

VIVEKANANDA VIDYAVARDHAKA SANGHA PUTTUR ®

VIVEKANANDA CAMPUS, NEHRU NAGARA, PUTTUR

VIVEKANANDA EMPLOYEES RECRUITMENT AND SERVICE RULES

**VIVEKANANDA VIDYAVARDHAKA SANGHA PUTTUR ®
"Narendra", Vivekananda Campus, Nehru Nagara, Puttur,
D.K.**

Vivekananda Vidyavardhaka Sangha Puttur ® (VVS), formerly known as The Puttur Education Society a registered under "An Act for the Registration of Literary, Scientific and Charitable Societies, 1860" on 23-12-1915 with an objective of providing education in the rural and backward areas in and around Puttur.

Vivekananda Vidyavardhaka Sangha Puttur® is running 15 Shishumandiras, 3 Kinder Garten, 11 Kannada Medium Primary Schools 2 English Medium Primary Schools, 6 Kannada Medium High Schools, 4 English Medium High Schools 4 P.U Colleges 2 Degree with PG Courses 5 professional colleges and 4 other institutions having its administration office at "Narendra", Vivekananda Campus, Nehru Nagara, Puttur at different parts of Dakshina Kannada of Karnataka State and Kasaragod District of Kerala State. Vivekananda Vidyavardhaka Sangha Puttur® has appointed employees such as Principals / Headmaster's, teaching faculty, Non-teaching faculty and other employees in various institutions run by Vivekananda Vidyavardhaka Sangha Puttur® and also will appoint the employees as and when required. In order to maintain discipline and to regularise the appoints and for execution of the works and to fix the responsibilities and duties of the employees these rules are framed and implemented from 01-03-2017 and these rules are approved by the Governing Body & Management of Vivekananda Vidyavardhaka Sangha Puttur® as per in resolutions No. 1(c) dated 27-02-2017

WHEREAS it is necessary to define with sufficient precision the conditions of service to the employees (Teaching and Non teaching) working under the Management. Accordingly, the Management hereby make the following Rules for its employees.

1. SCOPE AND APPLICABILITY :-

- a. These rules shall be called the Service Rules for the Employees (teaching and non teaching) of the schools, junior college, Degree college and other institutions managed by Vivekananda Vidyavardhka Sangha Puttur®, and they shall supercede in their scope and application all other rules and regulations of service and terms of appointment / employment of the said employees to the extent now herein provided.
- b. This rules are called as Vivekananda Employees Recruitment Service rules and applicable to all employees of Institutions run and sponsored by Vivekananda Vidyavardhaka Sangha Puttur®
- c. These rules shall be applicable to the following units / institutions coming under the above Management.
 1. Vivekananda College, Puttur D.K
 2. Vivekananda College - PG Department, Puttur D.K
 3. Vivekananda College of Engineering& Technology, Puttur D.K
 4. Vivekananda School of Management Studies, Puttur D.K
 5. Vivekananda Law College, Puttur D.K
 6. Vivekananda Polytechnic, Puttur D.K
 7. Vivekananda College of Education, Puttur D.K
 8. Nalanda College of Arts & Science, Perla , Kasaragod
 9. Vivekananda Pre-University College, Puttur D.K
 10. Sri Rama Pre University College, Kalladka, Bantwal D.K
 11. Sri Gajanana Pre University College, Ishwaramangala, Puttur D.K
 12. Saraswathi Pre-University College, Hanuman Nagara, Kadaba , Puttur D.K
 13. Vivekananda English Medium High School, Puttur D.K
 14. Vivekananda Kannada Medium High School, Puttur D.K
 15. Sri Rama High School, Hanuman Nagara, Kalladka, Bantwal D.K
 16. Sri Devi High School, Punacha, Bantwal D.K
 17. Shanmukha Deva High School, Perlampady , Puttur D.K
 18. Sri Gajanana English Medium High School, Iswaramangala, Puttur D.K
 19. Sri Rama High School, Pattoor, Patrame, Belthangady D.K

