



GOPALAN FOUNDATION (R)

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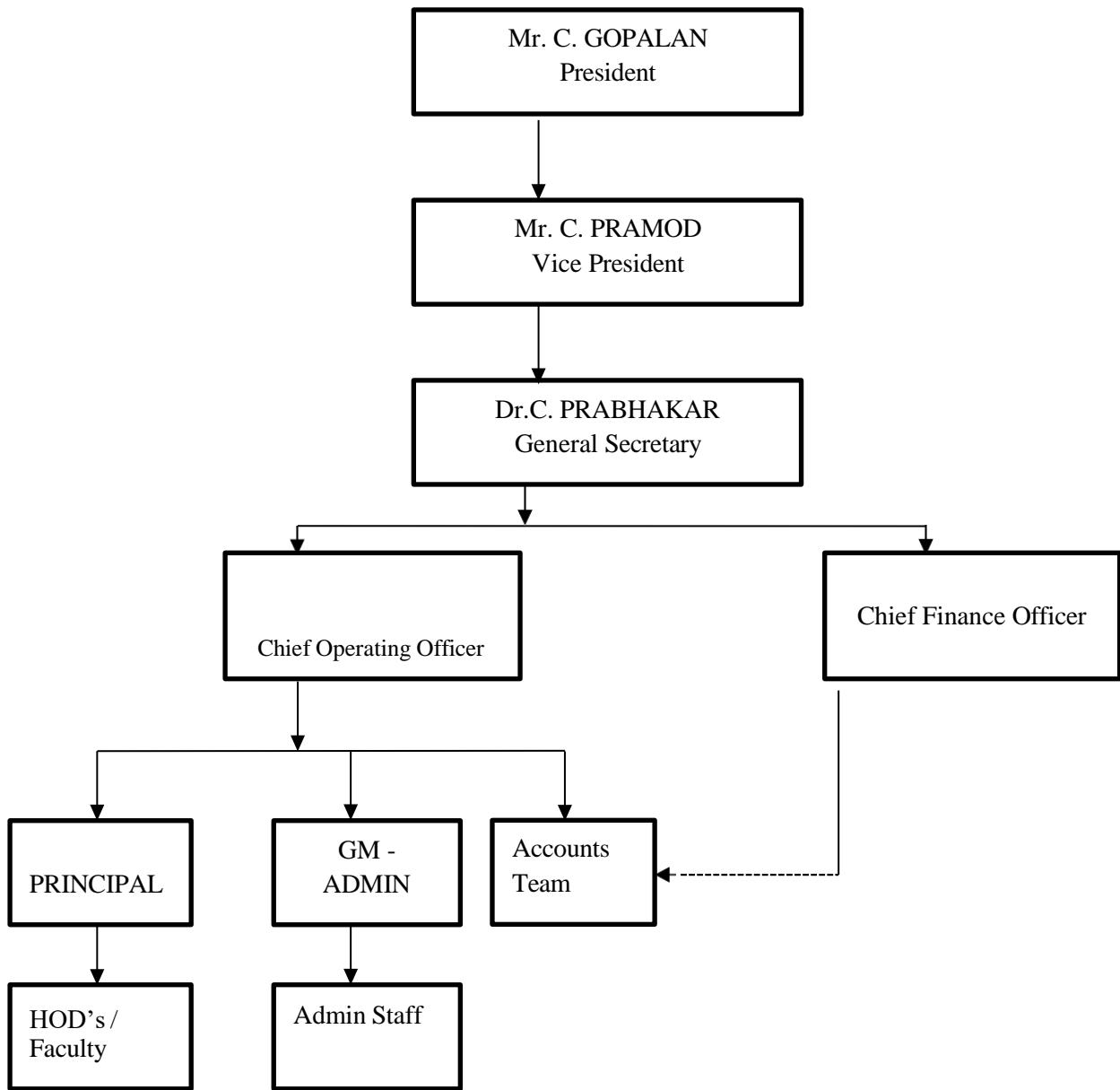
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**THE MANUAL OF SERVICE RULES AND CODE OF CONDUCT
FOR THE EMPLOYEES OF COLLEGES ADMINISTETRED BY THE
“GOPALAN FOUNDATION” (REGISTERED)**

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1. Organization Chart :



2. **Scope:**

The service rules given below are applicable for Gopalan Colleges as listed below.

- 1) Gopalan College of Engineering and Management (GCEM)**
- 2) Gopalan School of Architecture and Planning (GSAP)**
- 3) Gopalan College of Commerce (GCC)**
- 4) Gopalan Pre University College (GPUC)**

These Rules shall come into force from the date of their adoption by virtue of a resolution passed by Gopalan Foundation and will be applicable to all employees of the **Gopalan College of Engineering and Management, Gopalan School of Architecture and Planning, Gopalan College of Commerce and Gopalan Pre University College.**

3. **Preliminary :**

- 3.1 Gopalan Colleges were established in the year 2010 by Gopalan Foundation, Bangalore, a body registered with the registrar of Societies with Reg.No.1031/2004 dated 24/12/2004.
- 3.2 To administer Gopalan Colleges and any other college(s) that will be started by the Gopalan Foundation in future, it was felt expedient to form rules and regulations to govern the services of the staff and other employees of the Gopalan Colleges namely Gopalan College of Engineering and Management, Gopalan School of Architecture and Planning, Gopalan College of Commerce and Gopalan Pre University College. These rules will supersede all or any of the rules or practices, which have been in operation hitherto and will be effective from the date of promulgation of these rules.
- 3.3 These rules are not exhaustive and may be modified, altered, replaced or amended by the management as found necessary from time to time. Such modifications or amendments will come into effect from the date of approval by the Gopalan Foundation and shall apply immediately to all employees of the college superseding the rules and regulation in force before amendment, modification at the time of appointment of employee of the

college. The service of all employees of Gopalan College of Engineering and Management, Gopalan School of Architecture and Planning, Gopalan College of Commerce and Gopalan Pre University College are bound by these rules and it is expected of the employee to adhere to these rules. The employee by their work and conduct shall strive to further the aims and objectives for which the college has been established.

