

Sree Siddaganga Education Society (Regd)

Sree Siddaganga Math

SERVICE RULES

CHAPTER – I

Title and Commencement :

1. These rules may be called the Service, Recruitment and Disciplinary Rules for the employees of Siddaganga Institute of Technology, Tumkur
2. These rules shall come into force from the date of approval by the Management, Sree Siddaganga Education Society, SS Math and apply to all the employees of S.I.T. Tumkur
3. The Management reserves the right to amend/modify/alter and add to any of these Rules and to bring any such amendment alteration with effect from such date as it may fix.

CHAPTER-II

Definitions

4. Society – Means Sree Siddaganga Education Society
5. Management – Means S.S.E.S., Sree Siddaganga Math, Tumkur registered under the Societies Act for the purpose of establishment of educational Institutions.

6. Board of Management – Means the Board constituted by the General Body of Sree Siddaganga Education Society

7. President – Means President of Sree Siddaganga Education Society, SS Math, Dr.Sree Sree Sivakumara Swamigalu of Sree Siddaganga Math, is the Life time President. His successor will be the Vice President

8. Vice President – Means Vice President of Sree Siddaganga Education Society, SS Math. He will be the successor to the President for life time.

9. Chairman – Means Chairman of the Governing Body, Governing Council of S.I.T.

10. Governing Council – Means the Body constituted by the Management according to the guidelines of AICTE.

11. Competent Authority in relation to the exercise of any power means the Governing Body and or Board of Management or any other authority empowered to exercise any such power by the Management.

12. Constituent College – Means an institution maintained by University as such and includes an institution admitted to the privileges of the university as an affiliated college of the University in accordance with provisions of VTU Act 1994.

13. Institution – Means Siddaganga Institute of Technology, Tumkur including MCA and MBA

14. Director – means Director of Siddaganga Institute of Technology, Tumkur including MCA and MBA

15. Principal – Means – Principal of Siddaganga Institute of Technology, Tumkur
16. HOD – Means Head of a Particular Department
17. Employee – Means a person in the employment of the Unaided Institution Establishment set up / or run by the Society
18. Family – Means an employee's wife or husband, legitimate children and parents in case of unmarried employee, who are residing with and wholly dependent on the employee
19. Ministerial Staff – Means an employee whose duties are managerial/clerical in nature
20. Permanent Employee – means an employee who upon expiry of the period of probation has been confirmed in writing in his/her appointment
21. Tenure Post – Means a permanent post that an individual employee may not hold for more than a limited period without re-appointment
22. Probationer – Means an employee appointed on probation in or against substantive vacancy in any cadre with an intention to continue on permanent basis. The employee appointed on probation will continue on probation till he/she is confirmed in writing. In computing the period of probation extraordinary leave (Leave without salary) granted to a probationer shall be excluded
23. Part-time Employee – Means an employee appointed for limited period on a consolidated monthly salary who may be employed elsewhere also.
24. Temporary Employee – Means an employee who has been employed for a limited period or for a specific work of temporary nature

25. A Casual Employee – Means one who is employed on a day-to-day basis for specific work of casual nature

26. A Contract Employee – Means a person appointed on Contract for a fixed period

27. Continuous Service – Means the service of an employee from the beginning of his/her service, without any break

28. Time Scale Pay – Means pay which raises by periodical increments from minimum to a maximum

29. Honorarium – Means a recurring or 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 competent authority from time to time

30. Special Pay – Means an additional pay to the emoluments of a post or of an employee granted in consideration of :

- The special nature of the duties or
- Specific addition to the work or responsibility
- Necessity of acquiring or retaining an employee in the interest of the Institution.

31. Subsistence Allowance– Means the payment made to an employee who is not in receipt of pay or leave salary

32. Substantive Pay – Means the pay other than special pay, personal pay to which an employee is entitled on account of holding the post to which he has

been appointed substantively or by reason of his/her substantive position in a cadre

33. Leave salary – Means the amount paid by the Management to an employee for leave period

35. Day – Means an English 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.

35. Month – Means an English 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

36. Holiday – Means a holiday prescribed or notified by Competent Authority of the institution.

Note – In these rules what is said to be applicable to male members will also applicable to female members of the staff unless repugnant of or inconsistent with the text or context

CHAPTER-III

APPOINTMENT, CONFIRMATION, TERMINATION AND RETIREMENT

38. All appointments of all categories shall be made by the Management. The Management may appoint selection committee wherever necessary

39. A candidate appointed by direct recruitment shall assume charge of the post for which he/she was appointed within the period specified in the appointment order

40. Candidate promoted under career advanced scheme or any other scheme shall have their appointment effective from the date they are eligible

At the time of joining the candidate shall complete the following formalities :

41. Submission of joining report

42. Submission of attested True Copies of Educational Certificates along with original for verification

43. Submission of Relieving Letter or proof having complied the conditions of appointment with the previous employer

44. Submission of Evidence of date of birth/proof of age

45. Nomination for Provident Fund/Gratuity in prescribed form (if eligible)

Application for identity Card along with three passport size photographs

Any of the following document may be accepted as evidence of date of birth/proof of age :

46. Secondary School Leaving Certificate/SSLC Marks Card

47. Where a person is non SSLC certified extract from Registrar of Births and Deaths or any other valid document acceptable to the Management

48. The age of employer verified with reference to any of the above shall be the sole evidence of the age of the employee for all purposes concerning his/her employment including retirement. The date of birth once furnished and accepted

by the Management and entered in the Service Register shall be final and conclusive and under no circumstances, the request for correction of the same will be entertained.

49. The institution may verify the antecedents of the candidate either directly or through Agency by referring to the previous organization in which the candidate was working. In the event, it is found that the candidate had suppressed material information or furnished wrong information, the employee is liable for summary termination of employment.

