

VIDYA VIKAS EDUCATIONAL TRUST®

SERVICE RULES GUIDE FOR HEAD OF INSTITUTION

Joining Formalities: At the time of joining duty the candidate shall complete the following formalities.

- Submission of Joining Report. (Duty Reporting Letter)
- Submission of two sets of self-attested photo copies of Educational Certificates along with the originals for verification and deposit.
- Submission of Relieving Letter and Salary Certificate from the previous employer and Experience Certificates, if any.
- Submission of evidence of date of birth/proof of age and Aadhar card copy.
- Nomination for Provident Fund/Gratuity in the prescribed Form (if eligible)
- Application for Identity Card along with three passport size photographs.
- Application for opening a Bank Account.
- Deposit with the institute ,original documents (SSLC , PUC , DEGREE (UG &PG) marks cards)

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

It shall be incumbent upon every employee to furnish in writing his correct and complete bio-data to the appointing authority as required by the Management for the purpose of record and also thereafter promptly to notify in writing any subsequent changes in the particulars of his bio-data.

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

- i. Whether the resignation is not in the middle of the academic year prescribed by Affiliating University/Council/Board (in the case of teachers and non academic staff).
- ii. Whether the three months' notice was given or salary equivalent to the notice period has been paid.
- iii. If the resignation is before completion of four years of service, it should also be seen whether the employee has been paid salary for the vacation periods/long leave including EL and if so such salary drawn for the immediate preceding vacation period is to be refunded.
- iv. Whether No Dues Certificates have been obtained from different Departments/Laboratories/Library/Sections of the Institution.

If all the above conditions (i to iv) are fulfilled, the Head of the Institution/Establishment shall forward the resignation letter to the Appointing Authority with suitable opinion/remarks for orders/acceptance. The Appointing Authority has the right to reject the resignation, in the interest of the students, in case the resignation is received in the middle of the academic year.

- vi. After receiving the orders/acceptance, the same shall be communicated to the employee by Head of the Institution/Establishment concerned.
- vii. The salary for the month in which the resignation is submitted and onwards shall not be drawn by the employee until the resignation is accepted by the Appointing Authority.
- viii. The Appointing Authority shall be the competent authority to accept the resignation of all employees.
- ix. The Appointing authority may decline to accept resignation of an employee against whom the disciplinary proceedings are pending. However, while processing resignation of such employee, the appointing authority shall keep in view the nature of charges leveled against the employee against whom the disciplinary proceedings are pending and the likely punishment the employee may be imposed in the event charges are established. If the disciplinary proceedings are unlikely to culminate in discharge or dismissal or termination of the employee from service, the appointing authority may consider accepting the resignation.

TERMINATION OF SERVICE: The Appointing authority may terminate the services of an employee -

- i. after giving three months' notice or pay in lieu thereof. However, no such notice shall be necessary if the termination is as a result of proved misconduct in the enquiry conducted in accordance with these Rules.
- ii. 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 Appointing authority. In case of medical unfitness, the opinion of the Medical Board as decided by the Appointing authority shall be obtained.
- iii. The services of an employee may be terminated by giving three months notice or salary in lieu thereof if his/her service and conduct are found not satisfactory during the period of profession.

Employees are required to be in a reasonable state of good health. Therefore, prolonged illness or frequent/intermittent illness, unsupported by proper certification may cause termination of one's service.


The services of an employee may be terminated for the following reasons also:

- i. Physical or mental disability or infirmity, defective eyesight or hearing, etc.
- ii. Continued low efficiency or bad working.
- iii. Conviction by a Criminal Court for an offence involving moral turpitude.
- iv. Giving wrong declaration in the application for appointment at the time of seeking employment.
- v. Absence on account of arrest or detention by police under the Defense of India Rules or under any other Law.
- vi. If a permanent or temporary employee intends to leave the service of the Institution/Establishment, he/she shall give three months' notice of his/her intention to do so, in writing, to the appointing authority through the Head of the Institution/Establishment, or if he/she wants to be relieved earlier, he/she shall pay salary/wages in lieu thereof equivalent to the number of days by which the notice falls short of three months. But, if the exigencies of work so require, the appointing authority may not relieve him or her earlier than the expiry of the entire period of notice.
- vii. In case a staff member resigns, it will not be necessary for the institute/establishment to send him any acceptance of resignation. The resignation once submitted cannot be withdrawn except with the written consent of the appointing authority even if no acceptance has been conveyed to the employee

at that time.

- viii. An order of termination of service shall be in writing and shall be signed by the Appointing Authority or any other authority duly authorized by the Chairman in this behalf. A copy thereof shall be supplied to the employee concerned. If the staff member is permanent, reasons for termination of service will be given unless the disclosure of the reasons is not expedient for any reason. In case of general retrenchment, closing down of department/departments or termination of service as a result of strike, such notice will be affixed on the notice board.
- ix. Every employee who ceases to be in the employment of the Institution/Establishment will be given a Service Certificate on request, if and only the employee has followed the terms and conditions of resignation in the appointment order issued to him.

