



Sri Raghavendra Educational Institutions Society  
**Sri Krishna Institute of Technology**  
(Approved by AICTE, Affiliated to VTU, Karnataka)

## EMPLOYEE HANDBOOK



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



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WELCOMING THE EMPLOYEES JOINED IN THE VARIOUS ENGINEERING DOMAINS  
IN OUR INSTITUTE AND WISHING YOU ALL A BRIGHT ACADEMIC LIFE AHEAD

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## Background

Sri Krishna Institute of Technology, No.29, Hesaraghatta Main Road Chimney Hills, Chikkabanavara P.O, Bangalore -560 090 is the Technical College started in 2001.

## Scope and Applicability

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

## Amendments and modifications:

The Governing Board, 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 and student who is bound by them.
- b) Ordinarily the interpretation given by the director or any other person authorized in this behalf shall prevail.

## Definitions :

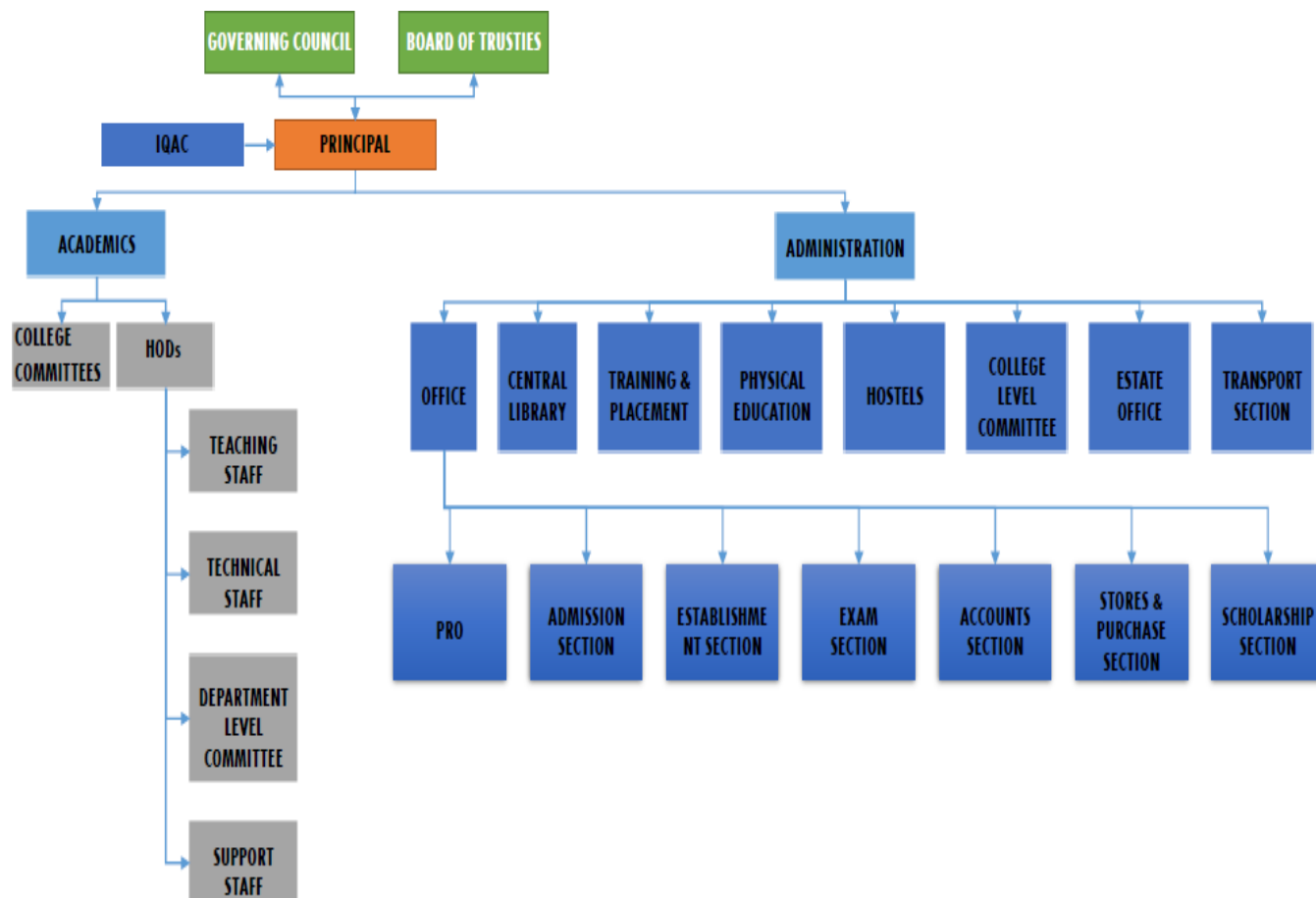
- a) **“University”** means **Visvesvaraya Technological University**, Belgaum established under section 3 of the Visvesvaraya Technological University Act, 1994.
- b) **“AICTE”** means All India Council for Technical Education, established under All India Council for Technical Education Act, 1987.
- c) **“Trust”** means Sri Raghavendra Educational Institutions Society .
- d) **“Governing Council”** means the Governing Body of SRIES constituted by the Management to administer and manage the College.
- e) **“College”** Means Sri Krishna Institute Of Technology, .
- f) **“Chairman”** means the Chairman of the Governing Council of the College.
- g) **“Principal”** means Principal of the SKIT duly appointed by Management and the Chief Executive who is also Ex-officio Secretary of the Governing Council.
- h) **“Head of the Department”** means the Head of Department of each approved course of study in Engineering and/or Basic Sciences.
- i) **“Academic Authority”** means freedom granted by the University to a college in all aspects of conducting academic programmes for promoting excellence.
- j) **“Controlling Authority”** means the Governing Council in relation to all the Academic Staff.
- k) **“Appointing Authority,”** means the authority competent to make appointments to any post as indicated in the bye of the trust.
- l) **“Enquiry Committee”** means the Committee constituted by the Governing Council of the College.
- m) Selection committee means committee constituted by the Governing Board for selection of teaching and non-teaching staff.
- n) Building committee means committee constituted by the Governing Board .
- o) Purchase committee means committee constituted by the Governing board.

