



BVRITH

ADMINISTRATIVE MANUAL 2025



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1 INTRODUCTION

1.1 About Sri Vishnu Educational Society (SVES)

Sri Vishnu Educational Society (SVES) traces its origins back to 1992, founded by Padma Bhushan Dr. B V Raju, renowned for his significant contributions to education and the cement industry in India. Dr. B.V. Raju was honored with the Padma Shri and Padma Bhushan by Government of India. He established SVES with a mission of providing holistic education, a commitment that continues under the guidance of Shri K. V. Vishnu Raju, the Founder's grandson and Chairman. His leadership inspires purpose and dedication, enriching learning experiences across rural Andhra Pradesh and Telangana.

SVES operates four expansive campuses throughout Andhra Pradesh and Telangana, housing nine constituent colleges plus two CBSE schools that collectively educate over 20,000 students in disciplines ranging from Engineering, Dental, Pharmacy, BSc, MCA, Polytechnic, to K-12 education. Driven by a vision for academic excellence, SVES excels in engineering and dental education, setting benchmarks with institutions in Bhimavaram, W.G. District, Narsapur, Medak District, and Hyderabad.

Society's commitment to nurturing future technology innovators and industry leaders is reflected in its learning environments, designed to foster creativity and professional development. SVES employs dynamic teaching methodologies including classroom interaction, case studies, seminars by industry experts, hands-on training, group discussions, workshops, and specialized employability training, preparing students to excel in a globally competitive landscape.

In 2016, SVES expanded its commitment to innovation with the establishment of the Vishnu Educational Development and Innovation Centre (VEDIC), a privately funded residential campus. Here, faculty, staff, and students collaborate with global experts to drive advancements in learning and research, enhancing educational experiences with a global perspective.

The evolving landscape of higher education, shaped by changing student expectations, globalization, and rapid technological advancements, presents unique challenges. SVES remains at the forefront, adapting its faculty and staff to embrace these changes and prepare future generations for success.

1.2 About BVRIT HYDERABAD College of Engineering for Women (BVRITHCEW)

BVRIT HYDERABAD College of Engineering for Women, founded in 2012 by the Visionary leader, Industrialist, Educationist and Social Entrepreneur Sri K. V. Vishnu Raju under the aegis of Sri Vishnu Educational Society (SVES), stands as a beacon of educational excellence. Gaining UGC – Autonomous Status in 2023, BVRITHCEW is duly approved by AICTE, New Delhi and the government of Telangana State and is affiliated with JNTUH, Hyderabad. The institution offers Four undergraduate courses, in streams such as Electrical and Electronics Engineering (EEE), Electronics and Communication Engineering (ECE), Computer Science & Engineering (CSE) & CSE (Artificial Intelligence & Machine Learning). It also offers Three postgraduate programs, in Computer Science and Engineering, Data Sciences, and VLSI Design, The UG programs in Electrical and Electronics Engineering, Electronics and Communication Engineering, Computer Science & Engineering are accredited by the NBA, while the institution itself has accreditation from NAAC with A grade. The College was ranked in NIRF Engineering Ranking from 2019 to 2022 and NIRF Innovation Rank in 2023.

Under the dynamic leadership of Chairman Sri K. V. Vishnu Raju, BVRITHCEW has achieved remarkable strides in educational innovation and shaping excellent student career pathways. The institute's Student-centric focus and robust foundation in STEM (Science, Technology, Engineering, and Mathematics) and specialized training in core engineering disciplines equip students to excel especially in the burgeoning fields of Semiconductors, Communications, Automotives and Generative AI. By fostering analytical thinking and problem- solving skills, BVRITHCEW ensures that its graduates are prepared for the rapidly evolving technological landscape. Investment in state-of-the-art infrastructure and laboratories further enhances the learning experience, promoting a culture of continuous learning and

adaptability. This strategic focus positions BVRITHCEW students at the forefront of industry readiness, making them valuable contributors to the technological advancements shaping the world's future.

1.3 Vision of the Institute

To emerge as the best among the institutes of technology and research in the country dedicated to the cause of promoting quality technical education.

1.4 Mission of the Institute

At BVRITH, we strive to

- Achieve academic excellence through innovative learning practices.
- Enhance intellectual ability and technical competency for a successful career.
- Encourage research and innovation.
- Nurture students towards holistic development with emphasis on leadership skills, life skills and human values.

1.5 Our Core Values

- Holistic Development
- Excellence in Education
- Women Empowerment
- Integrity
- Social Responsibility
- Accountability and Transparency
- Freedom of Expression

1.6 Title and Commencement

- These rules may be called as the service rules of the employees working in BVRIT HYDERABAD College of Engineering for Women governed by Sri Vishnu Educational Society.
- These rules shall come into force from the date of approval by the Chairman / Vice-Chairman of the society and shall apply to all the employees hereafter defined, and who joined the employment thereafter.
- The management of society reserves right to amend, alter and add to any of these rules and to bring any such amendment alteration into

effect from such date as it may fix.

1.7 Definitions

- **“Society”** means the Sri Vishnu Educational Society registered under the Andhra Pradesh (Telangana Areas) Public Societies’ registration Act 1350 Fasli (Act 1 of 1350 F).
- **“Chairman”** means Chairman of the society.
- **“Vice-Chairman”** means Vice-Chairman of the Society.
- **“Secretary”** means Secretary of the Society.
- **“Governing Body”** means the body elected / nominated by the general body of the society as per the guidelines of AICTE/UGC.
- **“Management”** means Chairman/Vice-Chairman/Secretary or others as nominated by them.
- **“Institution”** means the institutions / establishments / training centres / research centers / Centers of excellence set up and / or run by the society / foundation which includes schools, colleges, existing as well as those that may be set up in future.
- **“Head of the Institution”** means the principal of the institution, who is appointed / designated as the head of the institution by the Chairman / Vice-Chairman.
- **“Employee/Staff”** means a person in the employment of the institution / Establishment set up and / or run by the society / foundation.
- **“Probationer”** means an employee appointed on probation in or against substantive vacancy in any cadre with an intention to continue on a permanent basis. The employee appointed on probation will continue probation till he is confirmed in writing.
- **“Permanent/Full time Employee”** means an employee who upon expiry of the period of probation has been confirmed in writing in his / her appointment.
- **“Vacation Staff”** means all teaching staff members, non-teaching staff (technical)
- **“Non-Vacation Staff”** means all administrative staff
- **“Family”** means an employee’s wife or husband, legitimate children and parents, who are residing with and wholly dependent on the employee.
- **“Tenure post”** means a permanent post which an individual employee

may not hold for more than a limited period without re-appointment.

- **“Part-time employee”** means an employee appointed for limited period on a consolidated monthly salary, who may be employed else-where also.
- **“Temporary employee”** means an employee who has been employed for a limited period or for a specific work of temporary nature.
- **“Casual Employee / NMR”** means one who is employed on day-to-day basis for specific work of casual nature.
- **“Contract Employee”** means a person engaged on Contractual appointment.
- **“Principal Employer”** means the institution where the contract employee is working.
- **“Continuous Service”** means the service of an employee from the beginning of his/her service, without any break.
- **“Scale of Pay”** means pay which rises by periodical increments from minimum to a maximum.
- **“Honorarium”** means a non-recurring payment to an employee payable as remuneration for work done in respect of affairs of the Institutions, as may be determined by the management from time to time.
 - **“Special Pay”** means an additional pay to the emoluments of a post or of an employee, granted in consideration of: The especially arduous nature of the duties; or
 - A specific addition to the work or responsibility
 - Necessity of acquiring or retaining an employee in the interest of the society/ foundation / institution.
- **“Day”** means a calendar day, beginning and ending at midnight, but absence from headquarters which does not exceed 24 hours shall be reckoned for all purpose as one day, at whatever hours the absence begins or ends.
- **“Month”** means a calendar month. In calculation a period expressed in terms of months and days, complete calendar months, irrespective of the number of days in each should first be calculated and the odd number of days calculated subsequently.

- **"Holiday"** means a holiday prescribed or notified by society / foundation/institution.
- **"Notice"** means a notice in writing required to be given or to be posted for the purpose of the service rules issued by management of the society/foundation.
- **"Notice Board"** means the notice board maintained in a conspicuous place or near the main entrance or the "Institute" building for the purpose of displaying notices required under the provisions of these service Rules. This includes noticeboards provided in each department of the institute for displaying information and communication with the employees in the departments concerned.
- **"Medical Certificate"** means a certificate issued by the registered medical practitioner.
- **"Habitual"** means commission or omission of an act for a minimum of 5 days in a month on an average in a year (including three late comings allowed as per rules).
- **"Residential Address"** means an employee shall notify the details of his residential address and thereafter promptly communicate to the administration department and respective HoD any change in his residential address.

Note:

- Part-time employees are not ordinarily entitled to the benefits provided to full-time employees. They shall be entitled only to such benefits as are determined by the management.
- Contractual employees are not ordinarily entitled to the benefits provided to full time employees. They shall be entitled to such benefits as are determined by the management.
- A casual employee shall not be entitled to benefits provided to other classes of employees.
- In these rules what is said to be applicable to male member will also be applicable to female members of the staff unless repugnant of or inconsistent with the test or contest.