20. Saraswathi Vidyalaya High School, Kadaba, Puttur D.K
21. Vivekananda English Medium High School, Jalsoor, Sullia D.K
22. Priyadarshini English Medium High School, Bettampady, Puttur D.K
23. Sri Rama Higher Primary School, Hanuman Nagara, Kalladka Bantwal D.K
24. Vivekananda English Medium Primary School, Puttur D.K
25. Vivekananda Kannada Medium Primary School, Puttur D.K
26. Sri Bharathi Primary School, Alankar, Puttur D.K
27. Sri Laxmi Venkatramana Primary, Sarya, Balnadu, Puttur D.K
28. Sri Devi Higher Primary School, Punacha, Bantwal D.K
29. Saraswathi Vidhyalaya, Kadaba, Puttur D.K
30. Sri Gajanana Higher Primary School, Ishwararamangala, Puttur D.K
31. Priyadarshini English Medium Higher Primary School, Bettampady, Puttur
32. Shri Vishnumoorthy Higher Primary School, Patrame, Belthangady D.K
33. Sri Rama Primary School, Nelyadi, Puttur, D.K.
34. Sri Rama Primary School, Nattibailu, Uppinandy, Puttur, D.K.
35. Vivekananda Shishumandira, Near Blood Bank, Puttur, D.K.
36. Madhava Shishumandira, Uppinangady, Puttur, D.K.
37. Sri Keshava Bhathi Shishumandira, Alankar, Puttur, D.K
38. Sri Rama Shishumandira, Nelaydi, Puttur, D.K.
39. Sri Rama Shishumandira, Kalladka, Bantwal, D.K.
40. Sri Nandagokula Shishumandira, Dvaraka Nagar, Periyadka, Puttur, D.K.
41. Sri Bharathi Shishumandira, Kadaba, Puttur, D.K.
42. Rastrothanna Shishumandira, Vinhobha Nagar, Jalsoor, Sullia, D.K.
43. Sri Siddivinayaka Shishumandira, Vinayaka Betta, Golihottu, Puttur, D.K.
44. Niveditha Shishumandira, Nehru Nagar, Puttur, D.K.
45. Sri Keshava Shishumandira, Ilanthila, Belthangady, D.K.
46. Sharada Shishumandira, Kunthoor, Puttur, D.K.
47. Sri Keshava Shishumandira, Kallugudde, Noojibalthila, Puttur, D.K.
48. Narendra Shishumandira, Kaikara, Puttur, D.K.
49. Vivekananda Shishumandira, Perla, Manjeshwara Tq, Kasargod Dist.
50. Vivekananda English Medium School (K.G.), Viveka Nagara, Puttur D.K
51. Sri Gajanana English Medium School (K.G.), Ishwaramangala, Puttur
52. Priyadarshini English Medium School (K.G.), Bettampady Puttur D.K

53. Vivekananda Centre for Research Studies ® , Puttur D.K
54. " Yashas" Vivekananda Study Centre (Public Services), Puttur D.K
55. Radio Panchajanya 90.8 FM, Puttur, D.K.
56. Vivekananda Employment and Training Centre, Puttur, D.K.

These Rules shall come into force with effect from 01-03-2017. These rules shall apply to all employees already in service, as well.

2. AMENDMENTS AND MODIFICATIONS:

Notwithstanding anything contained herein or in any Rules which are superseded by these Rules , the Governing Body of Vivekananda Vidyavardhaka Sangha Puttur® reserves the right to amend alter or otherwise deal with any of the provisions of these Rules and Regulations of service for smooth functioning of the Institutions or any of its units.

3. PUBLICATION AND INTERPRETATION

- a. These Rules and Regulation of Service will be printed in English
- b. Any modification or amendment made from time to time and any notice or order or instructions issued under these Rules will be displayed on the notice boards of the institutions and shall be deemed notice thereof to all employees.
- c. Ordinarily the interpretation given by the Management or any other person authorized in this behalf shall prevail, in respect of any of the rules hereinafter contained.

4. DEFINITIONS:

In these Rules and Regulations, unless there is anything repugnant to the subject or context:-

- a. 'INSTITUTIONS', means, all or any of the institutions run and or sponsored by Vivekananda Vidyavardhaka Sangha Puttur® and shall includes its other units /institutions/schools/colleges managed by it.
- b.' EMPLOYER/ MANAGEMENT', means and includes the President / Secretary of Vivekananda Vidyavardhaka Sangha Puttur® Governing Councils of the

- Institutions run & sponsored by Vivekananda Vidyavardhaka Sangha Puttur® and includes any other Administrator / Head of Institutions to whom the powers and functions are delegated in this behalf by the Governing Body .
- c. 'GOVERNING BODY' means the body of persons elected by General Body of Vivekananda Vidyavardhaka Sangha Puttur®
 - d. ' GOVERNING COUNCIL ' means the body of persons appointed by the Governing Body of Vivekananda Vidyavardhaka Sangha Puttur® govern the day to day activities of the Institutions.
 - e. 'EMPLOYEE' means Teaching / Non teaching staff engaged / appointed by the Management, through a written Order in any of its Unit/ Institutions/ school/ college, for hire or reward or payment and any category of person employed for salary by the Management at its Institution/Units.(Under signature if the management)
 - f. 'NOTICE BOARD' means and includes the Boards at or near the Institution/ school/ college premises or within the administrative buildings, provided by the management for exhibiting notices under these Service Rules.
 - g. NOTICE means a Notice in writing or type written required to be served or posted on the Notice Board of the Institution/ school/ college for the purpose of these Service Rules.
 - h. Words importing the masculine gender *shall also include* feminine gender.
 - i. Words importing the singular number *shall also* include the plural number and vice- versa.
 - j. Except when otherwise provided either expressly or by implication, these rules shall apply to holders of all posts in the institution.
 - k. The Management of the Vivekananda Vidyavardhaka Sangha Puttur® reserves to itself, the right to modify, alter, amend the rules from time to time, as it deems fit.
 - l. The Management means the Governing Body of Vivekananda Vidyavardhaka Sangha Puttur® consisting of the President, Vice President, Secretary, Treasurer and members.
 - m. These rules shall apply to all academic, administrative, technical, non-technical

and support staff of all institutions, run & sponsored by Vivekananda Vidyavardhaka Sangha Puttur®

