



**Md. Ishaque PU College, Bangalore**



**HKBK Degree College, Cantonment, Bangalore**



**HKBK College of Engineering**

**Karnataka State Muslim Federation (KSMF) ®**

**6/1, Cantonment Railway Station Road, Bengaluru - 560051  
Karnataka**

**ADMINISTRATIVE AND SERVICE MANUAL  
of  
HKBK Group of Institutions**

**Employees Service Rules**

**(Amended on 1.7.2014)**

*w.e.f.*

**1<sup>st</sup> of July 2014**



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## A brief recap of the HKBK Group of Institutions

The Administrative and Service Manual hitherto called as 'HKBK Group of Institutions Administration Manual' or the 'Employee Service Rules' is used to prescribe and regulate the conditions of service applicable to all the employees of HKBK Group of Institutions irrespective of their cadre & designations. This shall come into force from the date of approval by the Managing Committee of the Society (R). This shall apply to all the employees of the group of organizations to prescribe and regulate the conditions of service applicable to the employees of HKBK College of Engineering, HKBK Degree College, Mohammed Ishaque PUC College and any other college going to be started by the trust. KSMF Trust® (Registered under Societies Act, 1969) hereby makes the following guidelines, governing matters of general administration to prescribe and regulate the conditions of service applicable to the employees of HKBK Group of Institutions.

The Governing Council meeting held on 31.12.2013 directed the Principal/s to formulate the employee service rules, amend the previous services rules in existence and the code of conduct for the teaching and non-teaching staff of the institution and subsequently formulate the service rules and circulate the same amongst all the staffs as the existing rules were formulated more than a decade ago. The formulations were done by a team of experts & the revised rules were ready. After the formulation of the rules was over, it was placed before the executive committee meeting of the KSMF held on 31.03.2014 and the GC meeting of HKBKCE held on 30.06.2014. The employee service rules was finally approved & ratified by the GC on that day & the same came into effect w.e.f. 1st of July 2014.

### Preliminary

Presently, 3 institutions are running under the group of HKBK Group of Institutions, namely Mohammed Ishaque PU College (established in 1996), HKBK Degree College (established in 1998) & HKBK College of Engg. (established in 1997). All the 3 institutions are situated in the heart of the Bangalore city.

HKBK College of Engineering was established in the year 1997 with 4 engineering branches (CS, IS, EC, ME) by the Karnataka State Muslim Federation®, abbreviated as KSMF, Bangalore, a trust body registered with the registrar of societies, bearing Regn. No. S.No. 514 / 1994-95, Dt. 29/9/1994. The day today activities are looked after by the administrator, the Director, the Secretary along with the Principal. The institution is located in the heart of the city covering an area of 17 acres of land. The college is approved by AICTE,



New Delhi and affiliated to Visvesvaraya Technological University, Belgaum. The management under the president-ship (chairman-ship) of Mr. C.M.Ibrahim, President of the KSMF Trust decided to provide technical education to the poor & deprived class in particular and to the meritorious students in general irrespective of caste, creed, color, language & to make significant contributions in the field of science, engineering & technology, started this HKBK College of Engineering at a temporary location at No. 6 / 1, Cantonment Railway Station Road, Bangalore-560051.

In its endeavor, it is the constant aim of the college to provide modern value based education in the field of engineering & technology and train the students accordingly to progressive academic standards keeping in view the particular emphasis towards providing technical education to the muslim minority students in particular and to all the meritorious students in general irrespective of caste, creed, color, religion or language. Currently, the institution is imparting quality technical education in 6 UG programs in various disciplines (CSE, ISE, ECE, EEE, ME, CIVIL) along with 4 PG courses (MBA, M.Tech.-Thermal Engg., M.Tech.-ECE-Electronics, M.Tech-CSE) & 9 VTU research centres (CSE, ISE, ECE, EEE, ME, CIV, PHYSICS, MATHS & MBA). The total intake from the current academic year (2014-15) is more than 700 students w.r.t. both UG & PG courses.

Till date, 14 UG batches (BE), 6 PG (MBA) batches, 1 PG (M.Tech.) batches have been rolled out of the college. The college has signed MoU's with a number of organizations to provide world-class quality training in latest technologies to the staff and students. In a short period of 17 years, the institute has been recognized as one of the top engineering colleges of VTU in the state & has an excellent placement record. Nearly 2000 students study in the campus and have more than 130 faculties & 220 supporting staffs, taking the total employee strength to 350+

To run the HKBK College of Engineering and other sister institutions run by the trust federation and any other institution that will be started by the KSMF in future, it was felt expedient to form some rules and regulations in order to govern the service rules of staff and other employees of the engineering college in particular and other sister institutions run by the federation in general. Accordingly, the employee service rules were framed and called as the HKBK Group of Institutions Employee Service Rules, which will be effective from 1st of July 2014, i.e., from the academic year 2014-15 onwards. These modified & amended rules will supersede all or any of the rules or practices, which have been in operation hitherto till date.

These rules are not exhaustive and may be modified, altered, replaced or amended by the management as found necessary from time to time and may be inserted as annexures with the existing service rules. Such modifications or amendments will come into effect from the date of approval by the KSMF and subsequently ratification done by the GC of HKBK Group of Institutions and shall apply immediately to all the employees of the college/s superseding the rules and regulations in force before amendment, modification at the time of appointment of the employee of the college.

The services of every employee of HKBKGI are bound by these rules & regulations and it is expected to follow them in toto without fail, stick, adhere to these rules & regulations. The employees by their work and conduct shall strive to further follow the aims & objectives for which the college has been established & should not deviate from these rules and regulation which has been formed keeping in view the KCSR rules act (Karnataka Civil Services Rules, 2011, amendments issued from time to time).

## **1. Applicability of service rules :**

These employee service rules are applicable to all the employees of HKBKGI irrespective of their date of appointment and to the employees on deputation for higher studies, rejoining issues, long leave, sponsored, maternity leave, study leave, etc.... in the various departments / branches/projects undertaken by the college. This rule is applicable for both teaching & non-teaching staffs of the college.

## **2. Definitions :**

- a. Institution : means HKBK Degree College / Md. Ishaque PU College / HKBK College of Engineering. The term 'College' shall have the same meaning & interpretation wherever, it is used in the various clauses of rules & regulations and shall include all the departments, offices, sections & branches of the college, situated either inside or outside the main college campus / premises.
- b. Governing Body ( GB) : means the governing members or executive council of KSMF, which owns & conducts the affairs of all the college/s.
- c. Governing Council (GC) : means the governing council constituted by the executive council of HKBK Degree College / Md. Ishaque PU College / HKBKCE to run the day today affairs of the college.



d. Management :means the governing body of KSMF or such other body or person / s to whom the affairs of the institution have been specifically delegated by a resolution of the executive council of KSMF. It includes the following :

- (a) Principal-Head of the Institution
- (b) Secretary
- (c) Administrator
- (d) Director
- (e) Chairman

e. Appointing authority / Competent authority : means the president or chairman of the governing body of KSMF or any other person / s specifically authorized by the executive council, it includes the following members

- (a) Principal-Head of the Institution
- (b) Secretary
- (c) Administrator
- (d) Director

f. Employee: means any person appointed or employed to work in HKBK Group of Institutions in any of the class or position referred to.

g. Salary: means, except where specifically defined 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 and ratified by the Governing Council of HKBK Group of Institutions from time to time. Salary may be according to the scales or on consolidated basis.

h. Misconduct: means any act/action/behavior of the employee which goes against the rules and regulations of the college in force and all such rules and regulations made applicable to the employees serving in government department of the State of Karnataka provided such rules and regulations will not contravene and goes against with the minority character of the institution. 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.

i. Habitual: means being guilty of omission or commission of an act of misconduct for a minimum of half a dozen times during the tenure of the employee's service with the institution. Once, half a dozen misconducts (memos) are being notified, then, the service of the faculty towards the HKBKGI may be discontinued.

### 3. Classification of Employees :

The employees of HKBK Group of Institutions are classified under the following groups:

- (1) Permanent
- (2) Probationary
- (3) Temporary
- (4) On Contract / Adhoc
- (5) Substitute
- (6) Casual
- (7) Part Time
- (8) Consolidated / Visiting

(1) Permanent Employee: An employee who is appointed against the permanent vacancy and has completed the period of probationary or extended period of probationary satisfactorily and has been confirmed in writing by the competent authority as the permanent employee.

(2) Probationary Employee: A probationary employee is approved provisionally against a temporary or 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/she has been provisionally employed. The probationary period depends on the annual performance of the faculty & varies from one year till he / she gives satisfactory performance. If the faculty has not performed well in the annual self-assessment report, then it will be extended by another one more year.

(3) Temporary Employee: A temporary employee is one who is employed for a specific period of time against the work.

- (a) Which is essentially of temporary nature
- (b) To fill a temporary vacancy against the permanent post.
- (c) To cope up the extra work in the college on contingency measures.
- (d) Or any other reasons where the management decides to employ as and when the requirement arises.



- (e) Such temporary employees shall be entitled only for the benefits as stated in the terms of employment and shall have no claim whatsoever of other benefits enjoyed by the permanent employees.
  - (f) Once the period of temporary appointment is over, the management is liable to ask them to go.
  - (g) Temporary appointment in place a faculty who has gone for maternity leave / higher studies.
- (4) **On contract Employee:** On contract employee is one who is employed on a contract for a specified period of time 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 conditions as accepted by the employer and the employee. A contract employee is entitled only to the benefits as specifies in writing in the terms of contract employment. For ex., contract given to run the canteen, cafeteria, hostel, security, etc...
- (5) **A Substitute or Badli Employee:** A substitute or badli employee is one who is engaged against a temporary, probationary or a permanent vacancy, when a temporary probationary or permanent employee is absent for an unspecified period. Such substitute employees shall not be the benefits as admissible to the temporary, probationary or permanent against whose vacancies they are employed.
- (6) **Casual Employee:** A casual employee is one who is employed on day-to-day basis for the work of occasional or casual nature on consolidated. The casual employee shall not be entitled for any of the benefits allowed to other employees of the institution.
- (7) **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 to the benefits as specified in the letter of appointment & agreed upon mutual consent during interview.
- (8) **Visiting Employee:** is one who is appointed to visit the college on specific days to perform or discharge specific work assigned by the management 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. Hourly

remuneration per hour (varying from Rs. 500 to Rs. 1000, depending upon the designation status of the faculty) will be paid to the services they render to the institution during that visiting period.