HOURS OF WORK & HOLIDAYS:

- a. All employees are required to work for a minimum of six days a week and 8 hours a day from Monday to Friday (with lunch break of 45 minutes) and 5 hours on Saturdays.
- b. It is mandatory for all staff and students to be present in the respective intuitions and celebrate the Independence day, Republic day and All Jayanthis declared by the state in a befitting manner.
- c. Duty hours in the different Departments and Sections of the Institutions/ Establishment are to be followed as notified from time to time.
-  The duty hours notified may be changed as per the requirement of the Institutions/Establishment from time to time and the employees shall attend to duty accordingly.
- e. Working hours will vary in different Institutions/Departments/ Research Centers/Establishment because certain Departments/Research Centers/Establishment must operate on 24 hours a day and seven day week basis and hence the employees may be required to work irregular hours, day and/or work periods. Besides, an employee may be required to work beyond his/her working hours if the exigencies of circumstance so demand and such instructions at institutions, etc. shall be complied with by the concerned employees.

- f. All employees shall be required to attend to any emergency or other urgent duties outside their regular hours of work including Sundays and holidays, if required. They shall not be entitled to any extra remuneration for such work except to compensatory Time Off at the discretion and convenience of the appointing authority.
- g. Salary and remuneration of each individual employee/staff member would be determined in accordance with the letter/order of appointment given. Annual increment in salaries may be given to individual employee from time to time at the sole discretion of the appointing authority depending upon the merits and other circumstances of each employee/staff member and shall not be claimed as a matter of right by any employee/staff member. The increment in pursuance of grades and pay scales, if any, are always subject to continued satisfactory work, output, efficiency, behavior and attendance of the employee/staff member concerned and if the employee/staff member is found wanting in any of these matters or is found guilty of any misconduct, then his/her increment is likely to be stopped or deferred at the sole discretion of the appointing authority. (Such increment is also likely to be stopped or deferred in case of depression or slackness in revenue, continuous losses or any other sufficient reasons in any Institution/Establishment of the Management.)
- h. Every employee/staff member shall be allowed in each week a holiday of one day without deduction of wages/salary. However, the appointing authority is entitled to require any employee/staff member to work on a weekly holiday in which case the concerned employee/staff member will be given a compensatory holiday on any working day at the discretion of the appointing authority.
- i. Every employee is required to work on the basis of staggered weekly holiday and staggered working hours due to exigencies and shall not demand a fixed holiday in any of the weeks as weekly holiday or continuous work in a shift.
- j. Notwithstanding anything contained in sub-clause (i) above and these standing orders/rules, any employee/staff member may be required by the appointing authority to work on a holiday allotted under that sub-section for which notice shall be given at least 24 hours before such holiday.

ATTENDANCE:

- i. All employees/staff members shall mark their attendance in their respective Attendance Registers

(maintained in the Institution/Establishment) as also in the Biometric.(At the Main gates and the Institution).

- ii. On arrival for duty, the employees/staff members shall initial against their names against the appropriate date in the Attendance Register. The Attendance Register will not be available for such initialing after lapse of the time fixed for the commencement of duty.
- iii. No employee/staff member reporting late from the time fixed for commencement of duty will be allowed to attend duty unless permission is given by the concerned Head of the Institution for valid reasons.
- iv. All employees/staff members are expected to be at their allotted place of work throughout their duty timings.
- v. Any employee/staff members found absent from his/her place of work during working hours without prior permission of the concerned Head of the Institution is liable to be treated as absent for the day.

NATIONAL & STATE FESTIVAL HOLIDAYS: Institutions/Establishment will follow the Holiday List supplied by their respective Affiliating Universities/Councils/Boards or Government. However, the employees/staff members shall be present for the celebration of all Jayantis / Flag-hoisting ceremony on 26th January and 15th August every year compulsorily failing which their absence will be treated as loss of pay and the absence shall also be treated as indiscipline/misconduct and be liable to disciplinary action.

ATTENDANCE, DUTIES AND CONDUCT

ATTENDANCE, ABSENCE FROM WORK, LATE COMING ETC.

- i. Every employee shall be at the assigned place of work and at the notified time for the commencement of his work. He shall report or record each day the time of reporting at and departure from the place of work, in the manner specified by the appointing authority. An employee/staff

member failing to report or record the time as above is liable to be marked absent. An employee/staff member who is found absent from his assigned place of work during the working hours without permission shall be liable to be treated as absent for the period he is away from his place of work and will not earn salary for the period of absence. In addition, he/she will be liable for disciplinary action.

ii. Any employee/staff member who, after reporting for duty, leaves his/her place of work during his/her working hours without permission shall be liable to be treated as absent without leave or permission for the whole day in case his absence is before the rest interval. He/she will not be paid salary for the full day or half a day as the case may be.

iii. If any employee/staff member reports late for duty at the commencement of his working hours he/she shall forego one day's casual leave or earned leave or one day's salary in lieu thereof if he/she has no leave to his/her credit. Services of habitual late comers may be terminated at the discretion of the appointing authority.

iv. No permission whatsoever will be given for early departure.

v. Without prejudice to the Appointing Authority's right to effect deductions of payment for late coming and early going beyond the permissible limit, late coming on more than three occasions in a month amounts to misconduct and mere deduction of pay for such late coming does not absolve the late comers of the misconduct and they shall be subject to disciplinary action, under these Rules.