3.4 Applicability of Service Rules :

These service rules are applicable to all the employees of Gopalan College of Engineering and Management, Gopalan School of Architecture and Planning, Gopalan College of Commerce and Gopalan Pre University College irrespective of their date of appointment, and to employees on deputation in the various department/branches/projects undertaken by the college or employees on deputation for higher studies. The applicability of these rules shall be subject to such special terms and conditions as may be decided by the management from time to time in respect of ad-hoc, part time staff members, apprentice & trainees.

4. **Definitions:**

4.1 College(s): Means Gopalan College of Engineering and Management, Gopalan School of Architecture and Planning, Gopalan College of Commerce and Gopalan Pre University College. The term 'College' shall have the same meaning and interpretation wherever it is used in the various clauses of rules regulations and shall include all the departments, offices, sections and branches of the colleges, situated either inside or outside the main college premises. The Colleges may also be called Institutions as the case may be fully denoting it is meant as College only.

4.2 Governing Body: Means the governing Body of Gopalan Foundation, which owns and conducts the affairs of the college as per Registrar of Societies Act.

4.3 Management: Means the Governing Body of Gopalan Foundation or person/s to which the affairs of the institution

have been specifically delegated by a resolution of the Executive Council of Gopalan Foundation or any other person or persons authorised by the Executive Council.

4.4 Appointing Authority / Competent Authority: means the President / General Secretary of the Governing Body of Gopalan Foundation or any persons specifically authorised by the Executive council.

4.5 Employee: means any person appointed or enrolled to work in Gopalan Colleges in any of the class or position whose name appears in the muster role of the college.

4.6 Salary: means, specifically defined pay which includes the Basic pay and all other allowances approved by the Governing Body and made applicable to the employees. Such allowances are to be determined and sanctioned by the management.

4.7 Misconduct: means any act / action behaviour of the employee which goes against the rules and regulation of the college in force. The rules and regulation made applicable to the employees as defined from time to time by Govt of Karnataka or the respective Universities or Council.

4.8 The misconduct may be either major misconduct or minor misconduct as defined in the Karnataka State Employees Service Rules and Regulations of Private Educational Institutions and as classified and approved by the management and made applicable to all its employees.

4.9 Habitual: means being guilty of omission or commission of an act of misconduct for a minimum of three times during the tenure of the employee's service with the institution.

5. Classification of Employees:

The employees of Gopalan College of Engineering are classified under the following groups:

- 5.1 Permanent Employee:** An employee who is appointed against the permanent vacancy and has completed the period of probation or extended period of probation satisfactorily and has been confirmed in writing by the competent authority as permanent employee.
- 5.2 Probationer Employee:** A probationer employee is appointed provisionally against a temporary or a permanent vacancy but has not yet completed the prescribed period of probation or extended period of probation satisfactorily and has not been confirmed in writing by the competent authority for the post for which he has been provisionally employed.
- 5.3 Temporary Employee:** A temporary employee is one who is employed for a specific period of time against the work.
 - i** Which is essentially of temporary nature
 - ii** To fill a temporary vacancy against the permanent post.
 - iii** To cope up the extra work in the college on contingency measures.
 - iv** Or any other reason where in the management decides to employ as and when the requirement arises. Such temporary employees shall be entitled only for the benefits as stated in the terms of employment and shall have no claim for whatsoever other benefits enjoyed by the permanent employees.
- 5.4 On Contract Employee:** On contract employee is one who is employed on a contract for a specified period of time or for the execution of a specific work. On the lapse of time or completion of the specific work the employment of the employee automatically ceases. The contract may be

renewed by mutual consent on such terms and condition as accepted by the employer and the employee. A contract employee is entitled only to the benefits as specified in writing in the terms of contract employment.

5.5 Casual Employee: A casual employee is one who is employed on day to-day basis for the work of occasional or casual nature. The casual employee shall not be entitled for any of the benefits allowed to other employees of the Institution.

5.6 Part Time Employee: is employed to undertake a work of less than the normal period of working hours of the institution. Such employees are entitled only to the benefits as specified in the letter of appointment.

5.7 Visiting Employee: is one who is appointed to visit the college on specific days to perform or discharge specific work assigned by the Management and Principal in consultation with the HOD „s on such terms and conditions offered by the college and agreed upon by the employee. Such employees have no claim for any benefit enjoyed by other employees of the college. Such employees are entitled to remuneration mutually agreed and offered by the college.

6. **Employment**

No person shall be in the roll of employment of institutions unless or otherwise he is in receipt of any employment order duly signed by the competent authority. At the time of reporting to duty the candidate appointed shall submit a written undertaking binding himself / herself to the services rules and regulations of the institution. The candidate shall produce all such records, testimonials in proof of qualification which would commensurate with the appointment in the college.

