

Centenary Celebrated Shornbasveshwar Vidya Vardhak Sangha's



(Estd. : 2011)

LINGARAJ APPA ENGINEERING COLLEGE

GORNALLI, BIDAR - 585403

(AICTE Approved & VTU Affiliated)



LINGARAJ APPA ENGINEERING COLLEGE, GUIDELINES GOVERNING THE SERVICE CONDITIONS OF EMPLOYEES – 2024




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Lingraj Appa Engineering
College, Gornalli, BIDAR-585403

APRIL 29, 2024

APPROVED BY

Governing Council members, in its meeting held on April 29th 2024, Agenda item number 3

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Lingaraj Appa Engineering College, BIDAR Guidelines Governing the 'Service Conditions of Employees - 2024

Exercising the powers, the Governing Council Members framed the Rules governing the terms and conditions of service for Officers, Teachers, and other Non-Teaching Employees of our Institute. These Rules were placed before the Board of Governing council members for approval in its 27th meeting held on 29th April 2024, under agenda item number 3. The Board of Governors approved the Service Conditions in accordance with the requirements stipulated under the guidelines issued by the All-India Council for Technical Education (AICTE), Karnataka Higher Education Council (KHEC), DTE and VTU, Belagavi

24SR1 Short Title, Extent and Commencement:

- i. These guidelines shall be called "Guidelines governing the service conditions of employees of Lingaraj Appa Engineering College BIDAR-2024".
- ii. These shall come into force from the date of their notification by the Institute and be applicable to all its employees.

24SR2 Definitions:

- i. **University** means the Visvesvaraya Technological University with its headquarters in Belagavi.
- ii. **AICTE** means the All-India Council for Technical Education.
- iii. **KHEC** means the Karnataka Higher Education Council, Government of Karnataka.
- iv. **Degree** at undergraduate/post-graduate/doctor of philosophy levels means UG/PG/Ph.D.
- v. **Governing Council Members (GCM)** means the Lingaraj Appa Engineering College Board of Governors.


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- vi. **Competent Authority** means Governing Council Members shall be the competent authority in dealing with the Appointments of Institute employees, any transfers, terminations, Increment, sanction of leaves, action against violation of Institute norms, etc.
- vii. **Employee** means the Lingaraj Appa Engineering College / Sangha employee.
- viii. **Principal** means a nominated senior faculty possessing experience in teaching, administration and research to head the faculty.
- ix. **Head of Department (HOD)** means a nominated senior faculty with a flair for administration to head the department.
- x. **Probationary Employee** means an employee who is under assessment for a specified period of time before qualifying as an employee.
- xi. **Sangha** means the Sharnbasveshwar Vidya Vardhak Sangha (SVVS), Kalaburagi.
- xii. **Institute** means Lingaraj Appa Engineering College (LAEC), Bidar.
- xiii. **Government** means the Government of Karnataka.

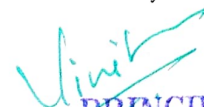
Note: The Institute shall be wholly administered by Sangha, Kalaburagi and it reserves the right to alter, amend, repeal or annul any or all service rules and conditions.

24SR3 Classification, Cadre and Strength of Staff of Institute

24SR3.1. Classification of Employees of Our Institute

The staff members of the Institute shall be classified as follows:

- i. **Academic Staff:** Shall include Principal, Head of Department, Professors, Associate Professors, Assistant Professors and equivalent positions, Research Assistants, and such other positions as may be decided by the Board/Institute from time to time.
- ii. **Technical Staff:** Shall include Engineers, System Analysts, Programmers and Technicians at all levels, managers in various areas, foremen, instructors, supervisors, mechanics, technical assistants, physical training instructors, and such other technical positions as may be decided by the Board/Institute from time to time.
- iii. **Administrative Staff:** Shall include Security Officer, Hostel Warden, their staff including clerks, attenders, peons, helpers, drivers, plumbers, electricians etc., and such other administrative positions as may be decided by the Board/ Institute from time to time.


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- iv. **Library Staff:** Shall include Librarian, Deputy Librarian, and other staff at all levels as may be decided by the Competent Authorities of the Institute from time to time.
- v. **Sports Staff:** Shall include Physical Director and such other supporting staff as may be decided by the Competent Authorities of the Institute from time to time.
- vi. **Office Staff:** Shall include Office Superintendents, First Division Assistants (FDA), Second Division Assistants (SDA), Attenders, and such other staff as decided by the Competent Authorities of the Institute from time to time.
- vii. **Central Computer Staff:** Shall include System Manager, System Analyst, Programmers, Technicians, and such other staff as may be required and shall be decided by the Competent Authorities of the Institute from time to time.

24SR3.2. Cadre Strength

- i. **Cadre Strength of Teaching faculty:** The strength of teaching faculty in each Department of Institute is fixed taking into account the AICTE/VTU, etc., guidelines, programmes offered and the strength of students in the Department.
- ii. **Cadre strength of administrative staff:** The strength of administrative staff of Institute is as sanctioned by the competent authority of Institute, taking into account the administrative workload.
- iii. **Cadre strength of technical staff:** The strength of technical staff of Institute depends upon the need in each department on the basis of proposals of the concerned HOD's and is as sanctioned accordingly by the competent authority of Institute.
- iv. **Cadre strength of non-teaching staff:** The strength of non-teaching staff of Institute depends upon the need in each Department. On the basis of proposals of the HOD's concerned and is as sanctioned accordingly by the competent authority of institute.

24SR3.3. Recruitment and Internal Promotion Policy of Staff of Our Institute

24SR3.3.1. Recruitment policy


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24SR3.3.1.1. Objective:

Effectiveness of an institution depends on the competence and quality of its human resources. The objective of this policy is to ensure a streamlined recruitment process in identifying and hiring best qualified candidates for all given positions.

Applicability: All new recruits in all positions/grades.

24SR3.3.1.2. Policy & Procedure

- Provision in the approved plan will be a pre-requisite for all recruitment in the Institute.
- Any new recruitment must be approved by the appropriate authority.
- i. The concerned HOD shall coordinate with the Principal to provide details of the required manpower. The Principal will then seek approval from the Secretary and subsequently from the President before proceeding with the recruitment process.
- ii. The Principal of Institute, in consultation with the respective department head prepares a detailed job description for the position to be filled.
- iii. The Principal of Institute shall post advertisement in newspapers and Institute website.
- iv. The received applications for various posts shall be forwarded to the HOD for screening and shortlisting based on qualifications, experience, and specialization. The list of shortlisted profiles will be communicated to Principal for the further processing.
- v. Based on the demo, qualification and verification of original documents the selection committee will select/reject the candidate. The composition of the selection committee is as below:

President	Chairman
Secretary	Member
One Member from Board of Governing Council Body	Member
VTU Nominee appointed by University	Member
Principal	Member

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Head of Department	Member
One subject expert not below the rank of professor	Member

- vi. The eligible/shortlisted candidates shall be called for Demo lecture.
- vii. Final selected candidates will be notified of their selection.
- viii. On the day of joining, self-attested copies will be collected, along with service certificates from previous employers and offer letter will be issued.

24SR3.3.1.3. Probation, placement and seniority in respect of teaching /non-teaching staff

i. Probation

The appointment to any post in the Institute shall be on a probationary basis for a period of two years. After evaluating the performance during the probationary period, if the performance is deemed satisfactory, the individual will be considered for regular appointment as an approved probationer.

If the performance of a staff member is found unsatisfactory during the probationary period, the probation may be extended, or the staff member may be relieved from service. The decision shall be made on a case-by-case basis, considering individual merit.

The rules of probation shall not apply to appointments made on a temporary, contractual, or daily wage basis.

ii. Placement of Faculty/Staff

A faculty/staff member selected for appointment is ordinarily attached to the Department to which he/she was selected.

However, the Management/competent authority of Institute has the right to redeploy the staff member in any other Department in the interest of the Institute and depending upon the need and exigency.

iii. Seniority

- While fixing seniority of staff members in each category of post, the following rules shall be adopted.