vi. Besides deduction of payment for late coming and early departure, such acts shall amount to misconduct and appropriate disciplinary action will be taken against such employee/staff member in accordance with these Rules.

vii. If any departure from the Institute/Establishment before the close of the scheduled shift, such as going out on official duty, etc, a personal gate pass has to be obtained from the Principal and submitted to the security at the gate and only then leave the institute premises.

viii. In the event of any employee/staff member not signing the attendance register as per the clauses mentioned in these rules, he/she will be marked absent for the whole day or half a day as the case may be.

ix. An employee/staff member who is on staggered shift shall not leave his/her post or duty until he/she

is relieved by his/her successor.

- x. Every employee/staff member shall be present punctually at the specified time at his allotted place of work.
- xi. No employee/staff member shall remain absent from work without getting the leave sanctioned, prior permission or intimation to the leave sanctioning authority. Frequent absence from duty or frequent late coming and early going causes dislocation of the working schedules and consequent inconvenience even in the inter-connected departments. All the employees/staff members, therefore, should ensure that they do not absent themselves from work or come late or go early frequently.
- xii. If an employee/staff member absents from the allotted work place during his duty hours (except when he is authorized by the concerned authority) he/she shall be liable to be treated as absent for the whole day in case his absence commences before the recess period and in case his absence commences after the recess period, he/she will be marked absent for half a day. He/she will be liable for disciplinary action under these Rules.
- xiii. Such category of employees/staff members, as may be specified from time to time, shall while on duty wear uniform supplied to them. They shall exercise proper care in preserving the uniform in good condition and return them to the Institution/Establishment when they cease to be in service or transferred to a position where such uniform is not required.
- xiv. If an employee/staff member reports for duty in improper dress or without wearing the required uniform in a proper manner, condition and properly groomed, he/she shall not be allowed to work until he/she is equipped/dressed/properly groomed and shall not be paid for the time so taken by him/her.

Code of Conduct for Teachers & Employees:

No teacher shall:

- i. knowingly or willfully neglect his/her duties ;
- ii. 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;
- iii. discriminate against any student on the ground of caste, creed, religion, language, place of origin, social and cultural background or any of them;
- iv. indulge in or encourage any form of malpractice connected with the examination or other activities

of the Institution;

- v. make any sustained neglect in correcting class-work or home-work done by the students;
- vi. while being present in the Institution absent himself/herself from the class which he/she is required to handle/engage except with the prior permission of the Head of the Institution.
- vii. remain absent from the Institution without leave or prior permission of the Head of Institution and of the Management in case of Head of Institution.
- viii. accept any job of a remunerative or non-remunerative character from any source other than the Institution or give private tuition to any student(s) or other person(s) or engage himself/ herself in any business unless permitted, in writing, by the appointing authority.
- ix. prepare or publish any book or books, whether directly or indirectly, without the permission of the appointing authority in writing.
- x. ask for or accept (except with the prior permission of the appointing authority) any contribution or otherwise associate himself/herself with the raising of any funds or make any other collections, whether in cash or in kind, in pursuance of any object whatsoever except subscription from the members of any Association of teachers.
- xi. engage himself/herself as a selling agent or canvasser for any publishing firm or trader.
- xii. enter into any monetary transaction 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.
- xiii. 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 or any person with whom he/she comes into contact by virtue of his/her position in the Institution.

Explanation : 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 relative or personal friend having no dealings with him/her in connection with the Institution.

- i. 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.
- ii. practice or incite any student to practice casteism, communalism or untouchability.
- iii. cause or incite any other person to cause any damage to the Institution's property.
- iv. behave or encourage or incite any student, teacher or other employee to behave in a rowdy or

disorderly manner in the Institution's premises.

- v. be guilty of or encourage violence or any conduct which involves moral turpitude.
- vi. be guilty of misbehavior or cruelty towards any parent, guardian, student, teacher or other employee of the Institution.
- vii. organize or attend any meeting during the Institution's working hours except where he/she is required or permitted by the Head of the Institution to do so.

Every teacher shall –

- i. be punctual in attendance and in respect of his/her class-work assigned to him/her by the Head of the Institution and also for any other work in connection with the duties
- ii. abide by the rules and regulations of the Institution and also show due respect to the competent authority.
- iii. wear staff identification card at all times in the campus and while representing the Institution outside. In case found not wearing the id card, a fine of Rs.100/- will be charged.
- iv. take prior permission from the appointing authority for contesting/ canvassing for any election and obey any direction issued by the appointing authority.
- v. Nothing contained in sub-rules of Attendance, Absence from Work, Late Coming, Duties and Conduct shall be deemed to take away or breach the right of a teacher/employee:
- vi. to appear for any examination to improve his/her qualifications.
- vii. to become or to continue to be a member of any literary, scientific or professional organization.
- viii. to make any representation for the redressal of any bonafide grievance subject to the condition that such representation is not made in any rude, indecent or indecorous language.
- ix. to organize or attend any meeting outside the Institution's working hours, subject to the condition that such meeting is held outside the Institution's premises provided such meetings are not detrimental to the Trust and its Institutions.