## Departments :

The college shall consists of all the Departments/Centers/ conduction under graduate and Research programmes including projects.

## Organizational Structures

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



## Functions of Governing Board, Director and Principal

The Governing Board of the college shall be responsible for the broad policies related to general superintendence, direction and control of the affairs of the college. The Governing Board shall be headed by the SREIS.

The convenor of SKIT shall be the nominee of the SREIS for all committees of the college.

The Director of the college shall be the secretary of the Governing Board. He will be also the representative of the SREIS in policy formulation related to administrative and Management affairs of the college. He shall be responsible for implementation of the decision of the Governing Board and overall supervision of proper administration of the college.

The principal shall be responsible for managing and running the college. He will also be responsible for maintaining academic excellence and conducting of all activities related to academic, extra-curricular, co-curricular, while maintaining highest level of discipline. He shall report to the director and discharge duties assigned by the director.

The Deans shall assist the principal in smooth functioning of the college. Duties of the deans will be assigned by the principal in consultation with the Director.

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 Management/ Governing Council. The Management/Governing Council shall appoint selection committee for the recruitment process.

I) In the case of all Teaching/Dean/staff, the selection committee shall consist of

i)	President	:Chairman
ii)	Director	:Member
iii)	One Nominee of the Governing Board	:Member
iv)	Subject Experts	:Member
v)	Head of concerned Department	:Member
vi)	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 Governing Board	: Member
iii)	One experts in the field of Specialization	: Member
iv)	Head of concerned Department	: Member
v)	Principal	:Member Secretary

- All selections & appointments shall be approved by the management/Governing Council. The management/Governing Council shall appoint selection committee for the recruitment process.
- A candidate promoted under career advancement scheme or any other scheme shall have their appointment effective from the date they are eligible.

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 Evidence of date of birth/proof of age.
- 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.
- Any of the following documents may be accepted as evidence of date of birth/proof of age.
- Secondary School Leaving Certificate.
- Where a person is non – SSLC, certified extract from Registrar of births and deaths or any other valid document acceptable to the Management.
- 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, Regulations read with cadre and recruitment Rules enacted by the state Government. The details of the staffing pattern, qualification and mode of recruitment in terms of the norms of the All India Council for Technical Education, and in the cadre and Recruitments Rules of the state Government have been reflected in Appendix – I,II,III,IV,V&VI. 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.