7. **Letter of Appointment:**

A. On fulfilling the qualification and experience and also following the University rules appointment will be made. The job will be first offered to the candidate and on accepting the terms and conditions, the candidate may accept the offer and acknowledged. Then the appointment will be made to respective colleges and respective position. All Letters of appointment shall be signed by the competent authority or any person designated by the competent authority to discharge a

specific function during specific period. The employee shall submit a copy of the letter of appointment at the time of reporting to the college.

B. Unless in any particular case, it be otherwise distinctly provided, the employee's time during the working hours of the college shall be at the disposal of the Principal of the college and he may be employed in any manner or assigned with any work as deemed expedient by the Principal of the college and the employees shall not have any claim for any additional remuneration or compensatory benefits for all such works assigned to the employee during the working hours of the college.

8. Probationary Period:

- A. Generally, before an employees is considered for permanent appointment, unless otherwise specified in the appointment order he is deemed to be on probation for a minimum period of one year from the date of his/her entering in to service. The probationary period may be extended at the discretion of the appointing authority based on the performance and the confidential reports submitted by the HOD and the Principal. Such period of extension shall be for an additional period of six months or one year as the case may be. If it is found that during the extended period of probation, the services of the probationary employee are not found satisfactory, he will be discharged from the services without assigning any reason whatsoever.
- B. If during the period of probation, the employee's conduct or performance of the duties assigned to him is found to be satisfactory; the competent authority may confirm the services of such employees in writing. Such employees shall be deemed to be the permanent employees of the institution.
- C. A permanent employee whose services are confirmed in writing by the management of the college and who is appointed to a particular post promoted to a higher post may or may not be on probation for a period of six months or one year thereafter. During this probationary period the employee is liable at any time to be reverted to the original post at the discretion of management.

9. Termination of Services:

- A. During the period of probation or extended period of probation, the services of a Probationary employee may be terminated without assigning any reason whatsoever. No appeal shall lie against such termination of services during the probationary period.
- B. In case during the tenure of the permanent employment in the college, if the conduct or the performance of the permanent employee are found not conducive to maintain the standards of the college or if it is found that the employee is habitually on misconduct, the employer has the right to terminate the services of such employee by giving notice of 1 month or in lieu of the notice by compensating one month wages as deemed expedient by the competent authority.
- C. Permanent employees who on personal reasons are desirous of leaving the services of Institution shall submit a letter in writing giving specific reasons and willingness not to continue with their services in the institution. Such period of notice shall be a minimum of 3 months or on payment of one month salary to the institution in lieu thereof.
- D. A letter of willingness to continue the next semester would be asked to all employees before the commencement of the semester. If the candidate agrees to continue for the coming semester, he/ she cannot leave the organisation due to any reasons.
- E. No employee is entitled to be treated as a permanent employee by reason alone of having completed the probationary period, until the confirmation order is issued in writing by the competent authority. In the absence of confirmation letter, the employee is deemed to be on extended period of probation. Such employee has to improve his performance and conduct. If the performance and conduct during the probationary period is not satisfactory the management may discharge him from services without assigning any reason.

10. Promotion to Higher Post or Grade:

No employee can claim appointment by promotion as a right, save on the basis of:

- a. Eligibility to hold the promotional post.
- b. Having been temporarily placed in charge of the post.
- c. On seniority or length of service.
- d. Availability of the vacancies.
- e. When a higher position falls vacant, the management is free to consider all available candidates to be considered including those external candidates who apply for such post against any advertisement or otherwise and appointment is made on merit, suitability, qualification and conduct.
- f. The promotion of an employee from a lower post to a higher post shall be at the discretion of the management and will be determined on the basis of merit, quality of service, loyalty to the organization, conduct, efficiency, ability, health, nature of the job, years of service and the individual's suitability for the post. By no means, it can be claimed.

11. Transfer & Inter departmental Transfer:

- A. Transfer to other Institutions managed by the Foundation or interdepartmental transfers within the institution can be made by the management in the interest of the institution and the employees are bound to comply with such orders. In the event of refusal to accept such orders, the employee shall be considered as absent from work without any sanction of leave for the period of such absence and shall not be eligible for salary for that period. Such refusal amounts to misconduct and the employee is liable for disciplinary action.
- B In case an employee requests for transfer to another department and to a different post, either on improvement of his qualification or his suitability to the post consonant to his qualification and experience and the request is granted by the management, the salary and other condition peculiar to the later job becomes applicable.

12. Record of Age:

The date of birth of an employee as furnished by him at the time of joining duty shall be supported by any of the following documents:

- a. School Leaving Certificate.
- b. Birth Certificate issued by Corporation, Municipality or Registrar of Birth and Death.
- c. Declaration before a Magistrate duly published.
- d. The age of the employee verified as above and recorded by the management shall be the conclusive proof for all questions concerning his employment with the college.

13. Bio data/ Resume:

It shall be incumbent on every employee to furnish in writing, his complete and correct resume giving all information as required by the management for the purpose of record. The employee shall promptly notify in writing any subsequent changes in the data furnished including any change in the permanent address and present address of residence and phone/fax numbers, email address, marital status, deaths, births, etc to the concerned authorities immediately then and there.