2 ENTRY

2.1 Categorization of Employees

The staff members of the Institute shall be categorized as:

- Teaching Staff/Faculty
- Non-teaching Staff (Technical)
- Non-teaching Staff (Administrative)

2.1.1 Teaching Faculty

Teaching Faculty of the institution means Director, Principal, Deans, Associate Deans, Controller of Examinations, Training and Placement officers, Heads of the Departments, Professors, Associate Professors, Assistant Professors and such other persons as may be appointed for imparting instruction and/or conducting research in the institution and are designated as Teaching Faculty. The teaching staff of the Institution shall be a whole-time salaried employee of the institution and shall devote his/her whole-time to the institution, and does not include honorary, visiting, part-time and ad-hoc teaching staff for which institution approval is mandatory.

2.1.2 Non-Teaching Staff (Technical)

Non-Teaching Staff (Technical) of the institution means the technical functionaries such as lab superintendent, foremen, lab assistant, lab technician, systems manager, programmers, operators etc., and such other persons as may be appointed for supporting functioning of the academic programs. A non-teaching employee of the institution shall also be a whole-time salaried employee of the institution and shall devote his/her whole-time to the institution.

2.1.3 Non-Teaching Staff (Administrative)

Non-Teaching Staff (Administrative) of the institution means the administrative functionaries such as deputy general manager, assistant general manager, manager, administrative officers, assistant administrative

officers, accounts officers, personal secretaries, lower division clerks, attenders, library staff, etc., and such other people as may be appointed for supporting the functioning of the Institution. A non-teaching employee of the institution shall also be a whole- time salaried employee of the Institution and shall devote his/her whole-time to the Institution.

2.2 Classification of Employees:

Employees of the Institution shall be classified as:

- Regular/Permanent/Full Time Staff
- Under Probation Staff
- Adjunct/Professor of Practice/Visiting/Part Time
- Project Staff
- Daily wages Staff

2.2.1 Regular/Permanent/ Full Time Staff:

Means one who has been appointed in a substantive capacity (as distinguished from a temporary or officiating capacity) on a regular post and later formally confirmed in writing after the successful completion of the probationary period.

2.2.2 Under Probation Staff:

Means one who is on probation and is yet to complete the prescribed probation period of one year and has not become a regular employee after completion of period of his / her probation.

2.2.3 Adjunct/Professor of Practice/Visiting/Part Time:

Means one who is appointed or invited against a temporary post or for performing a particular job or for a temporary period as specified in the terms of appointment or contract of employment. The services of such an employee shall automatically cease after the expiry of the specified period or completion of the job.

Institution may avail the services of 'Adjunct Faculty' (or) 'Professor of Practice (with rich Industry experience)' up to 15% of the total faculty strength. Guidelines issued by AICTE/UGC will be followed strictly in the appointment of Professor of Practice. On the similar lines of Professor of Practice,

Institutions may avail the services of Industry experts having 5 years & 8 years' experience in emerging / multidisciplinary areas as Assistant Professor of Practice & Associate Professor of Practice respectively for teaching emerging /Multidisciplinary area courses.

2.2.4 Project Staff:

Means one who has been employed for a project. If a position is funded by a grant or a project, it is subject to the availability of funds. If the grant or project funds are exhausted, or the grant or project is completed or cancelled, employment comes to an end.

2.2.5 Daily wages Staff:

Means one who has been engaged on daily rate of wages to perform occasional nature of job on day-to-day basis.

2.3 Recruitment Policy

- Teaching Staff/Faculty recruitment is done by the staff selection committee as per the guidelines of AICTE / UGC/ Affiliating University.
- Recruitment for any position at the institution is strictly based on merit, qualifications and experience.
- The management approves the number of vacancies in the institute in all categories from time to time in accordance with the statutory obligations and sometimes beyond, commits sanction and prescribe qualifications, mode of recruitment and the scales of pay etc., to each category of post, which may be reviewed and revised from time to time depending upon exigencies.
- Pay scales of the teaching staff is fixed in the appropriate grades and scales depending upon qualifications, experience and merit subject to AICTE guidelines.
- Nevertheless, anything contained in these rules and regulations, the management may employ faculty/staff on need basis to different posts in the organizations under its control on consolidated pay, on daily remuneration or on contract basis whenever and wherever the necessity and circumstances arise.

2.4 Selection Process for Recruitment

- Advertisements for new faculty positions across the departments and cadres, duly approved shall be published in two reputed newspapers of which at least one should be a national daily and other social networks. A copy of the same will be placed in the institution website.
- After scrutiny of eligibility, depending on the number of eligible applications screening test will be conducted (if necessary) and the shortlisted candidates will be called for interview in the form of a call letter or by email.
- Recommendation of the staff selection committee will be listed in the prescribed format and duly signed by all members of the staff selection committee.
- The process shall be completed on the day of staff selection committee meeting, once recommendations are made, based on merit, the list of selected and wait listed candidates/panel of names, duly signed by all members of the selection committee, shall be prepared.
- Appointment letter clearly stating the pay fixation and scale of pay will be issued to the selected candidates with due acknowledgment. The institution may have a waiting list of selected candidates to address any contingency requirements.
- The appointed faculty shall upload the certificates of qualification, experience, appointment letter and any such other documents as required by the affiliating university in the faculty registration portal along with the joining report and obtain registration number which will be used for further correspondence.
- It is mandatory for all the faculty recruited to get themselves ratified by the affiliating university whenever the institution takes up the process.
- If a faculty moves from one institution to another, he/she should submit the relieving letter from a previous institution. If a faculty fails to get a relieving letter from the previous college despite complying

with rules and submitting resignation letter as per rules, the faculty can join the institution with supporting documents of intimation and reflect change accordingly in faculty registration portal.

- The institution also updates the data and records in case of career mobility of faculty.

2.5 Selection Committee

The selection committee is constituted based on AICTE/UGC/University guidelines for appointments of various faculty (Teaching Staff) positions. The selection committee for all teaching positions shall be headed by the management or their nominees, with the principal being member secretary of the committee. In case if such nominee(s) attend the selection committee meetings, the recommendations shall be sent for approval. The principal signs the appointment letters and is the appointing authority. The general composition of the selection committee:

1. Chairman/Vice-Chairman/Secretary or their nominee(s)
2. Principal
3. Head of the Department
4. Two senior faculty members of the department
5. Director (Recruitments)
6. External expert(s)

For recruitment of non-teaching technical and administrative staff, the selection committee is headed by the principal. The principal forms the appropriate committee and the recommendations will be sent for the approval. The principal signs the appointment letters and is the appointing authority.

2.6 Selection Criteria

- The minimum qualification, age and experience required for various faculty/teaching positions shall be as prescribed by the AICTE/UGC norms.
- The minimum qualifications and experience for all other positions will be prescribed by the institution from time to time.

- No person below 18 years of age will be employed by the institution for any sort of work.

2.7 Appointment of Adjunct/Professor of Practice/Visiting /Part Time

The application of any Adjunct/Professor of Practice/Visiting /Part Time shall be first discussed at department level and the same with recommendations shall be forwarded to the principal with comments specifying the suitability of such candidate(s). Based on the recommendation, the committee comprising of the following shall finalize the list of candidate(s).

- Principal
- Head of the Concerned Department.
- Dean (IQAC)
- Dean (Academics)
- Dean (R&D)
- Senior Most Faculty
- Director (Recruitments)
- One External Expert (If required)

The list of candidates selected would be forwarded to the management for necessary approval.

The appointed Adjunct/Professor of Practice/Visiting/Part Time must undertake following duties and responsibilities:

- Involve in the development and designing of courses and curriculum
- Introduce new courses and deliver lectures as per institutional policies
- To encourage students in innovation and entrepreneurship projects & provide necessary mentorship for these activities.
- To focus on enhanced industry-academia collaborations.
- Conduct jointly in collaboration with regular faculty of the institution, workshop seminars, deliver special lectures and training programs.

- Carryout joint research project or consultancy services in collaboration with the regular faculty members of the institution.
- Any other work as may be assigned by the principal from time to time.

Adjunct/Professor of Practice/Visiting/Part Time shall be appointed by the principal. The appointments vary from three months to three years as decided by the principal on mutually agreed terms.

2.8 Offer Letter for Appointment:

On finalization of the candidate by the staff selection committee, offer letter for appointment will be signed by the principal or any officer authorized by the principal and sent to the selected candidate.

Detailed appointment order will be issued to the selected candidate after receiving acceptance. The above procedure will be followed for all regular / full-time appointments.

In case of ad-hoc/contract appointment, a consolidated amount/sum (subject to TDS) or mutually agreed amount on per visit basis will be paid to the person appointed.

2.9 Joining Formalities

The joining formalities are to be completed by the employees before their appointment in the institution. They are required to fill the required forms and submit copies of documents as mentioned below to principal office for record purpose. On the day of joining, they shall be required to sign and submit:

- Personal Information Form (Annexure- 1)
- Joining Letter (Annexure- 2)
- Job Application Form
- Curriculum Vitae
- Copies of all Educational Certificates
- Copy of JNTUH Faculty Registration Form

- Copies of all Experience Certificates and Relieving Letters
- Copy of PAN Card
- Copy of Passport Details/Aadhar Card
- Medical Fitness Certificate
- Appointment letter/ Offer Letter
- 02 Passport Size Photographs
- Bank Account Proof (For Salary Purpose)
- EPF Form (if applicable)
- ESI Form (if applicable)

2.10 Appointment

A person is deemed to have been appointed when the appointment order is issued.

In accepting an appointment, an employee agrees to perform professional duties within the scope of the activities of the institute. The relationship thus created is based on the employee readiness to serve the institute to the best of the abilities and to carry out the institute's objectives and obligations.

- Employees need to report to the principal office where the required formalities related to biometric attendance record shall be completed and then the employee will be directed to the allotted department. The employees are expected to comply with the institution working hours upon joining.
- Institution fully complies with the AICTE/UGC/Affiliating University regulations pertaining to the working days and holidays. Academic calendar of the institution is prepared at the beginning of every academic year and is duly approved by academic council to meet the stipulated requirements of instructional days.