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- If two or more persons are selected for appointment at the same time to a particular category of post, the selection committee shall fix the order of seniority among them according to the merit of the candidate selected and in the absence of such merit list the seniority shall be fixed as per the date (and time) of joining of the staff member for duty in the Institute.
- For individuals recruited on contract appointment or on temporary basis for short duration, no seniority shall be fixed.
- In the case of staff member recruited on consolidated wages and subsequently absorbed in the regular scale of pay, the seniority shall be fixed only from the date of his/her permanent appointment to the post.
- Notwithstanding the above-mentioned policy of seniority, the Management/ the competent authority of Institute shall promote a junior to the next cadre, based on his/her performance and merit.

24SR3.3.2. Internal Promotion Policy for Faculty

i. Preamble

This policy governs the promotions for the faculty so as to encourage high quality teaching, research and Institutional commitment.

ii. Eligibility

- From Assistant Professor to Associate Professor, and Associate Professor to Professor, in all disciplines.
- Ph.D. Qualification is must for Promotion from Assistant Professor to Associate Professor
- Five years in the current position (from the date of joining/attaining previous promotion/ completing Ph.D.).
- Research output.
- Acceptable teaching feedback.
- Demonstrated academic administration.
- The Eligibility shall stand modified in the following cases:
- For those whose probation may have been extended, the 5 year period will commence only after confirmation.
- For those who may not have cleared the ratification on the first attempt, the 5- year period will commence only after the date of ratification.
- The Eligibility conditions may be extended at the discretion of the Management, in the following cases
- Faculty whose annual increments are on hold/delayed/deferred for want of fulfillment of academic commitments.

iii. Policy and Procedure:



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When Ph.D. is just completed, completion shall mean possessing certificate of completion of Ph.D. from the degree awarding University/ Higher Education Institutions (or provisional degree certificate)

24SR3.3.2.1. Indicated Output / Promotion from (Assistant Professor to Associate Professor)

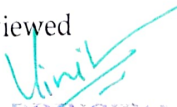
- At least 2 papers in peer-reviewed and respected journals (with not more than two co- authors); 2 conference/seminar papers in reputed conferences/seminars. Participation in sponsored research projects will add significantly to the credit.
- Teaching feedback from the students above 3 on a 5 point scale. It will also be expected that the pass-percentage of students taught by the faculty shall not be less than 75%.
- Proactive and enthusiastic participation in such tasks of academic administration tasks as may have been asked, required, or expected of the faculty by the Management.

24SR3.3.2.2. Indicated Output / Promotion from (Associate Professor to Professor)

- At least 3 papers in peer-reviewed and reputed journals as the first author (with not more than two co-authors); 3 conference/seminar papers in reputed conferences/ seminars (which are shortlisted in the Dept.). Leading role in sponsored research projects will add significantly to the credit.
- Teaching feedback from the students above 3 on a 5-point scale. It will also be expected that the pass-percentage of students taught by the faculty shall not be less than 75%.
- Proactive and enthusiastic participation in such tasks of academic administration tasks as may have been asked, required, or expected of the faculty by the Management.

24SR3.3.2.3. Assistant Professor to Senior Assistant Professor

- Movement from Assistant to Senior Assistant Professor was considered a "promotion". However, this policy views movement to Senior Assistant Professor as an "early recognition system" of a promising Assistant Professor. Those making it to Senior Assistant Professors are more likely to make it to Associate Professor in the minimum prescribed time, if their performance remains at a sustained high level.
- The eligibility conditions for moving from Assistant Professor to Senior Assistant Professor shall be as follows:
- Ph.D.: Significant progress (completion of pre-Ph.D. course work, and literature survey) Three years as Assistant Professor.
- Prescribed research output (At least two published papers in peer reviewed


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and respected journals (with not more than two co-authors); 2. conference/seminar papers in reputed conferences/seminars).

- Teaching feedback above 3.0 on a 5-point scale.
- Demonstrated initiatives in institutional affairs.
- The Senior Assistant Professor shall be eligible for two monetary additional increment benefits.
- Additional increments will be applicable if the faculty remains in the Senior Assistant Professor and will not be carried forward to the next grade.

24SR4 Salaries

- Salaries for the staff are credited on time, directly to their bank accounts.
- Each member must provide complete details along with supporting documentation to ensure accurate calculation of TDS (Tax Deducted at Source).
- No deductions are made from salaries except for statutory deductions as permitted by law.
- The members appointed by the Institute shall hold the designations of Professor, Associate Professor, or Assistant Professor, provided they are involved in teaching activities within the Institute.

24SR5 Performance Appraisal System

24SR5.1. Performance Appraisal

- Performance reviews provide an opportunity for both the employee and the employer to review job expectations and evaluate performance against those expectations. Every year, Institute shall prepare an annual appraisal plan outlining its key performance indicators for that year.
- All Head of Department are required to engage in discussions with their staff to establish key activities and performance indicators for the year to periodically appraise staff performance.
- Institute promotes continuous performance management throughout the year. However, to assess progress, formal appraisals will be conducted in September / October by the respective HOD's evaluating employees based on the defined key result areas.
- The review shall be conducted between the employee and the respective HOD of the concerned Department.


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24SR5.2. Academic Achievement through Faculty Appraisal

Academic achievement is an essential part of quality management, as it reflects the success of students in their academic endeavors. Achieving good grades is a key factor in ensuring a successful career. Management emphasizes on the importance of both on academic and research achievements, stating that they are crucial components in establishing a student's path to success. Rational and logical thinking, qualities associated with educated individuals, are core to this process. Faculty members, who play a vital role in shaping academic achievement, are central to this quality management framework at educational institutions.

To achieve academic success, it is essential that faculty members are motivated. Motivated faculty are better equipped to help the institution meet its standards for quality development. Therefore, faculty retention and motivation are crucial, and the management should offer incentives—both financial and non-financial. Rewarding faculty through performance appraisal methods fosters motivation, which directly and indirectly contributes to the quality management of the Institute. The cognitive development and progress of faculty positively influence the culture and functioning of the Institute.

Faculty Appraisal Process:

- i. **Self-Appraisal:** Self-appraisal is a key part of the performance appraisal process. Faculty members reflect on their performance, providing feedback based on predefined key performance indicators.
- ii. **Reflection:** Self-appraisal gives faculty the opportunity to assess their strengths and weaknesses, achievements, and overall performance. It should include accomplishments, goals achieved, challenges faced, personal growth (including new skills), and future development needs.
- iii. **Evaluation:** Upon submission, the self-appraisal form is evaluated by the Head of Department.
- iv. **Consolidation:** Once the self-appraisal forms are completed, they are submitted to the department head for review and any necessary corrections. The final consolidated appraisal report, along with recommendations, is submitted to the Principal for the approval.

Key Result Areas (KRAs) for Faculty Appraisal:

- Academics and Mentoring
- Research and Innovations
- Skill Enhancement, Awards, and Recognition
- Administration and Behavioral Performance


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Minimum Qualifications for Teaching Staff.

24SR5.2.1.1. Required Qualifications for Teaching Staff:

The qualifications and experience required for

- a) Professor
- b) Associate Professor
- c) Assistant Professor

shall be as prescribed by the, AICTE, VTU and other concerned bodies

24SR5.2.1.2. Required Qualification for Non-Teaching Staff

The qualifications prescribed for the non-teaching staff of various categories shall be as prescribed by AICTE, VTU.

24SR5.3. Increment

24SR5.3.1. Sanction of Increment for faculty members:

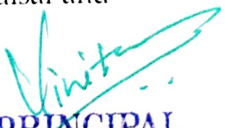
Teaching staff members, increments will be sanctioned based on satisfactory report by the head of department in the format prescribed for the purpose. In addition, confidential report on the all-round performance of staff members from the Principal also may be taken into account for sanction of increment.

24SR5.3.2. Sanction of Increment for Non-Teaching Staff:

For all non-teaching staff members other than faculty members, increments will be sanctioned based on satisfactory report by the head of department prescribed for the purpose. In addition, confidential report on the all-round performance of staff members from the Principal also may be taken into account for sanction of increment.

24SR5.4. Accountability

Better compensation package, performance and accountability are inter-related, and one cannot be had without the other. Performance appraisal and accountability shall be an integral part of every pay revision package.