50. All appointments shall be subject to the candidate being medically found fit and the candidate shall produce Medical Certificate from the Doctor specified by the institution. The Institution may require employee to be examined by a Medical Officer approved by the Institution for the purpose. If on examination the employee is found suffering from any disease or complaint that is infectious or medically objectionable and detrimental to the healthy functioning of the institution or to the health of the other employees, students and staff, the Institute may terminate his/her services of the employees for being found medically unfit.

51. All employees other than temporary shall ordinarily, be on probation for a period of two years or as specified in the appointment order. The probationary period may be extended for a further period of six months or any part thereof. Notice of extension of probation will be given to the employee in writing before

the expiry of the probationary period. However, if such extension notice is not given he/she shall be deemed to be confirmed.

52. On satisfactory completion of probation, the Management shall confirm the employee in service in writing

53. Service Record : A Service Register shall be maintained for every employee showing among other things his/her permanent address date of appointment, consolidated pay, scale of pay on which he/she was appointed increments given from time to time leave availed of transfers, promotions, suspensions, punishments etc. The Register shall be opened immediately after the employee reports for duty and to be updated periodically

SPECIAL SERVICE CONTRACT :

54. The Management may appoint an employee on contract basis for a fixed period on such terms and conditions which the Governing Body deems proper and fit as per the requirement of the institution.

SENIORITY :

55. The seniority in a particular cadre of service or class approved shall be determined as follows :

56. All persons confirmed shall be senior to all others not confirmed in that cadre

57. The seniority of persons, who are confirmed shall be according to the dates of confirmation, where the date of confirmation of any two or more employees is the same, their relative seniority shall be determined with reference to their Rank in

the lower grade. If the seniority cannot be fixed on the said principle, the one who is older in age shall be treated as senior.

58. When persons are recruited to a class of post both by internal rank higher than those recruited directly.

59. When promotions are made on the basis of seniority cum merit at the same time, the relative seniority shall be determined by their seniority in the lower cadre.

60. When promotion to a class of post or cadre are made by selection at the same time the seniority shall be in the order in which the names or candidate are arranged in the Order of Merit.

61. Seniority of direct recruitment shall be determined as follows :

When the recruitment is made through the process of written test and interview, the seniority shall be in the order of position in the Merit List.

62. If the appointments are made without written test and/or interview, the date of joining of the candidate shall be the date for reckoning seniority.

63. A teacher cannot leave the institute before completing of 3 years. He/she should work for a minimum period of 3 years from the date of joining excluding study leave/deputation. If resigns he/she should pay 6 months salary to the Management.

RESIGNATION :

64. When an employee tenders resignation to the post held by him/her the following points shall be verified before accepting the resignation.

65. Whether the resignation is not in the middle of the academic session (prescribed by Affiliating University).

66. Whether the required notice or salary equivalent to the notice period has been paid.

67. Whether no dues certificate has been obtained from different department/section of the institution.

68. If the conditions of the above are fulfilled, the Head of the institution shall forward the resignation letter to the Management with suitable opinion/remarks for orders/acceptance.

69. After receiving the orders/acceptance, the same shall be communicated to the employee by the Head of the Institution concerned.

70. Resignation, dismissed, removal from the service for misconduct, insolvency, inefficiency but not due to age or failure to pass a prescribed examination entails forfeiture of past service.

71. The salary for the month and onwards in which the resignation is submitted shall not be drawn until the resignation is accepted by the Management.

72. The Management shall be the Competent Authority to accept the resignation of all employees.

TERMINATION OF SERVICE :

73. The Management may terminate the services of an employee on the report of the Principal under special circumstances. Such reduced workload –

74. After giving three months notice or pay in lieu thereof No such Notice shall be necessary, if the termination is as a result of proved misconduct in the enquiry conducted in accordance with the Rules.

75. After giving three months notice or pay in lieu thereof, if the employee is found to be unfit to continue in service on medical grounds or other reasons to the satisfaction of the Principal. In case of medical unfitness the opinion of the Medical Board as decided by the Governing Body shall be obtained.

CHAPTER IV

HOURS OF WORK AND HOLIDAYS

76. All employees are required to work for a minimum of five and half days a week and 8 hours a day Saturday being half working day. However he/she has to work beyond 8 hours, in exigency of work.

77. Duty hours in the different departments and sections of the Institution to be followed as notified from time to time.

The duty hours notified may be changed as per the requirement of the institution from time to time and the employees shall attend duty accordingly.’

Attendance :

78. All employees shall mark their attendance twice a day in the morning and afternoon in respective attendance register maintained in the office of the college/dept. as the case may be.

79. On arrival for duty the employee shall put their initial against their names. The attendance register will not be available for such mutilating after lapse of ten minutes from the time fixed for the commencement of duty. In case of electronic attendance monitoring it will be closed after 10 minutes.

80. No employee reporting ten minutes later from the time fixed for commencement of duty will be allowed to sign in the attendance register and entails for forfeiture of half-a-day Casual Leave.

81. All employees are expected to be at their allotted place of work throughout their duty timings.

82. Any employee found absent from his/her place of work during working hours without prior permission of the Principal/Head of the department or section, is liable to be treated as absent for the day.

83. National and Festival Holidays : Institution can follow holiday list as per VTU as notified by the Head of the Institution. However, the employee has to be present for the flag hoisting ceremony compulsorily on 15th August and 26th January and other important college functions.

CHAPTER V

84. PAY AND ALLOWANCES :

Regulation of Emoluments : The pay and allowances admissible to the permanent employees shall be at the rates and scales of pay sanctioned by the Board of Management from time to time. All appointments shall be made at the minimum of the relevant pay scale, provided the pay above the minimum of pay scale may be fixed at the discretion of the Selection Committee on the merit of each case.

85. Charge Allowance : When an employee is assigned with additional duties in addition to his/her own duties and the charge entails a substantial increase of responsibility and some additional work, he/she may be paid additional allowance in the form of charge allowance. The charge allowance shall generally not exceed one tenth of the minimum of the scale of pay applicable to the post of which an employee is placed in additional charge or independent charge.