3 CAREER PROGRESSION

3.1 Progress Monitoring and Records Keeping

The principal office maintains the personal file of each employee to record in service achievements along with other details of that employee. It is also important that the employee notify principal office of the individual's scholastic achievements that furtherance their opportunities for advancement.

To ensure that personnel records are up to date, it is the employee's responsibility to promptly notify the principal office in writing of any changes in name, home address, marital status, telephone number, e-mail and person to notify in case of emergency besides incessant achievements.

3.2 Induction and Orientation Program

The employee on joining the institute will go through an induction and training program as per the requirements based on the experience and as instructed by the HOD/Principal. The period may vary from two days to fourteen days. During this period, they are provided a brief about the institute, its affiliates, explaining the roles & responsibilities and will be introduced to the other employees of the department. The principal office will explain the process of attendance, leave procedure, service rules etc. The induction and training may be conducted individually or in batches.

An orientation program is conducted once every year for those employees who have newly joined and have not attended the last orientation program. It is compulsory for all the employees to attend this program as per the UGC guidelines. This program helps in understanding the organizational philosophy and work environment.

3.3 Probation

All newly recruited employees shall be placed on probation for a period of one year. However, the management reserves the right to waive probation period at its discretion.

The probation period may be extended if the performance of any employee

during probation period is not satisfactory. This extension shall be given only once for a period of six months. However, the management can terminate the services of the employee if found unsuitable by reasons of misconduct, irresponsible behavior or unsatisfactory work by giving one-month notice or one-month salary in lieu of the notice period at the end of initial probation period.

Employees on probation is not entitled for any leave except one casual leave per month during the first year and will be entitled for vacation after completion of one year of satisfactory service.

3.4 Confirmation of Services

At the end of probation period, an employee on probation shall fill a prescribed form and submit it to the Head of Department (HOD). The HOD shall in turn, forward this form along with comments/recommendations to the principal for confirmation of services, if the performance is satisfactory. Otherwise, extension of probation period or termination of the employee - as the case may be recommended.

A letter confirming the services shall be issued to the employee by the principal office signed by the principal. Confirmation of services shall be from the date of completion of probation period.

On successful completion of the probation period, an employee is confirmed in service and entitled to all the privileges of confirmed employees and subject to all the rules and regulations applicable to the regular employees of the institution.

3.5 Annual Performance Appraisal

- i) Appraisals should be conducted for all employees twice an year, once in December and the other in June/ July every year by the respective HODs and subsequently by the principal to assess their suitability and make the following recommendations:
 - a. To continue in the present position.
 - b. To consider for promotion to a higher position.
 - c. To consider annual increment or hike in remuneration based on the

- performance during the past 12 months.
- d. To extend the training period.
 - e. To terminate services.
- ii) For teaching staff/faculty in applying the above, Faculty Performance Management System (FPMS) shall form the basis which shall be reviewed twice a year, once in December and in June.
 - iii) The faculty shall submit their performance scores to the concerned HOD. Verification of these claims is done based on the documentary evidence by HODs and forwarded to the principal office.
 - iv) Principal office scrutinizes the claims of the faculty and verification process carried out by the department and the finalized scores shall be the criteria for the increment and performance rewards.
 - v) The recommendation of HOD along with staff self-appraisal shall be sent to principal office for verification. The final recommendation of the principal shall be made to management for consideration and next course of action.
 - vi) For non-teaching staff both technical and administrative in applying the above, their contribution to the department and the institution forms the basis.
 - vii) Appraisal shall not be applicable for employees who are appointed on ad-hoc, part time, contract basis. Visiting professor, professor of practice and adjunct faculty shall also not be considered for appraisals.
 - viii) Generally, annual increment shall be granted along with the July month salary for the year (June to July). For those who join in between, increment is due from the 1st of the month in which it falls due based on the FPMS, unless it is withheld or postponed based on performance (work and conduct) in the opinion of the competent authority. No increment shall, however, be withheld without assigning the specific reasons in writing. An employee shall have the right to appeal to the higher authorities against the decision to withhold the annual increment.
 - ix) Appraisal / Increment shall be withheld for employees whose performance does not meet the expectations, who are irregular in their attendance or a habitual late comer. An employee who reports late for more than 5 days in

a month on an average in a year (including three late comings allowed as per rules) will be considered as a habitual late comer.

3.6 Promotions

- All promotions shall be considered based on merit- cum – seniority basis.
- The principal shall appoint a committee for promotion, in which he will be the chairman, with Director (Recruitments), two professors and invited experts from industry/other academic institutions.
- The committee shall consider promotion of faculty as per AICTE norms, subject to the condition that there has not been any disciplinary action taken against such a candidate for promotion for any misconduct committed during the service.
- Promotion is purely based on the minimum qualification and eligibility conditions, subjected to the completion of the requisite number of years of service in the present position and should have obtained AICTE prescribed qualification and has met the exceptional academic achievements.
- The promoted faculty scale of pay shall be fit in the appropriate basic and scale applicable to that category.
- All decisions on promotions shall be approved by the management.

3.7 Research Incentives

Institution wishes to establish itself as one of the pioneer research institutes, expanding the realms of knowledge in select focus areas. For this, institutions have framed a comprehensive policy to motivate the teacher and the taught to devote their time and energy to socially useful research projects. Various incentives are given to encourage and promote the culture of research amongst the employees and indirectly amongst students.

- The objective of research incentives is to encourage employees and students of the institution to publish high quality and original research articles and thus have more citations per article.
- File and publish patents having good commercialization potential.

- Write and submit research proposals inviting extramural funding and establish state-of-the-art research facilities.
- Provide consultancy services to industry and other organizations.

Detailed research incentives policy guidelines are attached as Annexure- 3 for the reference and all faculty shall actively involve themselves in publications, patents, books/book chapters, sponsored research and consultancy. The institute provides seed funding for research for the researchers to assist them in securing sponsored research projects.

3.8 Qualification Enhancement Support

The institution provides opportunities for the employees to improve their educational qualification, especially doctoral degree. The institution extends study leave, financial support for qualification enhancement to the deserved employees.

4 WELFARE

4.1 Salaries

Salaries to the staff are credited in time, directly to their bank accounts monthly through direct bank transfer. Each faculty member should provide complete details along with supporting documentary evidence to ensure that the TDS (tax deducted at source) can be calculated correctly.

Both, teaching and non-teaching staff are paid in accordance with the norms prescribed by AICTE/UGC. Pay scales are revised from time to time. No other kind of deduction is made from salaries except statutory deductions, permitted by law.

4.2 Scale of Pay

The pay scales applicable to teaching staff, including the librarian and physical director, shall be aligned with the norms and best practices of higher education.

For non-teaching staff, the pay scales applicable will be approved by the Committee from time to time.

4.3 Entitlement of Pay

An employee is entitled for pay from the date of joining. The employee is not entitled to draw salary (other allowances, if any) from the day he/she is relieved from services.

4.4 Provident Fund / ESI / Gratuity

Provident funds, employee state insurance and gratuity are applicable to all regular employees as per respective acts and eligibility.

4.5 Health & Accidental Group Insurance Schemes

Institution has covered all the staff members through health & accidental group insurance schemes since inception. All the employees are covered under these schemes from the day on which the premium is paid, which is done annually. Expenses incurred by the employees for in-patient and out-patient are covered under this scheme i.e., medical services and supplies which are recommended by the attending physician are reimbursed.

Also, the employees are covered for Permanent Partial Disablement, Permanent Total Disablement, Severance/ loss of major body parts and Death.

Also, the institution supports the deserving employees for medical exigencies to the tune of 3 months of their salary or 2 Lakhs whichever is higher as interest free loan which can be paid in six/twelve/eighteen as decided by the sanctioning authority, the principal.

4.6 Conveyance Facility

Institution runs buses on no profit, no loss basis for all the students, teaching and non-teaching staff. Endeavour is to cover wide area and pick- up the employees from the points nearest to their residence. However, the conveyance facility for faculty and other employees is at a subsidized price.

The buses run from various points throughout the city to reach the campus at around 09:00 A.M. and leave the campus at 04:30 P.M. For availing conveyance facility, the interested employees should visit the institution transport office and enquire about the bus route/ bus stop convenient to their residence. If a suitable route is found, the employee should fill up the application form and apply for the bus pass. No employee shall be allowed to avail the transportation service without the bus pass. Further, institution buses will only stop at designated locations and employees are liable to obey road safety rules for availing this facility.

The Deans/HODs are provided with dedicated AC cabs for their official commute.

4.7 Working Days and Holidays

Institution complies with the AICTE/Affiliating university regulation regarding working days. The academic calendar of the institution is prepared at the beginning of every year and working/non-working days are duly approved by academic council strictly to meet the minimum requirements of teaching days suggested by the AICTE/Affiliating university guidelines.