Towards the College, The Faculty shall:

- a. Contribute to the college by participating in the committees and clubs at various levels. They may include Program committees, student clubs, faculty projects etc.,
- b. Strictly adhere to the dress code prescribed by the Institution. Women - Sari; Men – formal trousers, shirt and shoes.
- c. Not be found to indulge in smoking, drinking, or other unacceptable behavior within the campus or in its immediate proximity
- d. English should be the language of teaching and communication in class and at all times with the students.
- e. Each faculty member is responsible for the material provided in class during his/her presence in class.

- f. Subsequently, after the class, the room shall be locked and key returned to the department. Keys will only be handled by the Faculty and must not be given to students.
- g. Faculty must use the infrastructure at their disposal, like video projectors, lap tops etc, as an aid in their class room teaching.
- h. Use of mobile phones is strictly prohibited in the class room and in the corridors of the college. They must be switched off/ placed in silent mode during class.
- i. Arrive at class on time and stay for the duration of time stipulated for the lecture in the time table

Towards Students, The Faculty Shall:

- a. Treat all students with fairness and respect.
- b. Encourage the free exchange of ideas between themselves and students.
- c. Any extra time after the lecture may be used for feedback and subject discussion with the students. Students will not be allowed to leave before the completion of the time allotted.
- d. Conscientiously strive to be fair and balanced in the evaluation of student work.
- e. Should not exploit students for personal gain.
- f. Should be fair and objective when providing references for students.
- g. Ragging in any form among students is strictly prohibited and such incidents must be brought to the notice of the Management for suitable action.

The breach of any condition specified within this Code of Conduct and Declaration form signed by all employees and staff shall be deemed to be a breach of the Code of Conduct.

The Code of Conduct specified for teachers shall apply to all other employees of the Institutions of the Trust who are not excluded specifically by any other provision of law.

SUSPENSION :

The appointing authority or any other competent authority specified by the appointing authority may place an employee/staff member under suspension :

- i. where a disciplinary proceeding against the employee/staff member is contemplated or is pending or;
- ii. where a case against the employee/staff member in respect of any criminal offence is under investigation or inquiry by the police or trial by a Court.
- iii. An order of suspension shall be in writing and shall take effect from the date of the order or such other date as may be specified therein.
- iv. An order of suspension made under this Rule shall remain in force until it is modified or reversed or revoked by the appointing authority which made the order.

Casual leave:

- i. All Faculty and staff are eligible for 12 days casual leave in a calendar year.
- ii. Casual Leave can be availed at a time not exceeding three days. Including General holidays and Sundays, prefixed, suffixed or occurring in between should be limited to seven days.
- iii. Faculty and Staff who have not completed one year of service can avail casual leave only on a pro-rata basis of 1 day of casual leave in a month.
- iv. Sundays and Holidays availed during the period of casual leave are not counted as part of casual leave and compensatory leave.
- v. Vacation and On Duty (OD) cannot be combined with casual leave.
- vi. Casual leave not availed in any calendar year cannot be carried over to the next calendar year.
- vii. Half a day casual leave can be availed if an individual starts working immediately after lunch break for the afternoon session or leaving immediately after half day's work in the forenoon and not returning for duty for the rest of the day.
- viii. The recognition of the presence of the individual for work is done only based on the signature of the individual in the attendance register and bio metric report kept for that purpose.
- ix. Sundays / public holidays / restricted holidays / weekly offs can be prefixed or suffixed to casual leave.
- x. Casual leave is availed by individuals only on prior sanction of at least one day. However, on emergency, the individual can be absent from duty after informing at least by telephone/email/fax to the competent authority and administration office. This is permitted only on emergency. The number of absences will be governed as per the casual leave rules so far mentioned.
- xi. It is the responsibility of the faculty to make alternative arrangement for the classes the faculty missed because of the casual leave. The HOD will monitor and take suitable steps to see that no class is unattended. The same should be intimated to the Principal.

ENTITLEMENT OF EARNED LEAVE:

For Non – Teaching staff

Permanent Employees in the non-teaching category are eligible for 18 **days of Earned Leave** in a calendar year which shall be credited in advance to the Leave accounts in two installments of 9 days

each on 01st January and 01st July every year.

Probationary Employees in the non-teaching category are eligible for **18 days of Earned Leave** in a calendar year which shall be credited in advance to the Leave accounts in two installments of 9 days each on 01st January and 01st July every year

In respect of those probationary employees who join service during the middle of the calendar year, Earned Leave shall be credited at the rate of one and half day for each completed month of service in the first year of service. Proportionate Earned Leave (at 18 days for 12 months) shall be credited in advance for the remaining period of the second calendar year.

When an employee/staff member is removed or dismissed from service while in service, the credit of Earned Leave shall be allowed at the rate of one and a half day for each completed calendar month of service up to end of the calendar month preceding the calendar month in which he/she is removed or dismissed from service.

While affording credit of Earned Leave, fraction of a day shall be rounded off to the nearest number. The maximum Earned Leave that may be granted at a time shall be 8 days in case of permanent employees and 8 days in case of probationers. However, the Appointing Authority may consider the request for longer period either on medical grounds, duly supported by proper medical certificate, or on any other genuine ground at the discretion of the appointing authority.

Earned leave can be availed thrice in a calendar year for a minimum period of 4 (four) days and maximum of 8 days. In exceptional cases, earned leave beyond the maximum limit can be availed with the approval of the appointing authority.

Earned Leave can be accumulated up to (90 days) days at any time during one's service

For Teaching Staff : Vacation

Permanent Employees/staff members in teaching category but working in non-vacation departments shall be entitled to 18 (eighteen) days of vacation in a calendar year which shall be credited in advance to the Leave accounts in two installments of 9 days each on 01 January and 01 July every year.

Probationary Employees/staff members in teaching category but working in non-vacation departments shall be entitled to 18 (eighteen days of vacation in a calendar year which shall be credited in advance to the Leave accounts in two installments of 9 days each on 01 January and 01 July every year.

This leave can be availed thrice in a calendar year for a minimum period of 4 (four) days and maximum of 8 days. In exceptional cases, the leave beyond the maximum limit can be availed with the approval of the appointing authority.

SPECIAL CASUAL LEAVE :

Special Casual Leave may be granted to an employee/staff member for a period not exceeding 15 days in every calendar year for the following purposes. Special Casual Leave is not permitted to be combined with other kinds of regular leave.

- i. For participation in Exam duty important Sports and Educational Programs
 - a. (e.g. Seminars/Conferences/Workshops) - events at University/
- ii. State/National or International level. Only one event of its kind in a calendar year is permitted.
- iii. When an employee/staff member is selected for participation in an International sports events of any one of the recognized Sports Associations as a member of a team which is accepted as representative on behalf of the Country.
- iv. Sundays and other holidays intervening the period of Special Casual Leave admissible for participation in sports/academic events are counted as Special Casual Leave and are not excluded from the admissible limit of Special Casual Leave. However, Sundays and holidays can be prefixed and suffixed to the Special Casual Leave.
- v. Special Casual Leave not exceeding seven days may be allowed by the appointing authority to married employees of both sexes in any calendar year who undergoes Vasectomy or Tubectomy operation on the strength of the medical certificate issued by the Medical Officer performing the operation.

- vi. Special Casual Leave not exceeding 14 days may be sanctioned by the appointing authority to the women employees who undergo the non-puerperal sterilization (and not puerperal sterilization) on the strength of the medical certificate issued by the Medical Officer performing the sterilization.
- vii. Seven days of Special Casual Leave may also be sanctioned to women 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.
- viii. In the event of failure of tubectomy operation, if the employee/staff member 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.
- ix. All women employees/staff members who undergo I.U.C.D. placement may be granted a day's special casual leave on the day of insertion.
- x. 7.4.10 Special casual leave not exceeding fifteen days in each calendar year may be granted to the employees/staff members who are chosen by any University/DTE/PUDept./SSLC Exam Board as Examiners for attending the Examination related work. They will not be eligible for TA & DA from the Institution.

MATERNITY LEAVE :

A female permanent employee/staff member may be granted maternity leave for a maximum period of 180 days, only once during the entire service period.

The leave is admissible to a female regular/permanent employee/staff member who has completed at least 4 years of service as on the date of leave application.

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

NOTE: In the case of delivery of twins, the first two deliveries shall only be taken as two

living children for purpose of this rule.

The employee shall notify the Head of the institution at least 3 months prior to availing leave for maternity.

Maternity leave should be availed 8 weeks before delivery and 18 weeks after delivery.

The salary payable during the maternity leave shall be equal to half of the salary drawn immediately before proceeding on leave and the same shall be paid to the staff/faculty on return to duty.

If the female employee/staff member does not return to duty on the expiry of maternity leave, the salary paid if paid during the period of maternity leave shall be recovered and the employment will be terminated.

Paternity Leave

All married men employees, irrespective of the cadre appointed on regular basis, are eligible for five days of paternity leave with full pay only once during the entire service period.

OVER STAYING LEAVE: An employee/staff member who remains absent after the expiry of his/her originally granted or subsequently extended leave is not entitled to 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 and also liable to be terminated from employment, unless he/she (a) returns to duty within 5 days of expiry of the leave and (b) gives a satisfactory explanation for his/her inability to return to duty on the expiry of leave.

In case the staff resign from their duties one year after having enjoyed earned leave/vacation leave/ maternity or any other leave within that specified under these rules, then the staff shall return to the institute the amount equivalent to period earned leaves/vacation days, the amount will be calculated considering the salary paid during the leave period.

EMPLOYMENT DURING LEAVE: An employee/staff member who is on leave shall not take service or accept any work/profession or employment in any capacity, either honorary or otherwise with any other Employer/ Institution without obtaining prior permission, in writing, from the appointing authority. Any violation of this Rule attracts disciplinary action against such employees/staff members.

PART-TIME/CONTRACT EMPLOYEES: Part-time and contract employees/teachers are not entitled to any kind of leave admissible under this Chapter except Casual Leave which shall be limited to one day for every completed month of service.

PREFIXING AND SUFFIXING OF HOLIDAYS: Any 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 except casual leave.

Recalling from Leave: The appointing authority may recall any employee/staff member who is on any kind of leave in the interest of the Institution/Establishment. If an employee/staff member is recalled he/she shall be eligible for usual travelling allowance and the unutilized portion of the leave can be availed by him/her afterwards.

Extension of leave: The application for extension of leave shall be submitted by the concerned employee/staff member well before the expiry of the leave giving proper reasons for the extension so that the decision of the leave sanctioning authority is conveyed to the employee/staff member before the expiry of the leave in case the extension of leave is not sanctioned and the employee/staff member will be obliged to report for duty on the expiry of the leave originally sanctioned.

Leave Application Procedure:

- EL / Vacation and all others leave shall be applied in the given format 15 days in advance by all employees/staff.
- All Leave applications EL/Vacation/ SCL/ OOD/ Maternity/ Paternity shall have the approval of management before availing of leave.
- No email leave request shall be entertained for approval.
- Information on substitution teachers/staff shall be provided on leave forms.

ABANDONMENT OF SERVICE

- i. If an employee/staff member remains absent from duty for 7 consecutive days (including Sunday) without prior sanction of leave or permission to abstain, he/she shall be deemed to have abandoned the employment and his/her service shall stand terminated automatically with effect from the date on which the absence commenced.
- ii. If an employee/staff member remains absent from duty beyond the period of leave originally sanctioned or subsequently extended, he/she shall be deemed to have abandoned the employment and his/her service shall stand terminated automatically with effect from the date on which the absence commenced unless he/she (a) returns to duty within 5 days of expiry of the leave and (b) gives a satisfactory explanation for his/her inability to return to duty on the expiry of leave.
- iii. The employee/staff member shall be served with a recall notice and in the event he/she fails to respond or the notice is returned undelivered, another notice shall be sent. If there is no response to the second recall notice also, only thereafter a final order shall be passed in accordance with the provisions regarding abandonment of service.

EXCLUSIVE SERVICE: No employee/staff member of the institution/research center at any time during his/her tenure of service in the institution/research center, work on remuneration or on honorary basis for any other employer or engage himself/herself directly or indirectly in any

profession, occupation or avocation outside the institution/research center without the prior written permission of the appointing authority.

SUPERANNUATION

i. All employees shall retire on attaining the age of 60 years.

ii. The Appointing Authority may, in special cases, order any employee to retire from service any time after he/she completes fifteen years of qualifying service in the interest of the Institution/organization by giving a notice in writing in this behalf at least three months before the date on which he/she is required to be retired from service.

iii. No employee shall have any claim to be continued in the service of the institutions thereafter. However, the Appointing Authority reserves the right to extend/re-employ the services of superannuated employees, subject to medical fitness.

TRANSFER / DEPUTATION

i. Every employee shall be liable to be transferred from one institution/establishment to another institution/establishment or from one institution/establishment to another sister institution/establishment (Un-aided to Aided are vice-versa) whether located in the same place or elsewhere and whether existing or coming into existence provided that such transfer does not entail reduction in total salary and position.

ii. The Appointing Authority may depute any employee for outstation duty in connection with the work or business of the institution/establishment.

iii. In the event of refusal to accept a transfer or deputation, the employee shall be considered absent from work without leave or permission for the period of such refusal and shall not be eligible for any salary for that period. Such an employee shall also be liable for disciplinary action.

iv. Any employee shall be liable for and shall accept transfer, at the discretion of the Appointing Authority, at any time, on temporary or permanent basis, from one post to another, or from one job to another, from one institution/establishment to another institution/establishment owned and operated or managed either by the appointing Authority anywhere in India or by

any Associates in India, wherever be in the interest of VVET .

v. On such transfer, an employee will be governed by the terms and conditions of service of the institution/establishment or office to which he/she is transferred. Such transfer will not be deemed to constitute a change in service conditions and on such transfer no extra facilities or monetary benefits will be permissible.

ENTRY, EXIT AND OUTGOING PASSES:

- i. No employee shall enter or leave the premises of the Institution/ Establishment or any Department except by the gates and door or doors provided for the purpose.
- ii. No employee shall leave the institution/establishment during his/her working hours without the proper approved gate/exit pass issued by the Principal or Reporting Officer in case of staff not reporting to Principals.
- iii. Gate/Exit pass or such passes shall be made out in the prescribed Form and shall bear the date of issue, name of the employee, dept, and staff number concerned, the reasons for his/her leaving the Institution/Establishment, the time of leaving and the time of return to the institution/Establishment.
- iv. Gate/Exit pass will be issued to an employee only for leaving the Institution/Establishment on official work or in case of an emergency, to the satisfaction of and at the discretion of the Head of the Institution/Establishment or any other person authorized by the Appointing Authority to issue gate/exit pass.
- v. The employee to whom gate/exit pass has been issued will leave by the gate where the time-keeper or the security inspector/guard on duty or the person so authorized by the Appointing Authority will take the gate/exit pass and record the "Time Out" and will retain the pass with him. When the concerned employee returns, his "Time In" will be recorded on the gate/exit pass concerned and it will be signed by the concerned employee. The same shall also be recorded through a bio metric report.
- vi. No employee shall take out from the premises of the Institution/Establishment any material or Lab. articles including chemicals, etc. without proper material pass made out in the prescribed Form and approved by the Head of the Institution/Establishment or any other person who is authorized in this respect.
- vii. If necessary, all the outgoing packages shall be opened for inspection by the person authorized to

do so.