14. Leaving Head Quarters:

- A. It is incumbent on the part of the every employee to reside in the headquarters, i.e the town/city where the college is located. No employee shall while on leave, vacation or under suspension, leave headquarters without prior permission of the leave Sanctioning Authority. If an employee wishes to leave the headquarters on any reason, it should be communicated in writing to the leave sanctioning authority, the outstation address, phone/fax numbers at which he may be contacted if necessary.
- B. Leaving headquarters without permission and failure to communicate the outstation address / phone, fax numbers, etc.,

during vacation amounts to misconduct and the employee is liable for action and loss of salary during such period of absence from headquarters.

NOTE: Not notwithstanding anything contained in the section on headquarters, the competent authority may permit as a special case on reasonable grounds and on request in writing from the employee to reside outside the jurisdictional headquarters of the college.

15. Duties & Obligation of Employee and Code of Conduct:

- A. Every employee of the college shall maintain a high standard of commitment to students, Management and work allotted. He / She shall conduct in a manner befitting to a Lecturer/ Professor and is expected to exhibit excellent professional ethics. He / she shall be loyal to the college and abide to all rules & regulations and any such modification, amendments, diligently during his tenure of service with the college.
- B. Every employee shall carry out the work assigned to him / her by his superiors conscientiously, faithfully and diligently in accordance with the specific or general instruction of his superior and shall maintain discipline, decorum and dignity of the post he / she holds, at all times in the department or work place or in the premises of institution. He / she should co-operate with other co- employees & superiors in discharging duties and obligations demanded of his position.
- C. Every employee is obliged to accept any work of the institution assigned to him / her consonant to his / her position and should discharge his / her duties keeping in mind the particular nature of the activity of the college, its progress and prosperity.
- D. Every employee shall at all times be courteous and considerate to co employees, students, office staff, visitors, superiors, parents of students and public in general.
- E. Every employee shall always be neatly dressed in clean and decent clothes while on duty and shall adhere to the dress code implemented by the college from time to time. They should keep themselves and work places clean and tidy at all times. Employees who have been provided with uniform shall wear them compulsorily while on duty. Those who are not wearing the uniforms or not present in their dress code are liable to be marked absent for the day besides rendering themselves liable for disciplinary action. Uniforms provided by the

college are the property of the college which should be maintained and looked after carefully and shall not be worn other than office hours.

- F. Employees in charge of laboratories, machine shops, workshops, class rooms, stores, library or any other department or office shall take care of machines, electronic equipment, tools, equipment, materials, models, furniture, fitting, books, cash and other properties of the college under their control. Any loss or damage or breaking of college property may render the employee liable for payment of such loss / damage / breakage. They would be rendering themselves for disciplinary action for not taking proper care of college property. Employees shall promptly and without loss of time report any accident, hazard or loss or damaged or breakage to college property noticed by them within the college premises.
- G. No employee shall disturb or attempt to disturb the peaceful atmosphere in the college nor shall he / she incite or instigate or coax the co-employees or students or bring extrinsic or extraneous agencies to disturb the peaceful atmosphere of the college on or off the campus by resorting to demonstration, shouting, loud talk or horse play or indulge in any act prejudicial to the interest of the college or the management.
- H. No employee shall accept gifts of any kind from students, visitors, contractors, businessmen or other parties connected in any manner whatsoever directly or indirectly for performing their duties and activities in or outside the college.
- I. No employee shall tamper with or manipulate damage or destroy the college records or notices.
- J. No employee shall give their opinions and views or talk to press, radio, TV or any general news media and make any comments, talk or write articles relating to the college without the written permission of the Management and Principal.
- K. No employee shall become an active member of any political party, religious or cultural organization without prior permission of Management of the college.
- L. No employee shall organize, encourage, patronize or any religious, cultural, lingual or literary activities on the campus of the college without prior written permission of the Management and Principal.
- M. No employee shall indulge or get involved himself in any criminal proceedings in a court of law, the proceeding and decisions of which shall render the employee liable for disciplinary action by the management.

- N. No employee shall disfigure or damage or write any matter on walls or other college properties.
- O. No employee shall interfere with other employees, work or disturb other employees or cause annoyance to other employees during their discharge of duties.
- P. No employee shall bring liquor or drugs or any other intoxicants to the college premises, consume any intoxicant on college premises or report for work in unfit condition because of previous indulgence or under the influence of any intoxicant which would be viewed very seriously. The unlawful manufacture, distribution, dispensation, possession or use of illegal drugs by employees of the institute is prohibited as per the institute's policy.
- Q. No employees in the college premises shall have in his / her possession firearms, weapons or any other article detrimental to the security of students, employees or building, machinery and other property of the college.
- R. No employee shall stand for election for local bodies such as University, Corporation, Municipality, Panchayat, Political, and Party or participate or canvas for any candidate in such election without the prior written permission of the management.
- S. No employee shall without the previous sanction of the competent authority undertake any private trade, business or employment, while they are providing services to the college.
- T. No employee shall do any act in contra-version of or in derogation to any of the provision of these service rules or any other rules introduced in future or amended from time to time and other instructions notified by the management.
- U. **Sexual Harassment:** Sexual harassment of employees or students at the Institute is prohibited and offender is dismissed or other disciplinary action is taken.
- V. Sexual Harassment of any employee is prohibited because it is intimidating, is an abuse of power and further, is inconsistent with Policies, practices and our management philosophy. Sexual Harassment is defined as unwelcome sexual advances, requests for sexual favours and other verbal or physical conduct of a sexual nature. Sexual harassment can include the following:
- W. Sexual conduct that interferes with another person's work performance or creates an intimidating, hostile or an offensive work environment.