- n. All appointments (temporary, part time, permanent and on contract) shall be made by the Management.

3.CLASSIFICATION OF EMPLOYEES:

The *Employees appointed by the Management* shall be classified as:

- a. Permanent, b. *consolidated* c. temporary, d. Part time employee, e. Fixed term employee.

- a. **Permanent Employee:** is one who has *been appointed on a permanent* basis and includes any person who has been duly confirmed in service in writing after he has satisfactorily completed the Probationary period.
- b. **Temporary Employee:** is one who has *been appointed* for work which is essentially temporary in nature likely to be finished within a limited period, or in a temporary post, or in connection with a temporary increase in work for a limited period or one who is employed temporarily as an additional employee on a leave vacancy and who has received a temporary appointment letter from the Management, in this behalf.
- c. **Employee on probation:** *all employees who are provisionally employed to fill a permanent vacancy in a post will be on probation of one year which can be extended for a period of 6 months as the case may be. Order of confirmation shall be communicated to a probationer within 30 days of completion of probation or extended period of Probation. The extended period of Probation shall not exceed 6 months. The Management at its discretion and depending on the performance of the Probationer may reduce the period of probation. If a permanent Employee is employed as a Probationer in a higher post, he may at any time, at the discretion of the Management, during the Probationary period or extended Probationary period be reverted to his original previous permanent post. The service of the Probationer may be terminated at any time during the period of Probation or at the end of the Probation.*

- d. **Part time employee:** Is one who is employed to do work for less than the normal period of working hours and he shall be entitled to only such benefits as are determined by the Management.
- e. **Fixed Term employee:** is one who is employed on a contract basis for a stipulated period of time on the lapse of which the Contract may be renewed with by mutual consent either on the same or different terms. Such employee shall be entitled only to the benefits specified in the Contract of employment in writing.
- f. *Employee on consolidated salary: is one who is employed on consolidated salary for a limited period which can be extended on mutual consent*

4. RECRUITMENT OF EMPLOYEES.

- a. *In all cases* of Appointment, an Appointment Order will be issued to the selected candidate. No person shall be appointed in the service unless he is found physically fit. All appointments shall be made by the Management or such other person duly authorized by it. Physical fitness will be subjective to satisfaction of management if need arises.
- b. All appointments made are subject to the condition that the particulars furnished at the time of recruitment are true and if the said particulars are found/ proved to be false, the *appointment order is liable* to be considered void at the discretion of the Management and the concerned employee shall be removed from service immediately.
- c. All appointment shall be *made only by means of a* written order issued by the Management stating therein the classification and / or category in which the *person is appointed with details of the emoluments* and the facilities he is entitled for etc. Further *a copy of the Rules and Regulations* of Service shall also be provided to the appointee. The appointments will be subject to the approval of *the Management.*

d. The Management Committee of the concerned institutions shall fix the work load required of the concerned department after considering the student strength and send a proposal to Vivekananda Vidyavardhaka Sangha Puttur® for approval of the workload after sanction of the workload by Vivekananda Vidyavardhaka Sangha Puttur®, Concerned Governing Council of the individual institutions shall send a proposal fixing the minimum educational qualifications and age limit as per Govt and University regulations to Vivekananda Vidyavardhaka Sangha Puttur®. After approval by Board of Vivekananda Vidyavardhaka Sangha Puttur®, the concerned managing committee shall send a proposal to Vivekananda Vidyavardhaka Sangha Puttur® for creation of such post and after approval Vivekananda Vidyavardhaka Sangha Puttur®, the concerned institutions can appoint such employee only after *publishing the same in one Daily News Paper having wide circulation* or through any other means. Thereafter concerned Committee can organise written examinations and oral interviews including Demo Classes and practical examinations. *The concerned Committee shall send proposal to Vivekananda Vidyavardhaka Sangha Puttur® along with marks obtained in written and/or oral exams secured by the said person with appropriate recommendations regarding the eligibility and merit of the candidate to Vivekananda Vidyavardhaka Sangha Puttur®. The Vivekananda Vidyavardhaka Sangha Puttur® will issue appointment orders in the format attached to this rules to the selected candidates signed by Secretary of Vivekananda Vidyavardhaka Sangha Puttur®, /Correspondent of the concerned institutions and Head of Institutions.*

1. On such appointment the employees posted to work *in any capacity* are directly under the control of the Principal / Correspondent of the concerned institutions.
2. All employees shall devote their time entirely to the work entrusted to them by the Management / Principal
3. Every employee shall work within the sphere of the duty entrusted to him and attend to the *work allotted to him/her* sincerely and to the satisfaction of his superiors and the Management.