### **Work load 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 Vivesvaraya Technological University, Belgaum (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 inter-se-seniority of the employees shall be according to order of merit given by selection committee.

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

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

<u>Designation</u>	<u>Payscale</u>
1. Professor	} As Per AICTE
2. Assoct. 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.

Institution will notify the Holidays at the beginning of the Calendar year.

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

- Every appointment 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 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 satisfactory completed their period of initial or extended probation shall be confirmed on a permanent basis in writing by the Employer.
- f) Regular annual increments specified in the time scale of pay shall automatically fall due as on the date of joining / promotion but without prejudice to the right of Management 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) When the initial pay of an employee has to be fixed in a different scale consequent to the revision of pay scale or promotion, such initial pay will be fixed at the next higher stage above the pay he was drawing at the time in the existing scale, making allowance for increments due to the employee in the existing scale.
- i) The annual increments of all the employees will fall due every year on the date of his joining the institution or on the date of his promotion as the case may be except in case where persons are appointed through a specific contract or Memorandum of Agreement signed by the Employer and the employee concerned.
- j) It shall be exclusive prerogative of the Management to decided 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 filled up, all other being equal, preference may be given to an existing employee consistent with his qualification, efficiency and seniority.

## **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.

### **i) Conviction by court**

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:**

- I. Resignation of any teaching staff during the academic year (As per the university guidelines) will not be accepted.
- II. Teaching staff desirous of leaving the service of the institution shall give one month notice in writing to the Management of his intention to resign or shall pay one month salary in lieu of notice period, unless he has a specific agreement providing for a longer or shorter notice.
- III. Non teaching staff desirous of leaving the service of the institution shall give one month notice in writing to the management 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.
- IV. Any leave to the credit of the employee cannot be adjusted towards the period of notice of resignation unless permitted by the employer.
- V. No resignation shall be complete unless and until accepted in writing 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
- Wilful violation of an established policy or rule
- Falsification on the College's employment application, time sheets, or other College records or documents

- Fighting or other serious breach of acceptable behaviour
- Violation of the Alcohol or Drug Policy
- Theft or other dishonest conduct
- Harassment of other employees, including sexual harassment
- Violation of the College's Conflict of Interest Policy
- Violation of the College's Outside Employment Policy
- Violation of the College's Confidentiality Policy

#### **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 time frame, 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

#### **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 institutions 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 service from the Institutions.

## Hours of Work :

Employees are ordinarily required to work from 9.00 to 4.30 P.M from Monday to Saturday in a week . These timing are inclusive of half an hour 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.

b) Attendance of all the employees shall be marked in their respective attendance registers maintained in the Administrative office and Department in the morning and afternoon session separately.

c) On arrival for duty , the employees shall initial their name against the appropriate date and session in their respective attendance registers. The Attendance Register Will Not Be Available For Such Initialing After Lapse Of Fifteen Minutes From The Time Fixed For The Commencement Of Duty.

d) All Employees both teach and Non-Teaching should be punctual for their respective duty. However employees coming for duty late but within half an hour from the timed fixed for commencement of duty in the Department will be allowed to attend duty only after getting written consent of the principal or any other person authorized, and the time of arrival will be noted below their initials. If the instances of late coming exceed thrice a month, casual leave for one day would be deducted.

e)No employee reporting late by more than half an hour but not later than one hour the time fixed for commencement of duty in the department will be allowed to attend duty during that session unless he gets permission from the Director and the employee concerned shall hand over such written permission to his Head of the department before commencing his duty.

f)All Employee 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) Employees on shift leave their place of duty only after they are relieved by the respective employee on the next shift and after reporting to their department

h)i) 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.

ii) In the event the HOD is not available to obtain such permission, the employee concerned shall enter the fact of his temporary absence from the work place in the movement register maintained in the department.

## **Standard Of Conduct and Discipline:**

All employees of the institutions at all times have to maintain high standard

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 always be neatly dressed in clean clothes while on duty. Employees who have been provided with uniforms and equipments according to the nature of their work, must wear them or use them only while on duty.
- b) Employees shall carry out their daily duties faithfully 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. Insubordination 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, equipments 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 equipments etc., of the institution. Where damage or 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.