- X. Personal decisions (eg, promotion, raise scheduling) made by a supervisor based on employee's submission to or rejection of sexual advances.
- Y. Submission to a sexual advance used as a condition of keeping or getting a job, whether expressed in explicit or implicit terms.
- Z. **Equal Employment Opportunity:** It is a policy of the Foundation to give equal opportunity to all employees and applicants for employment without regard to religion, race, creed, caste, colour, sex, disability, and age. The policy applies to initial employment, promotion, compensation, and termination. Employees / students are not denied benefits, or subjected to discrimination under any program or activity of the Institute.

AA. **Soliciting / Canvassing:** Canvassing, placing signs and posters for solicitation purposes, religion, caste, chain letters, and collections of any kind and sales of tickets or merchandise are prohibited on the college premises. All employees are prohibited from indulging in any personal activity utilizing the institutes resources and facilities. Any faculty found indulging in conducting tuition classes or coaching classes, remunerative or otherwise would be suspended with immediate effect.

BB. **Employment of Relatives:** No individual shall be employed in a department or unit, which will precipitate a subordinate superior relationship between individual and any of his/her relative who is employed in the Institute through any line of authority. "Line of authority" means authority extending vertically through one or more organizational levels of supervision of management. For the purpose of this policy relatives are defined as husbands, wives, parents and children, brothers, sisters, and any in-law of any of the foregoing.

16. **Attendance, absence from work, unauthorized absence, reporting late or leaving early etc:**

1. Employees are to be prompt in reporting to work on time. It is expected that employees will remain on the job until the end of the workday unless deputed by the Head of the department for any official work. An employee, who knows he / she will be absent from work on a particular day should report such anticipated absence to the Head of the Department. A record of tardiness and unexcused absences may result in loss of pay or other disciplinary action.
2. Every employee shall report for work at the assigned place and at the notified time for commencement of his duties. The

employee shall fix the signature in the attendance register and swipe the ID smart card/ Biometric impression in the machine during the time of reporting and departure from the college in the manner specified by the Principal of the College.

- 3 Any employee failing to record the reporting and departure timings as started above are liable to be marked absent from work.
- 4 Every employee is bound to be present in his department during the working hours, discharging his duties as specified by the principal & HOD.
- 5 If an employee goes outside the department during the working hours, he must get specific permission of the Principal / HOD and duly write the purpose in the movement register and come back to duty on time specified.
- 6 If he / she leaves the campus or department, or found missing during office hours in the department he / she is liable to be treated as absent from work for the full working day in question besides he / she will be liable for disciplinary action. No person will move outside the premises for lunch or tea etc
- 7 An employee reporting late for duty either after the commencement of the college or after recess interval or leaving the college earlier than the closing time of the college three times during any calendar month he / she will forfeit a day's casual leave for a day's salary in lieu of the casual leave in his / her credit. Check
- 8 Employees shall not entertain visitors at the place of work or in the department without the prior permission or intimating to the Head of the department.
- 9 No employee shall loiter around college premises or enter another department in the college without the permission of the respective HOD. HODs will ensure no one enters their department without any purpose or for chit chat. Similarly employees shall not indulge in playing games, visit canteen (except during tea break) unnecessarily. Such errant employees will be liable for action. No employee, when on off duty or during outside working hours shall enter his or any other department without specific permission of the respective head of the Department.
- 10 An employee who has been granted leave or laid off or discharged or suspended or dismissed or has resigned or who is not working with the college for any reason shall not visit or stay in the college premises unless required to stay back for any

official purpose as specified by the Principal. Such employees shall not enter the college premises without written permission of the principal.

17. No work No Pay:

In all case of absence from duty without availing leave or obtaining permission or an employee fails to discharge his duties assigned to him , the principle of "No Work No Pay" shall be applied to all such employees.

18. Unauthorised absence:

An employee in his individual capacity or a section of employees in concert, remain absent from work or being present at the work spot but refuse to work, shall be treated as unauthorized absence of employee.

19. College working hours:

Working hours will be published on notice board and also informed to all employees based on the timings finalized by the Principal in consultation with the management. This will be or may be different for Teaching Staff and Admin Staff. For all attendance purpose Principal and Vice Principal is part of Admin Staff. (The working hours stipulated above shall not apply to watchmen/ Security staff, driver, employees of hostel canteen and all such employees whose services are considered by the management as being necessary to be run the college / hostel / canteen).

- A. Detailed specified working schedule would be provided by the management and principal from time to time to regulate the interest of the college.
- B. The employees specified in the above section shall however leave their place of duty only after they are being relieved by the respective next shift employees or substitute employees.
- C. After being relieved these employees shall properly communicate to the next shift employees or substitutes

who takes charge of duty, any special instructions, messages about accident, hazards or defects, loss, theft etc. These instructions being essential for redresser to take timely action and to ensure smooth continuation of work and for the safety and security of the college property.

D. An employee may be required to work beyond his normal working hours and also an employee may be called upon to work during holidays if the exigencies of work so demand. During such eventualities an employee shall not be entitled to extra pay or compensation.