4. The Principal of the Institution shall be the head *of the institution* and he shall be responsible for the proper and efficient functioning of the Institution and shall be responsible for the maintenance of peace and discipline in the institution.
5. All the Heads of Departments / Staff in Charge of the Departments of the Institution are responsible for the smooth and efficient functioning of the Departments concerned. They shall work under the direction and guidance of the Principal / Correspondent and assist him in the day to day administration.
6. The members of teaching staff shall take up the job requirements to the complete satisfaction of the management. The job requirements are as per the notifications issued from time to time by the Management.
7. The scales of pay and allowances payable to the employees shall be decided by the Management. Periodic increments in the sanctioned scale of pay whenever due to an employee can be drawn only after the increment is sanctioned by the Management.
8. All employees of the institution except those who are on probation are eligible to become members of E.P.F. scheme as per the Employees Provident Fund and Miscellaneous Act 1952 and the scheme framed by the Govt. of India from time to time.
9. The Management may terminate the services of any permanent employee not involved in any disciplinary procedure by giving three months notice in writing or by paying three months salary in lieu thereof if in the opinion of the Management, the continuation of service of the paid employees is not desirable in the interest of the institution or if there is a fall in the work load and the post by the employee is found surplus. Services of employees on temporary or probationary service may be terminated by the Management by giving one month's notice in writing or paying one month's salary in lieu thereof.
10. Any employee appointed on a temporary or probationary basis can quit the services of the institution by giving one month's notice in writing or

by paying one month's salary in lieu thereof. Any employee appointed on a permanent basis can quit the services of the institution by giving three months' notice in writing or by paying three months' salary in lieu thereof. However members of the teaching staff will not be relieved from duty in the middle of the semester/ academic year.

11. Every employee of the institution will retire from the service on the completion of the age of 60 years or the age fixed by the Government of Karnataka from time to time. If he/she is due to retire in the middle of the semester / academic year the Management may retain the services of the employee till the end of the semester / academic year.
12. An employee can be compulsorily retired from service if the registered Medical Practitioner nominated by the Management certifies that the employee is permanently incapacitated and unfit to be in his service.

LEAVE RULES

18. No leave can be claimed as a matter of right. Discretion to grant leave, refuse or revoke, cancel the grant of leave lies with the authority to grant leave. In general leave can be availed only after it is sanctioned by the competent authority except in unforeseen circumstances, including casual leave; calendar year (from the 1st of Jan to 31st of December) will be the basis for the calculation of all types of leave. All members of teaching staff, Director of Physical education are considered vacation staff. The Principal, HODs, and all Professors, all the staff of the college office, library, laboratory assistants, attenders are considered non vacation staff. Generally leave should be taken *only with prior approval except in unforeseen circumstances.*
19. Part time employees are not entitled to any leave except casual leave which shall be limited to 5 days in an academic year. Casual leave will be credited to the leave account of part time employees at the rate of one day for every two months of service excluding vacation. Only leave at credit can be availed.
20. Full time employees (vacation or non vacation) during first year of service on temporary /probationary basis are entitled for 10 days' casual leave in one calendar year. Casual leave will be credited to the leave account of such

- employees at the rate of one day for every month of service or part there of excluding vacation subject to maximum 10 days per one year of probation/temporary service. Only leave at credit can be availed.
21. Full time employees (vacation or non-vacation) on confirmation of service or after confirmation of probationary period which can be extended for another 6 months are entitled for 15 days casual leave in one calendar year. After the extension of 6 months if the services of the employee are found not satisfactory he/she will be terminated from the service without further notice. The maximum casual leave that can be availed at a time is limited to 4 working days. However casual leave can be clubbed with Sundays and other holidays provided the total duration of leave does not exceed 7 days.
 22. Casual leave cannot be clubbed with any vacation or any other kind of leave. It cannot be carried forward or extended to the next calendar year.
 23. If any employee enters on casual leave and extends the leave by applying for other kinds of leave, the entire period of leave will be considered as the other kind of leave and the casual leave already sanctioned will be cancelled. This is however subject to conditions stipulated for availing the other kinds of leave.
 24. Not reporting for duty after the expiry of leave shall entail loss of pay even if leave is at credit, unless it is established to the satisfaction of the sanctioning authority that the employee was unable to rejoin duty for reasons beyond his / her control.
 25. Full time employees after confirmation of service are entitled for privilege leave as follows.
10 days per one calendar year for employees enjoying vacation
30 days per one calendar year for employees not enjoying vacation.
Privilege leave will be credited to the leave account of the employees as follows.
5 / 15 days on the first of July for vacation / non-vacation staff and remaining
5 / 15 days on 31st of December for vacation/non-vacation staff. For a service of less than 6 months proportionate leave will be credited to the leave account.
 26. Privilege leave can be accumulated to a total of 240 days beyond which such leave will automatically lapse.
 27. The Principal of the Institution will be the approving authority to sanction all types of leave subject to the ratification of the Management.
 28. The minimum duration for which Privilege leave can be applied is 5 days and the