No charge allowance is admissible unless the incumbent has actually given/taken over charge of the office under the orders of the Head of the institution.

The minimum period required for claiming charge allowance under this rule shall be one month.

86. Charge allowance in respect of only one additional post is admissible, even though an employee is placed in additional charge of the duties of more than one post concurrently. In such case, the charge allowance is admissible at a rate of 1/10 of the minimum pay of the post carrying highest pay sale.

87. Fixation of Pay :

When an employee is promoted to a post or appointed to an ex-cadre post and such promotion or appointment involves assumption of duties involving higher responsibilities than those of the post held by him/her initial pay in the time scale of the higher post shall be fixed at the stage next above the pay in the time scale of the lower post at the time of such fixation and his pay has to be refixed on the date he earned increment in the lower post had he continued in the lower post. On promotion/appointment if his/her pay is fixed at the minimum of the higher post, the next increment in the higher post would occur after completion of 12 months.

88. An increment may be withheld from an employee by the institution if his/her conduct/performance have not been satisfactory.

89. The conditions under which service counts for increments in a time scale are as follows :

All duty in a position on a time scale counts for increment in that scale.

All leave except extraordinary leave (Leave without Pay and Allowances) count for increment in the time scale applicable to a post in which an employee was officiating at the time of proceeding on leave.

Extra ordinary leave (Leave without Pay and Allowance) on medical grounds duly supported by medical certificate shall count for increment.

The period spent on probation shall count for increment.

90. Time passed while on suspension does not count towards increment, if the period of suspension is treated as such.

Increment accrues from the day following that on which it is earned. An increment shall ordinarily be drawn as a matter of course unless it is withheld.

91. Increment can be withheld by a competent authority according to rules, if the conduct has not been good and work is not satisfactory. The authority shall state the period for which it is withheld whether the postponement shall have the effect of postponing future increments.

92. The increment which accrues on the day other than 1st day of the month shall be advanced to the 1st day of that month. Subsequent increments being regulated accordingly.

93. Period of unauthorized absence not regularized but treated as such, shall not count for increment in the time scale.

94. If the pay of an employee is reduced as a measure of penalty to a lower stage in his/her time scale, the authority ordering such reduction, shall state the period for which it shall be effective and whether on restoration it shall operate to postpone future increments and if so to what extent.

95. Employees who have reached or reach the maximum of the scale of pay applicable to them may be granted five stagnation increments annually at the rate of increment last drawn and such increment should be treated as pay for all purposes.

CHAPTER VI

DUTIES AND CONDUCT :

96. Teachers must see that he/she is conscientious in giving his her attention to the students.

97. No teacher is permitted to inflict corporal punishment on a student.

98. Teachers are expected to record, wherever required by the regulation, registers and all academic marks of their students from time to time in particular at the reopening of the college and at the end of the term/semester for college. Each year teacher must supply any statistical and other data required by the Head of the Institution.

99. In addition to normal classroom duties, the teacher shall cooperate carefully and faithfully with the Head of the institution/HOD and other members of the teaching staff in promotion of an atmosphere of academic excellence and in the performance of extra duties and devoting extra time which is required for the welfare of the student of the institution in general.

100. No teacher shall undertake private tuition or any other assignment in any other institute/government departments/NGOs etc. without explicit permission from the Head of the institution.

101. Teachers shall follow the duties workload as prescribed by VTU for regulatory bodies like AICTE/UGC etc. Governing Body or the Competent Authority shall have the final say in assigning duties/workload.

Code of Conduct for Teachers and Employees :

102. No teacher shall –

Knowingly or willfully neglect his/her duties.

Propagate through his/her teaching lessons or otherwise communal or sectarian outlook or incite or allow any student to indulge in communal or sectarian activity.

103. Discriminate against any student on the ground of religion, caste, creed, language, colour gender, place of origin, social and cultural back ground or any of them.

Indulge in or encourage any form of malpractices connected with the examination or other activities of the institution.

104. Make any sustained neglect in correcting class work or homework done by the students.

105. While being present in the intuition, absent himself/herself except with the prior permission of the Head of the institution/HOD from the class which he/she required to attend.

106. Remain absent from the institution without leave or prior permission of the Head of the institution. Provided that where such absence without leave or without the permission of the Head of the institution is due to reasons beyond the control of the teacher (serious emergencies), it shall not be deemed to be breach of the code of conduct, if, on return to duty, the teacher has applied for and obtained, post facto the necessary sanction for the leave.

107. Accept any job of a remunerative or any non-remunerative character from any source other than the institution or give private tuition to any student or other person or engage himself/herself in any business unless permitted by the Head of the Institution.

108. Prepare or public any book or books, articles in press and media, whether directly or indirectly without the permission of the Principal.

109. Ask for or accept (except with the previous sanction of the Principal) any contribution, or otherwise associate himself/herself with the raising of any funds or make any other collections, whether in each or in kind, in pursuance of any object whatsoever.

110. Engage himself/herself as a selling agent or canvasser for any publishing firm or trader.

111. Enter into any monetary transactions with any student or parent nor shall he/she exploit his/her influence for personal matters in such a manner that he/she has to incur a debt beyond his/her means to repay.

112. Accept or permit any member of his/her family or any other person acting on his/her behalf to accept any gift from any student, parent of any person with whom he/she come into contact by virtue of his/her position in the institution/college.

Explanation :

- a) The expression gift shall include free transport, boarding, lodging or any other service or any other pecuniary advantage when provided by any person other than near relation or personal friend having no dealings with him/her in connection with the institution.
- b) On occasions, such as weddings, anniversaries when the making of a gift is in conformity with the prevailing social practice provided directly or indirectly it does not form an act of corruption.
- c) Practice or incite any student, to practice, casteism, communalism or untouchability.
- d) Cause, or incite any other person to cause, any damage to institution property.
- e) Behave or encourage or incite any student, teacher or other employees to behave, in a rowdy or disorderly manner in the institution premises.
- f) Be guilty of or encourage or cruelty towards any agents, guardian, student, teacher or other employee of the institution.
- g) Organize or attend any meeting during the institution hours except where he/she is required or permitted by the Principal to do so.