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Minimum Qualifications for Teaching Staff

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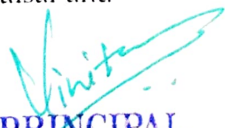
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24SR6 Resignation

Applicability: All employees

- i. An employee wishing to resign must submit their resignation and provide one month's notice to the competent authority. The employee should continue to fulfill their duties during the notice period. For teaching staff, the notice should, preferably, coincide with the last working day of the semester. Violation of this condition may result in a penalty by the competent authority of the Institute.
- ii. If the employee fails to provide notice, they will be liable to pay the Institute an amount equal to one month's gross salary in lieu of the notice. However, the President may waive off this requirement at his/her discretion.
- iii. If, at the time of resignation, the number of Casual Leave (CL) days availed exceeds the number of months of service completed by the employee in that calendar year, the employee will be liable to clear the dues before receiving the relief certificate from the Institute.
- iv. If an employee leaves the Institute without serving the required notice, the Institute reserves the right to initiate legal action. The Institute also reserves the right to inform the new employer of the situation.

24SR7 Termination/ Removal- From the Service:

- i. The President may terminate the service of an employee during the probationary period at any time by giving one month's notice or salary in lieu thereof.
- ii. The President may terminate the service of an employee at any time after giving three months' notice or salary. No such notice or salary shall be required if the termination is a result of proved misconduct following an inquiry conducted in accordance with the rules, after providing a show-cause notice.

24SR8 Transfer of Employee

- i. Any employee may be transferred to another department within the Institute or to any other institution of the Sangha, whether currently in existence or likely to be established in the future.
- ii. When an employee is transferred from the Institute to another institution of the Sangha, he/she must join the designated institution within the time limits specified in the transfer order.
- iii. An employee who fails to join within the prescribed time frame will not be entitled to salary for the period until he/she joins the institution, and this period will be considered as unauthorized absence. Such failure will also



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be regarded as indiscipline and may lead to disciplinary action, including termination of service.

24SR9 Provident Fund

Employees of the Institute shall be governed by the Employees' Provident Fund Miscellaneous Act of 1952, along with any amendments made to it from time to time.

24SR10 Group Medclaim

24SR10.1. Objective

To provide employee welfare by offering basic healthcare coverage to employees and helping them meet unforeseen personal expenses arising from medical emergencies.

24SR10.2. Eligibility & Applicability

- i. All regular employees of the Institute, including probationers, will be covered.
- ii. Medclaim Insurance coverage applies to the employee and students.

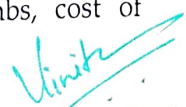
24SR10.3. Policy & Procedure

Group Medclaim Insurance

- i. A minimum hospitalization of 24 hours is required for any claim, except for cataract, dialysis, tonsillitis, and other ailments covered under the Medclaim policy.
- ii. The annual entitlement for Group Medclaim Insurance is Rs. 1,00,000 (Rupees One Lakhs only). This amount can be used by the individual covered under this policy.
- iii. Admissions are restricted to specified network-registered medical hospitals or those affiliated with the Medclaim Insurance service provider.

The Medclaim policy typically covers:

- i. Room and board as provided by the hospital or nursing home
- ii. Nursing care, surgeon, anesthetist, medical practitioner, consultants, and specialists' fees; anesthesia, blood, oxygen, operation theatre charges; surgical appliances; medicines and drugs; diagnostic materials, X-rays, dialysis, chemotherapy, radiotherapy; cost of pacemaker, artificial limbs, cost of organs, and similar expenses.


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- iii. The details of the policy are governed strictly by the terms and conditions of the Medclaim policy.

24SR11 Employee's Workload

24SR11.1. Faculty Workload

In order to ensure a uniform distribution of workload and other responsibilities for faculty members of the Institute, the workload for different categories of faculty members will be as per University norms, as specified from time to time. The workload includes theory, lab, projects, seminars, research, consultancy, training placement support, administration and development work, NSS, etc.

24SR11.1.1. Theory Load Includes:

- Preparing lecture notes, e-notes, and PPTs
- Delivering lectures
- Preparing teaching aids for the subject
- Correcting and evaluating assignments
- Arranging expert lectures for the subject
- Identifying and following up with slow learners
- Setting question papers and grading assignments, tests, and examinations

24SR11.1.2. Lab Load Includes:

- Delivering lab instructions
- Upkeeping and maintaining lab equipment and properties/assets
- Preparing teaching aids
- Preparing lab manuals with sample data and calculations
- Setting question papers and grading lab records, assignments, tests, and examinations

24SR11.1.3. Project Load Includes:

- Guiding UG/PG projects and training/assisting students both within and outside the Institute campus
- Publishing articles

24SR11.1.4. Research Load Includes:

- Guiding students and assisting them both within and outside the Institute campus
- Publishing research papers in quality journals
- Attending conferences/workshops
- Chairing technical sessions


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- Delivering technical talks
- Working on technical committees
- Visiting institutes of higher learning/industry
- Writing project proposals for funding
- Taking up other research-related work
- Working towards patents/IPR
- Assessing research work/activities

24SR11.1.5. Administration Workload Includes:

- Heading the department/organization
- Acting as lab in-charge
- Organizing conferences, seminars, and workshops
- Organizing continuing education programs
- Serving as class coordinator
- Serving as internal assessment coordinator
- Serving as timetable coordinator
- Coordinating seminars
- Coordinating ISTE and other activities
- Coordinating placement activities
- Coordinating industrial training for students
- Coordinating University exams
- Serving on hostel/discipline/anti-ragging committees and other committees
- Aiding in statutory inspections and other events
- Any other administrative duty assigned
- Placement coordinators

24SR11.1.6. Professor/HOD/Principal Responsibilities Include:

- Guiding, supervising, and advising research, scholars and postgraduate students
- Writing proposals for research grants and managing sponsored R&D activities
- Coordinating and collaborating with institutions of higher learning, R&D organizations, and industries
- Regularly publishing research articles, independently or as part of a team
- Organizing/attending conferences, delivering presentations, and networking within the field
- Actively involving in teaching and learning processes
- Preparing lab workbooks, designing new experiments, demonstrating and supervising experiments
- Reviewing teaching methods and course materials, and recommending improvements
- Providing subject-related and management advice to faculty

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- Establishing Centers of Excellence, conducting departmental and faculty meetings, and other required meetings
- Conducting meetings with students/parents to review any problems
- Guiding up to 8 Ph.D. scholars

24SR11.1.7. Associate Professor Responsibilities Include:

- Same responsibilities as those of a professor
- Guiding up to 6 Ph.D. scholars and supervising more UG/PG projects
- Advising and mentoring teaching assistants and graduate students
- Attending faculty and departmental meetings
- Organizing guest seminars for student interaction with industry professionals
- Establishing research centers or Centers of Excellence in their field
- Involvement in examination-related matters, including coordination, setting question papers, evaluation of answer booklets, and announcing results
- Lesson planning, including lectures, tutorials, and learning materials
- Meeting students individually to discuss progress
- Checking and assessing students' work.

24SR11.1.8. Assistant Professor Responsibilities Include:

- Providing academic support to professors and other staff
- Teaching and supervising UG and PG students
- Conducting research and publishing papers in quality journals
- Attending conferences, workshops, and delivering presentations
- Preparing lab workbooks, designing new experiments, and supervising their conduct
- Providing feedback to the Head of Department on student projects
- Involvement in examination-related matters, including coordination, setting question papers, evaluation of answer booklets.
- Guiding up to 4 Ph.D. scholars and assisting research students
- Lesson planning, including lectures, tutorials, and learning materials
- Meeting students individually to discuss progress and mentoring
- Checking and assessing students' work

All employees of the Institute have a workload of 40 hours per week.

24SR12 Leave Policy

24SR12.1. Policy Statement & Objective

The policy aims to encourage work-life balance for employees and provides details on leave entitlements for the year.


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24SR12.2. Applicability

These leave rules apply to all regular and contractual faculty, administrative, and technical staff of the University, based on the eligibility criteria specified for each category.

24SR12.3. Right of Leave

Leave cannot be claimed as a right by any employee. When exigencies of work arise, leave may be refused, revoked, postponed, or reduced by the authority empowered to sanction leave.