4.8 Working Hours/Attendance

- The institute will function between 9.00 AM and 4.30 PM on all working days.
- The second Saturday of every month is a holiday subject to the condition of meeting mandated number of working days in a specified period.
- Attendance is recorded through the biometric system. The institution is fully equipped with a biometric attendance record system and all the employees are expected to comply with the institution working hours.
- An employee should record the attendance in the morning while reporting and while leaving in the evening. A grace period of 15 minutes is permissible while reporting in the morning which shall not be claimed as a right by an employee. It is allowed for three days in a month.
- An employee reporting late for more than three days will be marked as absent and casual leave will be deducted from his/her account if it is available in his/her account. If not, earned leave will be deducted if it is available in his/her account. If no leave is available in his/her account, it will be considered as loss of pay. The principal is the authorized person to conduct any late reporting if the reason for reporting late is found genuine on case-to-case basis. The employee should obtain the approval of the HOD and the same shall be handed over to the principal's office.
- In case an employee leaves early on official duty and does not report back for the day he/she should get the on-duty form signed by HOD and submit it to the principal office for recording the same. Permission slip from HOD is mandatory to leave the institution area.
- In case the employee reports late due to any official work assigned, he/she should get the on-duty form signed by HOD and give it to the principal office for recording the same.

In general, the employees are not asked to stay beyond the normal working hours of the institution. In case of compelling work exigencies, an employee

may be asked to stay and work beyond normal working hours.

4.9 Leave-General Rules

Leave of any kind cannot be claimed as a matter of right and will be granted only at the discretion of HOD/Principal. For the casual leaves up to a period of maximum of three continuous days, HOD is the sanctioning authority. All other types of leaves including casual leave for more than three continuous days, principal is the sanctioning authority.

Any leave under these rules can be granted in combination with or in continuation of any other kind of leave, except casual leave.

No leave shall be granted beyond the date on which an employee must compulsorily retire.

All leave applications should be submitted in advance for making alternative arrangements to ensure that regular assignments are not affected. Leave shall be availed only on approval from the respective sanctioning authority.

Leaves shall be calculated for the calendar year viz. 01st January to 31st December.

Leave cannot be availed in advance, except under special circumstances or in case of emergency. All the leaves thus availed shall be fully regularized through a written request/online request as the case maybe.

In the event of an individual resigning from the services of the institution then, during the notice period, only casual leaves shall be availed.

An employee shall leave the station only under proper intimation to the reporting authority and should be available on mobile in case of any exigency.

The management is the competent authority to sanction all types of leaves to the principal.

The leave account of each employee is maintained separately by the principal's office. Unauthorized absence from duty not only results in cut in the emoluments for the period but also considered as misbehavior, inviting disciplinary action. An employee, on leave, cannot take up any service or accept any other employment.

Application for leave on medical grounds shall be accompanied by a medical certificate and on return the fitness certificate issued by any registered medical practitioner.

In case of leaves other than casual leave sanctioned by the in-charge in the absence of the HOD/Principal, the leave sanction is subject to ratification by the HOD/Principal.

Leave shall be applied in person in all cases except when the reporting authority is located at another place/location which is far away from the employee's working location.

When exigencies require discretion to refuse, or revoke leave of any kind is vested with authority empowered to grant it.

The person availing the leave for a longer duration must assign the work and hand over documents/files of the important/ongoing work to his colleague / subordinate. Work adjustments need to be made and in no way, there should be any hindrance to the ongoing work during the period of leave.

The leave address and contact numbers during the leave period shall be clearly mentioned in the leave application.

Salary deductions will be made in case of excess leave availed and getting relieved from the institution during a calendar year.

4.9.1 Leave While Under Suspension

Leave of absence is not admissible to an employee who has been suspended from duty, on whatsoever reason.

4.9.2 Over Staying Leave

An employee who remains absent after the expiry of the originally granted or subsequently extended leave is entitled to no salary for the period of such an absence. Absence from duty after the expiry of leave will render the employee liable to disciplinary action for misconduct except where the employee establishes to the satisfaction of the leave sanctioning authority that he/she was unable to join duty for reasons beyond his/her control.

4.9.3 Employment During Leave

An employee on leave shall not take up any remunerative service or accept any work, profession or employment in any capacity, without obtaining

permission in writing from the management. Any violation of the rule attracts disciplinary action against such employees.

4.9.4 Part – Time Employees

Part – time employees are not entitled to any other kind of leave admissible under this chapter except casual leave which shall be limited to 12 days in each calendar year.

4.9.5 Leave for Employees on Contract

For the members of staff who are appointed on a contract basis 12 casual leaves per year will be allowed.

4.9.6 Recalling from Leave

The institution may recall any employee who is on leave. If an employee is recalled, he shall be eligible for usual travelling allowance and the unexplored portion of the leave can be availed by him later.

4.9.7 Extension of Leave

The application for extension of leave shall be submitted well in advance of the expiry of leave giving reasons for the extension so that the decision regarding sanction is conveyed to the employee. In case the extension of leave is not sanctioned, the employee will be obliged to report for duty on the expiry of the leave originally sanctioned.

4.10 Leave Types

The following kinds of leaves are available to the employees of the institution.

- a) Casual Leave
- b) Special Casual Leave
- c) Earned Leave
- d) Medical Leave
- e) Maternity Leave
- f) Compensatory Leave
- g) Leave Not Due
- h) Extraordinary Leave
- i) Study/Sabbatical Leave
- j) Vacation
- k) On Duty
- l) Paternity Leave
- m) Academic Leave

4.10.1 Casual Leave

- (i) Casual leave is meant to meet generally the unforeseen requirements of an employee. An employee is expected to get it sanctioned in advance or after reporting to the duty. However, an employee has to inform to the reporting authority and enough care is to be taken to adjust the duties. HODs/Deans, as applicable, are the authority to sanction leave.
- (ii) Total casual leaves to be granted shall not exceed 12 days in a calendar year.
- (iii) Casual leave cannot be combined with any other kind of leave except special casual leave. However, such casual leave may be combined with holidays including Sundays. Holidays or Sundays falling within the period of casual leave shall not be counted as casual leave. Any balance period of casual leave shall lapse with the calendar year.
- (iv) Casual leave cannot be availed in advance.
- (v) An employee is entitled to avail one casual leave for every month of attendance in the institution subjected to a maximum of 12 per year.
- (vi) Casual leave can be availed up to several casual leaves earned or up to three days whichever is less.
- (vii) Casual leave can be availed for even half day or short leave (2 hrs.), three short leaves will be counted as one casual leave.

4.10.2 Special Casual Leave

10 days in a calendar year for teaching staff to be sanctioned for attending Ph.D. related work. Special casual leave cannot be accumulated and nor combined with any other kind of leave. Any balance period of special casual leave shall lapse with the calendar year. The sanctioning authority is the principal.

4.10.3 Earned Leave

- Earned leave means the leave earned by an employee for the services rendered during the calendar year.
- The earned leave admissible to a permanent employee declared as eligible for vacation shall be 6 days in a calendar year. For

non-vacation staff, earned leaves will be 30 days in a calendar year. The leave account of every permanent employee shall be credited with earned leave every calendar year i.e., January to December.

- The earned leave at the credit of an employee at the end of calendar year shall be carried forward to the next year, subject to the condition that the leave so carried forward plus the credit for the year does not exceed 300 days. An employee ceases to earn such leave when the leave reaches the limit of 300 days. The maximum leave that can be granted at a time is 120 days. If the vacation staff attends to the assigned duty during vacation, one EL will be added for every two days of attendance. The employee should put in a minimum attendance of 240 days in a year to be eligible for EL.
- Earned leave can be availed only after the completion of one year of continuous service after probation.
- HOD shall recommend the earned leave, and principal is the sanctioning authority.
- The request for earned leave shall be made well in advance (generally before 7 days); and requests made less than 2 days in advance may not be entertained.
- Sundays and other holidays falling within the leave period shall be counted towards leave.
- No other kind of leave/ holiday can be combined except in case of emergency with the prior approval of principal.
- Earned leave shall not be admissible during the academic session in progress, except in case of emergency.

4.10.4 Medical Leave

The medical leave, admissible to a permanent employee only, on medical or health grounds, shall be 20 days for every year of the completed year of service subjected to approval. The maximum limit of accumulated leave is 60 days. HOD shall recommend the medical leave and principal is the sanctioning authority.

4.10.5 Maternity Leave

Maternity leave is admissible to married women employees appointed on regular basis with at least one year of regular service in the institution. A female employee may be granted maternity leave on full pay for a period of 60 days from the date of its commencement.

- a. Four months or 120 days maternity leave with full salary may be given for the staff members who have put in a minimum two years of service.
- b. Maternity leave is not admissible in case of woman employee who has two or more living children.
- c. Employees availing this leave must give an undertaking before availing leave that they will work for a minimum period of 2 years after their return from leave.
- d. Maternity leave not exceeding 14 days may be granted in case of miscarriage or abortion including induced abortion provided that the application for leave is supported by a medical certificate.

Other rules applicable to Maternity Leave are:

- e. Information shall be given to HOD at least 30 days in advance. The employee should provide as much notice as possible to give the HOD more time to plan for the work during absence.
- f. The HOD shall recommend the maternity leave and principal is the sanctioning authority.
- g. The employee should work out an arrangement with the HOD on how and when the employee intend to take the leave.
- h. If the need for leave is not foreseeable, the employee must request the leave as far in advance as reasonably practical (generally the same day or next day after the employee became aware of the need for leave).
- i. In case of emergency, the employee or a representative must notify the HOD.

- j. The employee must submit the application for maternity leave along with the doctor's certification of the expected date of delivery or relevant document for adoption in advance.
- k. The employee should contact the HOD no later than 5 working days prior to the scheduled end date of the leave to confirm their return to work. If there are any changes to the scheduled date, the employee must notify HOD.

4.10.6 Compensatory Leave

The employees are eligible for sanctions of 5 days of compensatory leave in a calendar year in lieu of their assigned working on a holiday with prior approval and such leave must be utilized during that calendar year only and it cannot be accumulated. It is not granted to any remunerative duties. It cannot be combined with any other leave.

