



SRIRAGHAVENDRA EDUCATIONAL INSTITUTIONS SOCIETY®  
**SRI KRISHNA INSTITUTE OF TECHNOLOGY**

(Approved by A.I.C.T.E. New Delhi, Recognized by Govt. of Karnataka, NAAC Accredited & Affiliated to V.T.U. Belgaum)

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# **SERVICE RULES & REGULATIONS**

## **2021-22**



**SRI KRISHNA INSTITUTE OF TECHNOLOGY**  
#29, Chimney Hills, Hesaraghatta Main Road, Chikkabanavara P.O., Bangalore-560090



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WELCOMINGTHEEMPLOYEESJOINEDTHEVARIOUS ENGINEERING DOMAINS IN  
OUR INSTITUTE AND WISHING YOU ALL ABRIGHTACADEMICLIFEAHEAD

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## Background

Sri Krishna Institute of Technology, No.29,Chimney Hills, Hesaraghatta Main Road,ChikkabanavaraP.O,Bangalore-560090istheTechnicalInstitutesetupin2001.

## Scope and Applicability

- a) These rules will be called “Sri Krishna Institute of Technology (SKIT) service rules for teaching, non-Teaching Staff.
- b) Except when otherwise provided either explicitly or by implication, these rules shall apply to the holders of all post under the Sri Krishna Institute of Technology and which the Board of Governors is competent to prescribe.
- c) Rules framed hereunder shall be effective from the date of approval of the Board of Governors.

## Amendments and modifications:

Management, from time to time, shall make new or additional rules or amend or repeal any of the rules and relevant rules shall be displayed on the notice board of the college.

## Publication and interpretation:

- a) These rules and regulations of service will be printed in English and an abstract of the relevant and appropriate rules will be provided to each employee who is bound by them.
- b) Ordinarily the interpretation given by the director or any other person authorized on his/her behalf shall prevail.

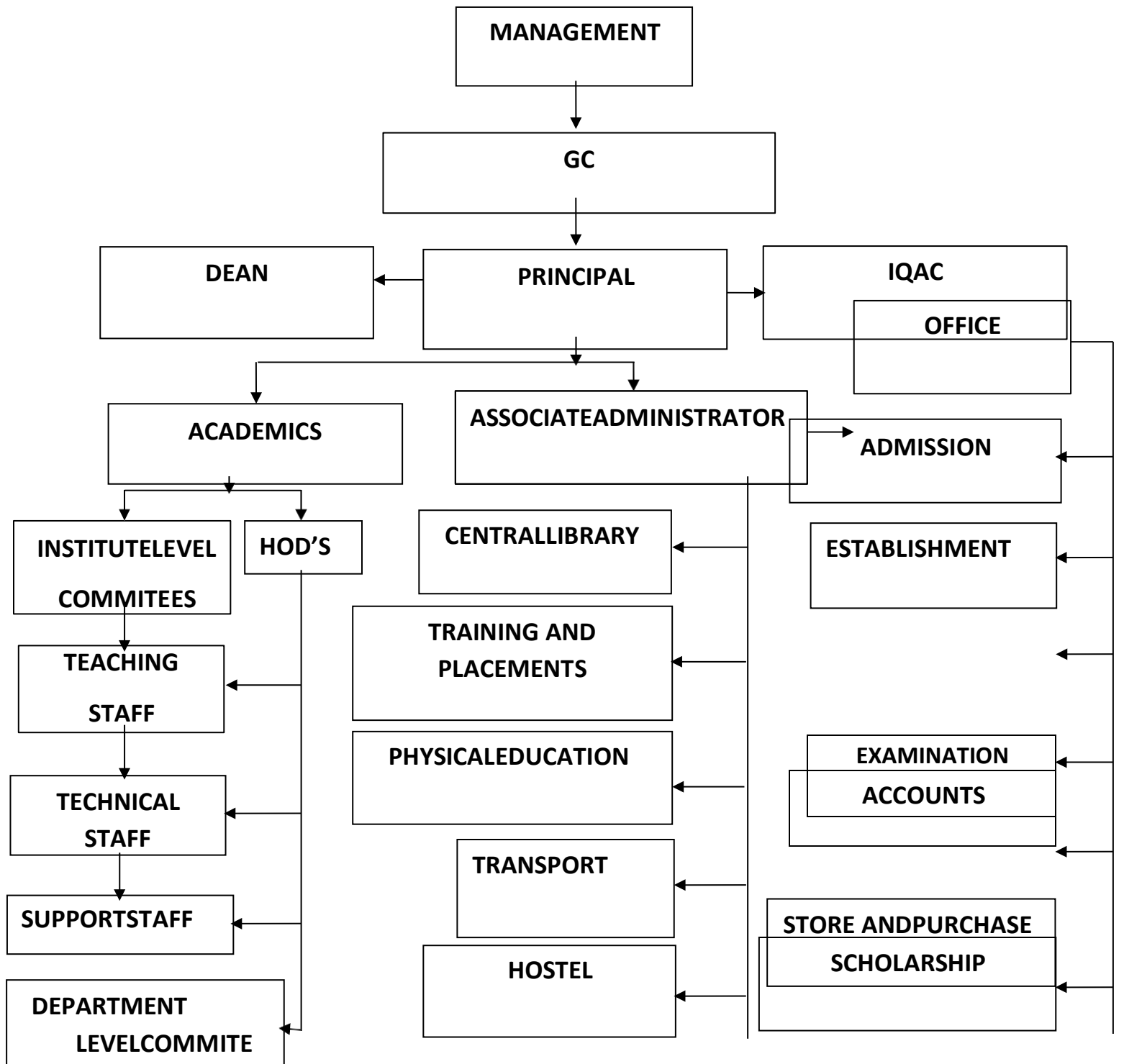
## Definitions:

- a) **“University”** means **Visvesvaraya Technological University**, Belagavi established under section 3 of the Visvesvaraya Technological University Act, 1994.
- b) **“AICTE”** means All India Council for Technical Education, established under All India Council for Technical Education Act, 1987.
- c) **“Society”** means Sri Raghavendra Educational Institutions Society (SREIS).
- d) **“Management”** means members of the society.
- e) **“College”** means Sri Krishna Institute of Technology.
- f) **“Governing Council”** means advisory body consisting of the members nominated by the Board of Governors and nominees from VTU and AICTE.

- g) **“Principal”** means Principal of the SKIT duly appointed by the society (Management) who is also Ex-officio Secretary of the Governing Council.
- h) **“Department”** The college shall consists of various Departments responsible for conduction of undergraduate, postgraduate and Research Programs.
- i) **“Head of the Department”** means the Head of Department of each approved course of study in Engineering and/or Basic Sciences.
- j) **“IQAC Co-coordinator”** means the Head of Internal Quality Assurance Cell who looks after all the quality aspects related to Academic as well as Admin.
- k) **“Dean Academics”** means senior academic official who oversees all the major academic operations including curriculum, faculty workloads, etc.
- l) **“Dean Student Welfare”** means a senior official who look after the general welfare of the students which contribute to the growth and development of their personality.
- m) **“Employer”** means the organization which employs the people.
- n) **“Academic Authority”** means freedom granted by the University to a college in all aspects of conducting academic courses for promoting excellence.
- o) **“Appointing Authority,”** means the authority competent to make appointments to any post as indicated in the bye law of the society.
- p) **“Enquiry Committee”** means the Committee constituted by the Governing Council of the College.
- q) Selection committee means committee constituted by the Management as per university norms for selection of teaching and non-teaching staff.
- r) Building committee means committee constituted by the Management.
- s) Purchase committee means committee constituted by the Management.

## Organizational Structures

Organizational structure chart showing the hierarchy of Sri Krishna Institute of Technology appended with the service Rules.



## **Functions of Governing Council and Principal**

The Governing Council of the college has, inter alia, members drawn from the industry, affiliating University and experts from academic field. The Governing Council gives direction to the college management. Its Functions and Responsibilities are:

1. Formulate academic aims and objectives of the institution and guide the institute towards the achievement of the same.
2. Examine their commendations of College Academic Council and prepare a road map for achieving the goals of the institution.
3. Monitor academic, research and other related activities of the college and guide them in the correct direction.
4. Prepare strategic plans for financial, infrastructural and staffing areas.
5. Consider their commendations of the staff selection committee and approve the same.
6. Consider the important communications, policy decisions received from the University, Government, AICTE, UGC etc.
7. Encourage and facilitate college apply for Accreditations/Certifications, if any
8. Facilitate and encourage college faculty apply for research projects/proposals
9. Monitor the student and faculty development programs and guiding the college appropriately so that they achieve the end objectives.
10. Facilitate starting of new UG/PG programs, deciding on discontinuing any existing programs and increase/decrease intake into any UG/PG program.
11. Consider their commendations of the College Academic Committee of the college and direct them for implementation.
12. Examine the budget proposals and accord approval.
13. Verify and approve the annual budget of the college.
14. Facilitate checking the audited income and expenditure accounts and approve the same for the college annually.
15. Consider and facilitate at college to resolve legal/court cases, if any
16. The principal shall be responsible for managing and running the college. He will also be responsible for maintaining academic excellence, highest level of discipline and conducting activities related to academic, extra-curricular, co-curricular. He shall report to the director/ Management. And discharge duties assigned by the Director/Management.
17. The Deans, Head of the Departments and IQAC coordinator shall assist the principal in smooth functioning of the college. Duties of the Deans, Head of the Departments and IQAC coordinator will be assigned by the principal in consultation with the Director/ Management..

Other hierarchy of various cadres of the employees along with the functionaries to whom they report is indicated in the Organization Chart.



## Classification of Employees:

The employees of the college shall be classified under two broad categories, Teaching and Non-Teaching staff . Further , they are classified as:

- a) Permanent Employee is an employee who after successful completion of his period of probation has been confirmed on a permanent basis in a substantive/regular/vacancy through a confirmation letter from the employer.
- b) Probationary Employee is an employee who is provisionally employed in a permanent vacancy and has not been confirmed on a permanent basis through a letter of confirmation initially every newly appointed employee will be on probation for a period of one year. If unsatisfactory , either his service will be discontinued even without issuing any notice to him or the period of probation will be extended by such period as deemed fit by the management. However the entire period of probation will not exceed two years.
- c) Temporary Employee is an employee who has been appointed for a limited period, for assignment of an essentially temporary nature of who is employed temporarily as an additional employee on a leave vacancy or in connection with temporary seasonal increase in work and who has received a temporary appointment letter from the Employer.
- d) Part-Time Employee is an Employee who is appointed for work on a purely part-time basis.

## **CONFIRMATION OF EMPLOYMENT:**

At the end of the probationary period, the employee and the Head of the Institute may discuss his/her performance, at which time the Head of the Institute will provide a performance review to the employee. Provided the employee's job performance is "satisfactory" at the end of the probationary period, his/her service at SKIT will be confirmed. Otherwise probationary period may be extended as decided by the authorities.

## **SERVICE RECORDS:**

A service register shall be separately maintained for every employee showing his/her permanent address, date of appointment, consolidated salary, scale of pay on which he/she was appointed, increments given from time to time, leave availed and at credit if any, transfers, promotions, suspensions, punishments etc. The service register shall be opened immediately after the employee reports for duty and to be updated periodically.

## **Appointments:**

- All selections & appointments shall be approved by the Governing Council. The Board of Governors shall appoint selection committee for the recruitment process.

I) In the case of all Teaching post, these selection committee shall consist of

- |      |                               |                   |
|------|-------------------------------|-------------------|
| i)   | President                     | :Chairman         |
| ii)  | Director                      | :Member           |
| iii) | One Nominee of the Management | :Member           |
| iv)  | Subject Experts               | :Member           |
| v)   | Head of concerned Department  | :Member           |
| vi)  | VTU nominee                   | :Member           |
| vii) | Principal                     | :Member Secretary |

II) In the case of Non-Teaching post ,the selection committee shall consist of:

i)	Director	:Chairman
ii)	One Nominee of the Management	: Member
iii)	One experts in the field of Specialization	:Member
iv)	Head of concerned Department	:Member
v)	Principal	:Member Secretary

**At the time of joining, the Candidate shall complete the following formalities.**

- Submission of joining report.
- Submission of attested copies of Educational Certificates along with originals for verifications.
- Submission of Relieving letter or proof having complied the conditions of appointment with the previous employer.
- Submission of photocopies of Aadhaar and PAN card.
- Nomination for Provident Fund/Gratuity in prescribed form (if eligible).
- Application for Identity Card along with three passport size photographs.
- Application for opening Bank Account prescribed by the college.
- The age of employee verified with reference to any of the above shall be the sole evidence of the age of the employee for all purposes concerning his/her employment including retirement. The date of birth once furnished and accepted by the Management and entered as such in the Service register shall be final and conclusive and under no circumstance, the request for correction of the same will be entertained.
- The Institution may verify the antecedents of the candidate either directly or through agency be referring to the previous organization in which candidate was working in the event it is found that the candidate had suppressed material information or furnished wrong information; the employee is liable for summary termination of employment.
- All appointments shall be subject to the candidate being medically found fit and the candidate shall produce medical certificate from the doctor specified by the College. The College may advise employee after appointment any time to be examined by a medical officer approved by the College for the purpose. If on examination the employee is found suffering from any communicable disease or complaint that is infectious or medically objectionable and detrimental to the healthy functioning of the college or to the other employees, students and staff of the college, may terminate his/her services on being found as medically unfit.
- The staff pattern, the method of recruitment and the minimum qualification applicable shall be as envisaged in the All India Council for Technical Education and VTU, regulations read with cadre and recruitment rules enacted by the state Government. The scales of pay applicable to the principal and other faculty under the existing All India Council for Technical Education, pay scale shall be as under, and as revised from time to time.

- The management at its discretion may appoint other teaching and non-teaching staff/ officers and offer higher designation and salaries depending on the need of the institution for exceptionally experienced/talented persons.

### **Workload of Teaching Staff:**

The workload of the Teaching staff will be determined as per norms by the All India Council for Technical Education (AICTE), New Delhi and by the Visvesvaraya Technological University, Belagavi (VTU), to which the college is affiliated.

### **Age of Retirement:**

Age of retirement of teaching staff and non-teaching staff will be 60 years. However the college at its discretion may extend the service of any employee beyond 60 years.

### **Seniority**

The seniority of the employees shall be according to order of merit given by selection committee.

### **Cadres Pay scales of Teaching & Non-Teaching staff**

#### **A) Cadres & Pay Scales of Teaching staff**

The cadres and pay scales of the Teaching staff shall be as per the AICTE norms as follows:

<u>Designation</u>	<u>Pay scale</u>
1. Professor }	As Per AICTE
2. Associate Professor }	
3. Assistant Professor }	

Note: Pay Scale as per AICTE, other benefits as per the decision of the Management.

#### **B) Cadres & Pay Scales of Non-Teaching staff**

The Cadres and pay scales of the Non-Teaching staff shall be as per the state government.

Note: The pay Scale is as per the decision of the Management.

## **General Service Conditions and code of conduct of Permanent Employees:**

- a) Every appointments shall be subject to the conditions that the appointee is certified as being in sound health and physically fit for service.
- b) All appointments made are subject to the condition that the particulars furnished at the time of recruitment are true and if the said particulars are proved to be false, the appointment order concerned is liable to be considered void at the discretion of the Management.
- c) All appointments shall be made only through written orders issued by the Employers stating therein the classification and/ or category in which the person concerned is appointed with a description of the service conditions, particulars with regard to the emoluments and the facilities he/she is entitled to etc. Further a copy of these Rule & Regulations of service shall also be provided to the appointee. The appointments will be subject to the approval of the statutory authorities.
- d) All newly appointed persons shall be on probation for an initial period of one year during which their performance will be appraised through methods deemed fit by the management. If satisfactory standard of performance and conduct is not achieved by the employee during the period of probation, the period of probation shall either be extended for further period at the discretion of the management or the services shall be discontinued without notice or compensation. However, the entire period of probation will not exceed two years.
- e) All employees who have satisfactorily completed their period of initial or extended probation shall be confirmed on a permanent basis in writing by the Employer.
- f) Regular annual increments/promotions specified in the scale of pay shall automatically fall during the commencement of academic year. The Management has right to withhold the same for any period to be specified as a form of penalization for inefficiency, misdemeanor or misconduct.
- g) The management reserves the right to grant additional increments to the employees for having acquired higher academic qualifications beneficial for the performance of the day to day work in the institution or for outstanding performance of work in institution.
- h) It shall be exclusive prerogative of the Management to decide from time to time the number of posts under various cadres and also the mode of filling up any vacant post if, however, any Such Vacancies are to be filled up, all other being equal, preference may be given to an existing employee consistent with his qualification, efficiency and seniority.

## **Misdemeanor**

Without meaning to be exhaustive, the following acts of commission or omission may be treated as misdemeanor

- a) Discourtesy to outsiders, Habitual uncleanliness, Careless/ Negligence of work, Laziness and in efficiency, Non-observance of departmental duty hours.
- b) Smoking in areas Where it is prohibited, Loitering in the institutional premises, committing nuisance in the institutional premises, Quarreling with others within the premises of the institution
- c) Absence Without leaves from the appointed place work, not following dress code while on duty, Not wearing one's identity card while on duty, Sleeping while on duty.

### **An employee found guilty of misdemeanor may:**

- a) Be warned or censured; and/or
- b) Have an adverse remark entered in his personal record.

## **Misconduct:**

Without meaning to be exhaustive, the following acts of commission or omission shall be considered misconduct:

1. In subordination or disobedience to the order of the superior whether alone or in combination with others.
2. Striking work either alone or long with other employees, in contravention of provisions of any central or state legislation.
3. Inciting other employees to strike work in contravention of provision of any central or state legislation.
4. Collection of money within the premises of the institution, for purposes not sanctioned by the employer and Distribution of any hand bill, Pamphlets, posters etc, inside the premises of the institution without previous written permission of the employer.
5. Threatening, intimidating or abusing colleagues or superiors while on duty
6. Insubordination, loitering or deliberate delay in performance of the duty or in charring out order of the superiors and indulging in heated arguments with co-employees, visitor in the premises of the institution.
7. Holding meet in inside the premises of the institution without prior written permission of the employer.
8. Slowing-down in performance of work, or inciting others slowdown.
9. Promotion of discontentment and disloyalty among the employees towards the institution.
10. Canvassing for any political activates, while on duty or while in premises of institution.
12. Posting or removing any bulletin from the notice board without the prior written sanction of the employer or person authorized for the purpose. Refusing to obey order transfer.
13. Refusing to obey orders of transfer and Refusing to acknowledge any communication from the Managements.
14. Refusal to offer himself for questioning by the employer or by any other person in charged of the institution in the absence of the Employer.

15. Wrongful confinement of an officer or officers of the institution in order to make him yield to demands or disputes.
16. Possession of lethal weapons, except the tools required for the performance of duty.
17. Refusal to sign any documents, forms or registers kept or maintained for the purpose of daily record of routine matters
18. Non Co-operation with co-employees in proper discharge of duties.
19. Writing or publishing any article affecting adversely the reputation of the institution.
20. Theft, fraud or dishonesty in connection with institutions business or property and Willful breakage or damage to the properties of the institution.
21. Demanding, taking or giving bribes tips or gifts or any illegal gratification whatsoever, Carrying on money lending or any other private business within the premises of the institution and Gambling within the premises of the institution.
22. Absence without leave for more than ten consecutive days or habitual absence without Leave or overstaying sanctioned leave without sufficient ground or proper and satisfactory explanation
25. Habitual late attendance, breach of any rules, regulations or work norms prevalent in the departments of rules & Regulations of service of the Institution, negligence of duty, Habitual repetition of any act or omission for which fine may be imposed.
26. Drunkenness or riotous or disorderly behavior during working hours in the premises of the institution or commission of any act subversive of discipline within the institution's premises.
27. Unauthorized use or occupation of quarters and refusal to vacate the same when called upon to do so by the employer.
28. Indiscipline or habitual breach of regulations regarding smoking, absenting oneself from place of work and the use of abusive or obscene language.
29. Tampering with records, attendance registers, disclosing to any unauthorized persons confidential facts or figures about the institution activates.
30. Any act of immorality within the institutions premises ,Taking away any item or article belonging to the institution or any such pilferage by an employee.
31. Withholding of information regarding any changes that affect the employee from the time of joining duty, such as change of address, marital status, dependency, such and so forth.
32. Wasteful or negligent practices in the use of institutions' property /faculty.
33. Violation of established safety practices on the premises of the institution, Fighting or quarreling inside the institution and Inefficiency or habitual mistakes in work.
34. Concealment of any facts which would have prevented an employee being employed initially.
35. Breach of any of the provision of these Rules & Regulations of service.

## Disciplinary Procedure:

- i. An employee against whom disciplinary action is proposed to be taken should be given a charge-sheet by the employer, clearly setting forth the circumstances of misconduct, if any, and a written explanation within seven days of the receipt of the charge-sheet shall be given by the employee concerned.
- ii. He shall also be given an opportunity to answer the charges of the time of an enquiry before an enquiry officer appointed by the Employer, the date and the time being fixed with sufficient notice to him to prepare and give explanation and also to produce any evidence that he wishes to tender in his defenses.
- iii. Any notice, order, charge-sheet or communication which is meant for charge-sheeted employees should be in English in the case of an absentee employee, notice shall be sent to him by registered post with acknowledgement due to the address provided by the said employee as per the rules. If an employee refuses to accept any communication in connection with disciplinary proceedings when it is sought to be served on him, exhibiting of the said communication on the board will be deemed as sufficient service of the same on the employee concerned.
- iv. If the employee concerned fails to appear before the enquiry officer at the appointed time and place without showing sufficient cause for his absence to the satisfaction of the enquiry officer, then the enquiry will be held *ex parte*.
- v. During the enquiry, the employee shall be permitted to produce witnesses in his defense, and cross examine any witness that may be examined in support of the charge.
- vi. The employee concerned may be permitted to take the assistance of only his co-employee, if he so desire in writing.
- vii. The employee on whom punishment is imposed consequent to disciplinary proceedings conducted against him as provided herein. May appeal to the Board of Governors of the institution within thirty days from the communication of the order of punishment. The intended appeal shall be forwarded through the employer, and the Board of Governors or any member or members thereof delegated in this respect shall dispose of the appeal within three months of the date of the receipt of such appeal.

B) Enquiry is not necessary if and when the employee makes a voluntary admission of his guilt in reply to the aforesaid charge-sheet. However, if the employees concerned requests a hearing regarding the nature of the punishment such hearing may be given.



## **Punishment**

I. An employee found guilty of misconduct may after due enquiry as provided here in:

- a) Be demoted from service: or
- b) Be demoted to lower cadre: or
- c) Suspended for any period not exceeding four days without salary: or
- d) Be fined: or
- e) Have his increment stopped for a period not exceeding a year: or
- f) Be warned or censured or have an adverse mark entered in his personal record: or
- G) Have his misconduct condoned or he be discharged.

II. While inflicting any of the above punishments, gravity of misconduct proved and also the past record of the employee shall be taken into consideration by the employer.

## **Immediate Dismissals–Misconduct:**

Any employee guilty of gross misconduct may be terminated immediately and without warning. The following are some examples of grounds for immediate dismissal for gross misconduct of an employee; this listing is not exhaustive.

- Violation of general code of conduct.
- Conviction of a crime.
- Willful violation of an established rules and Regulations.
- Falsification on the College's employment application, timesheets, or other College records or documents.
- Found under the influence of Alcohol or Drugs.
- Theft or other dishonest conduct.
- Harassment of other employees, including sexual harassment.
- Violation of the College's Conflict of Interest.
- Violation of the College's Confidentiality

## **Dismissals–Other Than Immediate Termination:**

All employees are expected to meet the College's standards of work performance. Work performance encompasses many factors, such as: attendance, punctuality, personal conduct, job proficiency and general compliance with the College's policies and procedures. Should an employee not meet these standards, the College may immediately dismiss the employee. At the discretion of the College and under appropriate circumstances, corrective action may be taken up to and including dismissal.

The intent of corrective action is to formally document problems while providing the employee with an opportunity to improve performance. The process is designed to give employees some guidance in areas that need improvement. A written notice will be issued identifying the problem and outlining a course of action within a specific timeframe, which time frame may require immediate action. The employee is required to acknowledge receipt.

Should the employee's performance not improve to the satisfaction of the Head of the Institute, then the employee would be dismissed from employment with the College.

## **Standard of Conduct and Discipline:**

All employees of the institutions at all times have to maintain high standard of Conduct and shall always behave in a sober manner, tempered with kindness, friendliness and understanding with all fellow employees. They are to refrain from gossiping, loud talking or any other behavior that could be disturbing the co-workers.

- a) Employees should follow the dress code mentioned by the Institute.
- b) Employees shall carryout their daily duties faith fully under the direction of their immediate superiors and shall obey the instruction and directions, whether written or oral, given to them from time to time. In subordination and willful disobedience of orders of superiors shall be considered as serious misconduct.
- c) Employees shall observe the instruction put up on the notice boards or communicated to them from time to time by their Departmental Heads. Such orders shall be deemed to have been served on the employees for whom they are intended to and hence, every employee shall make himself familiar with the day to day communications displayed on the notice board of the institution.
- d) Employees are required to accept any work, normally falling under the category of employment assigned to them by the Employer/Principal or the Departmental Head besides the main routine work allotted to the particular post held by them, keeping in mind that the institution is service-oriented and needs the dedicated work of all employees to realize its goals. Such work within working hours will not entitle them for any extra remuneration.

- e) Every incident out of the ordinary or any emergency arising in the institution shall be immediately reported to their respective Superiors.
- f) All employees using instruments, equipment's and other appliances shall replace them in their proper places and every breakage and or damage caused shall be reported immediately to their superior in the institution.
- g) Every employee is expected to take sufficient care of the property, materials, instruments, and equipment's etc., of the institution. Where damage of loss is caused to them by the negligence or misuse by the employee, he is liable to make good such loss or damages to the institution, besides being liable to be penalized, according to the nature of damages or loss.
- h) No article, except personal belonging, shall be brought in or taken out by an employee from the premises of the Institution without the permission of the Employer.
- i) All employees are required to wear their identity card while on duty.

### **Abandonment of Service**

If an employee remains continuously absent for a period of ten days or remains absent for a period of 10 days beyond the period of leave originally granted, or subsequently extended, he shall be deemed to have resigned on his own accord from service of the institutions unless he returns within five days after the expiry of the said ten days and explains in writing to the satisfaction of the employer, the reason for his unauthorized absence.

If an employee is convicted by a court for an offence involving moral turpitude, his service will be terminated by the Management of the Institution.

### **Resignation:**

- II. Resignation of teaching staff during the academic Semester will not be accepted under any circumstances.
- III. Teaching staff desirous of leaving the service of the institution shall give two month notice in writing to the Principal of his/her intention to resign or shall pay two month salary in lieu of notice period, notice coinciding with the closure of that semester, subject to the condition that you should have completed one year of service. You will not be relieved in the middle of the academic semester under any circumstances.
- IV. Non-teaching staff desirous of leaving the service of the institution shall give one month notice in writing to the Principal of his intention to resign or shall pay one month's salary in lieu of notice period, unless he has a specific agreement providing for a longer or shorter notice.
- V. Any leave to the credit of the employee cannot be adjusted towards the period of notice of resignation unless permitted by the employer.
- VI. No resignation shall be complete unless and until accepted in writing by the Employer.

## **Service Certificate**

Every Employee is entitled to a service Certificate only at the time of his leaving the service. However, service certificate may also be issued at any time during service, provided the reason for such certificate is stated. Only employer of the institution issues the service certificate.

## **Exclusive Service:**

No employee of the institution shall work for any other employer in whatsoever manner, without written permission of the employer. Knowledge of such engagement elsewhere shall be sufficient ground for termination of his/her service from the Institution.

## **Hours of Work:**

Employees are ordinarily required to work from 9.00 A.M to 4.30 P.M from Monday to Friday and 9.00 A.M to 1.00 P.M Saturday. These timing are inclusive of 40 minutes of lunch break in between. However the duty hours in different departments/sections are to be followed as per rules and changes which may be made from time to time for the smooth running of the institution.

a) Attendance of all the employees shall be marked through Biometric and also in the irrespective attendance registers maintained in the Administrative office and Department.

b) For employees who do the biometric before 9am and the accumulated early time is more than 90 minutes then they are entitled for 1 hour permission for punching out on any day of the next month. For those who do the biometric after 9 am, If the accumulated late entry time exceeds 90 minutes or more, it will be considered as half-day CL or half day LWP in case CLs are exhausted, if the time crosses 135 minutes or more, it will be considered as one day CL or one day LWP in case CLs are exhausted and if the time accumulates 180 minutes or more it will be considered as one day LWP.

f) All Employees are expected to be at their place of work throughout their duty timings. They should finish their respective work for the session and emergency work, if any, before leaving their duty place.

g) Any employee found absent from his place work during working hours without prior permission of Head of the Department or as provided for herein above, is liable to be treated as absent during the entire session of such absence. Also, the employee concerned shall enter the fact of his temporary absence from the work place in the movement register maintained in the department.

## **Payment of Salary**

- a) Employees shall be paid their salary on 10<sup>th</sup> of every month and same is credited to their bank account.
- b) The salaries and allowances, if any, of all employees shall be paid subject to the following deductions:
  - i. Statutory deductions.
  - ii. Deduction for absence from duty without permission on loss of pay.

## **Provident fund:**

Eligibility to the statutory provident fund and related schemes shall be determined as per the provident fund act and rules in force from time to time. The facility of the provident fund is extended by the institute to the employee upon completion of the probationary period.

## Leave facilities:

### General Rules

- Leave cannot be claimed as matter of right. Discretion to grant leave or to refuse or revoke leave at any time lies with the Head of the Institution or the Management
- Suffix and prefix to any holidays with CLs should not exceed 7 days in total.
- Employee serving the notice period is not entitled to avail CL / VL
- Staff is allowed to take one hour permission to leave the premises early, if he/she punched the biometric before 9 AM for the entire month and accumulated entry time is more than 90minutes
- If the accumulated late entry time exceeds 90 minutes or more, it will be considered as half-day CL or half day LWP in case CLs are exhausted, if the time crosses 135 minutes or more, it will be considered as one day CL or one day LWP in case CLs are exhausted and if the time accumulates 180 minutes or more it will be considered as one day LWP.

### Casual Leave (CL):

- The Teaching and Non-Teaching staff are eligible for 15 days Casual Leave with full pay in a calendar year
- Casual Leave will be credited in two installments, 8 days on 1st January and 7 days on 1st July
- An employee can avail Casual Leave for not more than 3 days in a month
- The unutilized casual leave shall lapse on 31st December
- During probationary period of service an employee can avail one day casual leave for each completed month of service
- Casual leave could be availed for half a day either in the morning session or in the afternoon session on any working day, Casual leave applied on Saturday will be treated as one full day
- Casual leave cannot be combined with any other leave

### Special Casual Leave (SCL)

- May be granted to attend Conferences, Faculty Development Programs, Workshops
- May be availed to attend examination work/BOS meeting of any universities other than VTU, with prior permission from higher authorities for maximum of 2 days in a semester

- Will be processed on submission of relevant supporting documents
- Special Casual Leave may be granted for a period, in the interest of the Institute under special circumstances

### **On Official Duty (OOD)/ On Examination Duty (OED)**

- May be granted to attend External Practical Examination duty allotted by the Visvesvaraya Technological University, Belagavi
- May be granted to attend valuation duty allotted VTU, Belagavi
- May be granted to attend squad duty allotted by VTU, Belagavi
- To attend BOS/BOE meetings of VTU, Belagavi

### **Medical Leave (ML)**

- A permanent Employee can avail 15 Days of Medical Leave under circumstances such as Major Injury / Illness / Surgery requiring Hospitalization
- The application for leave is supported by a medical certificate from a Registered Medical Practitioner
- Sundays and holidays falling in between the leave shall be counted as a part of the Medical Leave

### **Maternity/Paternity Leave**

- A permanent Female employee can avail 6months of maternity leave with half salary.
- The half salary of 6 months will be released, only if the employee reports to the duty immediately after 6 months of maternity leave, in subsequent 6 months duration.
- 3 Days Paternity leave can be availed by a male employee within a week of delivery, with relevant medical certificate.
- Maternity and paternity leave shall not be admissible to the employee who already has two or more living children.

## **Leave Without Pay (LWP)**

- Permanent Employees are eligible to avail leave without pay at the discretion of the Head of the Institution.
- Will be considered only after all Casual Leaves are exhausted. However Casual Leaves not approved by Principal/HOD is treated as Leave without Pay.
- Annual Increments/Promotions will be deferred by one month for each day of leave without pay.
- Sunday's and holidays falling in between the leave shall be counted as a part of the Leave without Pay.

## **Vacation Leave (VL)**

- The semester vacations may be declared based on the VTU and Institution calendar of events and academic requirements.



## **Grievance Procedure:**

- a) Grievances/ complaints, if any, arising out of employment may be submitted through the official college grievance portal or in writing by an employee addresses to the employer.
  - I. Normally such grievances/ complaints shall be forwarded through the “proper channel” i.e. through the respective head of department by the employee concerned.
  - II. However, if the grievance has anything to do with superior official of the employee, then it could be channelized through the next higher official.
  - III. On receipt of such grievance, the employee concerned shall be issued an acknowledgement by the recipient official.
  - IV. If he so desires, simultaneously with handing over the grievance as provided for above, the employee may also send an “advance copy” to the employer.
- b) The grievance / complaint shall be forwarded immediately by the recipient official through the proper channel, and while doing so, comments concerning the subject of complaint may be set out by the higher officials in a sheet to be attached to the complaint.
- c) The employer may be in his discretion either himself attend to the grievance or entrust it either to a committee or any other person to investigate and report.
  - I. Normally the decision of the employer shall be communicated to the employee concerned in writing at the earliest but not later than one month from date of its receipt.
  - II. Provided in exceptional cases/circumstances, communication of the decision may be delayed beyond the months period at his discretion by the employer, for reasons to be noted.
  - III. Provided further that decision of the Employer so rendered shall be final and binding.

## **Qualification and Promotion for teaching staff Assistant Professor**

BE/B.Tech & ME/ M.Tech in relevant branch with 1st class or equivalent either in BE/B.Tech or ME/M.Tech.

## **Associate Professor**

Qualifications as above that is for the post of Assistant Professor, as applicable and PhD or equivalent, in appropriate discipline. Post PhD publications and guiding PhD students is highly desirable. Minimum of 5 years experience in teaching / research /industry of which 2 years post PhD experience is desirable. In case of Architecture, Professional Practice of 5 years as certified by the Council of Architecture shall also be considered valid.

## **Professor**

Qualifications as above that are for the post of Associate Professor, applicable. Post PhD publications and guiding PhD students is highly desirable. Minimum of 10 years teaching/research /industrial experience of which at least 5 years should be at the level of Associate professor. Or Minimum of 13 years experience in teaching and / or Research and /or Industry. In case of research experience, good academic record and books/ research paper publications /IPR/ patents record shall be required as deemed fit by the expert members of the selection committee. If the experience in industry is considered, the same shall be at managerial level equivalent to Associate Professor with active participation record in devising/ designing, planning, executing, analyzing, quality control, innovating, training, technical books/ research paper publications / IPR/ patents, etc., as deemed fit by the expert members of the Selection committee.

## **Academic Performance Index (API) & Confidential reports:**

The API shall be conducted for the teaching faculty as per the format given by the institution. Self-appraisal, peer appraisal and the student appraisal shall be carried out for all teaching staff as per the schedule given by the principal. All the non – teaching staff shall be assessed and evaluated by the reporting authorities every year through confidential reports.