20. Some of the offences / commission which will not(NOT) be tolerated or accepted or permitted are:

- i. Insubordination
- ii. Theft
- iii. Bringing discredit to the Institute
- iv. Falsifying, grafting, or forging of any record, report, or information
- v. Discourteous behaviour.
- vi. Any other misconduct interfering with performance of job tasks.
- vii. Unauthorized absence from assigned work area. ix. Sleeping on duty.
- viii. Negligence.
- ix. Dereliction of duty.
- x. Interfering with the work performance of another employee.
- xi. Wasting materials.
- xii. Wilful damage to equipment or property of the Institute.
- xiii. Entering an unauthorized work area.
- xiv. Continued failure to perform assigned duties. xviii. Failure to report absence.
- xv. Habitual absence or tardiness.
- xvi. Job abandonment.

21. Safety:

Safety on the job and care of property and equipment is the responsibility of all employees. Every effort should be made by the employees to avoid careless work habits.

22. Injury:

It is necessary to report unsafe working conditions and any on-the-job-injury, regardless of severity, to the Head of the Department and the HR Manager immediately. A qualified Nurse / Doctor are available on the campus along with an equipped Medical Facility during the work timings are also available on call for emergencies. Basic medicines are provided to all the employees and students free of charge.

23. Confidential Information Handling:

Some employees handle confidential information as they perform their duties. Such information is not to be discussed or made available to anyone until it has been approved for release by proper authority. Any person found using such classified information invites suitable disciplinary action against him / her depending on the severity of the matter.

24. Gratuities:

Employees of the Institute do not accept gratuities, courtesies, or gifts in any from any person or persons, corporations, or associations that, directly or indirectly, seek to use the connection so as to secure favourable comment or consideration on any commercial commodity, process or undertaking.

25. Outside Employment:

Employment outside the Institute is not permitted except in cases where such employment does not interfere with the regular and punctual discharge of duties and responsibilities of the institute. The employee must discuss with the Head of the Department before indulging in any outside employment to be sure there is no conflict of interest. Use of institute property in such endeavours is prohibited. An employee must seek written permission of the Management before taking up any kind of employment.

26. Malpractices:

- A. No employee indulges in or encourages any form of malpractice connected with examinations or other activities of the institute.
- B. No employee shall communicate directly or indirectly any official information or document to any other person to whom he / she is not authorized to communicate such information or document while discharging the duties assigned to him / her except under any direction or specific written order of the competent authority.
- C. No employee of the college shall address any communication directly to the Principal or management or trust for any purpose under any contingencies. All such communication and letters must be submitted only through proper channel.
- D. No employee shall communicate or write to the Government Departments namely Director of Technical Education, University / AICTE or department of higher education or to any other member of the Legislative Assembly or the member of the Governing Body or meet any of the above persons for official purpose without the written permission of the Governing Body. The employee shall not bring any political pressure or pressure from any of the above mentioned officials upon the management for official recommendation with regards to his / her employment promotion etc in the college.
- E. No employee shall without proper sanction or without proper payment, avail himself/ herself for private or personal use, the college property / material or services which is the sole property of the college or has been paid by the college.
- F. No employee shall misuse or carelessly use the college material / property / facility provided by the college.
- G. No employee shall tamper with or manipulate or damage or destroy the official records of the college.
- H. No employee shall issue press statements or handbills or circulate leaflets containing vital information of the college or damaging statements against the college.
- I. No employee shall indulge in personal feuds, quarrel, abuses or indecent behaviour and create violence or any other disorderly or indecent behaviour either within or outside the college premises.
- J. No employee shall take part in any strike or demonstration of any kind either inside or outside College premises.
- K. No employees shall hold any meeting in the college premises or stick or distribute any hand bills, notices, posters or write any statement on walls of the college or collect any money in any manner in the college

premises without the prior written permission of the Management and Principal.

L. No employee shall undertake private tuition or conduct coaching classes or take part time job or consultancy work outside the college premises. Employees indulging in such activities shall be committing misconduct of major act and are liable to penal action as per rules in force. The management may envisage to conduct raids on the lines of Directorate of Collegiate Education on receiving any such specific information of college staff taking private tuition outside the college premises.

27. Liability of Search of College Property:

- A. Employees are liable to be detained and searched by security personnel or any person authorized by Principal / Management at any time and also while entering or leaving the college premises or in the presence of other employees in charge.
- B. When a specific complaint is received by the Principal regarding any theft or of unauthorized removal of any college property by concerned employees he will conduct a formal inquiry and disciplinary proceedings would be taken against such members.
- C. When the employee remains absent or absconds himself / herself from the workplace or refuses to be present at the search place, the college authorities can investigate the matter. The investigation may be carried out in the presence of HOD and two other employee who stand as witness and an inventory of search will be done.
- D. Any findings would be duly reported in writing to the Principal in the form of a report which is duly signed by the HOD and attested by two witnesses.
- E. No employee unless officially required to do so shall bring or cause to bring into the college premises any goods, articles, equipment, tools, materials etc. The entry of such goods which help in the official operations of the college must be duly recorded at the entrance of the college. An official permission must be taken from concerned authorities before any item is brought inside the campus. When such authorised goods leave the campus entry has to be made with a letter of approval duly signed by specific authorities authorizing goods to be taken away from the campus.
- F. Any employee found in unauthorized possession of any such article, which are in stock in the college and are not normally authorized to be carried by employees shall be deemed to have come into possession

of the employee by improper means. The management has the full right to confiscate such articles as its an unauthorized possession of the employee. Such employee will face disciplinary committee and any other action would be instigated against the employee which may be deemed fit by the management.