114. Every Teacher Shall –

- a) be punctual in attendance and in respect of his/her class work and also for any other working in connection with the duties assigned to him/her by the Principal of the Institution.
- b) Abide by the rules and regulations of the institution and also show due respect to the Constituted Authority.
- c) Take prior permission from the Management for contesting, canvassing for nay election and obey any direction issued by the Management.

114. Nothing contained in sub-rules of 6.1 to 6.2 shall be deemed to take away or abridge the right of a teacher/employee.

- a) To appear for any examination to improve his/her qualifications.
- b) To become or to continue to be, a member of any literary scientific or professional organization.
- c) To make any representation for the redressal of any bonafide grievance subject to the conditions that such representation is not made in any rude or indecorous language.
- d) To organize or attend any meeting outside the institution hours, subject to the conditions that such meeting is held outside the Association/Institutions premises provided such meetings are not detrimental to the interests of the Association/Institutions.
- e) The breach of any condition specified as above shall be deemed to be a breach of the Code of Conduct.

f) The code of conduct specified for teachers shall, apply to all other employees of the institution.

CHAPTER VII

Misconducts, Suspension and Penalties :

115. Misconducts : Without prejudice to the general meaning of the term, amongst others the following acts and omissions shall be treated as misconduct :

Theft, fraud and dishonesty in connection with the property of the institution.

Demanding, accepting or offering bribe or any illegal gratification whatsoever.

Drunkenness, fighting, riotous or disorderly or indecent behaviour within the premises of the institution.

116. Willful misabondnation or disobedience whether individually or in group with others to any lawful and reasonable order of a superior.

117. Sleeping while on duty.

118. False statement made in the application for employment/subsequently.

Anywhere within the establishment causing or threatening to cause mental and or physical pain or injury to other employees either individually or in collusion with others.

119. Committing any act likely to harm or endanger the institution's property.

Sabotage

120. Conviction for any criminal offence including moral turpitude.

121. Refusal to accept any communication charge sheet from the authority of institution.

122. Abstaining from appearing before any enquiry authority/committee.
123. Failure to produce documents/papers etc. when called for.
124. Habitual neglect of work.
125. Smoking, chewing tobacco/Gutaka/Pan Masala/Chewing gum and any other prohibited material within the institution.
126. Habitual indiscipline or loitering
127. Refusal to work any bonafied assignment.
128. Habitual irregularity in attendance.
129. Gambling within the premises of the institution
130. Leaving the institution before time without permission.
131. Engaging or abetting in abusing and causing physical violence with another employee at any time in the institution.
132. Habitual absence without leave or overstaying when on leave.
133. Holding of unauthorized meetings in the Institution
134. Discourteous behaviour.
135. Causing sexual harassment.
136. Wearing objectionable dress and indecent exposure of the body.
137. Attending natures call/spitting in open in the Institution
138. Suspension :

The Head of the Institution may place an employee under suspension under intimation to the Management requesting for ratification of the action taken.

Where a disciplinary proceeding against the employee is contemplated or is pending

Where a case against the employee in respect of any criminal offence is under investigation, inquiry or trial.

An order of suspension shall be in writing and shall take effect from the date of the order.

An order of suspension made under this Rule shall remain in force until it is modified or revoked by the authority which made the order or by any superior authority.

139. Subsistence Allowance :

An employee under suspension shall be entitled to draw subsistence allowance equal to 50% of the monthly gross emoluments drawn on the date immediately prior to the date on which the employee is suspended.

140. Where the period of suspension exceeds six months, the authority which made or is deemed to have made the order of suspension shall be competent to vary the amount of subsistence allowance for any period subsequent to the period of the first six months as follows :

141. The amount of subsistence allowance may be increased to 75% of the emoluments referred to in sub rule if the opinion of the said authority, the period of suspension has been prolonged due to the reasons to be recorded in writing, not directly attributable to the employee under suspension.

The amount of subsistence allowance may be reduced to 25% of such emoluments if in the opinion of the said authority, the period of suspension has been prolonged due to the reasons to be recorded in writing, directly attributable to the employee under suspension.

142. No subsistence allowance is payable to the employee unless the Management is satisfied that the employee has not engaged in any other employment business profession or vocation during the period of suspension.

143. Treatment of period of suspension :

If the concerned employee is honourably acquitted and reinstated, the full pay and allowance which he would have been entitled to if he had not been suspended as reduced by the subsistence allowance already allowed to him/her be paid.

If otherwise, such proportion of pay and allowances as the authority may by an order in writing direct.

144. In a case of above the period of absence from duty shall be treated as period spent on duty otherwise, the period of absence shall not be treated as period spent on duty, but the Management may in its discretion, grant leave for the period to the extent admissible to the employee under the Rules and any period of absence which has not been treated as period spent on duty or on leave shall be treated as LWA.

145. No order passed under this Rule shall have the effect of requiring the employee to refund any part of the subsistence allowance paid to him/her.

Penalties :

146. The following penalty may, for good and sufficient reasons and as hereinafter provided, be imposed on an employee :

a) Censure/Warning

b) Withholding of increments of pay

c) Withholding of promotion.

d) Recovery of the whole or part of any pecuniary loss caused by him/her to the institution by his/her misconduct or negligence.

147. Removal from service which shall not be a disqualification for future employment elsewhere.

148. The following shall not amount to a penalty within the meaning of this rule namely:

Stoppage of an employee at the efficiency bar in the time scale of pay on the ground of his/her unfitness to cross the bar.

Non promotion of an employee whether in a substantive or officiating capacity to a grade or post for promotion to which he is otherwise eligible.