## **Payment of wages**

a) Employees shall be paid their salary on 10<sup>th</sup> of every month through the bank of the institution by credit to their bank accounts.



b) The salaries and allowances, if any, of all employees shall be paid subject to the following deductions:

- i. Statutory deductions.
- ii. Premium to L.I.C under salary saving scheme
- iii. 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.

### **Leave facilities:**

Leave of any kind cannot be claimed as a matter of right. Discretion to refuse or to revoke leave rests with Head of the Institution or the Management as the case may be.

#### **Casual Leave :**

- a) All permanent employees are entitled for 15 days of casual leave with full pay in a calendar year to be availed of for full day casual leave could be availed for a maximum of 3days for Teaching and Non-Teaching staff
- b) Employees who are confirmed/have joined the service during the calendar year shall be eligible for casual leave proportionate to the remaining period of the year.
- c) The casual leave may be combined with Sundays or other authorized holidays provided that the resulting period of absence from duty does not exceed 5 days for Teaching and Non-Teaching Staff. But in calculating the total leave, the holiday and Sundays will not be taken into account. When applying for casual leave combined with Sundays or other authorized holidays, mention must be made of the holidays and permission to avail the same must be sought if the employee is required to be on call duty on such holiday.
- d) Casual leave cannot be combined with any other kind of leave of whatsoever nature.
- e) Casual leave shall not be accumulated beyond the calendar year and all un-availed casual leave shall lapse at the end of the calendar year.

#### **LEAVE CARRY FORWARD:**

All confirmed employees who have successfully completed one year of post probationary period are eligible to carry forward the accumulated (not used) casual leave to the next years and this accumulated leave can be availed at the time of medical emergency if any only to a extent of 30 days. Faculty can carry forward 05 casual leave in an academic

year.

### **Special Casual leave (Teaching staff)**

- a) An employee may be permitted to take special casual leave to attend conference, workshop , short term programme, and paper present in the respective field their study of specialization for which he is appointed in the institution or to go as an examiner to any university for the period required to conduct the necessary examinations. Special casual leave will be granted for and shall be inclusive of both for the journey and attending the programmes mentioned above.
- b) Absence of employees from the institution for the purpose mentioned here below shall be treated as “on duty”
  - 1) Employees when appointed as Internal examiners by the Visveswaraya Technological university, Belgaum
  - 2) Employees when appointed as inspectors by the statutory bodies for the purpose of inspection.
  - 3) Employees who are members of different statutory Bodies when required to attend meeting of such bodies. Time taken both for journey and inspection work/meeting will be treated as “on Duty”
  - 4) Absence from duty as examiners in all other cases will be treated as on Special casual leave to the extent permissible under the leave rules of the Institution.
- c) Whenever an employee is offered an examiner ship in any university, he should first obtain permission from the HoD and Principal before accepting the same.
- d) Special casual leave may be combined with casual leave only in cases where the employee applying for such combined leave is proceeding for examination duty or for attending All state or state conference. In all other cases special casual leave can be combined with casual leave only with prior permission of the sanctioning authority .
- e) The Special casual leave that can be granted to faculty member for the above purpose is restricted to 30 days in a calendar year. The maximum period one can be absent from duty on special casual leave and casual leave combined together is fixed at 10 days at a stretch holidays are not taken into account in computing the total period of absence.
- f) Whenever an employee avails special casual leave for any of the purpose mentioned under these rules, the same should be supported by appropriate attendance certificate and report which should be submitted for processing his leave.

### **Medical Leave**

All permanent employee's can avail 5Days of medical leave

### **LEAVE WITHOUT PAY:**

All confirmed employees who have successfully completed one year of post probationary period are eligible at the discretion of the Head of the Institution for a personal leave of absence without pay. Leaves of absence without pay will be considered only after all vacation, casual, are exhausted. The request for a leave of absence without pay has to be submitted in writing in advance of the requested leave by the employee to the Head of the Institution, with a copy to the departmental Head.

Both the departmental Head and the Head of the Institution together review such requests on a case-by- case basis. The decision to approve or disapprove is based on the employee's circumstances, the length of leave requested, the employee's job performance, attendance and punctuality record, the reasons for the leave, the effect the employee's absence will have on the work in the department.