4.10.7 Leave Not Due

The competent authority may at discretion, sanction advance leave not exceeding 30 days and the advance leave shall be adjusted against the leave the employee earns subsequently.

- This leave will be considered only when no other leave is available.
- This leave shall be granted by management on the recommendation of the principal.

4.10.8 Extraordinary Leave

Extraordinary leave shall be leave without pay and may be granted when no other leave is by rule, admissible and the employee applies in writing for the grant of extraordinary leave. The duration of extraordinary leave on any one occasion shall not exceed 3 months without medical certificate, 6 months where the employee has completed a continuous service of not less than one year on the date of expiry of leave and the request for such leave supported by a medical certificate and two years for the purpose of higher studies or undergoing any professional training, provided the employee has completed three years of continuous service. Prior approval should be taken before availing of extraordinary leave. This leave shall be granted by management on the recommendation of the principal.

4.10.9 Study/Sabbatical Leave Rules

Provision of study/ sabbatical leave has been introduced to encourage the employees of institutions to enhance their professional knowledge and hone their teaching skills through participation in research or professional development programs. This leave shall be granted by management on the recommendation of the principal.

Eligibility

Subject to the condition that the total number of employees on study leave including applicants, does not exceed 5% of the total strength of the employees in that department (In case of fraction as %, rounded off to the next digit).

- (a) All full-time employees of the institution are eligible to apply for the Study Leave, if they have rendered a minimum of three years of continuous service.
- (b) Any employee with extra ordinary performance consistently may be given study/sabbatical leave even if the stipulated 5% of the department are already on leave. This will be effective only on the approval of the management.
- (c) Further, study/sabbatical leave can be availed only once during the entire period of service in this institution.
- (d) Study/Sabbatical leave shall not be granted to those employees who are due to retire within the next three years of the date on which they are expected to return from the study leave.

Undertaking

As the provision of this leave is meant for the mutual benefit of the employees and the institution, employees proceeding on study/ sabbatical leave are expected only to enhance their educational qualifications and not to accept any employment either temporary or of permanent nature during the period of study leave, though they may receive the benefit of scholarships or fellowships during that period.

Further, only those employees will be eligible to apply for the study/ sabbatical leave who wish to continue their services in this institution for at least the period of the leave/two years whichever is higher, after completion

of the study leave and they will have to furnish an undertaking to this effect before proceeding on Study Leave.

Duration

Generally, study/ sabbatical leave shall not be sanctioned for more than two years. In exceptional circumstances, where the course is for longer duration, it may be sanctioned for one additional year (excluding paid training period, if any). In such case, the approval is must from the management. However, in no case shall it exceed three years.

Extension

No extension in study/sabbatical leave shall be permitted to those employees who have availed either of these leaves for three years at one stretch. Study leave can't be merged with any other kind of leave.

Procedure to Apply

Any employee who is eligible to apply and who wishes to proceed on study/sabbatical leave must plan well in advance and must apply at least three months in advance so that the institution may get sufficient time to make alternative arrangements for the duties and responsibilities being performed by the applicant.

All applications for such leave shall be addressed to the Chairman/Vice Chairman/Secretary who shall have the authority to approve such applications on the recommendations of the principal. Further, all such applications must be accompanied by necessary documents in support and undertaking.

The grant of Study or Sabbatical Leave—its eligibility, duration, and associated terms—shall be determined upon the recommendation of the respective Department Head and the Institutional Head, with the final decision resting at the discretion of the Governing Body/Committee.

On Reporting Back

On return from study leave, an employee may be assigned any other task related to the academic or administrative activities of the institution and the

management shall have the right to continue with the arrangements already made in the department in the absence of an employee on study leave, in the interest of institution or its students.

On Failure to Report Back

In case, any employee fails to report back after the expiry of the study/ sabbatical leave and overstays the leave beyond the sanctioned period or beyond the extended period.

(a) Employees shall not be permitted to join back except on the recommendations of the management. The management may at its discretion regularize the overstayed study leave on a written request being made by the defaulting employee to regularize the same on just and reasonable grounds. Overstay of study/ sabbatical leave beyond the period shall be permitted only in exceptional circumstances and all such cases shall be regularized only after representation before and to the satisfaction of the management.

(b) The management shall be the authority to take disciplinary action against the employee if it is proved that the employee has overstayed his study/sabbatical leave without any satisfactory explanation.

Failure to Serve Compulsory Period

In case an employee resigns before completion of agreed period of two years, in breach of the conditions of undertaking signed, the period of study leave shall automatically be treated as a break in service for all purposes and such period shall be excluded for the purpose of calculating total service rendered by the employee in the institution.

4.10.10 Vacation

Staff members with one year experience can avail themselves of a total vacation of 1 month including the summer and winter vacations.

- The teaching staff are eligible for 30 days of vacation every year.
- The non-teaching technical staff are eligible for 15 days of vacation every year
- The management has the right to assign duties to any employee during

the vacation period in case of exigency.

- The teaching and non-teaching technical staff with less than 12 months of service at the commencement of vacation are not eligible for vacation.

4.10.11 On Duty

Employees going on temporary duty assignments at other locations shall be treated as on duty. The employee should duly fill in the on-duty application format meant, which shall be countersigned by the competent authority where the employee has undergone temporary duty assignment for treating that period as on duty.

4.10.12 Paternity Leave

The principal may grant paternity leave to a male employee for a period of 07 days. This type of leave will be admissible only on completion of one year of service in the institution. Such leave shall not be debited from the leave account of the employee and shall be granted for a maximum of two children.

The employee shall notify HOD at least 30 days in advance of their paternity leave. The employee shall submit the application for paternity leave, along with the relevant proof.

If the need for leave is not foreseeable, the employee shall request the leave as far in advance as reasonably practical (generally the same day or next day after the employee became aware of the need for leave).

Employees who fail to return within three days of the specified date for return to work, accept other employment (including self-employment) for compensation while on leave, or are found to have falsified any information about the leave, including dates and reasons for the leave, shall be considered grounds for termination.

4.10.13 Academic Leave

(a) Academic leave to a maximum of 12 in a calendar year may be granted to the teaching faculty members, only after completion of one year of service.

(b) HOD shall recommend the academic leave and principal is the sanctioning authority.

(c) It may be granted for the following specific academic activities:

- An academic activity which brings laurels to the individual and the institution.
 - Attending a national conference/seminar/workshop etc. or attending an international conference/seminar/workshop etc.
 - Attending short-term training programs (STTPs)/Faculty Development Programs (FDPs)/Refresher Courses/Orientation Courses.
 - Delivering an invited talk to students/employees of an institute.
- (d) The request for leave shall be accompanied by the documentary evidence.

4.10.14 Unauthorized Leave / Absence

- Absence of the employee from duty without sanctioned leave shall be considered as unauthorized absence and the employee shall be liable for disciplinary action.
- If an employee overstays or is absent after the expiry of approved leave, the employee shall not be entitled to pay and the extended days of absence will be treated as loss of pay. The principal is competent authority to condone such cases where the justification for the absence is convincing.

*** The above leave rules are applicable to employees whose services are confirmed:**

4.11 Sports Facilities

The institution has the latest sports infrastructure including the indoor stadium for most of the popular indoor and outdoor games to be utilized by the students and employees.

4.12 Employee Quarters

Eligibility Criteria

The institution provides residence facilities in the employee quarters for the employees required for emergency services and the employees with proven record of research and skill for continuing their work beyond working hours. Preference shall be given to researchers and out of state employees.

- The employee shall be a regular full-time employee of the Institution.
- It is desirable that the employee shall have completed a minimum of one year of continuous service at the institution.
- The employee shall not already own a residence within a specified radius of the institution.

Applying for Employee Quarters

All the eligible employees can apply by submitting a written request to principal office through HOD.

Approval Process

The principal reviews the request submitted by the employee and the same is sent to the management for approval, based on the availability of the employee quarters.

Notification of Allotment

The principal office will notify the employee of the decision of approval. If approved, the employee will receive an allotment letter detailing the quarter number, location, and terms of occupancy. Bachelors' single bedroom, double bedroom quarters are available inside the campus and shall be allocated based on the availability.

Acceptance of Allotment

Upon receiving the allotment letter the employee shall

- Sign the acceptance form attached to the allotment letter.
- Submit the acceptance form to the principal within the stipulated time frame.

Occupancy Agreement

The employee shall sign the occupancy agreement provided by the principal Office, which includes the terms and conditions of residence in the staff quarters:

- Duration of occupancy.
- Rent and utility charges (if applicable).
- Maintenance responsibilities.

Moving In

The employee shall coordinate with the principal office and the facilities management team to schedule the move-in date:

- Inspect the allotted quarters before moving in.
- Report any existing damages or issues to the facilities management team.

Record Keeping

The principal office will maintain a record of the allotment and occupancy agreement for future reference.

Compliance with Rules

The employee shall ensure compliance with all rules and regulations regarding the use of employee quarters:

- Adhere to the terms of the occupancy agreement.
- Report any maintenance issues promptly to the facilities management team.

Vacating Procedure

While vacating the employee quarters, the employee shall

- Provide advance notice to the principal office as per the occupancy agreement.
- Ensure the quarters are in good condition and settle any pending dues.

4.13 Crèche Facility

The purpose of the crèche is to provide the staff of the institution, who are young mothers, with a safe and comfortable space for their children to be taken care of, so that they can work efficiently and without worry of the wellbeing of their children.

Age bracket of children

Children of age 6 months to 10 years shall be permitted.

Timing

Working hours shall be 9:00 AM to 4:00 PM on all working days of the Institution.