Reversion of an employee officiating in a higher grade to a post to a lower grade or post on the ground that he/she is considered to be unsuitable for such higher grade or post on any administrative ground unconnected with his/her conduct.

Reversion of an employee on deputation to his/her parent organization or department.

149. Termination of Service :

A temporary employee at any time before his/her confirmation.

Or an employee appointed under a contract or agreement or a contract for a fixed period in accordance with the terms of such contract or agreement.

150. Procedure for imposition of penalties :

151. No order imposing any penalty shall be made except after an enquiry held in accordance with these rules.

152. Where it is proposed to hold an enquiry against an employee, the disciplinary authority shall frame charges against such employee and communicate them to him/her together with other material as may be necessary or relevant for the purpose of the enquiry and also inform him/her of the appointment of an enquiring authority for conducting the enquiry. The appointing authority is the disciplinary authority.

153. At the enquiry the employee shall have the right to appear in person before the Enquiry Officer or to be represented by another co-employee. The disciplinary authority shall also appoint the Enquiry Officer as well as the case presenting officer.

154. The proceedings of the enquiry may be recorded either in Kannada or English or in any other language acceptable to the employee and Enquiry Officer, if necessary.

On the conclusion of the enquiry, the employee shall be made available a copy of the Report and Findings of the Enquiry Officer and the employee shall be

provided an opportunity to submit his/her say on the findings of the enquiry officer. A show cause as to why the proposed punishment should not be imposed on the employee in respect of the misconduct proved against him/her. If the disciplinary authority is satisfied after considering the report of the Enquiry Officer and the records of the proceedings and submission of the employee on the findings of the Enquiry Officer that all or any of the charges against the employee have been proved will award the appropriate punishment.

In awarding any penalty to an employee under this rule, the authority imposing the penalty shall take into account the gravity of the misconduct, the previous record, if any, of the employee and any other extenuating or aggravating circumstances that may exist.

155. The order imposing penalty shall be communicated to the employee.

An employee who is dismissed or removed from service in accordance with these Rules shall not be entitled to any notice or pay in lieu of such notice.

CHAPTER VIII

LEAVE :

General Conditions :

156. Leave cannot be claimed as a matter of right. Discretion is reserved to the President or Head of the Institution to grant leave or to refuse or revoke leave at any time according to the exigencies of service.

157. The authority to grant leave to the Principal shall be president.

158. The Head of the Institution can sanction leave of any kind at the credit of the employee upto 30 days exceeding leave of 30 days shall be sanctioned by the Revered President/Management.

159. Principal is authorized to sanction leave upto any extent for a group of employees.

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

161. Permanent employee shall be eligible for earned leave, casual leave, half pay leave/commuted leave, special casual leave, and extraordinary leave. No employee shall be entitled to any leave under these rules, in respect of unauthorized absence from duty in pursuance of an illegal strike.

162. No leave shall be granted beyond the date on which an employee is due to retirement on attaining the age of superannuation. All leave at credit shall lapse on attaining the age of superannuation except for purpose of surrender of leave for encashment on retirement.

163. Leave while under suspension : Leave of absence is not admissible to an employee who has been suspended from duty. A employee under suspension should not leave the station where his/her office is situated except with specific permission of the Head of the Institution.

Earned Leave :

164. For non-teaching Staff : (non-vacation)

Employees in the non-teaching staff category working in the non-vacation are eligible for 30 days earned leave in a calendar year which shall be credited in advance in two installments of 15 days each on first January and first July every year.

165. In respect of those employees who join during the middle of the calendar year earned leave shall be credited at the rate of two and a half days for each completed calendar month of service in the half year of the calendar year in which he is appointed subject to a maximum of 15 days.

166. The credit for the half year in which an employee is due to retire or resigns from service shall be afforded at the rate of two and a half days for each calendar month of service upto the date of retirement or resignation subject to a maximum of 15 days.

167. When an employee is removed or dismissed from service or dies while in service the credit of earned leave shall be allowed at the rate of two and a half days for each completed calendar month of service upto the end of the calendar month preceding the calendar month in which he is removed or dismissed from service or dies while in service.

168. If an employee has taken any extraordinary leave in a half year the credit to be afforded to his/her earned leave account at the commencement of the next half

year shall be reduced by one tenth of such extraordinary leave subject to a maximum of fifteen days.

169. While affording credit of earned leave, fraction of a day shall be rounded off to the nearest day.

170. The maximum earned leave can be sanctioned at a time is 120 days and combined with other leave on medical certificate can be sanctioned 180 days. Leave preparatory to retirement can be sanctioned for 240 days.

171. The maximum commuted leave on private affairs may be granted at a time shall be 120 days and when combined with earned leave the total should not exceed 180 days.

172. The maximum earned leave that may be granted at a time shall be thirty days.

For Teaching Staff : (Vacation)

173. Employees in teaching staff category and working in vacation department shall be entitled to earned Leave of ten days in a calendar year.

174. The leave account of every employee shall be credited with earned leave in advance in two installments of five days each on the 1st January and 1st July every year.

175. If an employee has availed extra ordinary leave/leave without allowance or some period of absence has been treated as diesnon i.e. non-duty during a half year the credit of earned leave to be credited to his/her leave account shall be

reduced by 5/6 of the period of such leave and/or nonduty, subject to a maximum of five days.

176. Encashment of Earned Leave :

Both teaching and non-teaching category of employees may be allowed to encash the earned leave by surrendering the earned leave at their credit and to receive salary for the leave so surrendered subject to the conditions that encashment of earned leave is permissible once in every period of two years.

177. The employee may surrender earned leave at his/her credit subject to a minimum of ten days and maximum of 30 days. Provided that the conditions of grant of earned leave shall mutatis mutandis, apply for surrender of leave for purpose of encashment.

178. The leave salary payable shall be calculated at the rate of 1/30th of the monthly salary irrespective of number of days in the month in which the leave surrendered.

HALF PAY LEAVE :

179. The non-teaching staff shall be eligible for 20 days half pay leave in respect of each completed year of service and the said leave could be availed on account of illness duly supported by medical certificate or on private affairs.

Commutated leave not exceeding half the number of half pay leave due may be granted on medical grounds or on private affairs, subject to the following conditions, namely ;

The employee should have completed one year of service as on date of application for leave.

181. No commuted leave should be recommended unless the recommending authority has reason to believe that the employee will return to duty on expiry of leave.

182. The maximum days of commuted leave that may be granted shall not exceed 120 days at a time.

183. If the commuted leave is combined with earned leave, the total period of leave should not exceed 180 days.

184. When commuted leave is granted twice the amount of such leave shall be debited against the half pay leave account.

185. When commuted leave is granted to an employee, and he/she subsequently intends to retire or resigns on expiry of such leave, the commuted leave should be converted into half pay leave and the difference between the salary in respect of commuted leave and half pay leave should be recovered. If the retirement or resignation is voluntary refund of excess salary paid shall be enforced, but if the retirement or termination of service is compulsorily thrust upon him/her, no refund of excess salary should be insisted upon.

186. CASUAL LEAVE :

The non-teaching staff and teaching staff category of employees are eligible for 15 days casual leave with full pay in each calendar year. At a time casual leave not exceeding 7 days can be sanctioned and when combined with Holidays should

not exceed in total 10 days. The unavailed casual leave as on 31st December shall lapse. During the first year of service casual leave available to an employee shall be at the rate of one day for each completed month of service provided the casual leave at credit shall lapse on 31st December.

187. Casual leave could be availed for half a day either in the morning session or in the afternoon session on any working day. Casual leave may be either prefixed or suffixed but the intervening Sundays and other holidays shall not be treated as Casual Leave.

188. Casual leave shall not be combined with any other kind of leave.

SPECIAL CASUAL LEAVE :

189. Special casual leave not exceeding seven days may be allowed to married employees of both sexes in any one calendar year who undergo vasectomy or tubectomy operation on the strength of the medical certificate granted by the Medical Officer performing the operation.

190. Special casual leave not exceeding 14 days may be sanctioned by the President to the Woman employees who undergo the non-puerperal sterilization (and not puerperal sterilization) on the strength of the medical certificate granted by the Medical Officer performing the operation.

191. Special casual leave may also be sanctioned to female employees having three or more living children who are not entitled to the grant of maternity leave, but undergo tubectomy operation even during puerperium under the family planning scheme.

192. In the event of failure of tubectomy operation, if the employee undergoes non-puerperal tubectomy operation for the second time she shall be granted special casual leave not exceeding 14 days on production of a medical certificate from the Medical Officer performing the operation to the effect that the first operation was failure and the second operation was actually performed.

193. All women employee who undergo IUCD placement may be granted a day's special casual leave on the day of insertion.

194. Special casual leave not exceeding 30 days in each calendar year may be granted to the faculty who are chosen by any University for attending the examination work. They will not be eligible for TA and DA from the institution.

195. EXTRA ORDINARY LEAVE (LEAVE WITHOUT PAY) :

Extra ordinary leave (leave without salary) may be granted to an employee in the following circumstances :

When no other leave is by rule, admissible or

When other leave is admissible, but the employee concerned applies, in writing for grant of extraordinary leave

196. When an employee is undergoing treatment for cancer/mental illness/pulmonary tuberculosis/pleurisy of tuberculosis organ/leprosy, the Management may at its discretion sanction the required extraordinary leave (leave without salary) for the treatment of such illness if the application is supported by the medical certificate issued by the medical specialist treating the concerned disease.

MATERNITY LEAVE :

197. A female employee may be granted maternity leave for a maximum period of 90 days.

198. Maternity leave may also be granted in case of miscarriage or abortion including abortion induced under the medical termination of pregnancy act for six weeks from the date of its commencement subject to production of Medical Certificate for sanction of maternity leave subject to the following conditions :

199. The leave is admissible to a female employee who has completed two years of service as on the date of leave application.

200. Maternity leave shall not be admissible to a female employee who has two or more living children

201. In the case of delivery of twins the first two delivery shall only be taken as two living children for purpose of this rule.

202. Maternity leave may be combined with vacation and other kind of leave, leave without allowance.

203. Maternity leave shall not be debited to the leave account.

204. A male employee may be granted paternity leave during confinement of his wife for a period of 10 days from the date of its commencement.

205. The salary payable during the maternity leave shall be equal to half of the salary drawn immediately before proceeding on leave.

No leave beyond the expiry of maternity leave will be granted. However, in exceptional cases where the female employee is not in a position to join duty

immediately on expiry of maternity leave due to weakness or other illness. Maternity leave can be combined with any other kind of leave on production of medical certificate. This may be considered at the discretion of the President.

If the female employee does not return to duty on the expiry of maternity leave, the salary paid for the period of maternity leave shall be refunded/recovered.

OVERSTAYING AFTER LEAVE :

206. An employee who remains absent after the expiry of his/her originally granted or subsequently extended leave is entitled to no salary for the period of such 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.

EMPLOYMENT DURING LEAVE :

207. An employee who is on leave shall not take service or accept any work/profession or employment in any capacity either honorary or otherwise, without obtaining permission in writing from the Management. Any violation of the rule attracts disciplinary action against such employees.

PREFIXING AND SUFFIXING OF HOLIDAYS :

208. The leave under these rules may be either prefixed or suffixed or both by holidays but the intervening Sundays or holidays shall be included in such leave.

LEAVE ENCAHMENT BENEFIT ON RETIREMENT :

209. An employee is entitled to encash earned leave at credit as on date of retirement, subject to a maximum of 240 days and to receive the salary. The encashment of salary shall be calculated at 1/30th of the monthly salary drawn as on date of retirement. SALARY for the purpose of encashment means last pay drawn plus Dearness Allowance.