maximum duration is 15 days except on medical grounds. Also there should be a gap of 120 days between two privilege leave periods sought to be availed except on medical grounds.

29. Privilege leave will be granted only during days when there is no regular teaching work. However this is not applicable in case of exigencies and unforeseen circumstances, as decided by the management.
30. **Full time women employees after completion of two years of service entitled for maternity leave for a maximum period of 90 days.**
31. Members of teaching staff (vacation staff) are entitled for a vacation for a sanction period of days after each semester. However the Head of Institution has the right to grant the vacation in parts and in batches so to ensure smooth conduct of University Examination work or any other college work or office work.
 - e. All newly appointed persons for regular post shall be on probation during which their performance will be appraised through methods deemed fit by the Management.

If satisfactory standard of performance and conduct is not achieved by the employee during the period of probation, the period of probation shall either be extended for further period of 6 months at the discretion of the Management or the services shall be discontinued without notice or compensation.

5. PERIODS AND HOURS OF WORK.

- a. The College working hours will be from 8.45 am to 5.15 pm for all working days. The 1st and 3rd Saturday of every month will be a holiday.
- b. The Management reserves the right to change the periods of hours of duty at its discretion.
- c. The academic year will be from 1st Aug to 31st July.

6. Publication of Holidays and Pay days:

Notices specifying the days observed by the Management as holidays and paydays shall be displayed on the Notice Boards.

7. Attendance and late coming:

- a. *All employees shall be at the place of their work and shall record their attendance in the register maintained in the Administrative Office or the Unit Office, in the manner*

prescribed. The employees if late by half an hour will be marked as absent for the day and one CL will be debited to their leave account. However, this will be waived at the discretion of the Management. No employee shall be allowed to leave the work during working hours without prior permission from the competent authority. Any employee who after registering his attendance is found to be absent from his place of work during working hours without permission or without valid reason will be treated as absent and deductions from his salary / wages shall be made for the same. The habitual delay will be treated as disobedience and will be dealt with disciplinary actions as applicable.

8. PAYMENT OF SALARY/ WAGES -

- a. *The salary / wages to the employees will be paid on the first week of every succeeding month through cheques/by crediting to their bank account.*
- b. *This will not be applicable to the employees working in aided Institutions.*

9. LEAVE FACILITIES:-

All permanent employees are eligible for the following leave benefits subject to the conditions as below:-

- a. *Casual leave.*
- b. *Privilege leave*
- c. *Maternity leave*
- d. *Leave without pay.*
- e. *SCL.*

To attend FDP (faculty development program), work shop, paper presentation etc for academic enrichment.

PRIVILEGE LEAVE (earned leave)

Every permanent employee of the establishment is eligible for Privilege leave at the rate of one day for 10 days worked provided he completes one year of *continuous service in the Institution/ school/ college and in each completed year of service he /she works for at least 240 days. The employee is entitled to enjoy this leave only after the confirmation of his service. Any employee intending to avail privilege leave shall apply in the prescribed form through proper channel at least 3 days in advance to the Principal of the college who is authorized in this behalf. Grant of leave is subject to the exigencies of work and the decision of the Management in this regard shall be final.*

The Privilege leave / can be accumulated to the extent of 240 days and thereafter the Privilege leave accumulated above 240 days shall lapse.

If an Employee while on leave wishes for extension of leave, he shall apply to the Head of the Institution/ school/ college, authorized in this behalf sufficiently in advance for such extension. The Management will convey its decision to the employee, if the application is received sufficiently in advance and reply is likely to reach him provided the employee has given his address in his leave application. Unless the employee receives the confirmation of such extension of leave, it will be presumed that his request for extension has been rejected and he should report for duty.

b. Leave without pay:

(a) *When no leave is in the credit of any employee, extra ordinary leave without pay may be granted to him, if the Management or any person authorized by the Management to grant such leave is satisfied of the necessity for the grant of the same.*

(b) An employee remaining absent for 10 days without permission beyond the period for which leave without pay was granted to him will be deemed to have abandoned his service and his appointment will automatically cease on the 11th day.