Process for registration

The parent is to submit an application form to the principal office furnishing complete details of the child as per the format.

Permission to meet the child

Mothers shall be permitted to meet their children 3 times a day. The parent is to confirm details of the people (along with their photograph), who are permitted to pick or drop a child from/to the Crèche.

In case of delay in Pickup

The parent is expected to pick up his/her child from the crèche by 4:00 pm. In case of any delay, the parents shall be called after 15 minutes by the crèche employees.

Other Material for Activities

Parents would be requested to provide their wards with some material like colouring books or drawing books or alphabet books that help improve the skills of their wards, based on their age.

Spare set of Dress

Parents are requested to provide a spare set of dress in the kit of the child. This is to facilitate change of clothes in case the dress on the child gets soiled.

Food/Refreshments

Parents are expected to send in the kit of the child with the required snacks/refreshments/drinks. It is advised that the tiffin boxes and water bottles of the child be labelled with name and time of meal.

Personal Hygiene

The parents would need to ensure that the basic hygiene of the child is maintained. This includes proper haircuts, brushing of teeth, trimmed nails etc.

Medical Support

Shall be provided in case of an emergency from the in-house hospital. First aid shall be available in the crèche. In case the child gets hurt or falls sick,

the parent shall be informed, and the parent is expected to provide an early response. Final decision of the medical treatment would be initiated based on the decision of the parent.

In case the child is unwell with any ailment / disease, the parents are requested not to bring the child to crèche. This is for the wellbeing of the other children in the crèche. If children of crèche employee are unwell, they will not accompany parents/employees to work in the crèche.

Parents are asked not to bring into the crèche any child who has been vomiting or had diarrhea until at least 48 hours has elapsed since the last attack. Medical examinations of the children must be conducted every 3 months and relevant records must be maintained for scrutiny at any time.

This must be ensured through dispensary by the parents. In case they desire to avail facility of any other doctor/hospital, they may do so. Records are to be submitted to the crèche without fail.

4.14 Fee Waiver/ Scholarship to Employee Wards

This policy was introduced to give a benefit to the wards of employees of the institution. As per this policy, concession/remission is given in the tuition fee of the wards of staff members of institution.

4.15 Travel Allowance / Daily Allowance Rules

These rules are laid down to assist each employee in knowing his/her authorization and limit of expenditure while on official tour. Although all possible efforts have been made to lay down the rates of DA, which would

(i) make an employee comfortable. While at the outstation, no employee is expected to use outstations duty as the source of income. All these rules are applicable as per the annexure attached to this document for the TA & DA.

Travel Advance:

(ii) Travel advances may be drawn before the commencement of the journey. It shall be calculated keeping the entitlement, length of tour, etc. in mind.

(iii) Unutilized advance money shall be returned to the institution within 3 days of return from tour.

(iv) Actual tour expense bills shall be submitted positively within one week of completion of the tour. A copy of the tour report may be submitted to the principal's office through HOD. In case the employee fails to do so, the institution may recover the advance from the salary of the employee in the ensuing month. Any falsified information during the tour program/ submission of fake bills may invite strict disciplinary action against the defaulter.

If the boarding and lodging is provided by organizers of an event, seminar, workshop, conference etc., no DA will be provided. If only part of expenses is reimbursed by the organizers, an employee is eligible for reimbursement after deducting the expenses reimbursed by the organizers, as per the entitlement.

Travelling allowance/daily allowance/conveyance allowance shall not be allowed for people joining the institute on their appointment or for return journey on their retirement/resignation.

Travelling expenses/daily allowance/conveyance/lodging expenses may or may not be approved by the institution, when the candidate is called for an interview. It shall be decided on a case-to-case basis.

Reimbursement of Expenses

The institution will reimburse any reasonable expenses that are the direct result of the development and operation of the institution and consistent with its policies, provided these are authorized by the management in advance.

Miscellaneous Expenses

(a) Reasonable business-related photocopies, stationery etc. in actuals can be claimed separately against bills. This facility shall be used judiciously.

(b) Expenses incurred towards entertainment of official guests can be claimed on submission of bills. Prior approval should be obtained for such expenses before incurring the same over phone or in person from the principal.

(c) Extra baggage payment made, if any, for carrying official material shall

be permissible as per the actuals.

Traveling by Own Vehicle

If an employee having own vehicle uses it for the purposes of the institution with prior approval of the competent authority, he/ she may claim as per the local conveyance reimbursement policy i.e., per kilometer rates basis.

(v) For anything which is not explicitly above, one may please refer to the annexure attached to this document for the **TA & DA Rules**

5 CONDUCT & DISCIPLINE

5.1 Professional Code of Conduct

Based on the Vision, Mission & Values of the institution, the following guidelines are laid down for all employees of the institution:

Dos

Every employee shall:

- Abide by the rules, regulations and any other instructions that may be framed by the management from time to time and which are in force to regulate the work conduct and behavior of the Employee.
- Always maintain absolute dignity, integrity and devotion to duty and loyalty to the Institution and shall do nothing that would or is likely to tarnish the image or reputation of the Institution or adversely affect its interests.
- Carry out duties and responsibilities assigned to the post and shall also carry out any other duties that may be assigned to from time to time.

Don'ts

No employee shall:

- a) Propagate/indulge in communal, unionism, terrorist, seditious or sectarian activity.
- b) Discriminate against person on the grounds of caste, creed, sex, language, religion etc.
- c) Indulge in or encourage any form of malpractice.
- d) Accept private tuition, job etc.

5.1.1 Criticism of the Institution:

No employee shall, in any television/radio broadcast, internet, any form of social media or in any document published anonymously or in their own name or in the name of any other person or in any communication to the press or

in any public utterance, make any statement of fact or opinion:

- which has the effect of an adverse criticism of any current or recent policy, practice or action of the Institution; or
- which can embarrass the relations between the Institution and the Central government or any State Government including any of their agencies or any other Institution or Organization or members of the public.

5.1.2 Properties of Institution

Every employee shall

- Take due care of the property, materials, instruments, equipment; machines, furniture, cash, etc., of institution entrusted to the employee and shall take all reasonable precautions to safeguard them against accident, damage, loss or pilferage. Where damage or loss is attributable to mishandling or misuse, such an employee shall be liable for disciplinary action as may be deemed fit. The management shall be entitled to recover the assigned/assessed value of such breakage, damage or loss from the Employee.
- Promptly report any occurrence or defect noticed which might endanger lives or persons in institution and might result in any damage to the property of Institution or that of any others.
- Take appropriate precautions against hazards and shall make proper use of safety devices and preventive measures as prescribed and provided by the management.
- Indemnify institution for any loss caused due to negligence.

5.1.3 Unauthorized Possession of Goods

- An employee found in unauthorized possession of any goods, equipment, articles, materials, etc. which are in use in Institution or kept in stock in institution and are not normally carried by the person, will be deemed to have got into possession of such goods by improper means. The management may confiscate such goods, and such unauthorized possessions attract disciplinary action as deemed fit by

the management.

5.1.4 Possession /Consumption of Intoxicating Drinks & Narcotics:

- Employee shall not possess or be under the influence of intoxicating drinks/drugs while on duty.

5.1.5 Participation in Politics and Elections:

- No employee shall: Without prior intimation in writing to the management, be a member of or be otherwise associated with any political party or any organization which takes part in politics, nor shall take part in or subscribe in aid of or assist in any other manner any political movement or activity. Without prior written permission from the management contest, canvass or otherwise interfere or use his influence with or take part or contest in any election to any legislature or local authority, beyond exercising his franchise.
- Demonstration and strikes: No employee shall organize or participate in any demonstration in the premises of institution, which is prejudicial to the interests of the institution or public order, decency or morality or which involves defamation or contempt of court. The employee shall also not resort to or in any way instigate, incite or abet any form of strike or stoppage of work.
- Communication with media: No employee shall, except with the prior permission of institution or in the bonafide discharge of the duties, participate in social media/ radio/TV broadcast, give speech to public, or contribute any article or write any letter to any newspaper or periodical or publish any pamphlet anonymously or pseudonymously or in their own name, on a subject which may have a bearing on the affairs of institution or detrimental to the image/interests of institution.
- Criticism of Management: No employee shall criticize the management either in the press or over the radio or on any public or private platform, provided, however, that nothing in this rule shall apply to any statement made or views expressed by an employee in official capacity or in the due performance of the duties assigned.

- **Unauthorized Communication of Information:** No employee shall, except in accordance with any general or special order of institution, or in the Bonafide performance of the duties assigned, communicate directly or indirectly any official document or information to any employee or any other person.
- **Unauthorized Publication of Official Documents:** No employee, while in service of institution or after retirement, resignation, dismissal or discharge, shall make public or publish any documents, papers or information which might have come into his possession in his official capacity, without obtaining prior written permission from Institution.

5.2 Code of Conduct for the Teachers

A Teacher should

- Adhere to a responsible pattern of high moral conduct as expected of them by the society.
- Manage their private affairs in a manner consistent with the dignity of the profession.
- Perform their duties in the form of teaching, training, tutorial, practical, research and seminar work contentiously and with dedication.
- Carry out functions and responsibilities and duties assigned by the institution e.g. admissions, examinations, hostels etc. in a fair and just manner displaying commitment to the task, honesty & integrity of highest order.
- Contribute to enhancement of knowledge and thus provide quality service to society and the nation.

Teacher & Student

- Respect the right and dignity of the students in expressing their opinion.
- Be just and impartial with students, regardless of their religion, caste, political, economic, social and physical characteristics.
- Recognize the difference in their aptitude and capabilities and strive to meet individual needs.