- viii. Any employee bringing any personal belongings must obtain prior permission from the concerned Head of Dept. Institution/Establishment and declare the same at the security immediately before taking the same inside the Institution/Establishment and also while taking it out of the Institution/Establishment premises.
- ix. The Institution/Establishment shall not be responsible, in any way, if any damage or loss is caused to any personal property of any employee within the premises and precincts of the Institution/Establishment.
- x. All the employees, unless specifically exempted, shall enter and leave the Institution/Establishment only through the staff entrance gate as specified.
- xi. No employee shall enter or remain in the Institution/Establishment except while on duty, without the written permission of the Head of the Institution/Establishment or any other person so authorized by the Appointing Authority in this behalf. The permission so obtained should be intimated to the Security Dept./Time Office.
- xii. If any employee is in possession of any article/s which he/she desires to carry with him/her inside the Institution/Establishment, he/she shall carry the same only with the permission of the Security Inspector on duty at the gate or any other person so authorized by the Appointing Authority and get the article/s entered in the Gate Inward Register while entering the Institution/Establishment.
- xiii. All the employees shall be liable to undergo security search arrangements prescribed by the Appointing Authority from time to time while being entering or leaving the Institution/Establishment premises or at any time while being in the Institution/Establishment premises by the security staff or such other persons so authorized by the Appointing Authority. For the purpose of this clause, an employee will include besides his/her person, his/her personal bag, tiffin carrier and similar belongings including his vehicle or conveyance and its attachments, packages, etc. Any objectionable article/s found in his/her person/possession shall be liable to be confiscated and action shall be taken against the concerned employee under these standing orders/service rules and under any other law for the time being in force.
- xiv. Any employee who has been granted leave, locked out, laid off, suspended, discharged, dismissed, has resigned or is not working for any reasons must leave the Institution/Establishment premises and precincts immediately on commencement of the

sanctioned leave or ordering him to be locked out, laid off, suspended, discharged, dismissed, etc., as the case may be.

SECRECY:

- i. Employees shall in writing or orally or by publication in any newspaper, journal, book, pamphlet or leaflets or any other manner or by speech or discussion at any place, disclose or cause to be disclosed at any time during service any information or documents relating to the Institution/Establishment and/or the Management's business affairs except with the written approval of the Management.
- ii. No employee shall give any information or advice relating to the activities or affairs of the Institution/Establishment or to any Council unless it is necessary to do so in connection with the work assigned to the employee by the Management.
- iii. No employee is permitted to carry with him/her outside the Institution/Establishment premises any paper, book, drawing, recipes, photographs, instruments, apparatus, tools, machinery part, documents or any other property belonging to the Institution/Management provided that this prohibition shall not apply to those employees who have obtained special and specific written permission from the Management to do so.
- iv. No employee is permitted to take any written information, notes, drawing/plan, recipes or sketches for his/her own use, or any plant, machinery, tools, process or work or keep copies of official papers with him/her.
- v. Any book, drawing, plan, sketches, recipes, photograph and other papers containing notes or information relating to the Institute/Management's business affairs or operations shall always be treated as the Institute/Management's property whether prepared by a staff member or otherwise.
- vi. Breach of any of these secrecy regulations shall be regarded as misconduct under the respective clauses of these Service Rules.

SEXUAL HARASSMENT & ANTI RAGGING- POLICY :

The laws, rules, regulations, procedures and penalties prescribed by the UGC/AICTE/VTU/UOM/STATE and NATIONAL government shall be followed and supersede the rules related to sexual harassment and anti ragging , given in this service rule

SCOPE OF THE POLICY : The Policy shall cover complaints by employee(s) against other employee(s), by subordinate against superior, by a student against the members of the Faculty or non-teaching staff and by a student against a fellow student.

DEFINITION AND AMBIT : 'Sexual Harassment', includes any unwelcome sexually determined behavior, direct or by implication and includes physical contact and advances, a demand or request for sexual favors, sexually coloured remarks, showing pornography, any other unwelcome physical, verbal or non-verbal conduct of a sexual nature. "Sexual Harassment" shall mean and include, but, is not limited to the following:

when unwelcome sexual advances, requests for sexual favors and verbal or physical conduct of a sexual nature are made, either explicitly or implicitly.

when unwelcome sexual advances and verbal, non-verbal or physical conduct such as loaded comments, remarks or jokes, letters, phone calls , objectionable SMS or MMS or e-mail, gestures, showing of pornography, lurid stares, physical contact or molestation, stalking, sounds or display of a derogatory nature, have the purpose or effect of interfering with an individual's performance or of creating an intimidating, hostile or offensive environment;

when any such conduct as defined in 14.1 and 14.2 above is committed by a third party or outsider in relation to an employee of the Institution/Establishment or vice versa on the premises of the Institution/Establishment.

