

# **SRI KRISHNA INSTITUTE OF TECHNOLOGY, BANGALORE**

## **SERVICE RULES**

The Management Committee and principal's of SREIS Bangalore meeting was held on 20/02/2003. The Committee has accepted to draft Service Rules for all the employees coming under the Society. This shall be applicable to Sri Krishna Institute of Technology, Bangalore, and all educational institutions under Sri Raghavendra Educational Institutions Society (SREIS).

**Employer:** Sri Raghvendra Educational Institutions Society, Bangalore comprising of Sri Krishna Institute of Technology, Bangalore.

**Employee** : All Professors, Asst. Professors, Lecturers, Instructors, Mechanics, Helpers, Attenders, Peons, Sweepers, Drivers, Cleaners and all those employees of the Society / college either on permanent or adhoc basis.

**Office Staff:** Registrar, Superintendent, I Div. Asst., II Div Asst, Typist, Computer Operators.

1. All Employees will be on probation for a period of two years from the date of Appointment.
2. The Probationary period may be extended if the performance of the employee is not satisfactory.
3. The Employee may be terminated from the service without notice during the period of probation, if the performance of the employee is not satisfactory.
4. The Employees service may be regularized after completion of the successful probationary period on specific recommendation of the HOD and the Principal.

5. The employee shall Deposit his / her Original Marks cards / Degree certificates to the Management Office while reporting for Duty.
6. No Employee shall leave the Institution in the middle of the Academic Year.
7. The Amount equivalent to one month's salary shall be deducted in installments as Caution deposit from the employee. This deposit is fortified in case the employee leaves in the middle of the academic semester / year.
8. The Caution deposit shall be returned to the employee, when he / she is relieved from the post and all formalities are duly completed.
9. Employee after completing one year can leave the job after giving advance notice of 1 months or 1 months salary in lieu of the advance notice of 1 months.
10. The original Marks cards / Certificates will be returned to the employee at the time of his / her relieving, after satisfying all formalities and settling dues if any.
11. Employee has to discharge his/her duties assigned to him/her as per VTU/AICTE/State Govt norms and by the management and the Principal of the college. Any other duties assigned to him/her by the HOD/Principal has to be diligently carried out by the employee.
12. The VTU examination work is mandatory for all employees. On no account, no employee shall reject the examination work of VTU / or any board / AICTE / CET etc..
13. Employee shall adhere to the model code of conduct as laid down by the Society/Employer from time to time.
14. Employee will be admitted to the Provident Fund membership and contribution shall be paid as per EPF rules after satisfactory completion of one year service.
15. Employee shall not be absent for duties without the permission by the Principal / without applying for Casual Leave.

16. Employee is entitled for Casual leave of 12 days per year (one day per month) and 02 R.H
17. No Employee shall avail more than on CL in a month However, if the CL is accumulated from previous month, the accumulation upto a max of 3 days CL shall be permitted. In case CL for more than 3 days at a stretch shall be permitted. Unauthorized leave shall be treated as leave without salary.
18. Employee shall sign the attendance register every working day at 9AM in the morning and 4.30 PM in the evening. The attendance register shall not be available to the employee 15 Min after the commencement of the session and 10 min before the closing of the session.
19. Unauthorised absence continually for a week by any employee will be viewed very seriously and employee may be decided from the service at the discretion of the employer in consultation with the head of the Institution.
20. All employees of teaching cadre (Lecturers / Asst. Professors / Professors) shall normally entitle for holidays as per VTU schedule. However their service if required by the head of the Institution shall be asked to attend the duty in the Institution.
21. Leave shall not be taken as "right" but duties are.
22. All employees shall abide by the rules and regulations of the Society Institution as laid down from time to time. Employees shall in no way indulge in indiscipline and anti institution propaganda.
23. The management committee's decision is final in all matters of employee's service matters.