- Encourage students to improve their grades & attainments. Develop their personalities so that they become productive part of society.
- Inculcate among students scientific and analytical outlook and respect for dignity of labor, ideals of democracy, patriotism and peaceful coexistence.
- Be affectionate towards students and not be vindictive towards them.
- Guide and mentor students and be there for them beyond class hours.
- Educate students to value & understand national heritage, values and interests.
- Refrain from inciting students against other students, colleagues or administration.

Teachers & Colleagues

- Treat other members of faculty in the same manner as one would like to be treated.
- Speak and behave respectfully with other teachers.
- Refrain from lodging unsubstantiated allegations against colleagues to higher authorities.
- Refrain from allowing considerations of caste, creed, religion, race and sex in their professional endeavor.

Teachers & Authorities:

- Discharge their professional responsibilities according to existing rules, regulations and SOPs.
- Accept new responsibilities assigned and cooperate in formulation & implementation of policies.
- Adhere to the conditions of contract.
- Work for the betterment of the institution.

Teachers & Non-Teaching Staff

- Teachers should treat the non-teaching staff as colleagues and as equal

partners in a cooperative undertaking.

- Teachers should help in the function of joint staff councils covering both teachers and the non-teaching staff.

Teachers & Parents/Guardians

Teachers should maintain contact with the parents/guardians of the students; Send to them the reports of the performance of the students. Regularly interact and if possible, meet up with them for the mutual exchange of ideas for the benefit of the student and the institution.

Teachers & Society

- Teachers should recognize that education is a public service. They should keep the public informed of the educational programs which are being provided by the Institute.
- Work to improve the education standards of the community and strengthen the community's moral & intellectual standards.
- Be aware of social problems and take part to eradicate these problems of the society.
- Shoulder all responsibilities towards society as a good citizen.
- Refrain from taking part in divisive activities that spread animosity and hatred among people. Work towards national integration.

Individual Faculty Specific

- Every faculty shall discharge the duties efficiently and diligently to match with the academic standards and performance norms laid down by the institution management from time to time.
- Every faculty shall update the knowledge and skills to equip professionally for the proper discharge of duties assigned.
- Every faculty shall conduct with absolute dignity and decorum in dealing with the superiors, colleagues and students every time.
- No faculty shall absent from duties at any time without prior permission from higher authorities.

- No faculty shall associate with any political party or take part in any other organizational activity, which is not in line with the duties and ethics of the teaching profession.
- No faculty shall attempt to bring any political or outside pressure on the superior authorities in respect of service matters.
- No faculty shall participate in any strike or demonstration and/or indulge in any criticism of institution management policy or of the government for any reason whatsoever.
- No faculty shall act in any manner that violated the norms of decency or morality in the conduct or behaviour inside and outside the institution campus.
- No faculty shall incite, provoke or instigate any student or any other employee into any form of action against the institution management, or that seeks to disrupt the academic activities of the institution.
- No faculty shall by act or deed degrade, harass or insult any other person for any reason whatsoever or act in a manner unbecoming of the teaching profession.
- Every faculty in the service of the institution shall at all the time strive for academic excellence in the discharge of the duties and conduct in the manner of a perfect role model for others to emulate.
- The institution management may, however, at its sole discretion provide an opportunity to the faculty for presenting the case through a personal hearing before taking a final decision. The decision of the institution management will be final and binding and will not be subject to any appeal to any individual or forum.

5.3 Code of Conduct for Non-Teaching Staff

- Every staff employed in the institution shall discharge the duties assigned, efficiently and diligently and shall conform to the rules and regulations.
- It shall be mandatory on the staff employed in the institution to do any

work allotted in connection with an examination conducted by the Institution.

- No Staff employed in an institution shall absent from the duties without prior permission. In case of sickness or absence on medical grounds, a medical certificate to the satisfaction of the institution authorities shall be produced within a week.
- No Staff employed in the institution shall engage directly or indirectly in any trade or business. In the case of remunerative work like private tuition etc., specific sanction of the institution authorities in writing shall be obtained.
- No staff employed in the institution shall send any application for employment under any other agency without proper information to their superior. The superior shall not withhold any such application. It shall, however, be open to the institution authorities to prescribe reasonable conditions for relieving as per institution service norms. When a staff employed in the institution seeks to accept honorary work without detriment to the duties, prior permission of the superior authority in writing shall be obtained.
- Any staff employed in the institution, when involved in criminal proceedings shall inform the superior authority of each proceeding.
- No staff employed in the institution shall engage in any political activity. Shall not associate with any political party or any organization which takes part in politics or shall subscribe to, or assist in any manner, any political movement.
- No staff employed in the institution shall bring or attempt to bring any political or other influence on the superior authority in respect of individual service interests.
- No staff employed in the institution shall engage or participate in any activity which is anti-secular or which tends to create disharmony in society or in any demonstration which is prejudicial to the interests of the sovereignty and integrity of India, the security of states, friendly

relation with foreign states, public order, decency or morality or which involves contempt of court, defamation or abetment to an offence.

- No staff employed in the institution shall indulge in any criticism of the policies of the government either directly or indirectly or participate in activities which bring disrepute to the government.
- Discharge their professional responsibilities according to existing rules, regulations and SOPs of the institution
- Treat own colleagues, faculty and students with respect.
- Adhere to terms of contract.
- Work for the betterment of the institution.
- Refrain from allowing considerations of caste, creed, religion, race or sex in the professional endeavor.

5.4 Use of Institution Resources

The institution resources include, but not limited to, the use of telephone systems, data communication and networking services, institution domain for electronic communication forums, computers and peripherals, stationery, reprographic facilities, vehicle and other equipment, time and effort of staff, students and others.

These resources must be used only for the purposes of the institution.

They should not be used for personal gain and for personal purposes, except in a manner that is incidental, and reasonable in the list of employees' duties.

5.5 Notices/Circulars

All the departments shall maintain a file of notices/circulars in the respective departmental office. It shall be the responsibility of all the employees to make themselves conversant with all the instructions issued from time to time. All circulars issued by the principal office are expected to have been read, accepted.

5.6 Academic Calendar

The academic calendar is formulated at the beginning of each year. It lays

down in detail the teaching days, the holidays, the examination schedule and other events that are likely to take place. It shall be the responsibility of each faculty member to acquaint himself/herself with the calendar and abide by the same.

5.7 Teaching Days

The rules and conditions governing the number of teaching days (minimum 90 days in a semester) shall be as prescribed by the AICTE/UGC/Affiliating University from time to time.

5.8 Working Hours

All the employees are required to comply with the institution's working hours. In addition, any employee may on occasion be required to work additional hours due to compelling work-related exigencies. Working timings of the institution shall not be a constraint for the non-completion of an assigned responsibility. All assigned responsibilities must, however, be completed within the stipulated time. The faculty members shall NOT claim compensation for such additional hours of work put up by them.

5.9 Workload

The workload of the teachers in full employment should not be less than 40 hours a week for 30 working weeks (180 teaching days) in an academic year. It should be necessary for the teacher to be available for at least 7 hours daily in the institution, out of which at least one hour for mentoring of students (minimum 20 students per staff counsellor) for community development/extracurricular activities/library consultation in case of undergraduate courses and at least 2 hours for research in case of Post Graduate courses. The minimum direct teaching-learning process hours should be as follows

- Assistant Professor – 18-20 hours
- Associate Professor and Professor – 14-16 hours

However, a relaxation of six hours in the workload may be given to Professors and Associate Professors who are actively involved in research, extension activities and administration.

5.10 Late Arrival

- Late arrival up to 15 minutes shall not attract any penalty provided it does not affect the class schedule.
- Late arrival beyond 15 minutes and up to 30 minutes on three occasions in a month shall entail the loss of half day casual leave.
- All the late arrivals entailing half day loss of casual leave shall be regularized by the employee by getting the leave approved. Non-regularization shall, however, lead to recordable offences like break in service.

5.11 Disciplinary Action for Violation of Code of Conduct

Disciplinary Actions

Disciplinary action will be administered on a uniform basis. Each offense must be judged on its own seriousness, with consideration given to the employee's past record, as well as the job description of the individual involved.

HODs will notify the principal prior to taking any disciplinary action. In instances where offenses are of such seriousness as to endanger the safety of persons or property or to cause intolerable disruptions to essential work, the management have the authority to suspend or dismiss an employee immediately. If the employee is suspended, it will be done without pay.

What Constitutes Misconduct?

Lapses in the code of conduct of any employee or deviations from the instructions given in the above statutes, ordinances, regulations, rules, directions and office orders of the institution shall constitute misconduct on the part of that employee. Any misconduct on the part of any employee of the institution shall be viewed very seriously and shall be dealt according to the nature and circumstances of each case and the gravity of such misconduct.

Disciplinary Authorities

Following authorities are hereby designated as "Disciplinary Authorities" of the institution under this Policy:

- The Vice-Chairman/Secretary
- The principal
- The HODs of the Departments Concerned

All the above disciplinary authorities are empowered under this policy to take disciplinary action and pass appropriate disciplinary orders within their powers and capacity against the proved misconduct of an employee.

Disciplinary Powers

All powers relating to discipline and disciplinary action in relation to the employees shall vest in the management.

Delegation of Disciplinary Powers

The management, under this policy, has delegated all powers to the principal. The principal shall be hereby empowered to pass any disciplinary order including the order terminating a temporary/contractual/ regular employee or any other order which may have the effect of financial nature on the employee's career. The principal shall exercise such powers in consent of the management.