#### **4. Employment :**

No person may be in the employment of institution unless or otherwise he/she is in receipt of an employment order duly signed by the competent authority. At the time of duty report, the person appointed shall submit a return undertaking binding himself / herself to the service rules and regulations of the institution and shall produce all such records, testimonials in proof of qualifications commensurate with the appointment as the college feels necessary. During the time of employment authenticated true details has to be provided & no fake information has to be submitted in order to gain employed. He / she has to submit all the original testimonials to the management as long as he/she is in the employment of the institute, the same will be returned back once the employee leaves the organization.

#### **5. Letter of Appointment :**

- (a) All letters of appointment shall be signed by the competent authority or any other 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 a particular case, it be otherwise distinctly provided, the employees' 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.
- (c) The letter of appointment shall include all the rules & regulations of the institution & the employee is bound to follow the rules once he/she joins the institution.

#### **6. Probationary Period :**

- (a) Generally, before an employee is considered for permanent faculty, unless otherwise specified in the appointment order, he/she is deemed to be on probation for a minimum period of 1 year from the date of his/her entering into the service. The probationary period may be extended based on the



performance and the confidential reports submitted by the Principal to the management. Such period of extension shall be for maximum period of 1 year. If it is found that during the extended period of probation, the services of the probationary employee are not found satisfactory, he/she will be discharged from the services without assigning any reason whatsoever, if any mischief, misbehavior & dereliction of the duties are not done properly, then also, the management is liable to terminate the services with immediate effect.

- (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 different post or promoted to a higher post shall be on probation for a period of 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.
- (d) When an employee is being appointed to the organization, and he/she during the probation period, the work is not satisfactory, then he/she may be relieved immediately without any notice or may be reverted to a position (de-promoted) one or two levels below the allotted designation.
- (e) During the probationary period, no request for resignation will be entertained if it is found that the faculty has misbehaved or not working as per the norms of the institute & is liable to be terminated without any notice thereof.
- (f) Probationary period is extendable by every one year until confirmation from the management.

## 7. Termination of Services :

- (a) During the period of probationary or extended period of probation, the service 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. Also, if the work is found to be unsatisfactory as noticed by the head of the institution, then the services may be terminated with immediate effect.
- (b) In case during the tenure of permanent employees in the college, if the conduct performance of the permanent employee are found that the

employee are found not conducive to maintain the standards in the college or if it is found that the employee is habitually committing misconduct of minor / major nature, the employer has the right to terminate the services of such employees by giving a notice of 1 month / 3 months or in lieu of the notice by compensating one month's / 3 month's wages as deemed expedient by the competent authority

- (c) Suspension of the employee may be of temporary nature or of permanent nature.
- (d) If any false / fake information is given in order to seek employment, then also, the services may be terminated with immediate effect.
- (e) If during the teaching-learning process, it is found that the feedback from the students is not okay/satisfactory, lot of problems exist in the teaching, several complaints received from the students about the faculty, then the services may be terminated with immediate effect or giving one/ three months' notice.
- (f) 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 3 months' salary of the institution in lieu thereof if the faculty is completed the probationary period, else 1 month notice or 1 month salary thereof, if he is in the probationary period. If a employee leaves the organization during the minimum probationary period of 1 year, then 1 month salary / notice will come into effect, if the employees wants to leave the organization once one year is over, then, 3 months' salary / notice will come into effect.
- (g) No employee is entitled to be confirmed or 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 probationary (every one year, i.e., yearly renewal). Such employee is to improve his/her performance and conduct. If the performance and conduct are found not satisfactory and the probationer's services are deemed to have been unsatisfactory, the management may discharge him/her from services without assigning any reason with immediate effect.

## 8. Promotion to Higher Post or Grade :

- (a) No employee can claim appointment by promotion as a right, only on the basis of :



- i) Eligibility to hold the promotional post
  - ii) Having been temporarily placed in charge of the post
  - iii) On seniority or length of service.
- (b) When a higher post falls vacant, the management is free to consider all available candidates to be considered including external candidates who apply for such post against any advertisement or otherwise and appointment is made on merit, suitability, qualification and conduct.
  - (c) 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, contribution to the department & to the college, self-appraisal, achievements, conduct, efficiency, ability, healthy, feedback, hardworking, nature of the job, years of service and the individual's suitability for the post.
  - (d) The employee who is going to be promoted has to give an interview in amidst of the selection committee(constituted by the organization) exhibiting his achievements & the work done to the institution. For the purpose of promotions, previous performance, achievements, overall contribution to the organization, pending cases, set norms & conditions, confidential reports, self-appraisals shall be considered for all employees.
  - (e) The promotional aspect depends on the semester's self-appraisal report of the faculty since the day of joining the institute & is fully performance oriented and the achievements that he/she has done to the organization.
  - (f) Couple of increments will be given once the employee completes his / higher studies & this is possible under the merit promotion scheme (depends on the sole discretion of the management).
  - (g) Promotion of an employee shall be in the purview & sole discretion of the management only.

## 9. Transfers, Interdepartmental Transfers :

- (a) Transfers to other sister institutions managed by the Federation or inter-departmental 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 leading to the termination from the service.

- (b) The inter-departmental / inter-college transfers may be w.r.t. the teaching staff or the non-teaching staff of any organization which comes under the HKBK Group of Institutions.
- (c) In case, an employee requests for transfer to another department and to 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 conditions peculiar to the later job becomes applicable provided that his salary in the new posting shall not be more than what he was drawing in the former post.

## 10. 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 (X standard or SSLC)
- (b) Birth certificate issued by corporation, municipality or registrar of births and deaths.
- (c) Declaration before a Magistrate.
- (d) Passport / Election card / Ration card / Aadhar card

The age of the employee verified as above and recorded by the management shall be the conclusive proof for all questions concerning his/her employment with the college.

## 11. Bio Data :

It shall be incumbent on every employee furnish in writing his complete and correct bio-data or CV or curriculum vitae giving all the 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 the residence and phone/fax numbers, email address, etc.data provided in the resume or CV should be correct to the best of his / her knowledge & true. If it is found that there is ambiguity or some sense of fishy things provided, then the faculty is liable for serious action & upon notice by the concerned authority, it may lead to termination from the service with immediate effect.

The CV should contain all the details about the service rendered at various places, achievements, last salary drawn, etc... along with a copy of all the testimonials & service letters right from he/she has joined the services after completion of the studies. The bio data or CV shall be always be followed with an index or a profile sheet at the time of joining.



## 12. Leaving Head Quarters :

- (a) It is incumbent on the part of every employee to reside in the headquarters (Bangalore), 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, should communicate in writing to the management, the outstation address, phone/fax numbers at which he may be contacted if necessary (as mentioned in the leave slip).
- (b) Leaving headquarters without permission and failure to communicate the outstation address/phone, fax number etc., during vacation to misconduct and the employee is liable for action and loss of salary during such period of absence from headquarters.
- (c) No staff (teaching / non-teaching) should leave the headquarters w/o informing the head of the institution.
- (d) No staff member should leave the headquarters without applying leave in a proper format (minimum 1 day prior) & leaving the headquarters is permitted only under emergency conditions, but to be informed to the concerned head of department or to the principal.
- (e) Notwithstanding anything contained in the section on headquarters, the competent authority may permit as a special case on reasonable grounds and request in writing from the employee to reside outside the jurisdictional head of the college for that leave period.

## 13. Duties and obligations of the employees :

- (a) Every employee of the college shall maintain a high standard of work and conduct, exhibit excellent professional ethics. He/she shall be loyal to the college and observe all the rules and regulations and such modifications, amendments, diligently during his tenure of service with the college.
- (b) Every employee shall possess good moral character, and shall maintain absolute integrity, devotion to duty, loyalty, dedication, truthfulness, faithfulness and sincerity. He/She shall not do any act which is unbecoming of an employee or get involved in criminal case, embezzlement, defalcation, fraud or remain unauthorisedly absent from duty or willful and deliberate disobedience or flouting the orders of the higher authorities, working against the management.
- (c) Every employee shall carry out the work assigned to him/her by his superiors' conscientiously, faithfully and diligently in accordance with

specific or general instructions 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 premises of the institution. He/she should co-operate with other co-employees & superiors in discharging duties and obligations.

- (d) Every employee is obliged to accept any work of the institution assigned to him/her consent to his/her post and should discharge his/her duties keeping in mind the peculiar nature of the activity of the college, its progress and prosperity.
- (e) Every employee shall all times be courteous and considerate to co-employees, students, office staff, visitors, superiors and public in general.
- (f) 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 their persons and work places clean and tidy at all times. Employees who have been provided with uniforms shall wear them compulsorily while on duty. Those not wearing the uniforms or not adhering the dress code are liable to be marked absent for the day besides rendering themselves liable for disciplinary action (1 day loss of pay). Uniforms provided by the college are the property of the college which should be maintained and looked after carefully.
- (g) Employees in charge of laboratories, machine shops, workshops, library or any other department or office shall take care of machines, tools, equipments, materials, models, furniture, fittings, books, cash and other properties of the college under their control. Any loss or damage or breakage to college may render the employee liable for payment of such loss/damage/breakage besides rendering for disciplinary action for not taking proper care of college property. Employee shall promptly and without loss of time report any accident, hazard or loss or damage or breakage to college property notices by them within the college premises.
- (h) 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 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.
- (i) No employee shall accept gifts of any kind from students, visitors, contractors, businessman or other parties connected in any manner whatsoever directly or indirectly with the activities of the college.
- (j) No employee shall tamper with or manipulate damage or destroy the college records or notices.



- (k) No employee shall do overwriting in the attendance register once it has been marked in the office.
- (l) No employee shall give to press, Radio, TV, facebook, twitter, linkedin, orkut, any social media or any other general news media, any comments, talks, news or articles relating to the college without the written permission of the principal.
- (m) No employee shall become a member of any political party, religious or cultural organization (not banned by the government) without prior permission of the principal.
- (n) No employee shall organize, encourage, patronized or take part in any religious, cultural, lingual or liberty activities on the campus of the employee without prior written permission of the principal.
- (o) No employee shall disfigure or damage or write any matter on walls or other college properties.
- (p) No employee shall indulge or involve in himself in any criminal proceedings in a court of law, the proceedings and decisions of which shall render the employee liable for disciplinary action by the management.
- (q) No employee shall interfere with other employees work or disturb other employees or cause annoyance to other employees during discharge of their duties.
- (r) No employee shall bring liquor or 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.
- (s) No employee while in college premises shall have in his/her possession firearms, weapons or any other article detrimental to the security of students, employees or buildings, machinery and other property of the college.
- (t) No employees shall stand for election for local bodies such as university, corporation, municipality, panchayat, political party or participate or canvas for any candidate in such elections without the prior written permission of the management.
- (u) No employee should give false information to the management at the time of joining the institute, if found guilty, action may be initiated & may lead to the termination from the service without any notice.
- (v) No employee shall without the previous sanction of the competent authority undertake any private trade, business or employment, while in service of the college.