G. The management shall not in any way be responsible for any loss, theft or damage to personal property, or cash brought to the college by an employee.

28. Personnel Directives

- A. The employees of college will be paid their salary within four working day of the following month. The College Accountant, HR Department, the CFO and Chief Operating Officer will ensure this jointly. Salary is credited to the employee's bank account held by the employee in the bank approved by the management. No cash or cheque will be disbursed.
- B. The Management shall deduct from the employee's salary, all statutory recoveries such as income tax, provident fund, premium of LIC policy/ Group insurance policy, any loan to the employee by the management along with and including wages for LWA sanctioned to the employee during the month or previous month, any contribution to approved activities, loss of pay for absenteeism, any damage or loss to college property caused by the employee, any penalties, fine and such recoveries levied to the credit of employees.

29. Sanction of Increments:

Annual increments purely based on performance and productivity. An employee shall be sanctioned with the annual increment accordingly. Annual increment is due on 01 August every year. Further the sanctioning of increments is subject to satisfactory work, good conduct and regular continuous services without any interruption and subject to gaining minimum credit points based and assessment procedures implemented by the management.

If an employee remains absent from services, his annual increment shall be deferred to the following day from the date of such absence. When an employee is working in lower scale pay is promoted to or appointed a higher scale of pay his next

increment shall fall due only after the employee completes one year of satisfactory service in the higher post.

Notwithstanding anything said in the above clauses, an employee is not entitled to any increment in the probationary period. The annual increment shall fall due only after satisfactory completion of probation and after confirmation of services of employee by the management.

No employee shall claim increment as a right. Increment shall have to be earned by the employee by the minimum credit points as specified by the management.

30. Leave Rules

The leave rules detailing the various categories of leave, number of days of leave under each category is specifically formulated by the management from time to time keeping in mind the University directives. Management has the right to amend the leave rules from time to time. All employees will be bound by such new and existing leave rules. Leave cannot be claimed as a matter of right but will be at the sole discretion of management.

- A. The College will forward the semester vacation dates after it is received from Universities. The Calendar of Events for each semester will be drawn by the college to facilitate lesson planning and to execute the lesson planning effectively and systematically for the benefit of students.
- B. The Management has decided to designate the Principal, Vice Principal, Non-Teaching Staff and Office Staff as non-vocational staff requiring their presence even during vacations, except during the general holidays. Teaching staff is designated as vocational staff.
- C. The vocational staffs are eligible for the following leave in a calendar year.

- i. Casual Leave 10 days in a calendar year.
- ii. Two days restricted holiday in a calendar year.
- iii. Semester leave in a calendar year will be 30 days in two spells of 15 days each during the end of every semester. However if by any chance in any semester a faculty is not able to avail 15 days due to commitments, in next semester the aggregated 20 days may be availed. However will not be permitted to avail 20 days each during both Semester breaks Thus a total of 42 days leave is available in a year.

Note: HOD,,s may not be able to avail semester break due to commitments as the Principal & Management may require their presence in the College during Vacation. However, the Vacation leave benefits will be available to them as Vacation Compensatory Leave. The Compensatory leave will be in the ratio of 2:1

- D. The non - vacation staff is eligible for the following leave in a calendar year.

Casual Leave10 days in a year

Two days restricted leave in a calendar year.

One and half days earned leave for every one month of completed service in a year thus maximum 18 days in a year.

- E. The maximum period of casual leave sanctioned to any employee is not more than 3 days at a stretch, on the condition that clubbing of any intervening, preceding and succeeding holidays does not exceed 5 days at a time.
- F. In case of contingency or exigencies the leave sanctioning authority may cancel the leave sanctioned to employee and recall him for duty.
- G. No two types of leave can be clubbed.

- H. The concerned employee is bound to report back to duty on receiving recall notice either in writing or communicated through telephone/telegram.
- I. Women employees whose services are confirmed are eligible for 89 days of maternity leave once in their, entire service. Maternity leave is available after 3 years of satisfactory service. After availing the benefit they should serve the institution for a minimum period of two years failing which they have to reimburse the emoluments received during the leave period.

Special Casual leave is sanctioned to employees to attend:

Seminars / Workshops / Short-term Summer or Winter Schools if sponsored by College.

- i. For deputation to attend any examination work of university subject to approval by Principal.
- ii. Faculty members sponsored by college for higher studies subject to one day in a week provided the employee takes the full workload during remaining days in the college.
- J. All leave applications shall contain total leave availed so far both casual leave and earned / vacation leave the applied leave period, purpose for which leave is applied.
- K. All leave applications shall be forwarded through proper channel and the applicant/ HOD shall make alternate arrangement for the classes. Specific arrangements have to be made to compensate the classes for students.
- L. An employee must be present in the college on the last working day of the semester in the college and on the reopening day of the next semester. Absence will attract forfeit of full semester break and thus leave without pay.

31. Misconduct, Penalty for Misconduct:

The term misconduct shall denote any act of omission or commission, acts of misfeasance, malfeasance or nonfeasance of the duties assigned, on the part of employee which falls under the general notation of the word.

