical activities connected with examinations or any other institutional activity.

61. Communal Activity:

No employee shall:

i) Practice, propagate or incite any student/employee to practice, propagate casteism, communal or sectarian activity or untouchability that will tarnish the image of the individual, department, institution and its management.

ii) discriminate/humiliate/differentiate in any manner whatsoever against any person on the ground of caste, creed, language, place of origin, social and cultural background or any of them.

#### 62. Behaviors in public:

No employee shall:

i) misbehave with or ill-treat any parent, guardian, student, teacher or other employee of the institution.

ii) Behave or encourage or incite any student, teacher or other employee to behave in a rowdy or disorderly manner in the premises of the institution.

iii) Indulge in any violence or any conduct which involves Moral turpitude which will tarnish the image of the institution and management.

iv) Organise or attend any unauthorised meeting during the hours of the institution except when he is required or permitted by the head of the institution/department to do so.

v) Cause or incite any other person to cause, any damage to institution property.

#### 63. Taking Part in elections:

63.1 No employee shall be a member of, or be otherwise associated with any political party or any organisation which had taken part in politics nor shall he take part in, subscribe in aid of, or assist in any other manner, any political movement or activity without prior written permission of management. 63.2 No employee shall canvass or otherwise interfere with or use his influence in connection with or take part in, an election to any legislature or local authority provide that :-

i) an employee qualified to vote a such election may exercise his right to vote, but where he does so, he shall give no indication of the manner in which he proposes to vote or has voted.

ii) an employee shall not be deemed to have contravened the provisions of his sub-rule by reason only that he assists in the conduct of an election in the due performance of a duty imposed on him by our under any law for the time being in force.

#### 4. Joining of Association by employee

No employee shall join or continue to be a member of an association the objects or activities of which are prejudicial to the interest of the Society & Trust.

#### 15. Demonstration and Strikes

No employee shall

(i) engage himself or participate in any demonstration which is prejudicial to the interest of Society & Trust, public order, decency or morality, or which involves contempt of Court, defamation or incitement to an offence;

(ii) resort to or in any way instigate, incite or abet, any form of strike by any number of employee; (strike means cessation of work by a body of employees acting in combination or a concerted refusal or a refusal under a common understanding, of any number of employees to work).

66. No employee shall, in any radio broadcast or in any document published in his own name or anonymously, pseudonymously or in the name of any other person, in any communication to the press or in any public utterance, make any statement of fact or opinion which has the effect of adverse criticism of any current or past policy of the Society & Trust and which can cause damage to the IMAGE of the institution.

#### Part XV Miscellaneous Rules

67. Other Trade Business Or Profession: No full-time employee shall, directly or indirectly, carry on or be in any other trade, business or profession or use position as employee of the institution to help such trade, business or profession without obtaining written permission by the Managing Trustee.

68. Private Practice: Generally, all members of teaching staff including Principal and HODs of the Engineering college can do private practice/consultancy outside working hours after obtaining written permission from the Managing Trustee. The permission will be granted subject to exigencies of service of the post/position.