The HODs shall be empowered to initiate/suggest disciplinary action on the employee. However, any further action must be finalized in consultation with the principal. The final order shall be issued by the principal in consent of the management. No authority, officer or employee of this institution other than the designated disciplinary authorities, as specified above, shall be empowered to pass any written disciplinary order awarding punishment or imposing penalty on any employee for any reason, whatsoever.

5.12 Disciplinary Procedure

1. Any employee who violates the prescribed code of conduct will be subjected to appropriate disciplinary action.
2. If any employee observes another employee committing an act of misconduct or misdemeanor by violating the code of conduct, the same need to brought in writing to the principal.
3. The principal shall hold a preliminary enquiry on the matter, by calling

the person on whom the report is given as quickly as possible and such enquiry shall be held in the presence of the complainant.

4. If the principal is satisfied with the facts of the complaint on such an enquiry, shall proceed with the disciplinary process, depending upon the veracity of such violation.
5. The principal shall proceed with issuing show cause notice, fully describing the offence and the action proposed to be taken, giving sufficient time for the accused faculty to give an explanation.
6. On receipt of the explanation, or after the expiry of the time stipulated for submission of explanation, the principal shall go through the merit of the explanation and decide on the course of action, which may include a punishment.
7. The course of action for disciplining a teacher shall be under the following categories:
 - a) Memo and censure.
 - b) Warning in writing, with recovery of money if financial loss is involved in the act.
 - c) Suspension from job without remuneration.
 - d) Any employee receiving more than two memos or warnings will be liable for punishments mentioned in 'c' above.
8. Where the punishment proposed is in the category 'c' under Section 7, the principal shall constitute a one-man court of domestic enquiry to go into details in the presence of the accused, giving fair opportunity to the accused to present the case, observing principle of natural justice.
9. The principal shall report the proceedings periodically to the management.

5.13 Grievances

- The principal shall constitute a grievance committee to redress the grievance of the teaching and non-teaching staff.

- The principal shall announce the constitution of the committee and the names of members at the beginning of every academic year.
- The grievance committee shall:
 - have a convener, to monitor the proceedings
 - meet once every month on a stipulated day and time
- Any teaching or non-teaching staff having a grievance can make a representation to the committee.
- The convener of the grievance committee shall include such grievance as an item of the agenda in the next monthly meeting, unless the seriousness of grievance warrants a meeting to be convened immediately.
- The grievances shall be redressed immediately by the committee and by the principal.
- The convener shall record and maintain the minutes of the meetings.

5.14 Safe and Harassment Free Campus

A harassment free institution is a right of all employees and Institution respects this right and adheres to the guidelines mentioned in the Ordinance.

- All employees shall ensure a healthy and safe work environment that is free from harassment of any kind or form.
- All employees are prohibited from indulging in harassment of any kind or form -whether physical, verbal, psychological, or sexual in nature. This includes all types of unwelcome, offensive, demeaning and intimidating behaviors against Institution employees or any other internal and external stakeholders, whether explicit or implicit.
- In case of sexual harassment, a committee has been formed. This committee will hold a meeting with the complainant within five working days of receipt of the complaint, but no later than seven working days in any case.
- The complainant can also submit any corroborative material with documentary proof, oral or written material, etc., to substantiate the complaint.
- If the complainant does not wish to depose personally due to

embarrassment of narration of event, a lady officer for lady employees involved and a male officer for male employees, involved shall meet and record the statement.

- All proceedings of the grievance committee shall be recorded in writing and will have to be signed by the Chairperson, complainant and the accused. All the proceedings of such cases are elaborated in the first ordinances of institution.
- Verbal and/or physical threats against Institution, students/employees or clients/employees will not be tolerated.
- If any employee is found to have resorted to harassment towards any student, employee or any other internal and external stakeholder, strict disciplinary action shall be taken in such case.
- Additionally, if an employee is harassed by another employee, visitor, vendor, or any other associate while at work, disciplinary action shall be taken as per the guidelines of code of conduct policy.

5.15 Internal Complaints Committee (ICC)

In pursuance of UGC (Prevention, prohibition, and Redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015 to be read with sexual harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013, Internal Complaints Committee (ICC) is constituted to deal with complaints relating to sexual harassment at workplace.

6 EXIT

6.1 Resignation, Termination & Retirement

- The services of faculty, who have satisfactorily completed their period of probation are liable to be terminated by the institution by giving three months' notice or three months' salary in lieu of such notice.
- The service of faculty on probation or on temporary/ad-hoc appointments are liable to be terminated by the institution by giving one-month notice or one-month salary in lieu of such notice.
- The services of all non-teaching staff who are on regular basis are liable to be terminated by the institution by giving one-month notice or one-month salary in lieu of such notice.
- Faculty who have completed their period of probation can resign from service by giving either three months' notice or by paying three months' salary in lieu of such notice to the Institution. Usually, the faculty will be relieved at the end of the academic year/semester.
- Faculty who are on probation or who are on temporary/ad-hoc appointments can resign from service by giving either one-month notice or by paying one-month salary in lieu of such notice to the employer or till completion of academic work whichever is later.
- All the non-teaching staff who are on a regular basis can resign from service by giving one-month notice or by paying one-month salary in lieu of such notice to the employer.
- However, the management has discretion to relax the rules of relief in appropriate cases based on the merits and demerits of the case.
- If the employee resigns after giving due notice and works for part of the notice period and then wishes to be relieved immediately, can do so by paying for the remaining part of the notice period.
- If the institution issues termination notice to any employee and wishes to terminate the employee within the notice period, the employer can do so by paying the salary for the remaining part of the notice period.
- In all the above sub clauses of this article, notice period does not include vacation or earned leave or leave on loss of pay granted to the employee.

6.2 Retirement

6.2.1 Retirement from Service

All teaching and non-teaching staff shall retire on completing the age of superannuation. For teaching staff, the retirement age is 60 and for non-teaching staff, it is 58.

When an employee completes the age of superannuation on a day falling during the academic year, employee shall be retired on the last day of that month. However, if the services of the employees are essential, the employee will be continued on a contract basis up to 1st May of the succeeding year.

The institute will communicate in writing before 6 months of retirement, as a measure of assistance to the retiring employee.

The age of superannuation as mentioned above shall not be applicable to the professors of emeritus and special category appointments.

6.2.2 Retirement benefits

- All employees who are coming under the purview of the Employees' Provident Fund legislation shall be enrolled as members as such, on the date of their joining the institution.
- All the below retirement benefits shall be applicable on attaining 58 years of age.
- The institute shall contribute 12% of the pay subject to the ceiling of Rs 1800 per month, towards the employer's contribution to the EPF scheme.
- The institute shall contribute 13.26% of the pay towards the employer's contribution to the EPF scheme and establishment and administrative charges.
- The institution shall remit both the contributions as stated above to the EPF Scheme authorities.
- The institution shall pass on the annual statements pertaining to the employee, as released by the EPF authorities, to the employee

concerned.

- The institution shall endeavor to correspond with the EPF Scheme authorities to obtain the accumulations with interest from the EPF organization and present the payment to the employee at the time of the retirement.
- The institution shall also pay the employee the following benefits at the time of retirement:
 - Gratuity, wherever applicable, shall be payable on completing an age of 58, to all cadres.
 - Arrears of Salary, if any, payable.

6.3 Relieving Formalities

6.3.1 Handing Over of Charge

Employees shall hand over the charge of the duties and responsibilities assigned, to the HOD or nominee of HOD. All other inventory items of the service in possession, custody or charge at the time of cessation of employment, such as identity card, data - bases, files, books, magazines, reports & records, documents, manual, audio/video tapes, floppies/discs, tools, instruments, etc. to be handed over to the concerned.

6.3.2 No Dues Certificate

At the time of leaving services, the employee shall be issued a “No Dues Certificate”, on which he shall have to take clearance from all the concerned departments. Accounts department will release last payment and will settle all other outstanding dues finally only after submission of the “No Dues Certificate”. The value of all shortages and/or damages to any property shall be recoverable from the employee after adjustment against whatever dues are payable to him. Failure on the part of the employee to hand over the charge and take no dues certificate shall entitle the competent authority to withhold the employees’ dues and to take such other action as may be deemed fit, which also includes the initiation of legal proceedings in a court of law.

6.3.3 Exit Interview Questionnaire

The outgoing employees are also required to fill in an exit interview questionnaire as well. The aim of the exit questionnaire is to assess the opinions of staff leaving employment service and to gain an insight into how an institution is perceived as an employer.

6.4 Transfers

- Any employee of an institute may be transferred from one department to another department (or) from one institution of the society to another institution in case it is required in the interest of the organization.
- The terms and conditions of appointment shall remain unchanged.
- Special allowance (if any) shall be approved by the management, and it shall be decided on a case-to-case basis. No employee can claim any special allowance as a right.

6.5 Abandonment & Automatic Termination

If an employee absents himself from duty without leave or prior permission for a continuous period exceeding thirty consecutive working days, the competent authority will draw an irresistible presumption that by remaining so absent continuously and in an unauthorized way, the person has thus abandoned the job. Such abandonment of service shall be treated as resignation from the service and not as termination by the Institution.

In case, such employee returns within forty-five days and gives proper explanation for the absence without leave to the satisfaction of the Institution authorities, the lapse may be condoned and may be regularized with continuity of service or may be re-employed in the post with/ without continuity of service, entirely at the discretion of the competent authority; and the member shall have no right to any claim, or challenge the discretion of the competent authority in this regard.

6.6 Non-Compliance of Rules/Regulations

Non-compliance of rules/regulations on account of ignorance of the orders is inexcusable. All the teaching & non-teaching staff members shall acquaint themselves with these service rules.