210. LEAVE FOR EMPLOYEES ON CONTRACT : For the members of staff who are appointed on contract basis leave will be allowed as follows :

Employees on contract basis can avail casual leave/half pay leave and eqrned leave as in the case of other employees.

VOLUNTARY RETIREMENT FROM SERVICE :

An employee may be permitted to take Voluntary Retirement from service at any time after completing a qualifying service of 15 years or 50 years of age.

CONDITIONS GOVERNING VOLUNTARY RETIREEMENT ON COMPLETION OF 15 YEARS OF SERVICE :

- a) A notice of atleast 3 months in writing shall be given to the appointing authority.
- b) The scheme is voluntary
- c) Employee retiring under this scheme shall be entitled to retiring gratuity and encashment of E.L.
- d) Weightage upto 5 years shall be given in addition to the qualifying service actually rendered by the employee. The grant of such weightage shall

subject to the condition that the qualifying service after allowing weightage shall not exceed the qualifying service that would have had, had he retired on attaining superannuation.

- e) The weightage given shall only an addition to the qualifying service for purpose of calculation of retiring gratuity and shall not entitle for any notional fixation of pay.
- f) The amount of gratuity to be sanctioned subject to the right of the management and make any reduction in gratuity if his services are not satisfactory.
- g) A notice less than three months may be accepted by the appointing authority.
- h) A notice of voluntary retirement may be withdrawn subsequently only with the approval of the appointing authority.
- i) The voluntary retirement shall not become effective merely on the ground that a notice to the effect has been given by the employee unless it is duly accepted by the appointing authority.

CONDITIONS GOVERNING VOLUNTARY RETIREMENT AFTER ATTAINING THE AGE OF 50 YEARS:

- a) A notice of atleast 3 months in writing shall be given to the appointing authority.
- b) The scheme is voluntary

- c) Employee retiring under this scheme shall be entitled to retiring gratuity and encashment of E.L.
- d) The amount of gratuity to be sanctioned subject to the right of the management and make any reduction in gratuity if his services are not satisfactory.
- e) A notice less than three months may be accepted by the appointing authority.
- f) A notice of voluntary retirement may be withdrawn subsequently only with the approval of the appointing authority.
- g) The voluntary retirement shall not become effective merely on the ground that a notice to the effect has been given by the employee unless it is duly accepted by the appointing authority.

RETIREMENT OF AN EMPLOYEE IN THE INTEREST OF THE INSTITUTE :

The Management may retire an employee who is working in any capacity after he has attained the age of 50 years or after completion of 20 years qualifying service, if the retirement is in their opinion necessary in the public interest.

The employee shall either be given a notice of three months before the date of retirement or three months salary in lieu of notice.

The amount of gratuity to be granted shall be subject to the right of the management to make reduction in the gratuity if the service is not satisfactory.

211. GRATUITY RULES :

The regular employees are entitled for gratuity and death gratuity as detailed hereunder :

In the case of employees who has completed not less than ten six monthly periods of qualifying services the amount of retirement gratuity payable under the rule shall equal to 1/4th of the emoluments for each completed six monthly period of qualifying service, subject to a maximum of 16.5 times the emoluments. The amount of retirement gratuity thus calculated shall be subject to a maximum of Rs.3.00 lakhs.

In the event of the death of an employee the death gratuity shall be admissible under this rule at the following rates :

Length of qualifying service	Rate of gratuity
Less than one year	Two times emoluments
One year or more but less than 5 years	Six times of emoluments
Five years or more but less than 20 years	Twelve times of emoluments
20 years or more	Half of emoluments for every completed six monthly period of qualifying service subject to maximum of 33 times of emoluments provided that the amount of death gratuity shall in no case exceed Rs.3.00 lakhs

Emoluments :

The term emoluments for purpose of calculating various retirement and death benefits and shall mean the basic pay drawn by the employee in the scale of pay

applicable to the post held by him on the date of retirement/death shall also include :

- a) Stagnation increment, if any, granted to him above the maximum of the scale of pay.
- b) Personal pay
- c) Additional increment granted beyond the maximum of the time scale of pay.

213. EMPLOYEES PROVIDENT FUND AND PENSION SCHEME :

The employees are covered by the Employees Provident Fund and Miscellaneous Provisions Act 1952. The application of these Rules are mandatory to all employees according to these rules, the employee shall contribute towards PF contribution at the rates prescribed in the rules and matching share of contribution shall be paid by the Management and both shares of PF contributions shall be remitted to the Regional Provident Fund Commissioner Karnataka Bangalore every month towards crediting the amount to PF account and pension fund account. The payment of contributions shall cease on the employee quitting from the service either on resignation, dismissal or by retirement. The accumulated PF contributions will be paid to the employees directly by the Regional Provident Fund Commissioner, Karnataka Bangalore. For details with regard to PF and Pension benefits, the employees Provident Fund and Miscellaneous Provisions Act 1952 be referred to which are operative.

214. DEPUTATION OF EMPLOYEES FOR HIGHER STUDIES :

No employee shall have right to claim for deputation for higher studies. However, any employee applies for sponsoring his/her candidature for higher studies, permission at the discretion of the Governing Body may be given for higher studies, subject to the following conditions :

The higher studies, shall be voluntary and at his/her own request

No leave with salary shall be granted for the period of study

No salary is payable by the Institution for the duration of the study

No guarantee is given for appointment after completion of study

Such an employee could be taken back to duty after successful completion of higher studies on the terms and conditions which the Management may decide.

SERVICE CERTIFICATE : Every permanent employee shall be entitled to a service certificate at the time of leaving the service of the Institution . Such Certificate shall be valid if it is issued and signed by the Head of the Institution.

Liability to Search : employees are liable to be searched by any person authorized in this behalf by the Management at any time and also while entering or leaving the institute premises. Women employees shall be searched only by women.

215. SERVICE OF NOTICE :

Any matter required to be notified under these rules and any notice by the management to the employees in the college shall be displayed on the notice board, such matter or notices shall be deemed to have been communicated to all employees.