- (w) No employee shall do any act in contra version of or in derogation to any of the provisions of these service rules or any other rules introduced in future or amended from time to time and other instructions notified by the management.
- (x) No teaching staff is permitted to undertake any private tuition.
- (y) No employee of the organization is allowed to smoke inside the campus or bring cigarettes or beedis inside.
- (z) No staffs are allowed to celebrate any function within the campus without the consent or permission of the head of the institution.

#### 14. Code of Conduct :

- (a) All the teaching community of the college should give more attention to the educational progress and the all-round development of the students & that of college.
- (b) The teachers should be very punctual to the class & in teaching and should ensure that he / she is present at least 5 minutes prior to the commencement of the scheduled class, in case of leave or planned absence, the teachers has to make an alternate arrangement, duly signed by both the persons, i.e., person taking leave & person who is incharge of the alternate or substitute.
- (c) Teachers shall participate in all college day functions, activities and cooperate with the head of the institution in conducting them in a fitting manner. They shall take part in all the games, sports & in all other activities conducted by the college as coordinators.
- (d) No employee shall communicate directly or indirectly any official information or document to any other person to whom he/she is not authorize to communicate such information or document while discharging the duties assigned to him/her except under any specific order of the competent authority.
- (e) No employee of the college shall address any communication directly to the management for any purpose under any contingencies (only under special cases when the management itself calls the employee). All such communication and letters to be submitted only through proper channel only. Any employee shall communicate to the Principal through the HOD only and the Principal will take it forward with the management.
- (f) No employee shall communicate or write to the government department namely Director of Technical Education, University/AICTE / UGC / NBA / VTU or department of higher education or to any other member of the Legislative Assembly or the member of the parliament or members of the



Governing Body or meet any of the above persons for official purpose without the written permission of the Principal, nor the employee shall bring any political pressure or pressure from any of the above mentioned officials upon the management for official recommendations with regards to his / her employment promotion etc. in the college.

- (g) 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.
- (h) No employee shall misuse or carelessly use the college material/property/ facility provided by the college to achieve their personal motto.
- (i) No employee shall tamper with / manipulate / damage / destroy records of the college.
- (j) No employee shall issue press statements or issue handbills, circulate leaflets containing vital information of the college or damaging statements against the college.
- (k) No employee shall indulge in personal feuds, quarrels, abuses or indecent behavior and create violence or any other disorderly or indecent behavior either within or outside the college premises.
- (l) No employee should make politics, allege & fabricate the things, create dis-harmony in the institution, bring bad name to others in order to safeguard their position & should work sincerely, if found strict action may be taken leading to the dismissal & termination from the service.
- (m) All the teachers have to maintain their academic & personal files, diary & should keep it updated.
- (n) No employee shall take part in any strike or demonstration of any kind either inside or outside the college premises.
- (o) No employee of the organization is allowed to form any union or groups, if found, such employees may be sacked / terminated without any notice.
- (p) No employee shall hold any meeting in the college premises or stick or distribute any hand bills, notices, posters or write any statement on the walls of the college or collect any money in any manner in the college premises without the prior written permission of the principal.
- (q) Any teacher who is found to be physically or mentally imbalanced will be made to undergo a medical examination by a competent authority in any recognized hospital & their services may be terminated due to mental imbalance.
- (r) In case of any emergencies, the teachers are required to work even on government declared holidays to complete the work.

- (s) No employee shall disturb the peaceful atmosphere in the college by his/her action or spoken words.
- (t) 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 panel action as per rules in force & suitable action may be initiated. The management may envisage conducting 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.
- (u) In case, the work or conduct of an employee is found to be unsatisfactory or if he / she absents w/o prior intimation or takes too many leaves or disobeys the rules & regulations or violates the instructions, then he / she is liable to be terminated.
- (v) All the teachers have to take the requisite work load of 33 units / week, irrespective of their designations, the work-load consisting of theory, labs & other coordinator-ship duties.

#### **15. Attendance, absence from work, reporting late / leaving early :**

- (a) Every employee shall report for the work assigned place and the notified time for commencement of his/her duties. The employee shall put the signature in the attendance register and swipe the ID smart card biometric in the machine at the time of reporting and departure from the college in the manner specified by the Principal of the college.
- (b) Any employee failing to record the reporting and departure timings as stated above are liable to be marked absent from work & a crossed line will be drawn, after which the staff has to give an explanation to the office. More such negligences to mark the attendance in the register or biometric may lead to LOP or deduction of CL or action may be initiated.
- (c) Every employee is bound to be present in his department during the working hours discharging his/her duties as specified by the Principal. If an employee found absent from the department during the working hours, except by specific permission of HOD and duly marking the purpose in the movement register, he/she shall be liable to be treated as absent from work for the full working day in question besides he /she will be liable for disciplinary action & 1 day LOP may be levied on the concerned staff.
- (d) Employees shall not entertain visitors at the place of work or in the department without the permission of the Head of the Institution / Principal / Management.



- (e) No employee shall loiter about in the college premises or enter another department of the college without the permission of the respective HOD/ Principal. Similarly, no employee shall during the working hours play any game, visit canteen (except during tea / lunch break) unnecessarily (only under unavoidable cases during exam time going with examiners for lunch/breakfast, etc), see movies in the department, waste time, sit in groups & do unwanted discussions hampering the growth of their departments.
- (f) Such errant employees will be liable for disciplinary action, explanation will be sought if it is not satisfactory, then a day's LOP would be initiated.
- (g) All employees of the organization should sit in their assigned staff room / place only. No employee should go & sit in other staff chamber unnecessarily, continuously sit for hours, wasting their time & others time, discussing & creating disturbance, causing inconvenience to the fellow employees.
- (h) An employee who has been laid off or discharged or suspended or dismissed or has resigned or is not working with the college for any reason shall leave the college premises forth with unless required to stay back for any official purpose by the principal. Such employees shall not enter the college premises without the permission of the principal.
- (i) No employee of the organization shall leave the premises without the permission of the HOD / Principal, permission slip has to be written, get it approved and then only can leave the premises.
- (j) Employee while they leave & enter the premises should swipe their ID cards at the gate, if not done, permission is not granted & would lead to LOP, reply will be sought.
- (k) Permission of 1 to 2 hours will be given during the working day period & should be taken prior approval by the concerned department / head of the institution; it should be followed by a permission slip.
- (l) A staff taking too many leaves in a semester / academic year is liable for termination from the duties without any notice.
- (m) Staff members either reporting late (late coming) or leaving early (early going), the number of minutes to be counted (from the biometric) accumulated & will be deducted from their CL or marked LWA (LOP) as the case may be (above 3 hrs in a month will be treated - half a day CL/ LOP & above 6 hrs in a month - 1 day CL / LOP).
- (n) Staff members not punching in the biometric either in the in the morning or in the evening (2 times compulsory), will be liable for deduction of half day CL / LOP will be made. If staff do not punch at all, then a days' CL / LOP will be made. Any staff member signing in the attendance register & not punching in the biometric will also be liable for the same type of punishment or the case may be vice-versa also (would be excused under emergency / unavoidable conditions), should also give an explanation.

## 16. No work nopay :

- (a) In all cases 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 apply to all such employees.
- (b) No work no pay concept will be w.r.t. any nature, say a person on maternity leave beyond a stipulated period or of any other nature or on study leave.
- (c) Staff (non-sponsored candidates) who proceeds on study leave full time will be treated as Loss of Pay till he / she returns back after the completion of the higher studies, however if there is any vacancy during the time of re-joining he / she will be taken back to the college, else if there is no vacancy at the time of re-joining, then the staff has to get relieved from the duties.

## 17. Unauthorized Absence :

- (a) An employee in his / her individual capacity or section employees in concert, remains absent from work or being present at the work spot but refuse to work, each one of such employee shall be liable to lose that day's wages beside being liable for disciplinary action treating such an employee as remaining absent unauthorized.
- (b) Unauthorized continuous absence (under special conditions permitted) for a week/fortnight/month or for a stipulated period of time may lead to termination from the services with immediate effect & may come under the re-appointment category, which is under the sole discrete of the management.

## 18. College working hours :

- (a) The general working hours of the college (for all categories of the employees) are from 8.00 A.M. to 5 p.m. as per the guidelines by AICTE/ LIC / UGC / NBA / NAAC / VTU/Bangalore University on all working days & will be varying for different categories of employees. In case of teaching staff, the number of working hours per week shall be minimum 45 hours per week/ 45 periods per week. These working hours shall be without any prejudice to the right of the management to modify the working hours of the employees or change the timings of the college in the interest of academic needs and requirements from time to time.
- (b) In order to reach the 1st hour class in time at 8.30 A.M., the entry time in the morning hour to the premises is at 8.20 AM so that the employee can reach the class in time after going back to the department & then to the



class taking all the notes, attendance register, duster, chalk, laptop, projector, etc.

- (c) VTU norms for the general working hours for the employees are restricted to 5 and half days a week (Monday to Saturday) with a minimum of 7½ hours per day working during the week days & 5 hours on Saturdays and take a workload of 33 units per week.
- (d) Tea break may be restricted to 15-20 mins with 50-60 mins lunch break.

For all teaching departmental staffs,

8.20 A.M. to 4.10 P.M. on week days (Mon - Thu) : lunch time 1 P.M - 1.40 P.M.  
8.20 A.M. to 4.30 P.M. on Fridays- Lunch/Prayer break-1 P.M to 2.00 P.M.  
8.20 A.M. to 1.00 P.M. on Saturdays

For all non-teaching departmental staffs,

8.20 A.M. to 4.10 P.M. on week days (Mon - Thu) : lunch time 1.00 P.M to 1.40 P.M.  
8.20 A.M. to 4.30 P.M. on Fridays- Lunch/ Prayer break-1.00 P.M to 2.00 P.M.  
8.20 A.M. to 4.00 P.M. on Saturdays

For administrative staffs (college office / principal office / exam sec / accounts / sports / purchase / marketing & admissions)

9 A.M. to 4.30 P.M. on week days (Mon - Thu) : lunch time 1.00 P.M to 1.40 P.M.  
9 A.M. to 4.30 P.M. on Fridays- Lunch / Prayer break - 1.00 P.M to 2.00 P.M.  
9 A.M. to 1.30 P.M. on Saturdays

During the time of IA tests, VTU examinations, exam staff has to come early to work & stay till the exams are over & the answer bundles are dispatched.  
Accounts section will open from 8 AM & close at 5 PM (in shifts) in order to facilitate the students to pay their fees.