24SR12.4. General Rules

- i. Leave cannot be claimed as a right. The discretion to grant, refuse, or cancel leave is reserved with the Principal and HOD for teaching and non-teaching staff.
- ii. Leave is accounted for on a calendar year basis, from January to December.
- iii. All employees must be present on the last, working day and the first working day of the academic term.
- iv. Employees on leave are not permitted to take up any employment for profit or gain. If they do so, their services may be terminated without notice or pay, and all benefits accrued during their service may be forfeited.
- v. Leave sanctioning authority may refuse or revoke any kind of leave.
- vi. Leave will not be granted to staff members who are under suspension.
- vii. Leaves should be applied at least one week in advance, except in emergency cases, and sanctioned after making alternative arrangements for the course work.
- viii. Absence from duty after completing the leave period will result in disciplinary action. Unauthorized absence will interrupt service.
- ix. Leave is a provision to stay away from office work for genuine reasons, with prior approval from authorities.
- x. Leave normally begins on the date it is taken and ends the day before duty is resumed.
- xi. No leave will be granted beyond the date an employee must compulsorily retire.
- xii. Employees resigning from the Institute are not eligible for any unused leave.
- xiii. Any type of leave will result in loss of pay from the full and final settlement salary.
- xiv. Leave accounts will be maintained separately for each employee.
- xv. Planned/unplanned leave during semester working days should be avoided, as it affects the academic process. In exceptional cases, approval may be granted if alternative arrangements are made.


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- xvi. Leave should be availed only if necessary, rather than simply to complete the quota.
- xvii. Leave salary for earned leave will be full.
- xviii. Employees must ensure their duties are substituted while on leave. They must make up for lost classes/labs.
- xix. If an employee takes leave for more than 3 consecutive days, they must arrange for advance classes/labs to cover the missed work.
- xx. In case of late arrival, permission must be obtained from the respective HOD and the Principal of the Institute should be informed with a permission letter.
- xxi. Once the employee has clocked in, they are expected to remain at their designated location unless written permission is obtained from the reporting authority. If permission is not obtained, the reporting authority will decide whether to consider the absence or mark it as a half-day/leave of absence.
- xxii. Public holidays for the next year will be announced at the beginning of the academic year.
- xxiii. Holidays are determined by the Management, which may change holidays as circumstances require.
- xxiv. Holidays for students, teachers, HOD, Principal and administrative staff may differ and will vary by department.
- xxv. If a public holiday falls on a Sunday, no adjustments will be made for that day.
- xxvi. Employees may be required to attend official work, examinations, meetings, workshops, or other activities on holidays, regardless of their entitlement to holiday leave.
- xxvii. Unforeseen events like heavy rains, floods, riots, strikes, etc., will not be treated as holidays unless officially declared by the Institute. In such cases, the lost holiday must be compensated by working on another holiday, as decided by the Management.

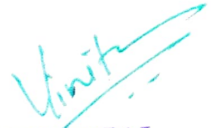
24SR12.5. Attendance

i. Attendance will be tracked daily via the biometric device. Failure to log in may result in the employee being marked absent for the day.

ii. Late arrival will be monitored by the HOD of the concerned department.

iii. In case of a dispute about late arrival, if the reasons are not justified by the employee, the issue should be escalated to the Principal of the Institute by the end of the month. 2 days late arrival will be treated as 1 day Loss of Pay unless it is for genuine reason,

24SR12.6. Working Hours


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i. Normal working hours at Institute will be from 10:00 am to 5:00 pm. This may vary based on grades, shifts, and the employee's role and function. Any changes will be communicated by the respective Department Head.

ii. The maximum grace time is until 10:10 am.

Responsibilities of Employees Before Going on Leave

- Employees must inform the Head of Department and the Principal of the Institute of their contact details during leave for emergency purposes.
- If leave needs to be extended, the employee must seek approval from the HOD and inform the Principal either via mail or in writing, before the leave expires. Any unapproved extra leave will be treated as leave without pay.
- If the leave extension is for medical reasons, it must be supported by a certificate from a medical practitioner specifying the illness and expected recovery period.
- The HOD of the respective department will inform the employee whether the leave extension is approved and how it will be categorized.

24SR12.7. Types of Leave

The following Table 1 presents the types of holidays and leaves.

Table 1: Types of holidays and leaves

Type of Leave/Holiday	On roll Staff Functional Heads		Probation Period Staff	
	Teaching	Non-Teaching	Teaching	Non-Teaching
General Holiday	As Per Institute Calendar of the Year	As Per Institute Calendar of the Year	As Per Institute Calendar of the Year	As Per Institute Calendar of the Year
Public Holiday	As Per SVVS	As Per SVVS	As Per SVVS	As Per SVVS
Casual Leave (CL)	12	12	12	12
Compensatory Off Leave (Comp Off)	-	-	-	-

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Vacation Leave (VL)	30 Days in a year 10 days after Even Semester & 20 days after odd Semester	-	15 Days in a year 5 days after Even Semester & 10 days after odd Semester	-
On Official Duty Leave (DL)	Maximum 10 Days	Maximum 10 Days	-	-
Maternity Leave (DL)	30	30	-	-
Matrimonial/ Marriage Leave	6	6	4	4

24SR12.8. General Holidays

- i. The holidays (other than Sundays) will be restricted to as per Institute/SVVS Calendar (considering the significance of the holidays in local context) which will be decided by the management
- ii. An employee may be called for work on general holiday(s) Sundays, if there is a need and urgency to complete some work. If a person attending to work on general holiday can avail compensatory leave on any other day. However, such of those employees working on holidays may avail compensatory off, preferably within 45 days in any case not beyond 2 months. Compensatory leaves restricted to 16 days in a year with related approvals from respective HOD.

24SR12.9. Public Holidays

- i. Public holidays which will be observed in the next year are announced at the beginning of the Calendar year.
- ii. The holidays are determined by the Management in consultation with the Principal of the Institute. The Management will have the right to make changes in such days declared as public holiday if the circumstances so warrant.



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- iii. Holidays declared every year for Students, Faculties & Support Staff will be different and will vary from Department to Department and Institute.
- iv. In case the public holiday falls on a Sunday, then no adjustments will be made for such days.
- v. In addition to the above holidays, unforeseen circumstances like heavy rains/floods/riots/strike/Bundh etc., will not be treated as a holiday due to different reasons unless the holiday has been declared officially by the Institute/SVVS. Holidays declared by State Govt. or Central Govt. will be officially announced by the Institute/SVVS.

24SR12.10. Casual Leave

- i. Casual Leave is not earned by duty. A staff on CL is not treated as absent from duty. CL cannot be claimed as right and is subject to a maximum of 12 (Twelve) days in a calendar year quarterly prorated basis. (3 CLs per Quarter)
- ii. Employees on contractual basis will be entitled for 16 days (Monthly One and & Quarterly one) of casual leave on prorated basis. (i.e prorated from January to December)
- iii. CL can be suffixed or prefixed with Special Casual Leave and holidays but not with any other kind of leave.
- iv. Normally only three days CL will be sanctioned in a month during working semesters. Availing CL more than 3 (three) consecutive days is not entertained.
- v. CL shall not be granted for more than 3 (three) days in a month, Incase more than Three CL are availed, it would be considered as EL or LOP or as the case may be.
- vi. CL is calculated on a calendar year (January to December) basis for regular and contractual employees.
- vii. CL cannot be carried forward to subsequent years or to the next calendar year.

24SR12.11. Vacation Leave

- i. Only teaching staff employees are eligible to avail vacation leave.
- ii. Vacation leave can be availed only during the vacation period. The vacation period will be declared by the competent authority.
- iii. Vacation leave is further bifurcated into odd and even semester. For Teaching staff who have successfully completed two semesters are eligible

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- for 10 days and 20 days during odd and even semesters, respectively. For Teaching staff who have not completed two semesters are eligible for 5 days and 10 days during odd and even semesters, respectively.
- iv. Holidays falling between the vacation period including Sundays or any other declared holidays would be considered as part of the vacation period.
 - v. Vacation leave starting or ending with Sunday or any other declared holiday would be treated as vacation leave only
 - vi. Any holiday and study leave falling with in vacation leave will be considered as part of vacation leave. Vacation leave cannot be prefixed or suffixed with any kind of leave. To consider the same, approvals required from Principal /HOD.
 - vii. The vacation salary shall be payable only 'on the condition that the Faculty/staff is present on the last working day before the vacation and the first working day after the vacation.
 - viii. The employee will not be eligible for vacation pay if he/she is serving the notice period.
 - ix. Vacation period will not be considered as notice period for the separating employees.
 - x. Vacation leave may be taken in two stretches if required during the vacation period.
 - xi. Institute may call the staff during vacation leave, if his/her services are required. In such case, that day will not be considered as part of vacation leave.