Any planned salary increase for an employee returning from a leave of absence without pay will be deferred by one week for each day of leave of absence without pay.

### **Leave Rules :**

- a) Leave of any kind cannot be claimed as a matter of right but may be availed of only after due sanction by the Employer/Sanctioning Authority or the person authorized in this behalf.
- b) Normally not more than 1/3<sup>rd</sup> of employees can avail of any leave in any department at a time.
- c) Grant of leave will be governed by exigencies of service and the arrangement that can be made by the Department/Sectional Head concerned for efficient discharge or the duties of the absentee, during the period of his leave.
- d) Leave of any kind shall be applied for in the prescribed form made available through their sectional/Departmental Heads.
- e) Every leave application should be forwarded to the leave sanctioning authority through proper channel.
- f) Application for leave for 3 days or less shall be made at least 24 hours prior to the time from which the leave is required, except in cases of exceptional circumstance beyond the control of the employee. Application for such leave shall be cleared as early as possible but not later than 12 hours from its submission.
- g) Application for leave for any period beyond 3 days shall be made at least 7 days prior to the day from which leave is to commence. Application for such leave will be cleared within 2 days of its submission.

h) Exception may be made for unusual circumstances at the discretion of the sanctioning Authority.

i) No leave shall be considered as granted unless sanctioned in writing by the sanctioning authority.

j) in case of unforeseen emergency ,such as sudden illness or death of a near relative , leave may be availed of in anticipation of sanction, provided concurrent information is given to the principal or the director stating the reason thereof. It shall be the duty of the employee concerned to to apply for leave at the earliest opportunity and substantiate his absence through valid reason. If the reason and circumstances stated are found to be frivolous or false , such an act shall be considered as misconduct and in addition ,the period may be treated as absence.

k) No employee on leave shall take up service of any kind anywhere during his period of leave without obtaining due sanction in writing from the employer.

l) Extension of leave already granted is ordinarily not allowed. If however , extension of leave is needed, application for extension of leave must be submitted and approved by the sanctioning Authority before the expiry of leave already sanctioned.

m) All employee must specify their address during leave period in the leave application form so as to enable the sanctioning Authority to communicate with him in case of need or emergency. Any subsequent change in such address shall also be intimated to the sanctioning Authority .After availing any leave which exceeds more than 10 days , the employee shall give a joining report in writing in the prescribed form which is appended here to while rejoining duty.

n) Repeated absence from duty without prior sanction may lead to break in continuity of service and/or termination.

o) The leave entitlement of employees of vacation department [ i.e. departments where regular vacation are allowed during which those serving in them are permitted to be absent from duty]are the same as those serving in non-vacation departments except in respect of 'earned leave'.

p) No earned leave will be admissible to a employee of a vacation department in any year in which he avails of the full vacation.

q) if, in any year , he/she does not avail any vacation or is prevented from enjoying more than 15 days of vacation , earned leave will be admissible proportionately for that year as to an employee of a non vacation department.

### Leave Sanctioning Authority:

Leave sanctioning authority for different kinds of leave to different categories of employee is indicated here below:

Category of employees	Type of leave	Sanctioning authority
Professor, Associate professor, Assistant professor, , Lab instructor and non teaching staff	Causal Leave	HOD and Principal
Professor, Associate Professor, Assistant, Professor, and non teaching staff.	Special Causal leave	Principal

### Misdemeanour

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

- a] Discourtesy to outsiders
- b] Habitual uncleanliness
- c] Careless work
- d] Laziness and inefficiency
- e] Negligence of work
- f] Smoking in areas Where it is prohibited.
- g] Non –observance of departmental duty hours.
- h] Loitering in the institutional premises.
- I] committing nuisance in the institutional premises
- J] Absence Without leaves from the appointed place work.
- k] Quarreling with others within the premises of the institution.
- l] Sleeping while on duty

m] Not wearing uniform while on duty and wearing uniform provided by the institution while not on duty.

n] Not wearing one's identity card while on duty

ii) 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. Insubordination 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.
5. Distribution of any hand bill , Pamphlets , posters etc, inside the premises of the institution without previous written permission of the employer.
6. Threatening , intimidating or abusing colleagues or superiors while on duty
7. Insubordination, loitering or deliberate delay in performance of the duty or in charring out order of the superiors.
8. Holding meeting inside the premises of the institution without prior written permission of the employer.
9. Slowing -down in performance of work ,or inciting others slow down.
10. Promotion of discontentment and disloyalty among the employees towards the institution.
11. Canvassing for any political activates, while on duty or while in premises of insituion.
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.
14. Refusing to acknowledge any communication from the Managements.
15. Indulging in heated arguments with co-employees, visitor in the premises of the institution.
16. Refusal to offer himself for questioning by the employer or by any other person incharge of the institution in the absence of the Employer.

17. Wrongful confinement of an officer or officers of the institution in order to make him yield to demands or disputes.
18. Possession of lethal weapons, except the tools required for the performance of duty.
19. Refusal to sign any documents, forms or registers kept or maintained for the purpose of daily record of routine matters
20. Non Co-operation with co-employees in proper discharge of duties.
21. Writing or publishing any article affecting adversely the reputation of the institution.
22. Theft, fraud or dishonesty in connection with institutions business or property
23. Demanding , taking or giving bribes tips or gifts or any illegal gratification whatsoever.
24. 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.
26. Habitual breach of any rules, regulations or work norms prevalent in the departments of rules & Regulations of service of the Institution.
27. Carrying on money lending or any other private business within the premises of the institution.
28. 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.
29. Habitual negligence of duty.
30. Habitual repetition of any act or omission for which fine may be imposed.
31. Wilful breakage or damage to the properties of the institution.
32. Unauthorized use or occupation of quarters and refusal to vacate the same when called upon to do so by the employer.
33. Indiscipline or habitual breach of regulations regarding smoking, absenting oneself from place of work and the use of abusive or obscene language.
34. Gambling within the premises of the institution .
35. Tampering with records, attendance registers, disclosing to any unauthorized persons confidential facts or figures about the institution activates.
36. Any act of immorality within the institutions premises.
37. Taking away any item or article belonging to the institution or any such pillerage by an employee.
38. 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.
39. Wasteful or negligent practices in the use of institutions' property /faculty.
40. Violation of established safety practices on the premises of the institution.
41. Fighting or quarreling inside the institution.
42. Inefficiency or habitual mistakes in work.
43. Concealment of any facts which would have prevented an employee being employed initially.

44. Breach of any of the provision of these Rules & Regulations of service.

### **Punishment**

i. An employee found guilty of misconduct may after due enquiry as provided herein:

a) Be dismissed from service: or

b) Be demoted to lower cadre: or

c) Suspended for any period not exceeding four days without wages or 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 remark 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.

### **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 the satisfaction of tge enquiry officer, then the enquiry will be held exparte.



- v. During the enquiry, the employee shall be permitted to produce witnesses in his defence, 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 governing board 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 governing board 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.

### **Suspension- pending enquiry:**

- i. When the misconduct is of a very serious nature the employer may suspend the employees from duty till the disciplinary proceedings conclude. During such period of suspension, the employees concerned shall not leave station, except with the written permission of the employer.
- ii. During the suspension period, the employee shall be paid a subsistence allowance amounting to 50% of his basic pay during the first 90 days; the rate of subsistence allowance shall be increased to 3/4<sup>th</sup> of his basic pay the after. Provided that where the disciplinary proceedings are prolonged on account of any reasons attributable to the employees concerned and therefore the suspension period exceeds the first 90days, then the rate of subsistence allowance for the period exceeding the said 90 days shall be only 1/4<sup>th</sup> of basic pay of the employee concerned.
- iii. If the employee is exonerated of the charges made against him, he shall be entitled for his total salary formats the date of his suspension. In the event of dismissal, the same shall become effective from the date of the order of dismissal and he will not be eligible for any other payments except the subsistence allowance already paid to him.

### **Grievance Procedure:**

- a) Grievances/ complaints, if any, arising out of employment may be submitted 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 communicates to the employee concerned in writing at the earliest but not later than one month form 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.

**Promotion for teaching staff under career advancement scheme (CAS) approved by AICTE, New Delhi.**

### **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 is 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.

### **Performance Appraisal System (PAS) & Confidential reports:**

The PAS 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.