For all maintenance staffs, working time is

Daily 8 to 5 PM (Monday to Saturday)

For security personnels, the working time is 24 hours (with change in shifts)

For HRD-Placement department, the working time is

9.30 A.M. to 5 P.M. on week days (Mon - Thu) : lunch time 1.00 P.M to 1.40 P.M.  
9.30 A.M. to 5 P.M. on Fridays- Lunch / Prayer break - 1.00 P.M to 2.00 P.M.  
9.30 A.M. to 2 P.M. on Saturdays

On the day of the placements, HRD staffs have to come early & stay till all the interviews are over & the delegates leave the premises, whether it is a pooled campus drive or a college recruitment drive.

For library department - 2 slots are assigned, the working hours are

8.20 A.M. to 4.10 P.M. OR 09.30 A.M. to 5.00 P.M. ....week days  
8.20 A.M. to 1.00 P.M. OR 11.30 A.M. to 4.00 P.M. ....saturdays

- (e) An employee may be required to work beyond his/her normal working hours and also an employee may be called upon to work during holidays, if the exigencies of work so demanded in order to complete the work in the regular time.
- (f) CO : The employee will be entitled to compensatory offs (CO's) only with special permission & recommendation from the HOD / Principal with sufficient document proof, authentication & certification that during that period, he / she has done work. Simply coming & staying beyond the working hours without any work will not be entitled for CO (unless certified by the head). If any employee has worked for 7 hours minimum, then ONE Compensatory Off (CO) can be availed. CO cannot be carried forward to the next calendar year & has to be finished off in the same year.
- (g) The working hours stipulated above shall not apply to watchman, security guards, drivers, employees of hostel, canteen, maintenance people and all such employees whose services are considered by management as being necessary to be present in the college/hostel/canteen / cafeteria for such specified working schedule as the management may from time to time regulate in the interest of the college.
- (h) The employee specified in the above sections shall however leave the place of duty only after they are being relieved by the respective next shift employees or substitute employees. After being relieved these employees shall properly communicate to the next shift employees for substitutes who takes charge of the duty, any special instructions, messages, accidents, hazards, or defects, loss theft etc. these instructions being essential for redressal, timely action and smooth continuation of work and ensuring the safety and security of the college property, especially the security guards who has to do a 24 hour duty with the shift concept.
- (i) Staff members have to compulsorily come for the flag hoisting ceremony on Independence Day, Republic day & the Rajyotsava day.
- (j) All employees of the organization have to sign in the attendance register as well as record their attendance in the biometric machine w/o fail.



### **Late coming / early leaving :**

Such of those staff members reporting late or leaving early without any prior permission from the concerned authority, the total time will be counted and the number of minutes of late reporting/ early leaving will be accumulated and leave (CL) will be deducted at credit or treated as LOP, if leave not exists (more than 3 hrs late coming or early going will result in deduction of half day CL/ LOP & more than 6 hrs late coming or early going will result in deduction of 1 day CL/LOP).

### **19. Properties of college responsibility of employees :**

- (a) Every employees shall take sufficient and utmost care of the college property, stock of materials, machinery and equipments, tools and instruments, gadgets, furniture and fittings, library books, cash etc., of the college and shall take all reasonable precautions to safeguard such properties of college against any accidental damage, theft, loss, breakdown due to negligence in operation or maintenance.
- (b) Any damage or loss if noticed and attributed to negligence, mishandling or misuse, improper maintenance, not following instructions during operation, such employees shall be liable for disciplinary action, besides the management shall have the right to recover the value of breakages, damages, loss from the concerned employees.
- (c) Employees shall be promptly report to principal without any loss of time all such cases of occurrence of defects or likely occurrence of defects, which might endanger lives of students or employees of college or might result in damage to the college property.
- (d) Every employee shall be expected to take normal precautions while at work and shall make proper use of safety measures and preventive measures particularly while operating on machines and Electrical installations, rotating machinery etc.
- (e) All the non-teaching employees of the organization are needed to open the classrooms, staff rooms, labs in the morning & then close them at the end of the day, submit the keys of the departmental office / college office.
- (f) Employees will be totally responsible for the loss of any property in the department, upon enquiry, if it is proved (depending upon the report by the committee), then the lost property amount may be recovered from the employee itself, else deducted from the salary.
- (g) Non-teaching employees of every department are required to make a thorough cleaning of all the labs/classrooms/department every Saturday afternoon (1-4 PM).

### **20. Liability of search of college property / personnels :**

- (a) Employees are liable to be detained and searched by security personal or any person authorized by Principal/Management at any time and also while entering or leaving the college premises in the presence of the other employees in charge, when a specific complaint is received by the Principal regarding any theft of or unauthorisedly removal of any college property by concerned employees.
- (b) When the employees remain absent or abscond himself/herself from workplace or refuses to be present at the search place, action may be initiated. The search may be carried out in the presence of HOD and two other employees, as witness and an inventory of search will be done of any findings and duly signed by the HOD and attested by two witnesses.
- (c) Staff members should sit in their work place & do their work, if found not present during the working hours in their cabins, action may be initiated in the form of a search process.
- (d) No employee unless officially required to do so shall bring into the college premises any goods, articles, equipments, tools, materials etc.,
- (e) Any employee found in unauthorized possession of any such articles, which are in the college and not normally authorized to be carried by employees shall be deemed to have come into possession of the employee by improper means. The management may confiscate such articles as in unauthorized possession of the employee. Such employees will attract disciplinary action and any other action deemed fit by the management.

### **21. Personal Property of Employee :**

The management shall not in any way be responsible for any loss, theft or damage to any personal property or cash brought to the college by any employee. Employees are requested to take care of their own belongings, keep the valuable things inside the bureau or in the table allotted to them, in the extreme case, a complaint may be lodged to the head of the institution. If it is within the purview of the college, it will be taken care, else it will be rejected.

### **22. Payment of Salary, Allowances, etc. :**

- (a) The employee of college will be paid their salary within 10th of every month (under extreme cases, it may go beyond the stipulated period). Salary is generally credited to the employee's bank account held by an employee in the bank approved by the management or by account payee cheque or by cash after signing a voucher.



- (b) The management shall deduct from the employee's salary, all statutory recoveries such as Festival advance, Housing loan taken, Vehicle loan, L.T., P.F., P.T. etc., Insurance, Income tax, M.E.P. of L.I.C. policy, Marriage loan, Personal loan, M.E.P. on any loan given to employee by the management and including the wages for L.W.A. / L.O.P., advance amount sanctioned to employee during the current month or previous month, any contribution to approved activities, loss of pay for absenteeism, any damager loss to college property caused by the employees any penalties, fine and all such recoveries levied to the credit of employees.

### 23. Sanction of Increments :

- (a) Increments will be performance oriented & depends on the overall performance of the employee during that academic period (2 semesters-odd & even) in all round affairs, i.e., in the field of academics, research & in administration.
- (b) Multiple increments may be given based on the overall performance of the staff member.
- (c) Subject to satisfactory work, good conduct and regular continuous service without any interruption and subject to gaining minimum credit points based on assessment procedure implemented by the management, an employee shall be sanctioned with the annual increment in the pay scale in which he is borne.
- (d) 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 of 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. The mode of sanctioning increment following promotions or appointments to higher post shall be as per above clauses, on some cases, it is left to sole discretion of the GC / management.
- (e) Notwithstanding anything said in the above clause, an employee is not entitled to any increment during the probationary period & upon confirmation of service. The annual increment shall fall due only after one year satisfactory completion of service after confirmation of services of employee by the management. Generally, the increments for the employees will be approved once in a calendar year, in the month of August / September.
- (f) No employee shall claim increment as a right, increment shall have to be earned by the employee by earning the minimum credit points as prescribed by the management. Increments may be given or not depending on the overall performance of the employee & is left to the discretion of the GC / management.

### 24. Medical Fitness :

- (a) Management may whenever necessary, require an employee to be examined for Medical Fitness by a Doctor or Panel of Doctors and shall call upon an employee to undergo Medical Fitness test.
- (b) The decision of the doctors on the fitness of an employee shall be final and the management has right to take suitable action on the employee based on the report of Medical Fitness.
- (c) Employees not fit medically, undergoing depression, mental stress will be asked to quit the institution with immediate effect & without any notice once the medical report comes.

### 25. Leaves & leave rules :

The leave rules detailing the various categories of leave, number of days under each category is detailed in the leave rules formulated by the GC / management from time to time. Management has the right to amend the leave rules from time to time as per the decision of executive committee and ratified by the Governing Council of particular college. All employees will be bound by such leave rules.

- (a) The college is following the University Semester system. The Calendar of Events for each semester will be drawn by the college (based on the VTU / Bangalore University Calendar of Events) to facilitate lesson planning and to execute the lesson planning effectively and systematically for the benefit of students as per the college calendar of events. The college works for 15 weeks (4 months) in a semester & 2 months university exams along with some vacation period (15 days in a semester & 30 days in an academic year).
- (b) Non-Vacational staff : The management has decided to designate the Heads of the Departments, Non-Teaching Staff and Office Staff as non-vacational staff requiring their presence even during vacations, during the time of admissions, except the general holidays, whereas teaching staff is given the option to choose to remain either as vacational staff or non-vacational staff. If teaching staffs choose the non-vacation option in a calendar year (i.e., if the teaching staff forego their vacation of 30 days for 2 semester), then 15 days earned leave (compensation at the rate of 1 : 2) will be credited to their account or proportionately. HODs are required to be present during the vacations also as to make the policy planning, departmental planning for the next academic semester term, etc... The non vacational staff members can avail 15 days' vacation



EL in a year, which has to be availed without affecting the academic work of the college and this earned leave is not cumulative. The balance leave at the credit of the staff member during the year un-availed automatically lapses and will not be carried forward to the next year.

- (c) **Vacational staff:** The vocational staff is eligible for the following leave in a year (upon confirmation of probationary period & satisfactory completion of 1 year of service only from their date of joining) :

(1) Casual leave - 15 days in a year (1st Jan-31st Dec)

The non-vacational staff is eligible for the following leave in a year

(1) Casual leave - 15 days in a year (1st Jan-31st Dec)

(2) Earned leave - 15 days in a year

(EL to be availed any time during the calendar year, but in parts & CL have to be availed during that year only & cannot be carried forward, similarly EL also, cannot be carried forward, i.e., there is no accumulation of EL).

Non-teaching staffs (instructors, attenders, peons, D-Group employees) are required to be present all days from 8.30 AM to 4.30 PM. on week days & from 8.30 AM to 4.00 PM. on Saturdays.