24SR12.12. On Official Duty-OOD

Any employee is sent for official work by Institute, sanctioned by with the concerned authority/Principal/ HOD will be considered as OOD.

24SR12.13. Maternity Leave

- i. This facility is given twice in the entire service with LAEC spacing 3 years from the rejoining date of first maternity leave.
- ii. The staff should have completed probation period and continuous service with college.
- iii. Maternity leave is permitted as per the norms'with full salary for 30 days.
- iv. Extension of Maternity leave is not allowed, only on medical grounds. The extension of maternity leave is considered as leave without pay.

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- v. Maternity Leave in combination with any other type of leave (Ex.: EL, SCL, CL) is not permitted. It must be maternity leave only.
- vi. Employee should apply for maternity leave at least 3 months in advance, to make necessary arrangements for the smooth running of the classes/curriculum.

24SR12.14. Matrimonial/Marriage Leave

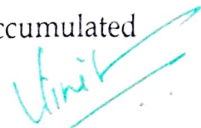
- i. Employees in both Teaching & Non-Teaching who are getting married are eligible for Marriage leave of Four (4) days only. The Leave application should be submitted atleast a month before enclosing the Marriage Invitation Card for sanction.
- ii. The faculty should make alternative arrangement for entrusting his/her teaching responsibility to any other faculty and he/she has to make up that subject teaching before the Last working day.
- iii. Principal and HOD is the authority to sanction the leave.

24SR12.15. Permissions

- i. Late arrival/early exit without valid permission will be penalized.
- ii. In case of availing permission, the staff should sign in the movement register kept in the Principal Chamber, and submit letter duly signed by the controlling authority to HOD along with permission letter.
- iii. Only 2 permissions are allowed in a month and the permission should not exceed more than two hour in a day.
- iv. If the staff Biometric registers more than 1 hour late coming and early going in a day with or without permission then the same will be considered as ½ day CL.
- v. Maximum Grace period is 5 minutes. (i.e 10:05 am for punch in.)

24SR12.16. Leave Encashment

- i. No encashment is allowed on General Holiday, Restricted Leave, Casual Leave Compensatory Leave, Vacation Leave and Special Casual Leave. Encashment is allowed only on EARNED LEAVE.
- ii. Confirmed employees have the option of encashing his/her accumulated EL more than 240 days.


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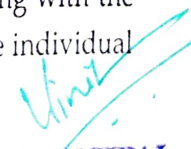
- iii. This encashment will happen on his/her current BASIC salary pay only.
- iv. A minimum balance of 240 EL has to be maintained all time up to such accumulation before encashing it.
- v. Maximum of 30 EL can be encashed on BASIC pay at a time.
- vi. EL encashment to be done considering the base as 30 days in a month.
- vii. EL encashment is allowed to both Teaching and Administration staff during a year.
- viii. Employees eligible for EL encashment should submit the EL encashment application atleast one month in advance.
- ix. The ceiling limit for EL accumulation is 240 days.
- x. During separation if the employee has more than 90 days EL at credit, 50% basic salary will be paid for the days at credit beyond 90 days.

24SR12.17. Separation/Relief

- i. Staff members, desirous of resigning their post/position, have to necessarily to give NOTICE period of ONE FULL MONTH, in case he/she is on probation period and THREE FULL MONTHS, in case he/she has completed probation period and is a confirmed employee of LAEC.
- ii. During Notice period, no vacation Leave, Earned Leave, Casual Leave or Compensatory Leave in their credit will be taken into account. In case of any shortage in the notice period appropriate recovery will be made.
- iii. Staff members are normally considered for relief only at the end of the semester, as relief at the beginning or middle of the semester is likely to affect the academic work.

24SR12.18. Process of Leave Application

- i. Leave requests must be submitted in advance, with proper documentation and approval from the respective authorities.
- ii. An employee must submit the leave card to the reporting authority at least 2 weeks in advance for all types of leave, except for Casual Leave (CL), for which it must be submitted at least 2 days in advance. Once the leave is sanctioned, the employee must submit the approved leave form to the HOD for record-keeping.
- iii. A record of all leave—sanctioned, refused, or postponed—along with the reasons for refusal or postponement, must be maintained in the individual


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- Leave form. The Leave form must be submitted to the HOD of the department for records.
- iv. For planned Casual Leave, written permission must be obtained on the Leave form, along with the signature of the Principal, and submitted to the HOD of the respective department. In the case of unforeseen leave, the employee must notify the immediate supervisor at least one hour before the scheduled reporting time, and the same must be recorded in the Leave form immediately upon resuming duty.
 - v. Employees wishing to take Earned Leave must apply in writing to the Reporting Officer through the Leave form and submit it to the HOD. Such applications should normally be made at least 15 days before the leave commencement date, except in urgent or unforeseen circumstances where advance notice may not be possible.
 - vi. Leave for both teaching and non-teaching staff in various departments must be first forwarded by HOD and approved by Principal, before it is availed.
 - vii. For a Principal, the leave application must be approved by Secretary of Institute.

24RS13.The Employees Code of Conduct, Misconduct and Punishment

24SR13.1. Objective

The aim of the Code of Conduct is to guide employees of Sharnbasveshwar Vidya Vardhak Sangha (SVVS) or Lingaraj Appa Engineering College Bidar in applying the core values of SVVS/LAEC to their daily decisions and actions in managing affairs.

- i. Adherence to official timings is mandatory.
- ii. Every employee is provided with an identity card and is expected to display it while on the LAEC premises.
- iii. Employees should maintain a professional attitude towards parents and students, avoiding personal discussions and interactions.
- iv. All employees are expected to treat colleagues and peers with respect and courtesy.
- v. Any misbehavior will not be tolerated and will be treated as misconduct.
- vi. Feedback provided to parents should be courteous and professional.
- vii. Employees are required to direct parents and students to the concerned faculty member or HOD for any issues, suggestions, or grievances.
- viii. Personal discussions, meetings, or gatherings should be avoided within the LAEC premises.


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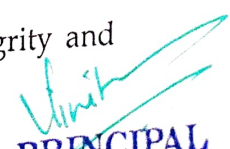
- ix. The medium of instruction at SVVS/LAEC is English; therefore, employees must communicate in English at all times.
- x. SVVS fosters a cosmopolitan environment and culture. Employees must display an unbiased attitude and refrain from propagating communal or sectarian views. Discrimination based on caste, creed, language, origin, or social/economic background is prohibited.
- xi. Employees are prohibited from practicing or inciting casteism, communalism, untouchability, or discriminating against students based on physical or mental abilities or personal issues.
- xii. Employees shall not encourage or incite any disorderly behavior by students, teachers, or other staff members within or outside LAEC premises related to Institute matters.
- xiii. Employees shall not organize or attend any other meetings during college hours unless required to do so or with prior permission from the Management.
- xiv. If an employee causes any pecuniary loss or damage to LAEC/SVVS due to negligence, non-compliance with orders, or failure to follow departmental instructions, the employee will be liable for deductions from their salary to cover the loss or damage, as determined by the Management.
- xv. Any changes in an employee's contact address, phone number, or name must be reported in writing to the HOD/ Principal within one week of the change.
- xvi. Employees must inform the HOD/ Principal of their contact details before going on vacation or taking long leave.
- xvii. The consumption of food or beverages during sessions or in corridors and foyers is not permitted. Food may only be consumed during breaks in the cafeteria or with permission from the HOD of the concerned department.
- xviii. Employees must maintain a formal appearance while on the college premises. Attire should be clean, comfortable, and functional, as the activities with students involve extensive physical movement.
- xix. Employees are required to supervise students during activities such as outdoor play, lab experiments, or any other curriculum-related activities.