Any notice or letter of communication intended for an employee may be delivered to him/her personally, in the premises of the college and the employee is bound to receive and acknowledge the same. Refusal on the part of the employee to accept the letter or communication will absolve the management from the obligation to deliver the notice or communication a second time, provided a copy thereof is exhibited on the Notice Board. Such refusal will render the employee liable for disciplinary action.

216. DEPUTATION FOR HIGHER STUDIES:

Introduction of granting financial assistance in the form of educational loan and allowance to the faculty members of SIT deputed for higher studies to ME and Ph.D :

1. Any faculty member borne on the permanent establishment of SIT deputed for higher studies by the management ME/M.Tech may apply for sanction of educational loan for higher studies to the management through the Principal SIT duly recommended.
2. The amount of loan admissible is limited to 75% of the gross salary the faculty member was drawing per month at the time of his deputation.
3. The loan will be disbursed over a maximum period of 24 months
4. The repayment of loan is to be completed within a period of 36 months after completion of the 24 months study leave.

5. The loan is to be disbursed every month and this will carry a nominal interest of 5% per annum.
6. The loanee must give a surety who will be held responsible for the loan granted for its refund in the event of the loanee fails to repay the loan taken.
7. The loanee has to give an undertaking on a stamped paper of appropriate value covering all the above terms and conditions.
8. Any faculty member who discontinues the studies in the middle has to repay the loan taken in one lump with 12% interest per annum.
9. The management reserves the right to sanction education loan for higher studies.

217. TERMS AND CONDITIOSN OF EDUCATION ALLOWANCE SCHEME FOR HIGHER STUDIES : Ph.D.

1. Any faculty borne on the permanent establishment of SIT deputed for higher studies leading to Ph.D by the management may apply for sanction of education allowance for higher studies to the management through the Principal duly recommended.
2. The amount of allowance admissible is limited to 75% of the gross salary the faculty member was drawing per month at the time of his deputation.
3. The allowance will be disbursed over a maximum period of 36 months and extendable by one more year.

4. The allowance will be disbursed every month and is not recoverable in the normal circumstances.
5. The deputationist must give a surety who will be held responsible for the allowance granted for its refund in the event the deputationist discontinues the higher studies and fails to refund the amount.
6. The deputationist has to give an undertaking on a stamped paper of appropriate value to the effect that he will serve the SIT for a period of 5 years after completion of Ph.D as well as covering the other above terms and conditions.
7. Any faculty member who discontinues the studies in the middle has to repay the amount of allowance he has taken in one lump with 12% interest.
8. The management reserves the right to sanction of education allowance for higher studies.
9. A faculty member is eligible for the benefit of the educational allowance scheme if and only if he/she is 50 years or below in age as on the date of application for the allowance.
10. At any point of time the benefits under the above scheme can be extended to not more than 10% of the staff in each of the following units :
 - a) Chemical Engg.
 - b) Chemistry
 - c) Civil Engg.
 - d) Computer Science & Engg.
 - e) Electrical Engg.
 - f) Electronics Engg.
 - g) Instrumentation Technology
 - h) Mathematics

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| i) Mechanical Engg. | o) M.C.A. |
| j) Physics | p) M.B.A. |
| k) Industrial Production Engg. | q) Bio-Technology |
| l) Information Science & Engg. | r) Any other unit that can get |
| m) Telecommunication Engg. | added in due course of time. |
| n) B.Architecture | |

11. Procuring a seat for Ph.D shall be the responsibility of the individual faculty member. If from a particular unit, there happens to be more applicants than the number of allowanceships available, the benefit will be extended to the senior most among the applicants.

12. While the financial assistance under education allowance scheme is limited to 48 months, the request for the extension of the study leave, if any, may be considered by the management leave at the credit of the applicant (including LWA) may be sanctioned to cover the period of sanction of extension period.

13. It shall be the responsibility of the depute to arrange to send six monthly reports through his/her guide duly attested by the head of the host Institution.

14. The above rules shall come into force with effect from 1.4.1992. These rules shall also cover the unfinished portions of the 48 months periods pertaining to the cases of faculty members who have been granted study leave for doing Ph.D prior to 1.4.1992.

15. Dissertation allowance of Rs.5000-00 per year for a period of two years will be granted to such of the teaching staff deputed for Ph.D on production of bills.

Career Advancement to Teachers :

- a) Senior Scale of Pay : The minimum length of service for eligible to move into the grade of senior shall be four years for those holding Ph.D Five years for those with M.Phil/ME/M.Tech and six years for others.
- b) Selection Grade Scale of Pay : The eligibility for movement to the grade of selection grade scale of pay shall be a minimum of five years in the senior scale of pay.
- c) Asst.Professor : A senior Lecturer with 9 years of service and who has obtained Ph.D may be promoted as Asst.Professor from the date of defence. These posts are personal and seize soon after their retirement. A selection grade lecturer may be re-designated as Asst.Professor after acquiring Ph.D.
- d) Professor : Asst.Professor/SG Lecturer after 8 years of service with Ph.D may be promoted as Professor subject to the satisfactory of service. A lecturer after completion of 17 years of service with Ph.D may be promoted as Professor from the date of defence of their Ph.D thesis.
- e) Career Advancement for non-teaching Selection Time Scale of Pay : An employee who has completed 10 years of service in the same post may be

granted selection time scale of pay. The selection time scale of pay is next about the scale of pay applicable to the post.

- f) Senior scale of pay (Automatic Special Promotion) : An employee who has completed 15 years of service in the same post without promotion may be granted senior scale of pay. Senior scale of pay means, the scale of pay next above the selection time scale of pay or where the selection time scale of pay and scale of pay of the promotional post is identical or the same.
- g) Additional Increment : An employee who has completed 20 years of service in the same post without a single promotion may be granted one additional increment in the same post. The first 14 scales of pay are entitle for the above benefits. The above benefits are admissible only once in the entire service.

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