- (d) **Vacational staff :** The vocational staff is to undertake the examination work during vacation compulsorily including conduct of theory / practical examination. The vacation period commences 2 - 3 weeks after the last working day of college and ends 1 week before the reopening of the college. Vocational staffs are required to take the vacation in parts so that at any instant, atleast 30-50 % staff is present even during the vacation period. Vacation cannot be carried forward & is not cumulative.
- (e) **Leave during exams :** If any exam duty falls during the vacation period availed by the staff, that staff has to come in time & do the duty w/o fail & if the staff fails to turn up for the duty in time on that day, then 1 day loss of pay would be initiated & intimated to the accounts. No sort of alteration or exchange is allowed (only under extreme conditions upon the consultation with the chief superintendent). Such of those staff members proceeding on vacation leave, valuation without taking up or absconding from the assigned invigilation duty at the college will be viewed very seriously and they should give an explanation for having skipped the duty, ½ or 1 day loss of pay will be levied on such staff member who skips the duty.
- (f) **Vacation :** Vacation is for a period of only for 15 days & can be taken in a stretch of two slots of 1 week (7/8 days) or 1 slot of 2 weeks (continuous 15 days) & only under extreme emergency conditions, it can be relaxed depending on the situation subject to the approval by the principal. The

minimum number of days that one staff member can avail for vacation is one week at a stretch (no breaks allowed). If the teaching staff members foregoes the semester vacation (does not take), then 7½ days EL will be given & credited to their account along with the CL, which can be utilized throughout the year. If the teaching staff member foregoes the entire yearly vacation of 30 days, then 15 days EL will be credited to their account. Vacation leave cannot be carried forward & should be finished in that calendar year only, the leave automatically lapses. Staffs who have not completed 1 (one) year as on date of joining are not eligible for vacation when the vacation is declared. If the staff has completed 2 full working semesters (last working day) & even if they have not completed the stipulated period of 1 full year, then a percentage of vacation will be given to the staffs. Vacation shall be declared immediately after 2 weeks of the last working day of the semester & ends one week prior to the commencement of the new semester. Advanced vacation is not permissible under any conditions as only after completion of the semester, the staff is eligible for vacation.

- (g) **Period of CL :** The maximum period of casual leave sanctioned to any employee is not more than 4 days at a stretch and not more than 4 days in any calendar month. In case of contingency, the leave sanctioned authority may cancel the leave sanctioned to employee and recall him for duty (during the time of inspections or emergency). The concerned employee is bound to report back to duty on receiving recall notice either in writing or communicated through telephone/ SMS / Email / Telegram. CL / EL forms can be signed from the HOD & can be handed over to the departmental office or the college office. Applying CL over phone is not allowed (only under emergency conditions). Taking CL first & then coming and applying leave is not permitted, always one day prior it has to be applied (first sanction, then go on CL). Over and above 4 days CL in a month will be treated as LOP.
- (h) **Maternity leave :** Women employees whose services are confirmed are eligible for 75 days of paid maternity leave once in the entire service period only. Maternity leave is available after 3 years of satisfactory service in the college. She has to report back to the college immediately after the 75 day period is over. If unable to report back, then, it will be treated as LOP, an extension can be given only till the beginning of the next semester. If they resign within one year of their rejoining, then she has to pay all the benefits received during the maternity period. ML due to miscarriage is not considered. Maternity leave is given only once during the service period.
- (i) **Special Casual Leave (SCL) or On Outside Duty (OOD) :** is sanctioned to employees to attend:



- I. Seminars/Workshops/Conferences / FDPs / Guest lectures / Expert talks / Invited talks / Symposiums / Short-term Summer schools / Winter Schools / SDPs / Meeting persons outside (for arrangement of speakers, guests, etc...) if approved by College, provided the staff has made alternate arrangements. OODs have to be got approved by the Principal before the employee goes for the event/s.
  - II. Staffs cannot go on OOD directly without the approval of the Principal, but for vacation / valuation / practical exam duty / external DCS / squad, the staffs can directly sign the leave form, attach the supporting documents, sign from the HOD & can go for the mentioned duty, but not for serial no. I (has to be approved by Principal compulsorily).
  - III. Faculty members sponsored by college for higher studies (UG / PG / PhD) subject to one/two days in a week, provided the employee takes the full work load during remaining days in the college & subject to the giving of bond with the college (to work minimum of 3 yrs after the studies are over).
  - IV. No OOD / SCL will be given to the staffs who are pursuing their higher studies on their own (without bond), for attending any work related to their research work, they have put CL / EL or whatever leave it may be.
  - V. Employees after coming back from the OOD / SCL have to submit the proof of attendance to the college office w/o fail & a copy to be maintained in their personal file.
- (j) Leave thro' proper channel :All leave applications shall be forwarded through proper channel in the specified leave format of the college and the applicant shall make alternative arrangement for the classes lost during the leave period, if the alternated class is not taken by the alternate staff, then both the staffs leave will be cancelled or LOP will be initiated & an explanation will be sought as to why the alternated class is not taken. Leaves have to be sanctioned well in advance, minimum 1 day before. Only under emergency conditions (sick, hospitalized, accident, etc..) upon coming back to the premises, leave can be given, but intimated to the HOD/Principal & having made alternate arrangements.
  - (k) Medical or Sick Leave :A staff member shall become eligible for medical leave for a period of 7 days under the following conditions (i) the staff member should have completed 2 calendar years of service (ii) provided that he or she is hospitalized for more than a week (iii) his / her leave is not applicable for maternity leave (iv) the medical leave is under the sole discretion of the management. Staff members should submit the entire

admitted hospitalization records (authenticated / certified) after coming back to the institution.

- (l) Availability on last WD & commencement of semester :An employee shall necessarily be present in the college on the last working day of the college and a minimum of 3 days before the reopening day of the college. An employee remaining absent on the reopening day or the last working day shall be treated as absent (CL) from duty & those days will be treated as LOP.
- (m) Longleaves :Long leave availed will be treated as break in service & on reporting back, they will be re-appointed provided vacancies exists in the department.
- (n) CO :The employee will be entitled to compensatory offs (CO's) only with special permission & recommendation from the HOD / Principal with sufficient document proof, authentication & certification that during that period, he / she has done work. Simply coming & staying beyond the working hours without any work will not be entitled for CO (unless certified by the head). If any employee has worked for 7 hours minimum, then ONE Compensatory Off (CO) can be availed. CO cannot be carried forward to the next calendar year & has to be finished off in the same year.
- (o) Casual leaves cannot be taken in the morning hours & can be availed only in the afternoon after 1PM (treated as half day CL)...morning CL (1st session) not permitted.
- (p) The newly joined staff members will be eligible to avail CL after one month of service; 1 CL will be credited for every month of service, at the most one advanced CL can be taken depending upon the situation & recommendation by the principal.
- (q) Suffix & Pre-fixed holidays :Suffix & prefix (both) is not allowed with a general holiday. Any leave availed on suffix and prefix of any weekly/ National / Festival holidays will be treated as continuous leaves. Either prefix or suffix only is allowed with a general holiday. If employee does not come after applying leavedue to prefixed or suffixed holidays, then all the days will be considered as leaves, if leave is not there, then it will be treated as loss of pay.

Case (i) : If Saturday is a general holiday, the staff can apply leave on Friday, he/she has to come on Monday (only prefix), else 3 days leave will be considered.

Case (ii) : If Saturday is a general holiday, the staff can apply leave on Monday, he/she has to come on Tuesday (only suffix), else 3 days leave will be considered.



Case (iii) : If Saturday is a general holiday & if the staff applies leave on Friday (prefix) & Monday (suffix), then it will be treated as 4 days leave, if the staff does not come on Tuesday, then 5 days leave will be considered.

Case (iv) : Leave can be applied in between two general holidays only on the pretext that he/she comes back to the college after second general holiday, else it will be treated as continuous leave, for ex., if Tuesday & Thursday are general holidays, staff can apply for leave on Wednesday, but it will be treated as only 2 days leave (Tue, Wed) if the staff returns back on Friday, else it will be treated as 3 days continuous leave. If staff avails only half day on Wednesday (2nd session), then it will be considered as only half day leave(prefix), provided the staff comes back on Friday, else it will be treated as one and a half days leave. Continuous leave for 3 days will not come into picture if the staff is on SCL / OOD when he/she has gone for some seminar, workshop, conference, FDP, university work, etc..

- (r) Vacation leave & CL / EL cannot be clubbed together, a break has to be given.
- (s) Saturday will be treated as one full day leave of CL / EL / VL / ML / OOD
- (t) Time relaxation is permissible only during the vacation period (left to the sole discretion of the management, may be given or may not be given).
- (u) Marriage leave of 15 days will be given to the employees who have completed more than 3 years of service in the institution, that too only once during the service period.

## 26. Minor & Major 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 code of conduct of the service rules and shall be deemed also to connate offenses or acts of omission and commission under or against rules, regulations and practices of the college details in the service rules supra. Without prejudice classifications of misconduct the minor and major acts of misconduct include:

- (a) Minor Misconduct: Notwithstanding what being listed under he/she classification of minor misconduct any act of omission or commission by an employee will be deemed as major misconduct if the consequences of such an act are of serious nature effecting the normal working of the college and the aims and objectives for which the college is established.

- (1) Absence from duty without notice or remaining absent from duty after availing leave for a period of 1 week or more.
- (2) Habitual leaving the college early and reporting to college late, going in between the working hours, allotting the work to fellow colleagues without informing the HOD or the Principal.
- (3) Leaving the place of work assigned to employee during the college working hours or remaining absent/abandoning the place of work for short periods during the working hours without permission from HOD concerned and without entering in the movement register.
- (4) Failure to wear uniform/wearing unclean or untidy dress or not observing the norms of cleanliness while on duty either on their person or premises (strictly follow the dress code during the running of the semester, especially when going to the classes or labs).
- (5) Inefficiency in work performance, laziness in work performance or carelessness in work performance.
- (6) Obtaining leave or attempting to obtain leave by fraudulent means on false pretext.
- (7) Arguing with the superiors / higher-ups & not giving respect to the chairs.
- (8) Refusal to accept, receive or take delivery of notices, memos, letters or any official communication from HOSs, Principal, Management.
- (9) Borrowing/lending money within the college premises.
- (10) Doing some personal business (like selling of tickets-cheetes, clothes, utensils, commodities, gold, etc...) in the college premises.
- (11) Non-payment of moneys borrowed from outside agencies including banks & colleges.
- (12) Borrowing moneys making use of the name of the college or salary certificate issued by college or under any other pretext involving the fair name of the college.
- (13) Loitering, lounging or wasting time during working hours of college or malingering.
- (14) Misbehaving with the students, abusing them, scolding them.
- (15) Moving with the students inside & outside the college (should maintain distance between them).
- (16) Doing petty politics & bringing discontent among the working colleagues.
- (17) Improper or discourteous behavior towards students, co-workers, other staff members and visitors.
- (18) Shouting loud talking in vernacular language or making noise in the college premises, speaking ill about others, creating rumours, false allegations, etc.



- (19) Entering any department or section or lab or office except to discharge official duties.
- (20) Unauthorized use of college name, address, telephone numbers, visiting cards or other description of college.
- (21) Using college facilities, unauthorisedly whether or not for personal gain.
- (22) Sleeping during college working hours or playing games or lounging in the canteen during working hours.
- (23) Unauthorized removal from or affixing of notices on the notice board or walls of the college or any other place inside the college premises including outside walls of the college compound.
- (24) Failure to report to duty when leave has been refused or when leave has been cancelled and employee has been recalled to duty.
- (25) Failure to furnish the correct address and phone number to college on leave or on vacation.

(b) Major Misconduct: The disciplinary authority for taking action on the minor & major misconduct shall be the Principal / Head of the Institution.

- (1) Neglect of duties or non-performers of duties assigned to the employee during conduction of classes, labs, exam duties or any events.
- (2) Failure to report in writing at once to superiors, any accident, hazard, loss, theft, etc. noticed inside the college premises or to report promptly any occurrence or defect or mistakes which might result in the breakdown or non-functioning of machineries, equipments, furniture, ultimately causing injury to person or loss to the college.
- (3) Giving false / wrong information during the time of joining or after joining the duty or while in continuation of the service.
- (4) Not doing the academic work properly, not taking the allotted class / labs, letting or off or suspending the class w/o the notice of HOD/Principal.
- (5) Engaging in private work or trade or engaging in other employment either part time or contract nature while in the service of college.
- (6) Taking private tuition or coaching classes or opening study circles or guidance cells or being employed in any form or being associated in such agencies either inside the college or outside the college.
- (7) Using indecent, abusive or unparliamentarily language or making false allegations against superiors, co-workers, students, visitors.
- (8) Insubordination or disobedience, whether alone or in combination with others of any order of the superior or instigating others to

- insubordination or disobedience.
- (9) Furnishing false and incorrect information or withholding any relevant and pertinent information at the time of appointment or at any other time while in service subsequent to the appointment (during the time of joining or after joining the duty or while in continuation of the service).
- (10) Trespassing or forcibly occupying/possessing any of the property of the college.
- (11) Theft, fraud or dishonesty in connection with the college property, property of other employees or students or attempt to do so.
- (12) Tampering with records of college, falsification defacement or destruction of any records, books, magazines, etc., of the college to do so.
- (13) Disclosing to any person without permission of the Principal, any information records, etc., affecting the interest of the college with regard to procedures, practices and functions of the college which might jeopardize the interest of the college/management.
- (14) Entering without prior permission of the Principal, the examination halls/labs, unauthorisedly interfering with the smooth conduct of examination both theory and practical or assisting examinees and the examiners in any manner whatsoever and to bear upon the examiners and pressurize the examiners in any manner.
- (15) Bringing liquor or any other intoxicants, drugs to the college, consuming any intoxicant, drug in the college premises or reporting to work in unfit and inebriated condition because of previous indulgence of influence of any intoxicant.
- (16) Possessing firearms, other weapons or any other article (drugs/ cigarettes/beedis) in the college premises, which is determined to the security of the college or persons.
- (17) Drinking, smoking inside the campus premises & observing illegal sites, selling of materials like dresses, items, commodities w/o the knowledge of the management.
- (18) Soliciting, demanding, collecting or canvassing the collection of any money or sale of any kind of tickets within the college premises for any purpose or reason without the prior permission of the Principal & making groups, unions inside the department and in the college.
- (19) Creating disturbance or nuisance inside or outside in the immediate neighborhood of the college premises.
- (20) Fighting, abusing, threatening, intimidating coercing, assaulting or threatening to assault other employees, students, etc.
- (21) Disorderly behavior, gambling, betting inside the college premises.



- (22) Any act subversive of discipline or good behavior 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.
- (23) Intimidating employees/students of the college by threats, pressure or other means with a view to prevent them from attending their duties/classes.
- (24) 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 any criminal offence involving moral turpitude.
- (25) Habitual breach of any standing orders, service rules or committing minor misconduct 4 times, any act or conduct likely to adversely affect the peaceful and normal working of the college, action may be initiated.

## 27. Penalties for Minor & Major Misconduct by the employees:

Penalties for minor misconduct (depends on the gravity of the misconduct):

- i. Censure
- ii. Let off giving an undertaking that will not repeat again
- iii. Warning
- iv. Fine or LOP / CL not exceeding 1 day to 1 week day wages (depends on severity of misconduct)
- v. Withholding an increment
- vi. Withholding the month's pay with retrospective effect
- vii. Withholding promotion to higher post/grade
- viii. Recovery from the salary a part or whole

Penalties for major misconduct (depends on the gravity of the misconduct):

- i. Suspension from services without wages till such period as determined by the disciplinary authority.
- ii. Reduction to a lower post or to a lower grade & lower salary in the same department or in another department in the employee's scale of pay.
- iii. Discharge or removal from services or termination of an employee, which does not qualify him from being considered for any appointment in future with immediate effect (no notice period required).
- iv. Dismissal from services debar the employee from future employment in the college at any time.

- v. If the allotted internal test duty / VTU exam duty is not being done (skipped), then a day salary will be deducted along with an explanation for skipping the duty.
- vi. Immediate termination from services if fake information is given in the CV / Bio-data or services record before joining the college & further for not giving correct information.

## 28. Dress code & Discipline :

- (a) Employees are requested to follow the dress code of the college. Teaching staffs should be wearing a formal dress with a 'TIE', socks, shoes (no hawaichappals, slippers, sandals, etc...) & ladies a blazer (whenever they go the classroom / function / meetings, etc..).
- (b) Staffs should compulsorily wear the college identify card around their neck.
- (c) Non-teaching staffs to be in their uniforms (attenders / drivers, etc).
- (d) Staffs to see to it that the students wearing T-shirts with graphics on them are not to be allowed in the class rooms.
- (e) Staffs should come in time to the college & leave the premises after the working hours only.
- (f) The first class is to be engaged sharp at 8.30 A.M without giving any opportunity for the students to cause any kind of disturbance either in the college campus or corridors.
- (g) Staff members are not allowed to move in their vehicles in the campus (only special cases), should not go 3 on a scooters, etc.
- (h) Attendance has to be taken once the staff enters the class.
- (i) Every staff member has to maintain utmost discipline in the exam hall, should not use mobiles, should always be moving in the hall, should see to it that the students do not copy, if being caught by the squad, then staff member will be held responsible & that days remuneration will not be given along with a day's loss of pay.
- (j) Students reporting late to their classes for more than 5 minutes should not be given attendance in the class rooms. They can be made to go & sit in the last benches.
- (k) The use of mobile phones by staff/students in the class room/labs/exam halls / invigilation duties / library/auditorium and academic area are strictly banned & it may be fined also (staffs have to use their mobiles only in the staff rooms only).
- (l) Usage of mobiles in the campus is permitted only for Principal / Administrator / HRD Head / Hostel Warden / Director & the Chairman.
- (m) Staff members should always do some constructive work, should not loiter here & there, go to the canteen, cafeteria often, go to other's cabin



unnecessarily, sit & do gossiping, should not waste time while in the campus, staffs should not sleep in their staff rooms, watch movies, play games, do chit-chatting, gossiping.

- (n) Security staffs should not allow unauthorized persons / visitors into the campus without any visitor slip (should be taken back from the visitor at the time of leaving the college).
- (o) VTU flying squads to be allowed directly from either of the gates during the VTU examinations.

## 29. Vehicle parking & Transportation :

- (a) If the staff member comes on their own vehicle, park the two/four wheeler in the earmarked parking lot only.
- (b) If you need one; request the managers (office), he will be able to help you.
- (c) Employees coming in the college buses will be charged a nominal amount, which can be deducted from their monthly salaries.
- (d) Haphazardly parked vehicles causing inconvenience to the motorists will be issued a notice & fined, issued a memo.
- (e) No transportation facility will be available during the holiday / vacation period & the staff members have to make for their own travel arrangements.
- (f) Drivers have to be in their uniforms during the college working hours & during the free hours from morning to evening they can be given some other duties, which they have to do it (if work is there).
- (g) Attenders / helpers will be put on rotation basis in the general route trips & should do their assigned works by the management.

## 30. Submission of testimonials & availing of academic facilities :

- (a) The staff members joining the college are required to submit all their original certificates to the college, which will be in the college custody in the strong room during the service period of the staff member.
- (b) An acknowledgement will be given for the number of testimonials submitted to the college.
- (c) The staff members joining the college have to give their duty joining report in the prescribed format available in the office which has to be counter signed by the respective HOD's / Principal & the office authorities & goes to the personal file directly, a copy of which also has to be maintained themselves.

- (d) If an employee does not want to submit his originals, then he / she have to surrender 3 months' salary & then continue in his / her service.
- (e) If the staff member wants the originals for one day (for passport verification, driving license, etc.) the testimonials may be issued the previous day & returned immediately after the work is over the very next day, subject to a payment of Rs. 5000 to the accounts section, which will be reimbursed immediately after the testimonials are returned back to the office.
- (f) If it is required for more than 1 month, then 1 month salary has to be deposited in the accounts, which will be reimbursed once the certificates are submitted back.
- (g) Application for requisition of library books by the newly joined staff member has to be submitted after submission of the original certificates to the office. 5 books for teaching staffs & 2 books for non-teaching staff will be issued.
- (h) A caution deposit of Rs. 1,000 (for teaching staffs) & Rs. 500 (for non-teaching staffs) will be deducted from the salary if the library book facility has to be availed, which will be reimbursed after leaving the institution.
- (i) The staff members are required to take up all VTU assignments compulsorily such as lab exams, invigilation duties, IA test duties, any type of coordinators given, VTU theory & lab exams, project exams, DCS (external & internal), valuation duty, squad duty etc... & should not avoid doing the institutional & university duties, else an explanation will be sought which might lead to some drastic action being taken on the staff member for neglecting the duty.
- (j) All staff members are required to swipe the attendance machine (biometric) and also sign the attendance register on daily without fail.
- (k) Swiping is to be done on reporting to the college & on leaving the college or taking permission in between the working hours to go to bank, etc....
- (l) Every staff member while availing permission during the working hours to go out should swipe their IDs near the gate, else action may be taken against the erring staffs.
- (m) The attendance register has to be signed in the morning session as well as in the afternoon session (2 times) & the register should reach the principal office by 9 AM & 2 PM w/o fail from the departments.
- (n) During the late entry, early leaving, in between permissions, staffs are required to send the permission slips (prior approval needed), swipe near the gate as well.
- (o) Biometric system to be maintained by the college office as well as from the systems department.



### 31 Career prospectus(sponsorship from college for pursuing higher studies):

- (a) One staff member from each department at one time will be sponsored with fees in order to pursue for higher studies (either Diploma / UG / PG / Ph.D.) subject to the condition that the staff member has to be a permanent employee of the college and has worked as a staff member having put in a minimum of 2 years of service for sponsorship programme for M.Tech. & 3 years of service for sponsorship of Ph.D. programme. Sponsorship will be depending upon the seniority level. If the senior most people are not interested, then it goes to the next senior most people. However, only one staff per year will be sponsored with full fees & leave benefits.
- (b) Such of those staff members pursuing for higher studies under the sponsorship quota from this institution for Diploma / B.E. / M.Tech. / Ph.D. programme in other colleges & in VTU, etc., are required to execute an indemnity bond on a stamp paper, giving an undertaking that they will serve the institution at least for a period of 3 years after their successful completion of the programme, failing which they are liable to refund the amount of fees paid by the college and the facilities provided by the college during the course of their higher studies. The staff member is liable to pay all the months' salary drawn at the time of resigning from the college if he/she quits before the completion of 3 year bond period. Staff members pursuing higher studies may be entitled for one to 2 days of leave as OOD or SPCL if they are sponsored & execute a bond (permissions may be given for attending exams / tests in their colleges where they are pursuing their higher studies), else no facility will be given.
- (c) If the staff members who want to pursue their higher studies (Diploma / B.E. / M.Tech. / Ph.D.) on their own without sponsorship from the college (either in part time quota / off the college hours) without executing a bond, then no facility will be given to them (either on the monetary side or on the leave permission side or w.r.t. the usage of college equipment, etc...). They have to do on their own without affecting the college work schedule & that too after the college working hours only.

### 32. Incentives to the employees :

The college adopts the staff (teaching & non-teaching) incentive policy & the following guidelines have to be followed by the employees of the organization.

### Presentation of papers in conferences & journals :

The encouragement is given to the employees of the organization in order to present papers, attend workshops, conferences & is a case to case basis.

National conferences (journal) held in Bangalore, Karnataka or any other state in India, subject to a maximum incentive of Rs. 3000 per year only once (bills, receipts, vouchers, amount spent to be submitted with a claim form).

International conferences (journal) held in Bangalore, Karnataka or any other state in India, subject to a maximum incentive of Rs. 5000 per year only once (bills, receipts, vouchers, amount spent to be submitted with a claim form).

As per the HKBK policy, an employee (teaching / non-teaching staff) may present as many number of papers in conference or journals. However, there is provision only for one paper charges to be reimbursed, whether it is in a journal or in a conference in one calendar year. The paper publication has to be in a refereed conference or in a high quality journal having a good impact factor (IF).

No incentives will be provided for paper presentations in the college & if it is outside the college, then the registration fees with the TA / DA will be given as the incentive subject to the above remunerations. For availing the incentive policy, the paper presenter has to submit the details in an incentive claim form with all relevant documents signed by the HOD / Principal / Dean / PG Coordinator, copy of the cover page, prior permission, receipts, bills, vouchers, tickets, etc.. Note that the incentive policy depends on the quality of the conference (refereed) & journals of high repute with impact factor & the quality of the research paper should be upto the national / international level, there should be a novel contribution. However, if the staff member presents a paper in foreign countries, the discretion is left to the management as the registration amount, TA, DA, etc... as the entire remuneration might come to thousands of rupees / dollars.

### Attending of workshops / FDPs / Symposiums / Training programmes, etc. :

- (a) Only one workshop per year per employee will be sponsored or reimbursed to the faculties who attend the workshops or FDPs at other places in the country, subject to a maximum incentive of Rs. 3000 per year (bills, receipts, vouchers, amount spent to be submitted with a claim form).
- (b) If staffs have to attend more than 1 workshop, they have to do on their own cost.



- (c) If the workshop / FDP is of utmost use to the department / institution, then the entire amount may be reimbursed as a special case, i.e., the institution will depute the staff for the concerned workshop/FDP, but this will depend entirely on the recommendations of the governing council. After coming back from the event, the staffs who have attended the event should submit the attendance certificate along with a brief one page report to the office.

### Salary advance :

The staff members of the college are eligible for an advance of 1 to 3 months Gross Salary (depends on the number of years served in the institute) under the following cases, provided they have completed 3 years of service in college.

- i. Marriage of self
- ii. Marriage of children of the staff
- iii. Unfortunate tragedy in the family in the form of loss of parents/spouse/ children
- iv. Vehicle loan
- v. Housing loan
- vi. Personal loan
- vii. Study loan of children
- viii. Higher studies loan

### Festival Advance :

The staff members who have completed 1 year of service in the college are eligible for festival advance for once in a year for anyone of the following festivals

- i. Ramazan
- ii. Deepavali / Diwali
- iii. Christmas

The following is the advance amount as specified by the management one months' gross salary whichever is less

OR

- i. Rs. 20,000/- for Teaching Staff
- ii. Rs. 15,000/- for Non-Teaching Staff
- iii. Rs. 10,000/- for Non-Teaching & Non-Technical Staff
- iv. Rs. 5,000/- for others

The festival advance amount will be deducted from the salary in equal installments (left to the discretion of the management).

### 33. Maintenance of Service Books / Registers :

Government Service Register (SR) of every employee of the organization will be maintained in the college office showing the updated information of any employee starting from the date of joining the institution till the date of his working in the organization.

### 34. Maintenance of Faculty Hand-books, Counselling Books :

All the staffs of the organization have to maintain a faculty hand book showing the nature of work done, maintain academic files, maintain personal files, counselling books as per the NBA / NAAC / ISO / VTU / AICTE / UGC / LIC / Bangalore University norms, failing which action may be initiated. Time to time checking of the items in the above mentioned files will be done by the HOD & the Principal.

### 35. Role of the staffs in the Internal / VTU exams / Practical exams :

- IA test duties & VTU exam conduction is centralized one and will be taken care of by the exam section only.
- IA Test time table, room allotment, assigning duties, A/B forms, etc. will be prepared by the exam section & sent to the respective depts. & all staffs have to abide by it.
- Invigilators have to come in time to the exam centre for the collection of the blue-books, answer booklets & question papers on the day of the test / exam at least 30 mins before the commencement of the test / exam
- All the staff members who are assigned the test duties / VTU exam should do it sincerely & no exchange of duties is permitted (only under extreme conditions).
- Block supervisors will be allotted for each block & the block supervisors have to monitor all their allotted respective blocks so that no untoward incident occurs.
- Flying squads will be appointed & they have to check whether exams are going on properly or not (responsible for checking whether the students have brought chits, mobiles, etc. in their pockets).
- All the question papers of the particular department in 3 sets have to be submitted to the principal by the respective HODs well before the deadline in sealed covers for the IA tests.
- Question papers will be printed / xeroxed under the strict supervision of the Principal & a committee from the non-engineering departments.



- All the IA test blue books should be brought to the exam section minimum one day prior to the date of the test using an attender / the respective staff member, get it recorded in the register.
- A departmental IA test coordinator (similar to DCS) will be taking care of all the activities of their respective departmental answer booklets in the department during the submission of the IA test answer booklets after the IA test is over. They have to be present in the exam section during the IA test days. No invigilation duties will be allotted to them.
- The blue-books / VTU answer booklets have to be arranged in order according to the USNs & brought by the invigilator to the exam section after the test / exam is over.
- A separate register will be maintained for the collection of the answer booklets & should submit to the respective departmental IA test coordinator in the exam cell (similar to VTU exam), get it recorded, counter-verified, checked & signed.
- One to three attenders from the respective department should carry the blue books along with the IA test coordinator or any other faculty & submit them to the HOD, further HOD to take the necessary steps. Attenders alone are not permitted to carry the blue-books to the department from the exam-section & they have to be accompanied by some faculty only.
- Any mal-practice case will be reported to the MP committee on the test day itself. The student has to appear before the MPC & the committee has to submit the report in 3 working days, the committee decision will be the final which will be further intimated to the HODs & the corresponding staff.
- The Room Superintendent shall report to the Chief Superintendent at least 30 minutes before the commencement of the examination and ascertain the examination block assigned to him / her and the number of candidates of the block.
- The Room Superintendent shall go to the block allotted to him / her 15 minutes before the commencement of the examination with the required number of the answer papers.
- The candidates shall be admitted into the examination hall 10 minutes before the commencement of the examination and the Room Superintendent should ensure that the candidates are seated at their respective seat numbers marked in the block.
- The Room superintendent shall announce to the students to leave the books, papers and other reference material, Cell Phones (Mobiles) etc., outside the examination hall.

- Five minutes before commencement of examination, the answer papers shall be distributed to those candidates only, who are seated in the examination hall and are not to be placed on the vacant seat.
- The Room Superintendent shall distribute the question papers to the candidates seated in the examination hall only when the commencement bell of the examination is given.
- No candidate shall be allowed to enter the examination hall after half an hour of the commencement of the paper.
- No candidates shall be allowed to leave the examination hall until 45 minutes have the elapsed after the commencement of the paper
- The candidates who leave the examination hall before the expiry time of the examination are not permitted to take the question paper with them and they have to hand over the question paper to the Room Superintendents by writing their seat numbers on the question paper. However, they can collect the question paper immediately after the expiry of the examination time.
- The Room Superintendent shall ensure that the candidates have taken their proper seats and have entered the correct seat number and other particulars required on the facing sheet of the answer paper.
- After distribution of answer sheets to the candidates, the identity of each candidate shall be checked with the photographs pasted on the admission card and take the signature of the candidate on the relevant form (attendance report) for proof of his / her appearance at the examination.
- If any student has not brought his / her admission card, the matter shall be brought to the notice of the Chief Superintendent.
- If any candidate is absent the Word "ABSENT" shall be written in capital letters in the appropriate column of the attendance sheet, preferably in red ink, after expiry of 30 minutes from the time of commencement of the examination. Before making ABSENT check once again.
- The Room Superintendent shall not accept the answer paper of any candidate without ensuring that it bears his / her correct University seat number and other information asked on the title page of the answer paper.
- The Room Superintendent shall not allow the candidates to use unfair means in the examination hall.
- The Room Superintendents are expected to take rounds in the hall and shall not engage themselves in conversation with other Room Superintendent while the examination is going on and also shall not read magazine or newspaper or any other reading material.



- The Room superintendent should ensure that, there is no communication among the candidates in the examination room.
- The violations of instructions by any candidate shall be brought to the notice of the Chief Superintendent immediately and a written report is to be made regarding such cases to the University by the Chief Superintendent.
- Smoking in the hall where the examination is in progress is strictly prohibited.
- After the expiry of the time of the examination when the final bell is given, the Room Superintendent shall collect the answer papers and shall arrange seat number wise and hand over to the Chief Superintendent along with other reports.
- The Room Superintendent shall be personally held responsible for loss, misplacement of any answer book.
- While taking the rounds of the examination hall if the Room Superintendent notices that any candidate is indulging in copying / Possessing / a manuscript / answer papers other than his / any written material on calculator / geometry box / scale, he shall admission card and the materials which he / she has used for copying and immediately report to the Chief Superintendent. He should not allow the candidate to leave the examination hall till the Chief Superintendent comes to the examination hall and takes over the charge.
- The Room Superintendent shall not leave the College premises until he / She personally hand over the answer books to the Chief Superintendent and return the diary & other stationery materials given.
- The staff members (invigilators) should not sit on the benches / chairs, they should be moving continuously & see to it that the students do not copy, if copied, the staff members shall be held responsible, they should not speak on mobiles in the hall.
- Staffs have to check whether the booklet is OK or torned or pages or stiches have come off while taking it from the exam section & make the students to compulsorily write in black pen only, see to it that the students put signature on all the 40 pages, once the answer book-let is issued.
- The Room Superintendent shall give proper instructions to students in all respects.
- All the candidates in the examination hall should search desks, tables and their pockets before the issue of question paper and hand over to the Room Superintendents if any papers / notes manuscripts or books are found.

- Do not write or mark on the question paper. Only the register number of the student alone is written in the specified blocks on the question papers.
- Don't write anything on the Question Paper other than USN
- Do not Possess any of the following: Chits, Mobiles, ipads, gizmos, blue-tooth set, smart phone & Programmable calculators

### 36 Superannuation / Retirement from Service :

- (a) The superannuation age shall be 60 years for both teaching (with & without Ph.D.) & non-teaching employees of the organization as per the Govt. of Karnataka / Govt. of India act rules, 60 yrs will be counted from the date of birth (SSLC or X standard certificate).
- (b) Teaching staff members with Ph.D. will be on rolls of the institution in any department from the date of completion of 60 years till 65 years & will be in the designation of the Professors cadre only after retirement from service of 60 yrs.
- (c) For all the employees of the organization (both teaching & non-teaching staffs), irrespective of the designation (TA, AP, ASOCP, P, HOD, instructor, attender, etc...), the age of compulsory retirement of a college employee shall be on the afternoon of the last day of the month of the completion of 60 years.
- (d) However, under exception cases & under the sole discretion of the management, the exceptionally good employees will be given permission to work on consolidated basis or on per day basis or on hourly basis from 65 to 70 years in the emeritus cadre / visiting professor cadre / non-teaching cadre only (left to the sole discretion of the management).
- (e) The date of retirement will be on the last day of the month on which the staff member attains the age of superannuation. The DOB mentioned in the tenth standard marks card shall be considered as the most authentic for all purposes.
- (f) After the retirement period, if the management wants to continue the employee's services, it will be done on a consolidated basis or per day / hour basis.
- (g) If an employee of the organization leaves in the institute & then comes back, joins, it would be considered as a fresh appointment & the seniority will be lost.
- (h) Visiting employees or Professors teaching some specialized subjects



would be given an honorarium of varying from Rs. 500 to Rs. 1000 per hour & should claim it at the end of every month or at the end of the semester after submitting the attendance & work done report to the college office, the honorarium depending on the designation of the visiting staff.

- (i) Voluntary retirement : A employee of the institution may be permitted to retire from service at any time, viz., after completion of qualifying service of not less than 20 years on attaining the age of 50 years.
- (j) Employees of the organization are not permitted to leave the institute during the semester period, causing inconvenience to the students & they are allowed to leave the college only at the end of the semester (after the last working day of the semester is over) after giving a 1 month / 3 months' notice on either side or 1 month / 3 month salary in lieu of.
- (k) Honorarium for visiting personnels as chief guest / guest lecture / invited speaker / workshop speaker in functions will be varying form Rs. 1000 to a maximum of Rs. 3000.
- (l) The maximum superannuation / retirement age limit for all the Principals of private running institutions as per the government standards in 65 years only, however they can continue in the institution as Director / Dean only on consolidated salary basis.





**HKBK/AESR/875/2019**

**2<sup>nd</sup> February 2019**

**AMENDMENT TO THE EMPLOYEE SERVICE RULES**

The following amendment comes into effect to the Service Rule under Section 7 sub-section (f) under the head Termination/Resignation from the service as follows, with immediate effect:

- (i) No resignation will be entertained during the academic period/semester break/practical/university examinations.
- (ii) Any staff wishes to resign/desire to get relieved from his/her service shall submit **minimum one month's** notice in advance before the last working day of the semester as per VTU's higher semester calendar (2<sup>nd</sup>, 3<sup>rd</sup> & 4<sup>th</sup> year)
- (iii) If the staff member intends to resign during the academic period and wishes to get relieved immediately he/she has to pay 3 months gross salary & complete hand over of duties
- (iv) Relieving of the staff member would happen only upon the completion of all the academic work (IA evaluation, VTU Marks, completion of the Syllabus...etc, certification from the departmental HOD) or on completing the formalities in clause 3 above.

The above terms and conditions are applicable to all the staff members from the time of their joining the institution.

  
**C. M. Faiz Mohammed**  
Director

**Cc to: All the HODs – to be circulated amongst the departmental staff**





HKBK/AESR/939/2019

23<sup>rd</sup> March 2019

**AMENDMENT OF THE EMPLOYEE SERVICE RULES**

The following amendment comes into effect to the Service Rule under Section 25 sub Section (h) under the head **Leaves & leave rules – Maternity Leave** w.e.f. : **01.04.2019**

- (1) Female Employee completed 2 years of continuous service is entitled for maximum of 180 days maternity leave, with 90 days of paid maternity and extendable up to three months of leave without pay. Maternity leave can be availed before 6 weeks preceding the date of expected delivery
- (2) Maternity leave can be availed only twice during the employee tenure with the Institution
- (3) The concerned female staff must submit a medical certificate from a registered medical practitioner, specifying the expected date of delivery at least 30 days before availing of the maternity leave
- (4) In case of miscarriage/other related medical conditions (except termination/abortion of pregnancy), female employee eligible for Maternity leave shall be entitled to leave for a period of 2 weeks immediately following the day of her miscarriage. The request for such leave must be supported by Medical Certificate and pregnancy report from a qualified medical practitioner
- (5) Reinstatement of employee post maternity leave is subjected to availability of opportunities within the department. Any reinstated employee cannot resign immediately upon return from ML and has to serve minimum of 1 academic calendar. In circumstances wherein the employee is unable to continue services has to follow the resignation policy and the maternity benefits will be forfeited
- (6) Employees are not eligible for ML if they are on long leave (6 months and above) due to ante natal issues

  
**C.M. FAIZ MOHAMMED**  
**DIRECTOR**

Cc to : The Director – for kind information  
All HODs/Accounts/Office/HR/Library – for information & notice.





**HKBK/AESR/875/2019**

**2<sup>nd</sup> February 2019**

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The above terms and conditions are applicable to all the staff members from the time of their joining the institution.

  
**C. M. Faiz Mohammed**  
**Director**

**Cc to: All the HODs – to be circulated amongst the departmental staff**



## HKBK COLLEGE OF ENGINEERING

Approved by AICTE & Affiliated to VTU  
Accredited by NAAC



No. 22/1, Near Manyata Tech park,  
Nagawara, Bengaluru - 560045, Karnataka, INDIA.  
Ph. : +91-080-2544 1722 / 3744 / 3690  
Fax : +91-80-2544 3813  
Email : info@hkbk.edu.in  
URL : www.hkbk.edu.in

HKBK/DC/1104/2019

2<sup>nd</sup> Aug 2019

### Dress Code Policy

HKBK College of Engineering requires all academic, non-academic & support staff to present themselves in a professional manner, with regard to attire, personal hygiene and appearance. These standards are commensurate with our organizational practices of appropriate business conduct, professionalism and dress code.

#### **Dress Code:**

1. Employees must always present a clean, professional appearance. Everyone is expected to be well-groomed and wear clean clothing, free of holes, tears, or other signs of wear.

**Teaching Male staff** – Pressed, collared shirt, Blazer or tie and formal shoes during regular college hours  
Blazer or Blazer and tie during functions or programs  
Shirts should always be tucked in.  
Sport shoes / Kitos / Chappals/Sandals are not allowed

**Non-Teaching/Nonacademic/Admin Male staff**- Pressed, collared shirt with formal shoes.

**Attendees, drivers, gardeners (Male and female): To be in uniform in the college premises**

**Female Staff**- Formal dress, Saree/Salwar Suits are allowed with formal footwear and Blazer

2. Clothing with offensive or inappropriate designs or stamps is not allowed.
3. Clothing should be modest, not be too revealing.
4. Non-academic staffs who are required to work in uniform must wear neat, clean and ironed uniform while on duty. All male staff shall wear leather shoes with the uniform. (Sport shoes/sandals/chappals are not allowed with the uniform)
5. Not wearing uniform while on duty, will attract penalty of **Rs. 100/- per day** deductible from salary.
6. Not adhering to the dress code, will attract penalty of **Rs. 100/- per day** deductible from salary.

#### **Identify Card:**

1. All faculty, staff, and students of HKBK group of Institutions are provided with a photo identification card.
2. All staffs- Teaching & Non-Teaching have to display ID cards while in campus premises. HOD/ Faculty must ensure all the students are displaying their ID cards in campus and classroom.
3. Failing to display ID cards while in campus will attract a penalty of **Rs 100/-** for students and faculty.
4. Lost cards must be immediately reported to office and replaced immediately.

#### **Dress Code Violations**

1. Managers or supervisor/HOD will be responsible in ensuring employees/students follow the dress code. In case of violation of dress code they should ensure corrective measures are taken immediately. This may include having to leave work to change clothes.
2. Respective Head of the departments to inform about the defaulters in writing to accounts for further action (deduction of penalty). A copy to be recorded in the respective staff personal file (office).
3. Repeated violations that have major repercussions may result in disciplinary action being taken up to and including termination.

*Muzzamil* 21/8/2019  
**Dr. Muzzamil Ahamed S**  
**Principal**

**Note:** 1. Staffs following religious attires are expected to follow that attire on all days and not specifically on certain days.  
2. Above dress code to be effective from 5<sup>th</sup> Aug 2019.

Cc to Hon'ble Director – for kind information

All the HODs – to instruct all the staff members (teaching/non-teaching) to strictly follow the dress code.