10. ABSENT WITHOUT LEAVE:

a. No employee shall remain absent without prior permission.

b. If an employee remains absent for more than 10 days / or absents himself beyond a period of leave, originally granted or subsequently extended, he shall lose his lien on his appointment unless he returns within 3 days of the expiry of *the said absence and explains to the satisfaction of the Management, the reasons for his absence after the expiry of the leave.* If the explanation is found satisfactory by the Management at its discretion, may treat the absence as 'Leave without pay'.

11. TRANSFER.

Every employee shall be liable to be transferred from one Unit to another at discretion of management In case of transfer; the transferred employee will have no claim for increase in his emoluments or seek any other benefits / facilities.

12. THE AGE OF RETIREMENT;-

The age of retirement of an employee of the Institution is at the completion of 60 years. The Management may continue the service of an employee at its discretion, after the retirement by an order in writing for a fixed term.

13. PROMOTION:-

The Management is under no obligation to promote any of its employees from the existing cadre to the higher cadre when he/ she acquire the minimum qualification/service for a new/ higher post. When the higher post falls vacant and if the Management decides to fill the post, the Management is free to consider all available candidates. The Promotion of an employee to a higher post or higher grade/cadre shall be determined on the basis of seniority, merit, quality of service, loyalty, conduct, efficiency, ability, health, nature of the job etc. This however does not restrict right of the Management to fill the post by appointing an external candidate.

14. INCREMENTS:-

Unless otherwise agreed upon in the letter of appointment, increment will be given from the date of confirmation on completion of probation at the discretion of the Management. The Management at its discretion may grant additional increments to any Employee depending on the extraordinary performance, efficiency, ability, conduct of the employee. No employee shall have the right to demand additional increment.

Code of Conduct and General Guidelines

1. Every employee shall be punctual, decently dressed and faithful in discharging the duties assigned to him / her. Wearing of jeans, T- shirts, shorts etc. inside the college campus is strictly prohibited. For ladies staff saree and for male staff formal pant and shirt is the dress code prescribed. The dress code fixed by management shall not be questioned by staff/faculty.
2. *The working hours will be fixed by the managing Committee of the Institution. All staff (teaching and non teaching) should sign the Attendance Register twice daily before the commencement of duty in the forenoon session and after the stipulated duty hours in the afternoon session.*

3. *Playing any games inside the staff rooms, laboratories, library or playing mobile games etc. is strictly prohibited. Using of Mobile phone in any form inside the Institution during working is Strictly Prohibited unless it is required for the work.*
4. Staff members should engage their classes as per the approved schedule and classes should be conducted till the end of the period. *Unless for valid reasons students should not be allowed to leave the class before the bell.*
5. Staff members should be inside the class room before the scheduled time. Staff members handling first hour classes should be inside the class rooms before the prayer.
6. Classes and Labs should not be rescheduled to the convenience of staff members *and if any rescheduling becomes necessary due to administrative reasons the same should be with the prior permission of the Head of Institution.*
7. When a staff member is on leave, his/her classes will have to be adjusted, so that no class is left free even during the last hour.
8. University/Board/School Examination work is mandatory to all teaching and administrative staff. All examination work should be carried out strictly as per the rules and guild lines of the Govt/University/VVS.
9. All correspondence with higher authorities and members of the Management *should be signed by the Head of Institution/correspondent only.*
10. Staff members while in service are prohibited from engaging themselves in any kind of tuition or taking employment elsewhere or outside.
11. Staff members should take active interest in organising extracurricular activities *and value added courses for the overall development of the skills and abilities of the students.*
12. Members of teaching staff should update their knowledge by attending seminars and workshops.
13. Every employee is required to cordially behave with students, other employees, superiors, members of the Management and the public, in a manner worthy of the position they hold in the Institution.
14. *Every member of teaching staff will maintain a work diary with details of classes handled, topics dealt, labs conducted, co- curricular and extracurricular activities*

conducted, briefly, date wise. The diary should be initialled by the Head of Department or person in charge once in a fortnight and by the Principal once in two months.

15. Every employee shall be deemed to have the knowledge of the rules, regulations, directions, guidelines and instructions issued by the Management from time to time. Ignorance of these will not be an excuse for any lapse.
16. *No employee of the Institution shall take part in politics or in any kind of political demonstrations without the specific permission of the Management or without of specific permission.*
- 17 (A) Any employee found guilty of any misconduct may be punished by awarding any one of the punishments taking into consideration the gravity of the case.
 - a) Dismissal from service
 - b) Stoppage of increments with or without cumulative effect
 - c) Warning or censure(B) Punishment will be imposed only after giving sufficient opportunity to the employee to defend him / her during the conduct of an impartial enquiry.