- I. Possessing firearms, other weapons or any other article in the college premises, which is deemed to be detrimental to the security of the college or persons.
- II. Soliciting, demanding, collecting or canvassing, collection of any money or sale of any kind of tickets within the college premises for any purpose or reason without prior permission of the Principal.
- III. Creating disturbance or nuisance inside or outside in the immediate neighbourhood of the college premises.
- IV. Fighting, abusing, threatening, intimidating, coercing, assaulting or threatening to assault other employees, students or any one in the campus.
- V. Disorderly behaviour, gambling, betting inside the college premises.
- VI. Any act subversive of discipline or good behaviour in the college premises or outside the college premises if it affects the discipline or administration of the college or has a bearing on the smooth and efficient working of the college.
- VII. Intimidating the employees / students of the college by threats, pressure or by any other means with a view to prevent them from attending their duties / classes.
- VIII. Commissioning of any offence punishable under the IPC, committed whether inside or outside the college premises or convicted by a court of law for any such previous indulgence in such acts or any criminal offence involving moral turpitude.
- IX. Habitual breach of any standing orders, service rules or committing minor misconduct 3 times. Any act or conduct likely to adversely affect the peaceful and normal working of the college.

32. Penalty for misconduct:

A. Penalties for minor misconduct :

- A.i. Censure.
- A.ii. Fine not exceeding 7 days wages
- A.iii. Withholding an increment with retrospective effect
- A.iv. Withholding promotion to higher post / grade.

B. Penalties for major misconduct :

Suspension from services without wages till such period as determined by the disciplinary authority. Reduction to a lower position or to a lower grade in the same scale of pay. Discharge or removal from service or termination of an employee, which does disqualify him from being considered for any appointment in future.

33. Procedure For Penal Action:

- A. No order of punishment shall be made without the employee having been opportunity to explain in writing to the charges of misconduct, alleged against him through an inquiry committee within 7 days from the receipt of notice
- B. For imposing any disciplinary action against misconduct on the part of the employee, there shall be a recorded enquiry and the procedure for all such enquiries shall be strictly as per the Private Educational Institutions Discipline Act, 1975.
- C. In case the employee admits the charges in writing, no such enquiry is required.

D. The following procedure shall be followed in the enquiry :

- D.i. For minor misconduct, a charge sheet shall be given to the employee in writing to submit his reply to all the charges stated in the notice.

- D.ii. On receipt of the employee's reply, the disciplinary authority shall form a departmental enquiry committee to look into the charges and reply to the charges submitted by the employee.
- D.iii. If the employee agrees and accepts the charges framed against him/her, the enquiry committee has to submit a report to disciplinary authority through the Principal stating the gravity of the charge and the reply received.
- D.iv. The disciplinary authority on receipt of the report from the enquiry committee shall inform the employee, the penalty proposed and recommend to the Principal to impose the penalty.
- D.v. In case the employee refuses to accept the charges, the enquiry committee can call for witness and record the proceedings and the evidence can be reduced in writing.
- D.vi. The disciplinary authority shall initiate action against the employee in the light of the enquiry report as per Sub-section (d) Discipline Act, 1975.
- D.vii. For major misconduct, there shall be a detailed enquiry in accordance with the procedures stated below:
 - vii.a. The employee concerned shall be issued a charge sheet and issued show cause notice to reply to the charges within 7 days from the date of receipt of the charges
 - vii.b. If the employee concerned agrees to the charges in writing admitting the acts of omission and commission stated in the charge sheet, the procedure as per Para (27), Sub Para iv clause "C" and "D" to be followed.
 - vii.c. If the employee does not admit the charges or if his explanation is not satisfactory and when the circumstances warrant it, the management may form an enquiry committee consisting of minimum of three members and arrange to hold a recorded enquiry on the charges of misconduct giving an opportunity to

the employee to defend in the light of Principle of Natural Justice.

vii.d. The enquiry committee should conduct the enquiry by informing the date of hearing to the employee.

vii.e. The employee must present himself on the date of hearing at the assigned time and place for enquiry into the charges of misconduct when called upon to do so by the enquiry committee.

vii.f. If the employee fails to appear at the enquiry for reasons, which the management or the enquiry officer considers unsatisfactory, the enquiry committee shall proceed with the enquiry with ex parte in his absence.

vii.g. The employee subjected to enquiry shall be permitted to be assisted by a coemployee of the college. No outsider or legal practitioner shall be permitted to assist him in his defence of the charges but the employee is permitted to produce any document or witness in his defence.

vii.h. The proceedings of the enquiry shall be recorded on the days of hearing and it must be duly signed by the employee.

vii.i. On conclusion of the enquiry, the enquiry committee shall submit the proceedings and findings to the management stating whether all or any of the charges levelled against the employee are established.

vii.j. If the charges are proved in the enquiry, the disciplinary authority shall take into account the gravity of misconduct, the previous record of the employee or any of the extenuating or aggravating circumstances that may exist in awarding punishment under these rules. The nature and quantum of punishment shall be at the discretion of the management.

vii.k. Also based on the offence College may lodge an FIR after taking clearance from Management and subsequently proceed with civil or criminal code as the case may be.

34. Late Coming to Office:

Late coming to office work will not be tolerated. However, due to the heavy traffic prevalent in Bangalore a small consideration of total half an hour late coming could be permitted in a month. If the staff members are availing the college transport late **coming** will not be penalized.

35. Applicability of TA/DA:

When on official duty as per University norms, with prior sanction from Principal.