CONSTITUTION OF COMMITTEE TO PREVENT AND DEAL WITH SEXUAL HARASSMENT:

The Institution/Establishment shall constitute an Internal Complaints Committee to deal with sexual harassment. The Committee shall consist of three members. One female member to act as Chairman of the Committee. The other two members will be one male and another female, who is a Legal Practitioner or from an NGO. The term of office of the Committee is for a period of two years and after the expiry of the said period, the Institution/Establishment shall reconstitute the Committee.

The names of the persons who are on the Committee from time to time along with their contact telephone numbers and other details shall be displayed on the notice board of the Institution/Establishment.

POWERS AND DUTIES OF THE COMMITTEE :

To ensure implementation of this policy.

To ensure and supervise proper constitution and functioning of the Committee.

To organize regular workshops and training programmes.

To formulate programmes for the spread of awareness of the policy among the employees of the Institution/Establishment.

To bring out publications concerning sexual harassment and also concerning implementation of this policy.

GRIEVANCE PROCEDURE :

Any employee shall have a right to lodge a complaint concerning sexual harassment against an employee or an outsider with any of the members of the Committee.

Such a complaint may be oral or in writing.

If the complaint is oral, the same shall be reduced in writing in detail by the Committee member to whom the complaint is made.

The complainant will be afforded full confidentiality at this stage.

Immediately upon receipt of the complaint and within not more than two working days, the Member of the Committee to whom the complaint is made shall communicate the same to the Chairperson of the Committee.

Within a period of 5 working days from the date of such communication, the chairperson shall convene a meeting of the committee. The committee shall examine the complaint and shall undertake investigation of the complaint and parties involved.

After giving opportunities to the complainant to present his/her case and the accused to give his version, the Committee may examine witness from both the sides and the other side will have the opportunity to cross-examine the witness. Documents if any produced by the parties may be taken on record. The Committee after completion of investigation may submit its report to the Head of the Institution/Establishment for further necessary action in the matter.

PROTECTION AGAINST VICTIMISATION:

In the event of the complainant being an employee and the accused being her superior, during the pendency of investigation and even after such investigation if the superior is found to be guilty, the accused shall not act as superior of the complainant.

CONSEQUENCE OF COMPLAINT BEING PROVED:

In the event allegations made in the complaint are proved against the accused employee, it will be taken as proved misconduct and the competent authority may impose any or the punishment as envisaged in the policy on disciplinary process. No need to conduct separate enquiry in the matter. Action shall be taken on the basis of the findings of the Committee. However, before imposing any punishment, the employee shall be given a copy of the findings of the Committee and he shall be called upon to show cause against the proposed punishment.

OBLIGATIONS OF THE MANAGEMENT:

The Management of the Institution Establishment shall provide all necessary assistance for the purpose of ensuring full, effective and speedy implementation of this policy. Management shall be bound by the decision of the Committee constituted as above and shall implement such decisions in an expeditious manner.

THIRD PARTY HARASSMENT:

In case of third party Sexual Harassment, the Committee will actively assist and provide all its resources to the complainant in pursuing the complaint and ensure her safety at least in the Institution's Establishment's premises.

SAVINGS:

The proceedings under this policy shall not be stalled or postponed merely because the complainant is proceeding against the accused under any other provision of civil or criminal law.

The provisions of this policy shall not restrict the power of the Institution/Establishment or complainant to proceed against the alleged offender for any other misconduct or to pursue the criminal or civil remedies.

SERVICE OF NOTICE:

- i. Any matter required to be notified under these rules and any
- ii. notice by the Management to the employees in the Institution/Establishment shall be displayed on the notice board and such matter or notices shall be deemed to have been communicated to all employees.
- iii. Any notice or letter of communication intended for an employee may
- iv. be delivered to him/her personally in the premises of the Institution/Establishment 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.

- v. In the case of an employee who is absent, any notice or letter or communication intended for such an employee may be sent to him/her by registered post with acknowledgement due to the last known address entered in his/her Service Register and shall be deemed to have been served on him/her. It is mandatory on the part of the employee to update the change in address. Where such a registered communication or letter or notice is returned undelivered for any reason, a copy thereof shall be displayed on the notice board and such display shall be deemed to be adequate service of communication, letter or notice on the employee.
- vi. Any matter required to be notified under these rules and any notice of communication by the Management to employees will be in English/Kannada.
- vii. Notice to be exhibited or given under these Service Rules shall be in English/Kannada.
- viii. Any notice, order, charge-sheet, communication or instruction which is personal, i.e. is meant for an individual employee and is given in writing under these service rules shall be in English/Kannada.

DISPLAY OF RULES

These Rules may be displayed on the Notice Board or such other places as specified by the Management within the premises of the Institution/Establishment both in English and Kannada. In case of any discrepancy in English and Kannada versions of these Rules, the English version shall prevail over Kannada version.

AMENDMENT

The Trust reserves its right to omit, correct, add, modify or amend the Service Rules as and when required.

16/05/2022
PRINCIPAL
Vidya Vikas Institute of
Engineering & Technology
MYSORE