15. DISCHARGE FROM SERVICE OR TERMINATION OF EMPLOYMENT:

- a. The permanent employee may resign from the service by giving one Month's notice or one Month's pay in lieu thereof. The Management may refuse to accept the resignation of an employee during the pendency of any departmental proceedings against him, if the Management desires to continue those proceedings. If an employee gives notice of his intention to resign, the Management may accept the resignation, and release him at once or at any time before the date of expiry of the notice period in which case he will be paid only for the period he actually works.
- b. The Management shall have the right to terminate the service of the permanent *employee with valid reason by giving* three month's advance notice or three month's pay in lieu of notice subject to the provisions of the Karnataka Education Act, 1983.
- c. No notice is necessary in the case of termination of the services of temporary or probationary or part time employee or fixed term employee and their services may be terminated at any time subject to provisions of law applicable in those cases
- d. The service of an employee of the establishment found guilty of any acts of misconduct may be terminated by the Management in accordance with the provisions these Service Rules.

- e. Retrenchment of any employee shall be done as per the provisions of the Karnataka Education Act, 1983 and the Rules framed there under.
- f. An employee of the establishment may be discharged from service on the grounds of mental or physical unfitness when so certified by the competent medical authority.

16. ACTS OF MISCONDUCT:-

The following acts and omissions inter alia shall be treated as Misconduct.

1. Wilful insubordination or disobedience, whether alone or in combination with other, to any lawful and reasonable order of his superior.
2. Theft, fraud, breach of trust or dishonesty in connection with the property of the Management.
3. Taking or giving bribes or any illegal gratification or indulging in any corrupt practice.
4. Habitual late attendance.
5. Habitual absence without leave or absence without leave for more than 10 days.
6. Absence from work spots without permission or without valid reason.
7. Breach of any law applicable to the Institution.
8. Riotous or disorderly behaviour during working hours or any act subversive of discipline at the Institution.
9. Habitual negligence or neglect of work.
10. Striking work or inciting others to strike work in contravention of the provisions of any law or rule having the force of law.
11. Carrying concealed weapons, quarrelling, fighting, causing, attempting to cause bodily injury to another employee, drunkenness, bootlegging or conduct which violates *the common code of conduct, indecency or demeaning the morality of the community* or threatening or intimidating any employee of the Institution.
12. Slow down in performance of work or inciting others to resort to go- slow policy or malingering.
13. Engaging in private work without permission from the Management.
14. Displaying or distributing in the Institution premises hand bills pamphlets, play cards, posters, and banners, without the prior written permission of the employer / management.
15. Holding meetings within the Institution premises without the previous written permission of the Management.
16. Disclosing any confidential information with regard to work or any techniques used in the Institution which comes into the possession of an employee during the course of his duty to an unauthorized person or persons.

17. Canvassing for a Union or an association or Party membership within the Institution premises or collection of union dues or subscription within the premises without permission or except in accordance with the provision of any rules or law for the time being in force.
18. Gambling or money lending or doing any other private business within the Institution's premises.
19. Deliberately making false statements knowing them to be false.
20. Writing of anonymous or pseudonymous letters, criticizing co-employees, superiors of the Institution and making false reports against employees.
21. Refusal to accept or take notice of any order or charge sheet or any other communication served either in person or in due course by post, or by notification on the Institution's notice boards.
22. Refusal to accept transfer order
23. Forging the signature of a superior or that of any other persons.
24. Conviction by a Court of law for any offense involving moral turpitude.
25. Proxy punching/ registering of attendance or abetting in the act of punching / registering attendance of another employee.
26. Picketing or making demonstrations within the Institution premises.
27. Indulging in political activities within the Institution premises.
28. Impersonation.
29. Falsification of record and / or defalcation.
30. Will fully making false declaration regarding age, qualification and experience in the application for appointment.
31. Sleeping while on duty.
32. Spreading or giving false information which may bring disrepute to the *Management/institution or its employees or will fully spreading panic among the employees.*
33. Collection of any money within the premises for purposes not sanctioned by the Management.
34. Committing nuisance in the premises.
35. *Any act of misconduct committed by employee outside the Institution premises which may tarnish the image of the Institution.*
36. Sexual Harassment to any female employee of the Institution. For this purpose, sexual harassment includes (whether directly or by implication);
 - a. Physical contact and advances.
 - b. Demand or request for sexual favours.
 - c. Sexually coloured remarks.
 - d. Showing pornography of any kind.
 - e. Any other unwelcome physical, verbal or non verbal conduct of sexual nature.