24SR13.2. Types of Misconduct

24SR13.2.1. Integrity and Devotion to Duty

i. Every employee shall at all times maintain absolute integrity, devotion to duty, and refrain from engaging in conduct unbecoming of an Institute employee.

ii. Every employee shall take all possible steps to ensure the integrity and devotion to duty of all employees under their control and authority.


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iii. Interpretation: If any question arises concerning the interpretation of the service rules, it shall be referred to the President of institute through principal. The President's decision will be final and binding on all concerned.

24SR13.2.2. Late Coming, Early Leaving, or Unauthorized Absence from Duty

- i. All employees must adhere to office timings as a mark of punctuality.
- ii. If an employee reports late for duty or leaves the campus early without valid reasons or prior permission from the authorities, the matter shall be viewed seriously. The penalties may include the deduction of one day of Casual Leave (CL), one day's salary (if no CL is available), or the deferment of one annual increment.
- iii. Any employee absent without permission will be treated as unauthorized absent. For each day of unauthorized absence, a penalty of two days' salary will be imposed.

24SR13.2.3. Politics and Elections

- i. No employee shall become a member of a political party or union without prior permission/sanction from the Principal of Institute.
- ii. No employee shall associate with any political party, organization, or union engaged in politics or partake in any political activity.
- iii. Employees qualified to vote in elections may exercise this right but shall not indicate how they intend to vote or have voted.

24SR13.2.4. Joining Associations

No employee shall form, join, or continue membership in any association or union whose objectives or activities are prejudicial to the Institute interests.

24SR13.2.5. Demonstrations and Strikes

- i. No employee shall engage in or participate in demonstrations prejudicial to the interests of the Sangha, Sangha's institutions, public order, decency, or morality, or involving contempt of court, defamation, or incitement to an offense.
- ii. Employees shall not instigate or abet any form of strike within the Institute.

24SR13.2.6. Connection with Press, Radio, or TV Programs

No employee shall, without prior permission from the competent authority, approach the press to vindicate any official act subject to adverse criticism.

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24SR13.2.7. Criticism of the Institute

No employee shall make statements or express opinions that adversely criticize the policies or actions of the Institute or Sangha, especially if they may damage relations with statutory authorities. "Statements" include opinions voiced in broadcasts, publications (under one's name or pseudonyms), or public utterances.

24SR13.2.8. Evidence before a Committee or Authority

- i. No employee shall, without prior sanction, provide evidence in any inquiry conducted by any committee or authority unless summoned by statutory or judicial authority.
- ii. When granted permission, the employee shall not criticize Institute policies or actions.

24SR13.2.9. Unauthorized Communication of Information

No employee shall, except as authorized or in good faith in the performance of duties, communicate official documents or information to unauthorized individuals.

24SR13.2.10. Canvassing of Non-Official or Other Influence

No employee shall use political or other forms of influence to further personal interests concerning their service under the Institute.

24SR13.2.11. Bigamous Marriage

- i. Employees with a living spouse shall not contract another marriage without prior permission from the Government, even if permissible under personal.
- ii. No employee shall marry a person with a living spouse without obtaining such permission.

24SR13.2.12. Smoking, Consumption of Intoxicating Drinks, and Drugs

An employee shall:

- i. Strictly abide by laws governing intoxicating substances in their area of duty.
- ii. Ensure their duties are not impaired by intoxicants.
- iii. Avoid appearing in public intoxicated.
- iv. Abstain from habitual use of intoxicants or drugs.
- v. Comply with the Institute no-smoking policy within the campus.

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24SR13.2.13. Sexual Harassment

No employee shall subject any individual—employee or student—to sexual harassment. Sexual harassment includes but is not limited to:

- i. Physical contact and advances.
- ii. A demand or Requests for sexual Favors.
- iii. Sexually coloured remarks.
- iv. Displaying or sharing pornography.
- v. Any other unwelcome behaviour of a sexual nature.

For More Details Refer to Annexure-I for details.

24SR13.2.14. Betting, Gambling, Money Lending, and Chit Funds

No employee shall engage in betting, gambling, illegal money lending, or participation in chit fund activities.

24SR13.2.15. Other Activities

- i. No employee shall engage in misconduct or activities not explicitly covered by these rules.
- ii. Any new rules or regulations framed by the Institute or Sangha in the future shall also be binding on all employees.

24SR13.3. Punishments/Penalties for Different Types of Misconduct/Offences

Misconduct of a non-serious or serious nature, including unauthorized absence, misuse of Institute funds, inexcusable mistakes in the execution of duties, sexual harassment, non-compliance with written instructions from higher authorities, misuse of official powers, violation of rules and guidelines, etc., if proven against an employee, shall be referred to the President for further action. The President decision will be final and binding on all concerned.

The following types of punishment may be imposed on employees found guilty of misconduct:

- i. Caution or censure.
- ii. Warning.
- iii. Suspension without pay or allowance.
- iv. Fine.
- v. Stoppage of increment.
- vi. Demotion to a lower post.
- vii. Compulsory retirement.


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- viii. Discharge, dismissal, or termination.
- i. In cases of grave misconduct, the Management will arrange to conduct a domestic inquiry into the charges of misconduct in accordance with the principles of natural justice. The Institute has the right to appoint an Inquiry Officer and a Presenting Officer from within the Institute.
 - ii. The Institute may require any staff member to present themselves at a reasonable time for an inquiry into alleged misconduct by them or another staff member. If the staff member charged with misconduct fails to appear at the inquiry without sufficient reason, the inquiry shall proceed *ex-parte*.
 - iii. Staff members subject to inquiry may be assisted by a co-employee of the Institute. Outsiders or legal practitioners will not be allowed to assist or defend the staff member during the domestic inquiry.
 - iv. When determining punishment, the Institute shall consider the gravity of the misconduct, the employee's previous record (if any), and any extenuating or aggravating circumstances. A copy of the order, issued by the college will be provided to the staff member concerned.
 - v. If disciplinary proceedings are being considered or are ongoing against an employee, or if criminal proceedings are underway against them, the appointing authority may issue an order of suspension in writing. Suspension will take effect from the date specified in the order.
 - vi. During the period of suspension, the employee will not be entitled to salary, except for a subsistence allowance as determined by the Management.

24SR13.4. Employees Arrested on Criminal Charges

Any employee detained in police custody, committed to prison for criminal charges, or convicted of an offense involving moral turpitude shall be liable for dismissal. No employee shall apply for or engage in outside employment—whether casual, temporary, permanent, part-time, or any other service, including private coaching—without prior approval from the Management.

24SR13.5. Conducting Conferences

Without prior written permission from the Management or the Principal of the Institute, no employee shall conduct or participate in any seminar, workshop, or similar event outside the Institute.

24SR13.6. Disciplinary Action

- i. Appointments, promotions, suspensions, and dismissals of permanent staff at the Institute shall be made by the Management based on the recommendations of a committee constituted by the Board as required. For temporary staff, appointments shall be made by the President in consultation with the Principal. Any employee aggrieved by the Principal order may

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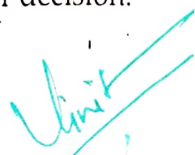
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- appeal to the Management within 30 days of receiving the order. All cases of dismissal by the Principal shall be reported to the Management.
- ii. When an employee is alleged to have committed misconduct, the competent authority shall issue a memorandum requesting a preliminary explanation. Upon receiving the explanation, if the authority finds no prima facie evidence, further proceedings will be dropped. However, if a prima facie case is established and the misconduct appears serious, the authority may suspend the employee pending disciplinary proceedings.
 - iii. The authority shall then frame specific charges against the delinquent employee, supported by evidence, and request a response within a specified time frame or any extended period decided by the authority. Upon receiving the employee's explanation, the authority, or an appointed enquiry officer, may proceed to conduct an enquiry allowing the employee to defend themselves.
 - iv. After the enquiry officer submits their report, if the appointing authority concludes that the employee is guilty of the charges and warrants major punishment such as removal from service, dismissal, compulsory retirement, or reduction in rank, the authority shall issue a second notice. This notice will invite the employee to provide an explanation regarding the proposed punishment within a prescribed time. After reviewing the employee's response, the authority shall pass a final order.
 - v. During disciplinary proceedings, the authority is entitled to appoint an enquiry officer who shall provide a reasonable opportunity for the delinquent employee to present their case and submit a report to the appointing authority.
 - vi. Without prejudice to other rules, any employee who willfully breaches these rules, neglects their duties, or knowingly or intentionally acts against the interests or reputation of the Institute shall be subject to penalties. This includes negligence, inefficiency, misconduct, or misbehavior.
 - vii. An employee may be subjected to penalties such as a fine, suspension, demotion, reversion, stoppage of increments, forfeiture of leave, or dismissal for misconduct, misbehavior, negligence, dishonesty, indiscipline, or disobedience. The nature of the punishment will depend on the seriousness of the charge, as determined by the competent authority. Appeals against punishments imposed by Institute officers or authorities may be submitted to the Principal.
 - viii. In cases where an employee's services are terminated as a punishment, they shall only be entitled to receive their pay up to the date of termination. The employee shall not be entitled to any additional benefits from the Institute.
 - ix. Employees who receive major punishments have the right to appeal to the Principal within 30 days of receiving the order. Upon receipt of the appeal and review of the enquiry findings, the Principal shall issue a final decision. The Principal decision in this regard shall be final.


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24SR14. Suspension, Appeal and Review

24SR14.1. Preamble:

- i. These rules shall apply to all employees of the Institute, except those employed on daily wages or consolidated pay.
- ii. If any doubt arises as to whether these rules or any others apply to a particular person or cadre, the matter shall be referred to the Management, whose decision shall be final.

24SR14.2. Authority:

The appointing authority, a disciplinary authority to which it is subordinate, or any other authority empowered by the Institute may place an employee under suspension:

Where a disciplinary proceeding against him/her is contemplated or pending.

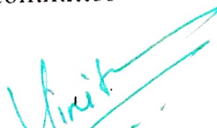
- i. Where a case involving a criminal offence is under investigation, inquiry, or trial.
- ii. If the suspension order is issued by an authority lower than the appointing authority, the circumstances leading to the suspension must be promptly reported to the appointing authority.

24SR14.3. Circumstances Leading to Suspension: An employee shall be deemed to be placed under suspension by an order of the appointing authority:

- i. From the date of detention if he/she is detained in custody, whether on a criminal charge or otherwise, for a period exceeding 48 hours.
- ii. From the date of conviction, if sentenced to imprisonment for a term exceeding 48 hours, unless immediately dismissed, removed, or compulsorily retired as a result of such conviction.

24SR14.4. Appeal and Review:

- i. If a penalty of dismissal or removal from service imposed on an employee under suspension is set aside on appeal or review and the case is remitted for further action, the suspension shall be deemed to have continued from the date of the original dismissal or removal until further orders.
- ii. An order of suspension, whether issued or deemed to have been issued under these rules, may be modified or revoked by the issuing authority at any time.
- iii. An employee, including one who has ceased employment with the Institute, may appeal any order specified under this rule to the authority designated by the Institute for such appeals. The appeal shall be reviewed by a committee appointed by the Management.


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- iv. Appeals must be submitted within 30 days from the date the appellant receives the order in question. However, the appellate authority may entertain appeals submitted beyond this period if the appellant provides a valid reason for the delay
- v. In cases of suspension appeals, the appellate authority shall evaluate whether the suspension was justified and may confirm or revoke the suspension order accordingly.
- vi. The appellate authority, within six months from the date of the order under review, may call for records of any inquiry and review the order. The authority may confirm, modify, or set aside the original order.
- vii. All orders, notices, and other communications issued under these rules must be served to the employee in person or sent via registered post to the address recorded in the Institute's official records. Such communications, if delivered to the recorded address, shall be considered properly served.
- viii. Decisions regarding suspension, revocation, or confirmation shall be final as determined by the Management.

Refer to **Annexure II: Grievance Redressal Cell** for additional information.

24SR15. Additional Facilities at Institute

The Institute offers numerous opportunities for professional and personal development, along with an ideal environment that promotes a high-quality working life. Some of the perks available to the faculty include:

- i. Freedom and autonomy to pursue research in areas of interest.
- ii. Encouragement to undertake sponsored research and consultancy projects.
- iii. A 100% flexible cadre structure that provides opportunities for career advancement to meritorious and deserving candidates.
- iv. Access to computing and internet facilities, along with research seed grants and financial support for presenting research papers at national and international conferences.
- v. Revenue from consultancy projects shared according to the ratio specified by the Institute from time to time.
- vi. Performance incentives for publications in reputed journals.
- vii. Coverage of 50% of the membership fee for one international professional society.
- viii. No limit on earnings from consultancy projects.
- ix. Availability of a Professional Development Fund for faculty members.

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24SR16. Sponsorship/Recognition for Faculty Attending Conferences, Short Term Courses, Seminars, Workshops, Training Programs and for Publication Activities

Applicability: All teaching staff fulfilling any of the following conditions are qualified to seek sponsorship. Sponsorship will be approved on a merit basis. Sponsorship is applicable for conferences, workshops, training programs, recognition awards for publication of books and papers including new articles, paintings, musical compositions, 3-D models etc.

Full-time faculty of the Institute and whose research article will be presented on behalf of the Institute in any international conference.

Full-time faculty assigned by the Institute to attend any international conference on behalf of the Institute.

24SR17. Guidelines for Grant of Incentives for Journal Publications

In order to encourage research among staff and students, the Institute has introduced a journal publication incentive scheme.

- i. The publication of an article in a peer-reviewed journal is a critical step in building a coherent and respected network of knowledge. It reflects the quality of work by the authors and their institution. Therefore, it is important to adhere to ethical standards. Articles must not contain content that promotes discrimination based on race, gender, sexual orientation, religious belief, ethnic origin, citizenship, or political philosophy, nor should they involve copyright infringement or plagiarism. Authors must take appropriate and responsive measures when ethical complaints are lodged regarding a paper. If a complaint is upheld, the Institute will treat it as unethical behavior by the employee to gain unjustified benefits. In such cases, the Institute reserves the right to terminate the employee's services and forfeit all financial benefits (such as PF, gratuity, and others) due to the employee.
- ii. The staff member must be an employee of the Institute to be eligible to claim the incentive.
- iii. The staff member must indicate the Institute as their affiliating institution in the journal paper being considered for the incentive.
- iv. The incentive for each journal paper is determined by the Institute and is divided equally among all authors. For example, if a journal paper has five authors—one Institute faculty member, two Institute students, and two non-Institute authors—the Institute faculty member would be eligible for one-fifth of the incentive.

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24SR18. Amendment of Rules

The Institute reserves the right to amendment of these rules as and when required i.e., insertion, deletion and modification of clauses.

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ANNEXURE - I

CODE OF CONDUCT AND DISCIPLINE FOR AVOIDANCE OF SEXUAL HARASSMENT AND MAINTENANCE OF EQUALITY OF OPPORTUNITY

Definition

"Education Institutions" means the Lingaraj Appa Engineering College
BIDAR "Sexual Harassment" means

Definitions and Provisions Regarding Sexual Harassment

(A) Sexual Harassment Includes:

The commission of any verbal, physical, or other conduct of a sexual nature, individually or collectively, by men against women, including but not limited to the following:

1. Eve teasing.
2. Unwelcome remarks.
3. Jokes that cause or are likely to cause awkwardness or embarrassment.
4. Innuendos and taunts.
5. Gender-based insults or sexist remarks.
6. Unwelcome sexual overtones in any manner, such as via telephone or similar means.
7. Touching or brushing against the body.
8. Displaying pornographic or other offensive or derogatory pictures, cartoons, pamphlets, or sayings.
9. Forcible physical touch or molestation.
10. Physical confinement against one's will and other acts attempting to violate one's privacy.

(B) Denial of Equal Opportunity:

Acts that deny equal opportunity to individuals in pursuit of education or career development.

(C) Hostile Work/Study Environment:

Acts that make the study or work environment hostile or intimidating for students or employees.

Key Definitions

Head of the Institution Refers to the Principal or any individual designated as the head of the institution.


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Management means In relation to the Institute, refers to the Management.

Sexual Harassment of Students means the use of authority by any individual in charge of the Management or employed by the institution to exploit the sexuality or sexual identity of a student, thereby preventing or impairing the student's full enjoyment of educational benefits, climate, or opportunities.

This includes, but is not limited to:

- Faculty or non-faculty behavior that covertly or overtly exploits the inherent power in their roles (e.g., Professor, Associate Professor, Assistant Professor, Non-Teaching Staff).
- Acts that negatively affect a student's educational experience or career opportunities based on their sexual identity.
- Threats, coercion, or intimidation to compel a student to accept sexual advances, or risking reprisal in terms of grades, recommendations, professional growth opportunities, or job prospects.

Sexual Harassment of Employees means the use of authority by any individual in charge of the Management or employed by the institution to exploit the sexuality or sexual identity of a subordinate employee, thereby preventing or impairing the employee's full utilization of employment benefits, climate, or opportunities.

This includes, but is not limited to:

- Employer or fellow staff behavior that covertly or overtly exploits the inherent power in their roles (e.g., Employer, Head of the Institution, Management).
- Acts that negatively affect an employee's work experience or career opportunities based on their sexual identity.
- Threats, coercion, or intimidation to compel an employee (Teaching or Non-Teaching Staff) to accept sexual advances, or decisions affecting employment status, creating an intimidating, hostile, or offensive working environment.

Prohibition of Sexual Harassment

There shall be no harassment of women members whether student or employee within the education institution or in any place away from such institutions, if such place has relevance or any bearing on the relationship as employer / employee / student / persons in charge of Management of the educational institutions.

The head of the institutions shall, having regards to the location, environment and the like, of the educational institution concerned, take every step within his / her means to initiate action to identify sports or places and spheres of activity which are

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prone to harassment whether between students, or between students and employees (teaching and non-teaching staff) of the educational institutions or between employees themselves or between persons in-charge of Management and employee and shall make adequate arrangements with the view to prevent sexual harassment.

Constitution of Committee against Sexual Harassment

The Committee against Sexual Harassment is the body constituted by Institute in consonance with the Sexual Harassment of Women at the Workplace (Prevention, prohibition and redressal) Act 2012. Lingaraj Appa Engineering College is committed to provide a place of work and study environment free from sexual harassment, intimidation, and/or exploitation.

Lingaraj Appa Engineering College Committee against Sexual Harassment constitutes the following members approved by the Principal.

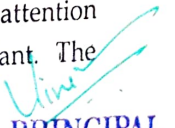
1. A Senior Lady Faculty as Convener
3. Few Teaching and Non-Teaching Faculty Members
4. Residential Women Warden
5. Girl Student Representatives
6. Lady member from NGO
7. Retainer / Advocate of the Institute

Procedure for Registering Complaints

All complaints must be brought by the complainant in person or in instances brought by another person on behalf of the complainant. In exceptional cases, third party/ witness complaints may be entertained. Complaints can be lodged directly with any member of the Committee against Sexual Harassment, or through existing channels for lodging grievances. If the complaint is made through any such channel, the person to whom the complaint is made should bring it to the notice of the Committee within two working days of its receipt by her/him.

Procedure to be followed by the Committee

On receipt of a complaint the Committee shall record it to writing. Within ten days of the receipt of a complaint, the Committee must determine whether a prima facie case of sexual harassment is made out. It shall carefully consider the complaint and may hear the complainant and the defendant and/or any other relevant person to determine whether an enquiry by the Committee is to be instituted. Due attention must be paid to confidentiality of the complainant and the defendant. The


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Committee shall enquire into the complaint of sexual harassment following procedures in conformity with the principles of natural justice and gender sensitivity. The Committee is empowered to take steps to settle the matter under the new Act to the satisfaction of the complainant before initiating a formal enquiry into the matter. After concluding its enquiry, the Committee shall prepare a detailed and written report of its findings. The enquiry report shall specify the details of the charge(s) against the defendant, the statements made and evidence presented in the enquiry and a discussion of the reasons upon which the findings arrived at by the Committee. The Committee shall provide a report of its findings to the employer within 10 days of completion of inquiry and such report shall be made available to the concerned parties. In the event that the Committee finds the delinquent guilty of sexual harassment, it shall also recommend the nature of disciplinary action to be taken taking into consideration the gravity of the offence of which he has been found guilty and the impact on the complainant. The disciplinary action will commensurate with the nature and impact of the sexual harassment. It shall also recommend whether after disciplinary action has been taken, the Institute Administration should publicize the identity of the offender, the misconduct and the disciplinary action taken.

Punishments for the proven Sexual Harassment

In case of charges proved against the delinquent in respect of sexual harassment, the disciplinary action could be one or more of the following:

1. Warning
2. Written apology
3. Bond of good behavior
4. Gender sensitization
5. Counseling
6. Adverse remarks in the Confidential Report
7. Debarring from supervisory duties
8. Suspension
9. Denial of membership of statutory bodies
10. Denial of re-employment
11. Stopping of increments/promotion
12. Reverting, demotion
13. Transfer
14. Dismissal
15. Withdrawal of residential facilities and prohibition from entry on the campus etc.
16. Any other relevant mechanism.



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The above item is placed before the Management for its consideration and approval.

For more details refer:

- AICTE formulated its Sexual Harassment guidelines based on the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013

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ANNEXURE -II
GRIEVANCE REDRESSAL CELL

Grievance Redressal Cell: Constitution

Grievance Redressal Cell

(A) Constitution of the Grievance Redressal Cell: The Principal shall constitute a Grievance Redressal Cell for implementing this code. The cell shall consist of the following members:

1. The senior-most woman Professor of the Institute.
2. One male member from the teaching staff.
3. One male member from the non-teaching staff.
4. One female student.
5. One female representative from a non-governmental organization (NGO) actively engaged in women's welfare or the field of education.
6. The Institute's Retainer/ Advocate.

(B) Nomination of Members: Members in categories (2), (3), and (5) shall be nominated by the Head of the Institution in consultation with the HOD.

(C) Term of Office: The term of office for the members shall be two years, and members are eligible for re-nomination.

(D) Casual Vacancies: Any casual vacancy in the grievance cell shall be filled by the Head of the Institution in consultation with the HOD, selecting a member from the respective category.

Conduct of Enquiry by the Grievance Redressal Cell

(A) Filing of Complaints

1. Any person aggrieved by a contravention of this code may file a complaint with the grievance cell at the earliest opportunity and, in any case, within 15 days of the occurrence of the alleged contravention.
2. The complaint shall include all material and relevant details concerning the contravention, including the names of the alleged violators, and shall be addressed to the Chairperson of the grievance cell.
3. If the complainant prefers not to disclose their identity, the complaint may be addressed to the Head of the Institution, handed over in person, or sent in a sealed envelope. The Head of the Institution shall retain the original complaint and forward a summary (excluding details that might disclose the complainant's identity) to the grievance cell.

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(B) Action by the Grievance Cell

1. Upon receipt of a complaint or a summary from the Head of the Institution, the grievance cell shall initiate an inquiry.
2. If the grievance cell finds the complaint justified:
 - o For members of the Management body: The cell shall report the matter to the Management.
 - o For Institute employees: The cell shall report the matter to the Principal, who will institute disciplinary action as per the relevant service rules.
 - o For students: The cell shall submit a report to the Head of the Institution, recommending penalties to be imposed.

(C) Interim Measures

In cases involving Institute employees, the Head of the Institution may independently direct that the person complained against be relieved of specific duties and reassigned as deemed fit, pending the outcome of disciplinary action.

(D) Imposition of Penalties

1. For student-related cases, the Principal shall give the accused student an opportunity to be heard and then recommend penalties to the Management.
2. The Management may confirm, modify, or reject the penalty as recommended by the grievance cell.

(E) Penalties

The penalties for contraventions under this code may include:

- Warning.
- Serious warning.
- Fine (up to Rs. 1000), based on the nature and severity of the offense.
- Suspension for a specified period.
- Expulsion from the Institute for a Specified Period.
- Filing of a police complaint for criminal prosecution.

(F) Publicity

The Principal shall ensure wide publicity for the arrangements made under this code. Copies of the grievance cell's constitution and functioning shall be permanently displayed on notice boards.


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(G) Savings

Nothing in this code shall preclude the Principal from lodging a police complaint directly regarding any act amounting to an offense under the law.


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