17. SEXUAL HARASSMENT COMPLAINTS COMMITTEE:-

- a) *Any female employee affected by any kind of sexual harassment may lodge a complaint with the "Anti-sexual harassment committee". The committee will at such intervals as it may decide and consider complaints received in this behalf. The Committee shall after conducting such enquiry as it deemed fit on complaints received, submit its findings to the Management. The said finding of the committee shall be the basis for imposing punishment of the employee if found guilty.*
- b) *The Anti-Sexual harassment Committee shall be constituted of 7 members of whom not less than 50% shall be women members, three from the Management and three from the employee and one social worker. A woman member of the employee shall be the chairperson of the Committee.*

18. SUBSISTENCE ALLOWANCE AND THE DISCIPLINARY PROCEEDINGS.

- a. Where disciplinary proceedings against an employee is contemplated or is pending or where criminal proceedings against him in respect of any offence or under investigation or trial and the Management is satisfied that it is necessary or desirable to place the employee under suspension, it may, by order in writing, suspend him with effect from such date as maybe specified in the order. A statement setting out in detail the reasons for such suspension shall be supplied to the employee within a week from the date of suspension.
- b. An employee who is placed under suspension under clause (a) shall, during the period of such suspension, be paid a subsistence allowance at the following rates, namely:-
 - i. Where the enquiry contemplated or pending is departmental the subsistence allowance shall, for the first ninety days from the date of suspension, be equal to one half of the basic salary, dearness allowance and other compensatory allowances to which the employee would have been entitled if he were on leave with pay. If the departmental enquiry gets prolonged and the employee continues to be under suspension, for a period exceeding ninety days, the subsistence allowance shall for such period be equal to three-fourths of such basic pay, dearness allowance and other compensatory allowances;

Provided that where such enquiry is prolonged beyond a period of ninety days for reasons directly attributable to the employee, the subsistence allowance shall, for the period exceeding ninety days, be reduced to one fourth of such basic pay, dearness allowance and other compensatory allowances.

- ii. Where the enquiry is by an outside agency or, as the case may be, where criminal proceedings against the employee are under investigation or trial, the subsistence allowance shall, for the first one hundred and eighty days from the date of suspension, be equal to one-half of his basic pay, dearness allowance and other compensatory allowances to which the employee would have been entitled to, if he were on leave. If such enquiry or criminal proceedings gets prolonged and the employee continues to be under suspension for a period exceeding one hundred and eighty days, the subsistence allowance shall be for such period be equal to three-fourths of such salary.

Provided that where such enquiry or criminal proceedings is prolonged beyond a period of one hundred and eighty days for reasons directly attributable to the employee, the subsistence allowance shall, for a period exceeding one hundred and eighty days, be reduced to one-fourth of such salary.

- c. If on the conclusion of the enquiry or as the case may be of the criminal proceedings, the employee has been found guilty of the Charges framed against him and it is considered, after giving the employee concerned a reasonable opportunity of making representation on the penalty proposed, that an order of dismissal or suspension or fine or stoppage of annual increment or reduction in rank would meet the ends of justice, the Management shall pass an order accordingly.

In case the order of dismissal is issued to the employee, he shall be deemed to have been absent for duty during the period of suspension and shall not be entitled for salary for such period, but the subsistence allowance paid to him shall not be recovered. In case of other penalties imposed against the employee, the Management shall decide as to how the period of suspension shall be treated and decision of the Management shall be final.

- d. If on the conclusion of the enquiry, or as the case may be of the criminal proceedings, the employee has been found to be not guilty of any of the charges framed against him, he shall be deemed to have been on duty during the period of suspension and shall be entitled to the same salary as he would have received if he had not been under suspension, after deduction the subsistence allowances paid to him for such period.

- e. The payment of subsistence allowance under these Service Rules shall be subject to the employee concerned not taking up any employment during the period of suspension.
- f. The enquiry may be held by an outside person or by any authorized official employed in the Institution. But, in case the employee admits the charges of misconduct unconditionally, he shall be punished without holding enquiry.
- g. In the proceedings before the Departmental enquiry, the concerned employee shall be entitled, if he so desires to be assisted by a co-employee to defend him. The employee will be offered reasonable opportunity to defend himself.
- h. In awarding punishment under these Service Rules, the Management shall take into account the gravity of misconduct, the previous record if any of the employee and any other extenuating circumstances that may exist. A copy of the order shall be supplied to the employee concerned.
- i. The management also reserves the right to appoint any person as officer for enquiry.

19. PUNISHMENT FOR MISCONDUCT:

An employee guilty of misconduct may be:

- A. i. Warned or censured.
- ii. Fined.
- iii. Subjected to stoppage of increments with or without cumulative effect.
- iv. Reduction to the lower scale in the time scale of pay.
- v. Demoted to junior category or to lower grade/ rank.
- vi. Dismissal without notice or without any compensation in lieu of notice.

20. APPOINTING AND DISCIPLINARY AUTHORITY:

The President / Management (Governing Council) of the Institution is the Appointing Authority as well as the Disciplinary Authority in all matters of appointments, terminations of the service of all employees of the Institution.

21. SERVICE CERTIFICATE:

Every permanent employee shall be entitled to service certificate at the time of discharge or retirement or resignation or retrenchment from service.

22. SUFFICIENCY OF SERVICE OF NOTICE:

