



RASHTREEYA SIKSHANA SAMITHI TRUST

R V INSTITUTE OF MANAGEMENT

HANDBOOK -CODE OF CONDUCT FOR STAFF

Teaching and Non-Teaching Staff of RVIM



TABLE OF CONTENTS

I.	Code of Conduct – Director (HOI).....	2
II.	Code of Conduct – Teaching Staff (Professor, Associate Professor, Assistant Professor).....	4
III.	Code of Conduct – Public Relations Officer.....	6
IV.	Code of Conduct – Placement Officer.....	8
V.	Code of Conduct – Administrative Officer.....	10
VI.	Code of Conduct – Librarian.....	12
VII.	Code of Conduct – Ministerial Staff.....	14
VIII.	Code of Conduct – Group D Staff.....	15



HANDBOOK -CODE OF CONDUCT FOR STAFF

I. CODE OF CONDUCT – DIRECTOR

1. The Director will report to the honorary Secretary of Rashtreeya Sikshana Samithi Trust (RSST).
2. He is the Chief Executive, Visionary and Team Leader of the Institution.
3. He is responsible for
 - a. The complete administration of the Institute
 - b. The development of the Institution to excellence in all spheres of academics, library, sports, environment, optimally in finance, property management and networking with sincerity, hard work, concern and dedication.
 - c. All the instructions and implementation of the decisions taken at governing council meetings.
 - d. Building of the team.
 - e. Timely and swiftness in management.
 - f. Transparency and impartiality in working
 - g. Optimality in budget proposals and maintenance of various documents related to finance & accounts, admissions, proposals, & approvals.
 - h. Coordination with all agencies of university/other institutions/government/statutory bodies for all aspects of administration and academics including EPF, Income Tax, Legal Authorities, Corporation, BDA, Local CMC, Banks, Insurance, Media.
 - i. Monitoring and administration of various activities at the college including
 - i. Placement Activities.
 - ii. Maintenance and small construction works
 - iii. R&D
 - iv. Operation, health and discipline at Hostels/Canteen/Transport.
 - v. Accounts and finance of sanctions/collections/receivables/expenses from any and all sources, certifications, audits.
 - vi. Alumni activities.
 - j. Informing RSST of various happenings and submission of quarterly reports.
 - k. Admissions and student promotion process consisting of internals, attendance, evaluation, examination as per various admission authorities, university and Government.
 - l. Selection and promotion of suitable and capable staff starting from advertisement.
 - m. Initiation and coordination for tie ups with well-known institutions both in India and abroad.
 - n. Education/Industry tie-ups.

HANDBOOK -CODE OF CONDUCT FOR STAFF

- o. Maintenance of academic and education standards with competitive spirit across the Institution.
 - p. Maintenance of discipline and dealing with disciplinary cases, losses and thefts.
 - q. Maintenance of records for all purchased/transferred equipment with specifications, approving authority, etc and production of the same for auditing along with the equipment.
 - r. Usage of infrastructure available at other R V Institutions in coordination with the respective heads of the institutions.
 - s. Continuous updating of statutory and government rules and instructions. He will personally go through the various notifications, rules & regulations without relying only on office and other staff.
 - t. Extensive usage of computers both among office staff and teaching staff.
 - u. Coordination and interaction with other institutions of RV and others.
 - v. Maintenance of cleanliness and habits in the premises.
 - w. Maintenance of punctuality of each and every staff.
4. The role of the college is not only that of concentrating in pure academics but whole gambit of education in moulding students to become **good citizens with confidence and capability**.
 5. To keep parents/wards posted of performance and interact with them as many of the parents are from poorer background.
 6. The Director will gain working knowledge on usage of computers and the same extensively for MIS and decision making.
 7. Smoking and drunk on duty are prohibited at all public places including institution premises.
 8. Usage of obscene and immoral words or language at educational institutions is a serious offence.
 9. The Director will maintain dignity and image of teaching profession, teachers, and Institution during picnics, outside presentations, seminars, tours, interaction with students/colleagues/parents/wards/public dignitaries/management etc. He will maintain cordial relationship with subordinates, colleagues and seniors.
 10. The Director should be a self-starter while dealing with students/staff bringing up their inquisitiveness and best out of them.
 11. They should follow all, the service rules as prescribed in the service rule book of R V Group of Institutions.

HANDBOOK -CODE OF CONDUCT FOR STAFF

II. CODE OF CONDUCT – TEACHING STAFF (PROFESSOR, ASSOCIATE PROFESSOR, ASSISTANT PROFESSOR)

1. They will follow the instructions of the HOI or his nominated executive.
2. They should be punctual and available for work till the closure of the College. In case of need, at times for examination /admissions/visit of dignitaries, they will have to stay beyond the schedule time.
3. They will be responsible for all the files, letters, record and registers in their positions.
4. They will maintain their work area and surrounding neat and clean and help the institution in conserving water, electricity, paper, etc.
5. They will use the computer systems, Internet and email facility diligently; any misuse of these will be a serious offence.
6. They must strive to upgrade their knowledge by making use of Library, media, Internet, etc.
7. Take part in the community and other group activities arranged by the institution.
8. They are expected to wear only formal dresses approved by the institution. Dress should be modest and decent.
9. Whenever they represent the Institution during Seminars, Presentations, Tours, picnics they will maintain the dignity and image of the Institution.
10. Whenever conferences, seminars, workshops, management fests and cultural activities are organised by the Institution, they are expected to work as per the instructions of the HOI.
11. They are required to take active part in all the Inspections, Accreditations, etc.
12. Any other relevant responsibilities entrusted by the Hon, Secretary/ HOI.
13. They should be punctual and available at the college for work and till the closure as per instructions of Principal/Director. In case of need at such times of examinations/admissions/visit of the dignitaries, they will have to stay beyond the schedule time. They will be prompt and to the point in all their dealings.
14. They will keep the folders, files, letters, records, and registers neat, tidy and presentable. Conserve the papers and the files.
15. They will be responsible for the closure of the doors and windows of their work spot at the end of the day.
16. They will start the work on time and available at the work spot unless allowed to go out with permission.
17. They will maintain discipline and integrity.
18. Usage of obscene/immoral words or language and indecent behavior is a serious offence.

HANDBOOK -CODE OF CONDUCT FOR STAFF

19. They will not allow strangers to have access to their work spot and go through files/letters. Confidentiality is to be maintained.
20. All the teaching staff should note the following:
 - a. Try and improve their capability and qualification using the available facilities in the Institution.
 - b. Try to spread the aroma of their competency amongst their colleagues, seniors and management.
 - c. Aim for excellence in education not restricting to teaching only.
21. They will ensure and maintain the continuous performance record of the tests/assignments of their students to ensure monitoring of their performance.
22. The course being highly professional, they will interact with industry specialists, consultants, and educationalists for continuous and real time up gradation of the students.
23. They are advised to take part in the research projects, consultancy with approval by the Director and also go through well-known national and International journals.
24. They will maintain the discipline and the attendance and integrity of the classes allotted to them.
25. Smoking is not permitted anywhere in the premises. Drinking on duty entails termination of the service.
26. They should follow all, the service rules as prescribed in the service rule book of R V Group of Institutions.

HANDBOOK -CODE OF CONDUCT FOR STAFF

III. CODE OF CONDUCT- PUBLIC RELATION OFFICER

CORPORATE EVENTS:

1. Organisation and management of corporate event such as guest lecture, book launches and opening ceremonies.
2. Assist with the full range of event requirements including assistance with catering, location design, and printing of invitations, database management as well as help at the actual event itself.
3. Help to produce promotional material and brochures.
4. Monitor public opinion about the Institution.
5. Aim to enhance and promote the reputation of the Institute through a variety of activities.
6. Act as a go between for staff and the media, offering necessary support to the staff and training on how to deal with media enquiries.
7. Assist the authorities on policy issues and communication strategies.
8. Plan public relation programs including preparing cost budgets.
9. Make presentations on behalf of the Institution to other organisations and special interest groups.
10. Liaise with the public and respond to inquiries.

CORPORATE PUBLICATIONS:

1. Liaise with the media, i.e respond to inquiries, arrange interviews with the journalists, prepare and distribute news releases and make statements.
2. Write, edit, and arrange production of print materials such as newsletters, house magazines, pamphlets and brochures.
3. Oversee production of visual (film or video) and audio electronic material, including managing the official website.

INTERNAL COMMUNICATIONS:

1. Assist in preparing organizational documents such as annual reports, corporate profiles and submissions.
2. Make ready visual aids for public presentations.
3. Evaluate communication activities and recommend future actions.
4. Liaising with our in house designers or working external agencies for distribution of communicative handouts.

HANDBOOK -CODE OF CONDUCT FOR STAFF

MEDIA RELATIONS AND PRESS COVERAGE:

1. Handling enquiries from the media including requests for expert commentators on a variety of issues.
2. Enquiries seeking the public/media response on breaking issues in management education.
3. Offering staff advice and training in handling and talking to the media.
4. Look to actively promote the institution through the effective use of public relations and the issue of news releases highlighting institute's staff and student achievements.
5. Keep informed of the news published about the Institute/Trust to ensure accuracy in their content.
6. Conduct internal communication courses, workshops and media training.

DIRECTORY OF EXPERTS:

1. Have access to an extensive range of experts, who are qualified to speak on a variety of issues having good experience in talking to the media on a broad range of subjects.

GENERAL DUTIES:

1. Inform members regarding the activities and progress of the Institute.
2. Assist authorities in the interests of the general public served in terms of programs range of enjoyable activities.
3. Ensure that long term plans are made for meetings, programs, field trips, newsletter deadlines, etc.
4. Plan and organize counseling sessions for the students and staff
5. Taking care of public relations continuously to create better brand image for the institution.
6. To exercise essential care in managing public relations public relations to maintain values, culture and quality of the institution.
7. They should follow all the service rules as prescribed in the service rule book of R V Group of Institutions.

IV. CODE OF CONDUCT- PLACEMENT EXECUTIVE/OFFICER

1. They will follow the instructions of the HOI or his nominated executive.
2. They will be a self-starter with good communication, confidence and having working knowledge of correspondence on computers and emails.
3. They should actively and continually
 - a. Act as consultant to the students
 - b. Proactively interact with the Management and HR Groups of Employer-Industries, Entrepreneurs, research groups, government bodies, recruiting agencies, educational; organisations and trusts.
 - c. Be quick with clarity, promptness and to the point.
 - d. Lookout in media, newspaper, magazine, internet, interactive media like Naukri.com etc, for opportunities to placement of students.
 - e. Look for opportunities both in India and abroad not restricting to industries alone but also in Government competitive examinations conducted by UPSC, R&D Organisations, Defense establishments and research projects.
 - f. Project the R V Institution, capability, skill and competency of students, value additions given infrastructure provided.
 - g. Make out convenient, attractive and appropriate handouts at suitable intervals for the benefits of students and prospective employers. These should be mailed regularly.
 - h. Create a Library of opportunities and periodicals.
 - i. Be in touch with the RVIM Alumni for propagating our students.
 - j. Arrange and organize value addition attributes for students through seminars, HR exposures, interview skills, confidence building, etc.
4. They will correspond with media for advertisements and press releases on approval from competent authority.
5. They will maintain real time documentation related to Management Information System and Statistics.
6. They will be in touch with all the departments of the Institution and knowing the relevant improvements in academics, infrastructure, distinctions, associations, accreditations and happenings.
7. They should be impartial, cautious and confidential in all the dealings. Integrity should be the watchword.
8. They will proactively visit relevant career fairs, seminars and exhibitions both for opportunities and competitions.
9. They will take part in all the departmental and college programs as per the instructions issued from time to time by the superiors.

HANDBOOK -CODE OF CONDUCT FOR STAFF

10. Smoking and usage of obscene/immoral words or language, indecent behaviour, drunk on duty are not permitted anywhere in the institution premises. They are serious offences.
11. They will service poor students at least for the period of one year through mail and student groups.
12. They will maintain dignity and image of teaching profession, teachers, and institution during outdoor interactions, presentations, seminars, tours, etc.
13. They should follow all the service rules as prescribed in the service rule book of R V Group of Institutions.

V. CODE OF CONDUCT- ADIMINISTRATIVE OFFICER

1. They will follow the instructions of the HOI or his nominated executive.
2. They should be punctual and available for work till the closure of the College. In case of need, at times for examination /admissions/visit of dignitaries, they will have to stay beyond the schedule time.
3. They will Monitor and assess probationers, trainees, suitably. They will train their junior staff.
4. They will be responsible for all the files, letters, record and registers in their positions.
5. They will maintain their work area and surrounding neat and clean and help the institution in conserving water, electricity, paper, etc.
6. They will use the computer systems, Internet and email facility diligently; any misuse of these will be a serious offence.
7. They must strive to upgrade their knowledge by making use of Library, media, Internet, etc.
8. Take part in the community and other group activities arranged by the institution.
9. They are expected to wear only formal dresses approved by the institution. Dress should be modest and decent.
10. Whenever they represent the Institution during Seminars, Presentations, Tours, picnics they will maintain the dignity and image of the Institution.
11. Whenever conferences, seminars, workshops, management fests and cultural activities are organised by the Institution, they are expected to work as per the instructions of the HOI.
12. They are required to take active part in all the Inspections, Accreditations, etc.
13. Any other relevant responsibilities entrusted by the Hon, Secretary/ HOI.
14. They should be punctual and available at the college for work and till the closure as per instructions of Principal/Director. In case of need at such times of examinations/admissions/visit of the dignitaries, they will have to stay beyond the schedule time. They will be prompt and to the point in all their dealings.
15. They will keep the folders, files, letters, records, and registers neat, tidy and presentable. Conserve the papers and the files.
16. They will be responsible for the closure of the doors and windows of their work spot at the end of the day.
17. They will start the work on time and available at the work spot unless allowed to go out with permission.
18. They will maintain discipline and integrity.
19. Usage of obscene/immoral words or language and indecent behavior is a serious offence.

HANDBOOK -CODE OF CONDUCT FOR STAFF

20. They will not allow strangers to have access to their work spot and go through files/letters. Confidentiality is to be maintained.
21. All the teaching staff should note the following:
 - a. Try and improve their capability and qualification using the available facilities in the Institution.
 - b. Try to spread the aroma of their competency amongst their colleagues, seniors and management.
 - c. Aim for excellence in education not restricting to teaching only.
22. They will ensure and maintain the continuous performance record of the tests/assignments of their students to ensure monitoring of their performance.
23. The course being highly professional, they will interact with industry specialists, consultants, and educationalists for continuous and real time up gradation of the students.
24. They are advised to take part in the research projects, consultancy with approval by the Director and also go through well-known national and International journals.
25. They will maintain the discipline and the attendance and integrity of the classes allotted to them.
26. Smoking is not permitted anywhere in the premises. Drinking on duty entails termination of the service.
27. They should follow all the service rules as prescribed in the service rule book of R V Group of Institutions.

VI. CODE OF CONDUCT- LIBRARIAN

1. They will follow the instructions of the HOI or his nominated executive.
2. They should be punctual and available for work till the closure of the College. In case of need, at times for examination /admissions/visit of dignitaries, they will have to stay beyond the schedule time.
3. Check and take over from existing incumbent all the books, documents and registers acknowledging thereon. They will be responsible for the safe custody of all items. If at any time, they are on leave or somebody is working in their absence, they will have to ensure that nothing untoward will have happened during that period. That is monitoring and bringing to the notice of their controlling authority immediately is a must failing which the pecuniary losses will have to be made by them.
4. They should be watchful on theft of books/documents/journals/damage to books by tearing of sheets etc.
5. They should be on a lookout for any writings in the books/documents, journal. Immediate action be taken against such students debiting the cost and/or penalty.
6. They will be responsible for all the files, letters, record and registers in their positions.
7. They will maintain their work area and surrounding neat and clean and help the institution in conserving water, electricity, paper, etc.
8. They will use the computer systems, Internet and email facility diligently; any misuse of these will be a serious offence.
9. They must strive to upgrade their knowledge by making use of Library, media, Internet, etc.
10. Take part in the community and other group activities arranged by the institution.
11. They are expected to wear only formal dresses approved by the institution. Dress should be modest and decent.
12. Whenever they represent the Institution during Seminars, Presentations, Tours, picnics they will maintain the dignity and image of the Institution.
13. Whenever conferences, seminars, workshops, management fests and cultural activities are organised by the Institution, they are expected to work as per the instructions of the HOI.
14. They are required to take active part in all the Inspections, Accreditations, etc.
15. Any other relevant responsibilities entrusted by the Hon, Secretary/ HOI.
16. They should be punctual and available at the college for work and till the closure as per instructions of Principal/Director. In case of need at such times of examinations/admissions/visit of the dignitaries, they will have to stay beyond the schedule time. They will be prompt and to the point in all their dealings.
17. They will keep the folders, files, letters, records, and registers neat, tidy and presentable. Conserve the papers and the files.

HANDBOOK - CODE OF CONDUCT FOR STAFF

18. They will be responsible for the closure of the doors and windows of their work spot at the end of the day.
19. They will start the work on time and available at the work spot unless allowed to go out with permission.
20. They will maintain discipline and integrity.
21. Usage of obscene/immoral words or language and indecent behavior is a serious offence.
22. They will not allow strangers to have access to their work spot and go through files/letters. Confidentiality is to be maintained.
23. All the teaching staff should note the following:
 - a. Try and improve their capability and qualification using the available facilities in the Institution.
 - b. Try to spread the aroma of their competency amongst their colleagues, seniors and management.
 - c. Aim for excellence in education not restricting to teaching only.
24. They will ensure and maintain the continuous performance record of the tests/assignments of their students to ensure monitoring of their performance.
25. The course being highly professional, they will interact with industry specialists, consultants, and educationalists for continuous and real time upgradation of the students.
26. They are advised to take part in the research projects, consultancy with approval by the Director and also go through well-known national and International journals.
27. They will maintain the discipline and the attendance and integrity of the classes allotted to them.
28. Smoking is not permitted anywhere in the premises. Drinking on duty entails termination of the service.
29. They should follow all the service rules as prescribed in the service rule book of R V Group of Institutions.

HANDBOOK -CODE OF CONDUCT FOR STAFF

VII. CODE OF CONDUCT- MINISTIRIAL STAFF

- 1) They will report to HOI or any other officer nominated by him.
- 2) Their services are liable for termination by giving one month's notice or salary in lieu of notice on either side except for dismissal, discharge or termination for misconduct.
- 3) Their appointment and continuation in employment with RSST will be subject to their remaining medically fit.
- 4) They will be whole time employee of RSST and devote their self exclusively to the establishment; they will not engage their self anywhere in other work, profession, or employment in any capacity honorary or otherwise.
- 5) They should be punctual and available at the college for work and until the closure as per the instructions of HOI. In case of need at such times of examinations/admission work and visit of dignitaries they will have to stay beyond times
- 6) They should be prompt and to the point in all their dealings. They are responsible for the safety and security of the documents maintained by them, they will keep the keys safe.
- 7) They will keep the folders, files, letters, records and the registers neat, tidy and presentable. Conserve paper and files.
- 8) Waste paper and office waste should be thrown only in the waste paper baskets. They will maintain their work area neat and clean daily. They may maintain some greenery at their work spot. They will be responsible for closure of doors and windows of their work spot at the end of their work.
- 9) They should be polite, brief and to the point while on telephone.
- 10) They will maintain discipline and integrity
- 11) They will take part in college activities as per the instructions issued from time to time by their superiors.
- 12) Smoking is not permitted anywhere in the institution premises. Drunk on duty is a serious offence.
- 13) Usage of obscene/immoral words or language and indecent behavior is a serious offence
- 14) They will maintain dignity and image of office, teachers and institutions during picnics, presentations, seminars and other college activities.
- 15) They should not allow strangers to have access to their work spot and go through files and letters. Confidentiality is to be maintained
- 16) Dressing should be modest and decent.
- 17) They should follow all the service rules as prescribed in the service rule book of R V Group of Institutions.

VIII. CODE OF CONDUCT- GROUP D STAFF

- 1) Attending to work half an hour before commencement of the institution
- 2) Assisting shifting of furniture/equipment's/stationery
- 3) Clearing dustbins
- 4) Attending the instructions given by superiors neatly and swiftly
- 5) Keeping an eye on strangers from security point of view
- 6) Conservation of electricity and water
- 7) Avoiding wastages
- 8) Reporting the damages to superiors
- 9) Respecting colleagues, seniors and public
- 10) Smoking is strictly prohibited. Drunk on duty is an offence
- 11) Personal cleanliness should be maintained.
- 12) In case of accidents, fire anywhere in the institution help in the job is entrusted.
- 13) Take part and assist in all functions as per instructions of seniors including the other institutions of RSST
- 14) Ensuring watering, weeding arranging pots, fertilizing/disinfecting and cleaning garden and plants
- 15) Opening office or classes, all the doors and windows
- 16) Dusting and cleaning the furniture/office equipment's/doors/windows/floors/lab equipment's
- 17) Delivering papers/circulars/files from one unit to another
- 18) Monitoring to those entering through their identity and questioning
- 19) Keeping telephone number of important persons and registers at the time of handing over and taking over.
- 20) They should follow all the service rules as prescribed in the service rule book of R V Group of Institutions.



R.V. Educational Institutions
Rashtreeya Sikshana Samithi Trust

SERVICE RULES

FOR

RV INSTITUTE



RV Institutions

Service Rules

INDEX

Rule	Particulars	Page No.
A	Chapter I Preliminary	01 - 04
1	Short, Title & Commencement	01
2	Applications	01
3	Interpretation	01
4	Regulations	01
5	Alteration / Modification of Service Rules	01
6	Definitions	01
B	Chapter II	05
7	Aims & Objects of the Trust	05
8	Authorities of the Trust	05
C	Chapter III Service Conditions of Employees	06-15
9	Duties of Employees	06
10	Conduct of Employees	06
11	Classification of Employees	06
12	Appointment	07
13	Probation	09
14	Performance Appraisal	09
15	Confirmations	10
16	Increments	10
17	Promotions	10
18	Proof of Age	11
19	Transfers	11
20	Behaviour with Colleagues & Gender Discrimination	11
21	Nomination	12
22	Residential Address/ Change of Address	12
23	Uniforms	12
24	Resignation / Termination of Service	12
25	Termination of Employment by the Trust	13
26	Abandonment of Service	14
27	Retirement	14
28	Clearance Certificate	15
29	Service Certificate	15
30	Fidelity & Security Bond	15

D	Chapter IV Conduct & Discipline Rules	16-36
31	Employees Obligation	16
32	Properties of the Trust	17
33	Unauthorised Possessions of Goods Etc.	17
34	Unauthorised Persons in the Premises	17
35	Possession/Consumption of Intoxicating Drinks & Narcotics	18
36	Participation in Politics & Elections	18
37	Demonstration and Strikes	18
38	Connection with Press, Radio & Television	18
39	Criticism of Management	18
40	Invention and Patents	18
41	Unauthorised Communication of Information	18
42	Unauthorised Publication of Official Documents	19
43	'Identity Card'	19
44	Search	19
45	Duties, Behavior & Obligations of the Employee	20
46	Entry and Exit	22
47	Stoppage of Work, Closure, Lay Off & Retrenchment	24
48	Strike / Lock-out	25
49	Working Outside the Office Hours and on Holidays	25
50	Attendance and Late Coming	25
51	Notices of	27
52	Sexual Harassment Complaints Committee	27
53	Misconduct	27
54	Acts Constituting Misconduct	27
55	Suspension	33
56	Payment of Subsistence Allowance	33
57	Procedure for Holding an Enquiry	34
58	Penalties	35
59	Disciplinary Authority	36
60	Appellate Authority	36
E	Chapter V Holidays & Leave Rules	37-41
61	Holidays Applicable to the Employees of Trust / Institution	37
62	Leave Provisions	37
63	Casual Leave (CL)	39
64	On Duty (OD)	39
65	Earned Leave (EL)	40
66	Maternity Leave (EL)	40

67	Extraordinary Leave (Leave without Allowance)	41
68	Compensatory Leave (CO)	41
69	Leave for Employees on Fixed Term / Contract Temporary & Post Retirement	41
70	Miscellaneous – Leave Provision	41
F	Chapter VI Miscellaneous	42-46
71	Alternate Work	42
72	Deductions From The Salary	42
73	Complaints and Grievances	42
74	Service of Notice	42
75	Display of Notice	43
76	Loss or Damage to personal Properties of an Employee	43
77	Accidents	43
78	Essential Service	44
79	Trust / Institution Quarters	44
80	Inter Department Movement	44
81	Working Hours	44
82	Shift Working	45
83	Personal Safety	45
84	General	46
85	Validity of the Rules	46

SERVICE RULES

CHAPTER I PRELIMINARY

Rule 1: SHORT, TITLE AND COMMENCEMENT

- 1.1 These rules shall be called "Service Rules" of the RV Educational Institutions managed by Rashtreeya Sikshana Samithi Trust (RSST).
- 1.2 They shall come into force with effect from the date of their approval by the Board of Trustees or the date notified by the Management.

Rule 2: APPLICATIONS

These rules shall apply to all the employees of RV Educational Institutions but shall not be applicable to the outsourced employees engaged through contractors/agencies.

Rule 3: INTERPRETATION

The Board of Trustees shall be the sole judge on the interpretation of all or any of these rules and its decision thereon shall be final and binding on all the persons concerned.

Rule 4: REGULATIONS

The Board of Trustees may formulate such policies and/or regulations to supplement these rules, as it may from time to time be considered necessary for the efficient running of the Establishment and may notify them on the Notice Board/Website. Such policies or rules shall apply to the whole establishment / Institutions.

Rule 5: ALTERATION /MODIFICATION OF SERVICE RULES

The Board of Trustees shall from time to time and at all times be entitled to add to, alter or amend these rules. All such additions, alterations or amendments shall take effect from the date notified by the Board of Trustees in this behalf.

Rule 6: DEFINITIONS

- (1) Unless the context otherwise requires, the words or expressions contained in these rules shall bear the same meaning as assigned to each of them as under.

Any word / term used herein and not defined in these rules shall have the same meaning and definition as given to it under the Rules and Regulations of the Trust or any law for the time being in force applicable to the Trust and as amended therein from time to time.

- (i) "**Trust**": - Means RV Educational Institutions and includes its constituent institutions and units comprising of –

- 1) RV School.
- 2) RV Teachers College.
- 3) RV Girls High School.
- 4) RV College of Engineering.
- 5) NMKRV PU College for Women.
- 6) NMKRV College for Women.
- 7) SSMRV PU College.
- 8) SSMRV Degree College.
- 9) RV Integrated School for the Disabled.
- 10) DAPM RV Dental College & Hospital.
- 11) RV Centre for Manufacturing Research & Technology Utilization.
- 12) RV Education Consortium.

- 13)RV Institute of Sanskrit and Gandhian Studies.
 - 14)RV Institute for Social Service and Skill Promotion.
 - 15)RV Public School.
 - 16)RV Institute of Management.
 - 17)RV College of Nursing.
 - 18)RV College of Physiotherapy.
 - 19)RV VLSI Design Centre.
 - 20)Centre for Cognitive Technologies.
 - 21)RV P U College.
 - 22)RV College of Architecture.
 - 23)RV Institute of Engineering and Technology.
 - 24)RV Institute of Legal Studies.
- (ii) **"Sponsoring Body or Trust"** means Rashtreeya Sikshana Samithi Trust (RSST).
- (iii) **"Board of Trustees"**: - means the principle organ of Management of the Trust constituted as per the provisions of Trust Deed and Rules & Bye-Laws of the Trust and to which the direction and control of the management of the affairs of the Trust is entrusted to.
- (iv) **"President"**: - means the President of the Trust elected by the sponsoring body or trust.
- (v) **"Hon. Secretary"** means the Chief Executive Officer of the Trust;
- (vi) **"Management"** means the Board of Trustees/President/ Hon. Secretary, Registrar, and any other authority vested with the authority to enforce the service rules and regulations;
- (vii) **"Registrar"**: - means the Registrar of the Trust;
- (viii) **"Head of the Institution"**: - means the Headmaster, Principal or the Director of the Institution under the control of the Trust.
- (ix) **"Principal/Director"** means the Head of Constituent Institution or Unit of the Trust;
- (x) **"Appointing Authority"** means and includes the Board of Trustees, the President, Hon. Secretary or the Registrar as the case may be and as may be notified by the Board of Trustees from time to time.
- (xi) **"Constituent Units"** means and include, the offices of the Trust, its constituent Schools, Colleges including teaching and any other units that may be brought under the purview of the Trust.
- (xii) **"Disciplinary Authority"** means and includes the Hon. Secretary, Registrar or the Head of the Institution as the case may be and as may be notified by the Board of Trustees from time to time;
- (xiii) **"Employer"** Means the Board of Trustees or the Hon. Secretary, Registrar or the Heads of the Institution or such other authority or authorities in whom the authority of making the appointment to any service of the Trust is vested by the Board from time to time;
- (xiv) The words **"Employer", "Management"**, shall for all purposes mean the same i.e. the Management of the Trust, unless it connotes differently in a particular context;
- (xv) **"Employee"** means a member of the Teaching and Non-Teaching staff holding a permanent or temporary post or on fixed term contract or on deputation and includes an employee on probation/ officiation but does not include one on outsource / casual basis / work charged establishment. This includes Heads of Institution's, Deans, Professors, Associate Professors, Readers, Assistant Professors, Lecturers, Senior Residents, Tutors, Scientists, Research Associates, Research Assistants, Demonstrators and other staff appointed for Teaching and Non-Teaching jobs in the Trust;
- (xvi) **"Establishment"** means Trust, its branches, subsidiaries, constituent colleges, associated teaching and other units or institutions run/ owned /managed by the Trust and includes all its offices and Institutions run by the sponsoring body or Trust;

- (xvii) **"Premises"** means all departments, laboratories, equipment, offices, wards, sections and other places both indoor and outdoor, residential quarters, hostel buildings, canteen buildings and such other lands, buildings, equipment, staff quarters, guest houses, ambulance, transport facility areas and precincts under the purview of Trust and also includes offices of Trust, its constituent colleges, teaching and any other units that may be brought under the purview of Trust, whether situated inside or outside the main location;
- (xviii) **"Appellate Authority"**: - means the "President" of the Board of Trustees who shall also be the Chief Controlling Authority of the Trust, by virtue of the office held by him.
- (xix) **"Authorized Medical Officer"**: - means and includes, a registered medical practitioner authorized as such by the Board of Trustees for the purpose of these rules;
- (xx) **"Department"**: - means a teaching or any other department of the Trust or of an Institute or other Unit of the Trust;
- (xxi) **"Selection Committee"**: - means the authority nominated by the Board of Trustees to recommend for recruitment / promotion/ granting special increment on the basis of tests / interviews / performance reports etc.;
- (xxii) **"Continued ill-health"**: - means remaining away from work / absent from duty on grounds of ill health continuously for a period of three months or more consecutively or intermittently for an aggregate period of 90 days in a period of one year.
- (xxiii) **"Salary"**: - means all remuneration earned by way of Basic Salary and Dearness Allowance but does not include allowances paid or payable to an employee such as, House Rent Allowance, Conveyance allowance, CCA, Overtime Allowance etc.;
- (xxiv) **"Misconduct"**: - means any act omission or commission defined to be misconduct under these Service Rules and also includes.
- (a) Any act or acts committed by an employee of the Trust whether within or outside its premises,
 - (b) Any act or acts committed by an employee in connection with the working of the Trust or employee or consultants or students or patients or customers or guests of the Trust,
 - (c) Any act or acts of omission or commission or indiscipline affecting the reputation of the Trust, and
 - (d) Any act or acts committed in violation of any of the provisions of any law in force in the State or Country;
- (xxv) **"Sexual Harassment"**: - is a form of sex discrimination projected through unwelcome sexual advances, request for sexual favors and other verbal or physical conduct with sexual overtones whether directly or by implication, particularly when submission to or rejection of such a conduct by the female employee was capable of being used for affecting the employment of the female employee and unreasonably interfering with her work performance and had the effect of creating an intimidating or hostile working environment for her;
For this purpose, sexual harassment includes such unwelcome sexually determined behavior (whether directly or by implication) as:
- a) Physical contact and advances; or
 - b) A demand or request for sexual favors; or
 - c) Sexually colored remarks; or
 - d) Showing pornography; or
 - e) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature;
- (xxvi) **"State Government"** means the Government of Karnataka;
- (xxvii) **"UGC"** stands for the University Grants Commission constituted under UGC Act of 1956 (Central Act on 22 of 1956);

(xxviii) **"Watch and Ward or Security Staff"** includes Watchmen/ Security Guards or any other similar category or persons engaged or entrusted with such duty by the Management for carrying out the work of security or search exclusively or in addition to other duties.

(2)"Words and Expressions" used herein and not defined herein but defined in Karnataka Education Act, 1983, The University Grants Commission Act 1956 (Act 22 of 1956) or the Fundamental and Supplementary Rules of the Government of Karnataka and Government of India shall have the meanings respectively assigned to them in the corresponding Act or the rules as aforesaid.

(3)Note: In these service rules the word HIS shall also mean HER/Transgender and singular shall also include plural.

CHAPTER-II

7. AIMS AND OBJECTS OF THE TRUST:

The aims and objects of the Trust shall be: -

- The Establishment of Educational Institutions, in such places within the Union of India as may be decided upon by the majority of the Trustees, which shall be open to students of all communities, irrespective of Sex, Age and Religion.
- The running of educational institutions from pre-primary to post-graduate courses already established by the then Rashtreeya Sikshana Samithi and to be established hereafter by the Trust.
- For starting and running Educational Institutions in the fields of Arts, Science, Commerce, Medical, Engineering, Humanities, Health Sciences etc. and all other branches of learning.
- The maintenance of the aforesaid institutions or organizations.
- The taking of such appropriate action as may be deemed necessary to promote the said aims and objects and
- To establish Research Centres/Institutions in all or any of the Branches of Sciences and Technology either independently or as part of any of the existing Institutions with or without collaboration with such Institution, either in India or abroad to promote or in furtherance of the objects of the Trust.

8. AUTHORITIES OF THE TRUST: -

(1) The following bodies specified under RSS Trust Deed and Rules & Bye-Laws shall be deemed to be the authorities of the Trust viz.

- (a) Board of Trustees;
- (b) Governing Council of the Institution;
- (c) Budget & Finance Committee;
- (d) Works & Transport Committee;
- (e) RV Benevolent Fund & Fee Concession Committee;
- (f) Hostel Committees;
- (g) RV Hospital Committee;
- (h) The Academic Council;
- (i) Board of Studies, and
- (j) Such other body as may be declared to be an Authority by the Board of Trustees.

(2) Any Authority of the Trust shall have such powers and perform such functions as are defined in the Rashtreeya Sikshana Samithi Trust Deed and Rules & Bye-Laws or as modified by the Trust from time to time.

CHAPTER-III SERVICE CONDITIONS OF EMPLOYEES

9. DUTIES OF EMPLOYEES:

The duties of an employee shall pertain to his work as per the terms and conditions of appointment and shall be as enshrined in the service rules and shall be such others as may be assigned to him by the Management from time to time.

10. CONDUCT OF EMPLOYEES:

10.1 Every employee shall conduct himself in both private and public life and in his relations with the co-employees, colleagues, students, parents, patients, attendants and the public at large to be worthy of the ideals of the Trust.

10.2 Every employee shall serve the Trust honestly, diligently and faithfully and devote his efforts and time exclusively to the affairs of the Institutions.

10.3 Every employee shall abstain from entering into any dealing with any person, firm, organization, which has direct negative impact on the efficiency of the Trust / Institution / Establishment.

10.4 The management may introduce various methods, operations, processes to improve the efficiency, efficacy and excellence of each employee from time to time and the same shall be binding on such employee.

11. CLASSIFICATION OF EMPLOYEES: -

Any employee may be classified as: -

- (a) Permanent; or
- (b) Probationer; or
- (c) Temporary; or
- (d) Trainee; or
- (e) Intern/Project Associate/Research Assistant or
- (f) Fixed term/Contract employee.

(a)'Permanent Employee':

A permanent employee is an employee who is/has been appointed to fill a permanent post and who has satisfactorily completed the period of probation or any extension thereof and whose appointment has been confirmed in writing by the Institution through any such officer as may be duly authorized by the Trust.

If a permanent employee is employed as a probationer in a new post, he may, at any time during the period of probation or on extension thereof or on expiry thereof, at the discretion of the management be reverted to his original permanent post.

(b)'Probationer':

A probationer is one who is provisionally employed to determine his overall performance of work against a permanent vacancy and whose services to a permanent post has not been confirmed in writing.

The period of probation shall ordinarily be one/two years and shall be liable to be extended by a further period of six months or any other term at the discretion of the Trust.

If a permanent employee is employed as a probationer in a new post, he may at any time during the period of probation or extension thereof, unless his service in the new post is confirmed in writing, be reverted to his original permanent post.

A probationer shall continue to be a probationer until confirmed in writing.

Absence due to sickness or accident or any other reason shall not be included in computing the probationary period. The employee shall continue to be probationer even after the expiry of the probationary period till such time his services are confirmed in writing.

(c) 'Temporary Employee':

A temporary employee is one who has been appointed for a limited period on a work which is essentially of a temporary nature or an employee appointed temporarily as an additional employee to do the work of a permanent nature and shall also include a person appointed to work provisionally for a limited period in a post till permanent arrangement for filling that post is made. He shall not have any right of employment, either to a permanent or to a temporary post which may arise in future.

(d) 'Trainee':

A trainee is one who is engaged for receiving training in such disciplines on such terms as may be decided by the Trust. No trainee shall have any claim for employment after the completion of the period of training.

The period of such learning shall vary depending on the job / trade / discipline / in which a person is undergoing training but shall not exceed three years, in any case. No trainee shall have any right to employment or absorption in the Trust/Institution. In the event of unsatisfactory performance by a trainee in respect of his training, conduct and behavior of which the management shall be the sole judge for curtailing / extending / terminating the training period earlier without assigning any reason thereof. The period of training shall be decided by the Trust/Institution and the trainee is bound by the rules framed by the Trust/Institution for that purpose.

(e) 'Intern/Project Associate/Research Assistant':

A student or trainee who works in order to gain work experience or satisfy requirements for a qualification.

(f) 'Fixed Term Employee':

A fixed term employee is one who is engaged for a fixed term on contract. The appointment of a person as a fixed term employee shall cease automatically at the end of the period fixed under the terms of contract. Such appointment shall cease immediately on completion of the term fixed unless curtailed or extended by the Trust/Institution. The termination of services of a fixed term employee consequent upon the expiry of the period fixed under the contract shall not constitute retrenchment.

12. APPOINTMENT:

(a) All appointments shall be made in writing by the management or by any person duly authorized in writing by the management to do so for different classes of employees.

(b) The appointment of employees shall be made through any one of the following sources:

- (i) Direct recruitment as and when vacancies arise through advertisement in the press / websites / Job Portals, prescribing qualifications, experience, etc. subject to the guidelines issued from time to time by the Management.
- (ii) Promotions of the employees to higher grades / posts by selection as per promotion policy.
- (iii) By any other means as may be approved by the Appointing Authority.

(c) The recruitment to any teaching posts in Colleges shall be made as per Trust/Statutory guidelines and as per evaluation sheet specially formulated for the purpose. For other teaching, research and non-teaching, faculty recruitments; shall be as per the Trust / Statutory regulations. Recruitment shall be done based on a written test and interview conducted after inviting applications from eligible candidates by advertisement in newspaper, college websites or in job portals. It shall be incumbent upon every employee to furnish correct and complete bio-data to the Appointing Authority as in the required format. He shall promptly notify in writing any subsequent changes in the particulars of his bio-data. If any fact or information furnished by a candidate at the time of appointment or subsequently is found to be wrong, fake or misleading or if it is found that any relevant information was suppressed, the appointment shall be automatically terminated / cancelled and such candidate shall be liable for criminal prosecution.

(d) The selection of candidates shall be made by the appropriate Selection Committee as per norms. The selected candidates may be offered employment by way of a letter of appointment.

(e) All candidates selected for recruitment shall furnish to the Trust/ Institution copies of their birth certificates (i.e., School Leaving Certificate), or any other document acceptable to the management, educational qualification certificates, Address and Identity proof, caste certificates if applicable and experience certificates duly attested by any competent authority together with a medical certificate of physical fitness issued by a medical officer not below the rank of an Assistant Surgeon of a Government Hospital and three passport size photographs. The age of the employee verified with reference to any of the above shall be the sole evidence of the age of the employee for all purposes concerning his employment including his retirement.

(f) The appointment of an employee shall be made by an officer (s) of the Trust authorized to do so. No person shall be deemed to be recruited to any service of the Trust/Institute until and unless he has received a letter of appointment and actually reports for duty. The recruitment is subject to being found fit in medical examination, vaccination /inoculation at the hospital where and when the management deems it necessary and his production of all relevant documents.

(g) The management may, at any time, prior to or subsequent to his appointment, require any employee to be medically examined, and when so required, such employee shall submit himself for such examination to the medical officer. If, on such examination, an employee is found to be suffering from any disease or complaint that is infectious or contagious or is of an objectionable nature and in the opinion of the medical officer is likely to continuously or frequently interfere with the employee's normal duties or with the health of other employees of the Trust or students, the management reserves the right to terminate the services of such an employee. Such termination shall be deemed to be termination on grounds of continued ill-health and does not constitute retrenchment.

(h) Any candidate for appointment to any post under the Trust shall not be less than 18 years of age.

(i) If, after the appointment of any employee, it is found that he had furnished false information, his services are liable to be terminated and the offer of appointment, if any, is liable to be withdrawn.

(j) The appointment of an employee shall be subject to the Trust/ Institution receiving satisfactory reports from the reference cited or otherwise from his previous employer(s) and/or universities or schools or colleges, etc. by way of investigation through authorized agency appointed for this purpose.

(k) The Trust may change or alter designation depending on the Institution requirement.

(l) The Service details of every employee like his permanent address, date of appointment, consolidated pay scale of pay on which he was appointed, increments given from time to time, leave availed of, transfers, promotions, suspensions, punishments, dismissal, etc., shall be maintained in a personal file or service register and also in the Soft HR module.

13. PROBATION:

13.1 An employee, irrespective of cadre, will be appointed on probation for a specified period normally one/two year, on his initial appointment. Similarly, a permanent employee who is promoted to higher grade / post shall be on probation for a minimum period of one/two years.

13.2 The period of probation / officiation may be extended normally by 6 months. If the employee's overall performance is found unsatisfactory, does not come up to the desired level of efficiency even at the end of the extended period of probation, his appointment shall be liable to be terminated if he is a direct recruit or reverted to the post held prior to promotion/selection if he is a promotee. An employee on probation cannot claim right of confirmation. His services during probation can be terminated without assigning any reasons at the discretion of the Management.

14. PERFORMANCE APPRAISAL:

14.1 The Management shall appraise or cause appraisal of the performance of every employee annually or periodically and or as and when required as per the management policy and maintain the performance records of all the employees under the custody of the respective Heads of Institutions or an authorized officer appointed by the Trust.

14.2 Normally the performance of every employee shall be appraised at the end of twelve calendar months of completed service. This shall be done by an authority immediately next above in hierarchy and reviewed by the Head of the Institution or the Registrar.

Provided that the first performance report of every employee shall be written as at the end of the thirty first day of March next after such an employee joins duty in the service of the Trust.

Provided further that the performance reports of the employees shall be completed by the reporting officers by the thirtieth day of April and the reviewing / accepting officers by the thirty first day of May every year.

14.3 This performance report containing the performance appraisal ratings shall be the basis for deciding the annual increments, Academic Grade Pay, performance incentives,

promotion, demotion, upgradation or disciplinary action or for determining other factors of suitability relevant for a particular position or job as decided by the management.

15 CONFIRMATIONS:

An employee on probation or officiation shall be confirmed in service if his performances during the probationary period or officiation period is satisfactory by a formal order of the appointing authority.

16 INCREMENTS:

16.1 An employee shall be entitled to an annual increment as per the scale after completing twelve months of reckonable service including the probationary period or officiation period, as the case may be.

Provided that his performance and conduct are reported to be satisfactory as per Appraisal / Confidential Report.

16.2 Where an employee is appointed on a consolidated pay and not on a scale of pay, *ad hoc* lump sum increment may be granted at the end of every year at the sole discretion of the management, provided that his performance and conduct are found satisfactory.

16.3 An employee may be granted special increments in exceptional cases and for the outstanding performance during his service at the discretion of the Management.

16.4 The annual increment may be withheld as a disciplinary measure by the management after necessary enquiry and also based on the performance appraisal. The period for which the increment should be withheld shall be decided by the competent authority.

16.5 Withholding of the increment for a particular period may be with or without cumulative effect. In case of cumulative effect, the employee shall not be entitled to get the increment so withheld in future years. In case, the increment is withheld for a particular period without cumulative effect, the concerned employee shall be granted increment immediately after completion of the particular period e.g., if an employee who is appointed on 01-01-2017 is given punishment of withholding the increment for three months and if no clause is added that it will have cumulative effect, the increment that is due on 01-01-2018 shall be withheld for three months but the next increment which falls due on 01-01-2019 shall be given to him with effect from 01.01.2019 itself.

16.6 When an employee working in the lower scale of pay is promoted or appointed to a higher scale of pay, his increment shall fall due after he completes one year of service in the higher scale of pay.

16.7 The increment due to an employee shall be paid to him even if he is on leave on the due date, except in the case of leave on loss of pay/ unauthorized absence.

16.8 The increment which accrues on a day other than the first day of a month shall be advanced to the first day of that month and subsequent increments shall be regulated accordingly.

17. PROMOTIONS:

17.1 The Promotions shall be regulated as per the promotion policy of the Trust/Institution. The Trust/Institution is under no obligation to promote any one from one post to another even when an employee acquires the minimum qualifications required for the higher post and no promotion can be claimed as a matter of right.

17.2 No employee shall have a right to get promotion. However, he shall have a right to be considered for promotion along with eligible candidates. While promoting an employee, his merits, availability / exigency of a vacancy, seniority and suitability shall be the criteria. In deciding this factor, the qualification, efficiency, excellence in work, research and attendance, past records, etc., of an employee shall be taken into account. An employee so promoted shall undergo a period of probation/officiation in the promoted job as decided by the management. Normally the period of probation/officiation shall be 12/24 months unless specified otherwise. If at the end of the prescribed period, the probation/officiation is found to be not satisfactory, he may be reverted to his original post and if the period of probation/officiation is satisfactory he shall be confirmed in the promoted post.

17.3 A promoted employee, on confirmation in his new post, shall be eligible to the benefits of the promoted post.

17.4 An employee who is under suspension or against whom disciplinary proceeding is in progress or likely to be instituted shall not be promoted.

17.5 Change of designation without change in duties and responsibilities or entrustment of higher responsibilities shall not entail grant of any financial benefit to the employee.

18 PROOF OF AGE:

18.1 The management shall cause recording the age of every employee at the time of appointment. The following documents shall be considered to be satisfactory proof of age in the order of preference.

- (a) Birth Certificate; or
- (b) Secondary school leaving certificate or marks card; or
- (c) Any other documentary proof issued by the Government containing the date of birth.

18.2 An employee who is unable to produce any of the above documentary proofs shall be sent to the medical officer of the establishment for examination. In case there is no medical officer appointed by the Trust, then the employee shall be sent to the nearest Government Hospital to ascertain his age. The medical officer's or Government Hospital's opinion as to the age of the employee shall be final and binding on the employee and the employer.

19. TRANSFERS:

19.1 All employees are liable for transfer/ deputation from one unit of the Trust to another at the sole discretion of the Management, including the Institutions run by the sponsoring body or trust anywhere in Karnataka or outside Karnataka based on related specialization or work.

19.2 All employees are liable for being shifted from one discipline, function, department, section, branch, station, etc., of the Trust/ Institution to another based on their qualification and work experience.

Provided that the wages, grade, continuity of service and other conditions of service of the employees are not adversely affected by such transfer, except in case of transfer requested by an employee for his personal reasons and granted by the management.

20. BEHAVIOUR WITH COLLEAGUES & GENDER DISCRIMINATION:

Every employee shall treat his colleagues with dignity and respect. No discrimination based on gender/caste/creed/color shall be allowed in any of the working procedures.

21. NOMINATION:

Every employee shall nominate a person or persons to receive any amount due to him / her from the Institution in the event of his / her death or his / her being incapacitated to act for himself / herself by any cause.

22. RESIDENTIAL ADDRESS / CHANGE OF ADDRESS:

22.1 Every employee shall give his/her correct present/local as well as permanent postal addresses to the human resource department at the time of his/her appointment and shall thereafter intimate in writing periodically as and when there is a change. Any communication required to be served on the employee shall either be delivered personally or by registered post / courier / sent by email. The communication sent by the management shall be deemed to be served on the employee if sent to the last recorded residential address/ email address given by the employee.

22.2 On being appointed, every employee shall submit information regarding age, address, marital status, number of children, number of dependents, educational qualifications, history of previous employment, training, references, etc., in the prescribed form. Any change in the information given should be reported to the human resources department immediately. In the absence of such information, the last known address on record shall be considered as the address of the employee for all communications.

23. UNIFORMS:

All uniforms, liveries, shoes, tools, manuals, etc., provided by the management to the employees, shall be used exclusively for the purpose and discharge of official duties and on no account, shall be used for private purposes or while off duty, as also determined by the uniform dress code policy and modified from time to time. The cost of all uniforms and liveries, shoes, tools, manuals etc., provided by the management to the employee if damaged while in the possession of the employee shall be recovered from the employees.

24. RESIGNATION / TERMINATION OF SERVICE:

24.1 A permanent employee desirous of leaving the Trust/Institution's services shall give a notice of 90 days in case of teaching and 30 days in case of non-teaching for resignation in writing to the Trust/Institution of his/her intention to do so, failing which he/she shall be liable to pay notice period salary. He shall continue to be in service till the resignation is accepted and relief memo/order is issued by the management. However, the management shall have power at its discretion to accept the resignation by waiving balance notice period for the reasons to be recorded in writing and relieve the employee at any time before the expiry of the notice period.

24.2 An employee may be relieved of his/her duties at any time after he/she has been given notice of termination at the discretion of the management and he / she shall not be entitled to any payment of compensation / salary for the unexpired period of notice.

24.3 Any trainee / temporary / probationary employee desirous of leaving the Trust/Institution service can do so after giving 30 days prior notice in writing to the Trust/Institution.

24.4 The resignation once submitted by an employee and accepted by the management cannot be withdrawn.

24.5 On the acceptance of resignation and its communication by the Management to the concerned employee, he shall settle all his dues to the Institution, hand over documents, cash, equipment and other properties or articles held in his custody and give vacant possession of the quarters / residence occupied by him to the officer concerned within the date of expiry of the notice period or on or before the date on which he / she is relieved, he/she shall submit no due certificate to that effect from all the departments. If the employee fails to return any such documents, cash and other property in good condition and order, the Management shall have right to recover all such outstanding amounts and value of the property of the Trust/Institution from the salary or any amounts due and payable to the employee or in any other manner as the management deems fit.

24.6 After all the formalities are completed and the no due certificate is submitted by the employee, he shall be entitled to get the relieving order.

24.7 No leave of whatsoever kind due to the credit of an employee shall be adjusted against the notice period given by the employee while leaving the service of the Trust/Institution.

24.8 In all cases of termination of services of an employee whether by discharge or dismissal or otherwise and in all cases of resignation from service, the employee shall obtain a certificate from the management certifying that nothing is due from him/her to the Institution & obtain a no dues certificate from Finance Department / Library / Engineering Department or any other relevant department or section of the Institution.

24.9 If any employee who has been allotted / provided with a residential quarter / accommodation by the management is superannuated/ resigned/terminated from service, he shall vacate the residential quarters/ accommodation within 24 hours from the date of cessation of his / her service. Not vacating the quarters / accommodation provided by the management shall amount to misconduct under the regulations.

25. TERMINATION OF EMPLOYMENT BY THE TRUST/INSTITUTION:

25.1 The service of permanent employee may be terminated by giving one month's notice or by giving one month's salary in lieu of one month's notice.

25.2 The service of a temporary/ trainee employee may be terminated without any prior notice.

25.3 The service of a probationer would be liable to be terminated at the end of the probationary period or during the period of probation.

25.4 The services of an employee suffering from "Continued ill Health" as defined under clause (xxii) of rule 6 may be terminated by giving one month's notice or one month's salary in lieu of one month's notice.

25.5 The service of any employee is liable to be terminated on any of the following grounds after a notice of one month or pay in lieu thereof: -

- (i) Insanity, senility, physical infirmity, contagious/infectious disease or ill health;
or
- (ii) reduction of strength of the establishment or abolition of the department in which the employee is employed or redundancy of labour; or
- (iii) absence on grounds of physical or mental sickness or disability for a continuous period of 6 months or more, if in the opinion of an authorized medical officer, such disability will render the employee permanently incapacitated for any work.

25.6 The service of any employee may be terminated at any time if the management has reason to believe that the continuation of the employee in the service is likely to adversely affect the secrecy and security of any information or process or methodology which the management considers as confidential and which the employee may have access to or come to know.

26. ABANDONMENT OF SERVICE:

26.1 If an employee remains unauthorizedly absent without prior written permission and/or prior written sanction of leave continuously for 30 days or more, the Management shall give him / her a notice at his /her last known address to report for duty within seven days from the date of receipt of the notice, and to give satisfactory explanation for his absence. If he / she does not report for duty within seven days thereafter with valid explanation, he/she shall be deemed to have lost his/her lien on his/her job.

26.2 If an employee remains absent for fifteen days or more than fifteen days beyond the period of leave originally granted and / or the extended period of leave without prior written sanction or extension of leave or prior written authorization, he/ she shall be deemed to have voluntarily abandoned his/her service and he/she shall be deemed to have lost his/her lien on his /her job.

27. RETIREMENT:

27.1 The date of retirement of a teaching employee and a non-teaching employee from the service of the Trust/Institution on superannuation will be governed by the age as prescribed by the Trust from time to time. However, if the date of superannuation falls on any day other than the first day or the last day of the month and if the employee makes a written request to continue in service till the end of the month, the Management may permit such an employee to retire on the last day of the month. The Management may re-employ a retired teaching, non-teaching employee who is medically fit and whose services are considered necessary and beneficial to the institution on fixed term contract.

27.2 In determining the age of the employee, the documents as specified in clause 18 of this rule shall be produced.

27.3 In the absence of any proof of age mentioned in regulation 18 above, the opinion of the medical officer shall be considered to be conclusive with regard to the age of the concerned employee.

27.4 Any employee may be subjected to medical examination after attaining the age of 50 years and if found physically unfit or mentally unsound to perform the duties, may be discharged from the services of the Institution.

27.5 An employee may seek voluntary retirement either after he has put in 25 years of qualifying service in the Trust/Institution or after he has attained 50 years of age. To avail this benefit, the employee shall give notice of three months or pay of three months in lieu thereof.

27.6 The management shall also have liberty to retire an employee, without assigning any reasons, any time after he has either put in 25 years' service in the Institution or attained 50 years of age, by giving three months' notice or three months' pay in lieu thereof.

27.7 In all ordinary cases, a retiring employee shall be permitted to avail the earned leave at his credit before the date of his retirement. If the leave preparatory to retirement expires on the date of retirement, the employee need not rejoin duty for

getting himself relieved from service. In such cases, the handing-over charge, if any, shall be done before the employee avails leave preparatory to retirement.

Note:

(i) Where the date of retirement of an employee and the day/s preceding thereto are general holidays, the employee may be permitted to hand over charge at the close of working hours of the last working day before the date of such retirement and may be allowed duty pay for the holiday/s.

(ii) Rule 27.7 shall not apply to cases of compulsory retirement as per rule 27.6.

28. CLEARANCE CERTIFICATE:

In all cases of cessation of employment, the concerned employee shall obtain a clearance certificate from the concerned department in which he was working testifying that nothing belonging to the Institution is due by him. If the employee fails to return material / property of the Institution / establishment, the cost of such other amount due by him to the Institution shall also be recovered from the salary and other amounts payable by the Institution to the employee.

29. SERVICE CERTIFICATE:

Every employee who has worked in the capacity of permanent / probationary employee and who leaves the service, retires, is dismissed or discharged shall be given a service certificate, if he applies for one and subject to his / her obtaining all necessary clearances pertaining to his/ her separation.

30. FIDELITY AND SECURITY BOND:

30.1 Every employee dealing with cash, stores, and / or property of the establishment may be called upon to execute fidelity / security bonds. In certain cases, cash security may be prescribed by an authority duly authorized by the management.

30.2 The management shall have the right to require every employee to serve for a specified period from the date of joining service. In the event of resignation from service before completion of such specified compulsory service period, the management shall have right to require the employee to pay to the Institution compensation in lieu thereof, as may be decided by the management.

**CHAPTER IV
CONDUCT AND DISCIPLINE RULES**

31. EMPLOYEES OBLIGATION:

31.1 Every employee shall at times: -

a) Maintain at all times absolute dignity, integrity and devotion to duty and loyalty to the Trust and shall do nothing that would or is likely to tarnish the image or reputation of the Trust, or adversely affect its interests;

b) Acquire/have required knowledge and expertise for the best performance of his duty in whatever capacity is placed, and be aware of the rules and regulations of the Trust/Institution as also any law applicable to the functioning of the Trust/Institution;

c) Abide by the rules, regulations and any other instructions that may be framed by the Management from time to time and which are in force to regulate the work, conduct and behavior of the employees;

d) Devote his entire time (working hours) and attention to the discharge of his duties and responsibilities;

e) Carry out duties and responsibilities assigned to his post and shall also carry out any other duties that may be assigned to him from time to time;

f) Do nothing which is unbecoming of an employee of the Trust/ Institution.

31.2 (i) Every employee holding supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all employees for the time being under his control and authority;

(ii) No employee shall, in the performance of his official duty or in the exercise of powers conferred on him, act otherwise than in his best judgment except that when he is acting under the direction of his official superior. However, every employee shall act in accordance with the rules and the regulations of the Trust/Institution and any law applicable even when he is acting under the direction of his official superior;

31.3 No employee shall: -

a) Use his position or influence directly or indirectly to secure employment for any person in any concern with which he has or had official dealings in connection with the business of the Trust/Institution.

b) Bring or attempt to bring any outside influence to bear upon the management to further his personal interests in the Trust/Institution.

c) Misuse the amenities provided for him by the Trust/Institution to discharge his official duties.

d) Accept any gifts, presents, gratis, payments or other favors from the students, parents, patients, patients' attendants, suppliers, contractors, dealers or anyone who could directly or indirectly influence/ damage/ harm the business interests / goodwill or reputation of the Trust/Institution.

e) Disclose /divulge use any confidential information gained in the course of his employment in the Trust/Institution for personal gains/profit or advantage for himself or any other person, and

f) Engage directly or indirectly in any trade or business or a vocation or undertake any other employment.

31.4 No employee shall: -

- a) Propagate/indulge in communal or sectarian activity.
- b) Discriminate against any person on the grounds of caste, creed, language etc.
- c) Indulge in or encourage any form of malpractice, and
- d) Accept private tuition

31.5 No employee shall give or accept gifts or favour of any value in his business relationships with other organization or individuals doing or seeking to do business with the organization unless recognized as proper and approved in writing by the management.

31.6 Any employee involved in giving or accepting gifts and / or favour in violation of the above shall be liable to disciplinary action.

32. PROPERTIES OF THE TRUST:

32.1 Every employee shall

(i) Take due care of the property, materials, instruments, equipment, machines, furniture, cash etc. of Trust/Institution entrusted to his care and shall take all reasonable precautions to safeguard them against accidents, damage, loss or pilferage. Where damage or loss is attributable to the mishandling or misuse, such an employee shall be liable for disciplinary action as may be deemed fit by the Management. Besides, the management shall be entitled to recover the assigned / assessed value of such breakage, damage or loss from the employee as deemed fit.

(ii) Promptly report any occurrence or defect noticed which endanger lives of persons in the Trust/Institution and might result in any damage to the property of the Trust/Institution or that of any others.

(iii) Take appropriate precautions against hazards and shall make proper use of safety devices and preventive measures as prescribed and provided by the management and;

(iv) Conduct periodical review to identify the material / medicines etc., nearing expiry date, if concerned with the stock procurement and stocking of materials, medicines etc. appraise the Management and the concerned superiors, take appropriate action in consultation with the Management and ensure that the materials / medicines etc. do not get outdated. Great care must be exercised to avoid unnecessary inventory holdings.

33. UNAUTHORISED POSSESSIONS OF GOODS, ETC.:

An employee found in unauthorized possession of any goods, equipment, implements, articles, materials, etc. which are in use in Institution or kept in stock in Institution and are not normally carried by the person, shall be deemed to have got into possession of such goods by improper means. The management may confiscate such goods and such unauthorized possession attracts disciplinary action as well as any other action as deemed fit by the management.

34. UNAUTHORISED PERSONS IN THE PREMISES:

An employee who has been suspended, laid off, discharged, dismissed or has resigned or is not working for any reasons, shall leave Trust/Institution premises forthwith unless required to stay back by the management. Such employees shall not enter Trust/Institution premises without written permission.

35. POSSESSION/CONSUMPTION OF INTOXICATING DRINKS AND NARCOTICS:

No employee shall possess or be under the influence of intoxicating drinks/drugs while on duty.

36. PARTICIPATION IN POLITICS AND ELECTIONS:

36.1 No employee shall be a member of or be otherwise associated with any political party or any organization which takes part in politics nor shall he take part in or subscribe in aid of or assist in any other manner any political movement or activity. Further he shall not contest, canvass or otherwise interfere or use his influence with or take part or contest in any election to any legislature or local authority or Panchayati Raj Institution or Co-operative society other than the employees of Co-operative society of the Trust/Institution. However, he may exercise his franchise if he is otherwise eligible to do so.

37. DEMONSTRATION AND STRIKES:

No employee shall organize or participate in any demonstration in the premises of Trust/Institution, which is prejudicial to the Trust/Institution or public order, decency or morality or which involves defamation or contempt of court. He shall also not resort or in any way instigate, incite or abet any form of strike or stoppage of work.

38. CONNECTION WITH PRESS, RADIO AND TELEVISION:

No employee shall, except with the prior written permission and approval of Trust/Institution, participate in Radio/TV broadcast, give speech to public, or contribute any article or write any letter to any newspaper or periodical or publish any pamphlet anonymously or pseudonymously or in his own name, on a subject which may have a bearing on the affairs of Trust/Institution or detrimental to the image/ interests of Trust/Institution. However, the same shall not apply if the same is in bonafide discharge of his duties.

39. CRITICISM OF MANAGEMENT:

No employee shall criticize the management either in the press or over the radio or on any public platform.

40. INVENTION AND PATENTS:

No employee of Trust/Institution shall, either during his service in the Trust/Institution or thereafter, apply for patent or exclusive privilege under any statute, in respect of any invention/ discovery made by him as a result of his service in Trust/Institution. Without prior permission of the Trust/Institution, even though the principle inventor is employee, the invention/patent will be in the name of the Trust/Institution.

41. UNAUTHORISED COMMUNICATION OF INFORMATION:

No employee shall, except in accordance with any other general or special order of Trust/Institution, or in the bonafide performance of the duties assigned to him, communicate directly or indirectly any official document or information to any employee or any other person to whom he is not authorized by Trust/Institution to communicate such document or information.

42. UNAUTHORISED PUBLICATION OF OFFICIAL DOCUMENTS:

No employee, while in service of Trust / Institution or after retirement, resignation, dismissal or discharge, shall make public or publish any documents, papers or information which might have come into possession in his official capacity, without obtaining prior written permission from Trust/Institution.

43. 'IDENTITY CARD':

43.1 The Trust/Institution shall provide every employee with an identification badge/card for any or all of the following purposes.

- (a) Identification;
- (b) Entry and Exit;
- (c) Attendance recording;
- (d) Emergency contact or for any other purpose which may be notified by the management from time to time.

43.2 Every employee shall possess and wear the identification badge which shall contain his photograph and signature and/or name badge to be visible while on the premises of the Trust/Institution. All employees shall comply with all instructions in regard to the custody of the badge and shall show it to any person authorized to inspect it at any time when required.

43.3 Every employee when he ceases to be in the employment of the Trust/Institution or on suspension shall surrender his identity card/ badge to the Trust/Institution before his dues are settled.

43.4 Every employee shall take utmost care against the loss of badge and shall, in the case of it being lost, immediately notify to the Superior/Head of the Institution. A duplicate shall be issued on payment of Rupees fifty or such amount as may be fixed from time to time. Any employee who has been supplied with identity badge, uniforms or any other apparel shall wear/carry with him the same during the duty hours of the Trust/Institution. Any employee failing to comply with the same shall be liable to be sent out of the Trust/Institution premises without salary or removed from the Trust/Institution, if he has already entered the premises. Such employees shall also be liable for disciplinary action.

44. SEARCH:

44.1 Any employee is liable to be searched by a person or persons authorized by the Management at any time, and also while entering or leaving the premises of Trust/Institution, provided that the women employees shall be searched only by women.

44.2 The quarters, accommodation and such other facilities provided by the Trust/Institution shall also be liable to be searched in the presence of the employee concerned. Where the employee is absent or refuses to be present at the search, the search may be made in the presence of two witnesses.

44.3 The Trust/Institution shall not be responsible in any way for any damage or loss caused to any personal property of any employee within premises of Trust/Institution.

44.4 Every employee shall deposit with appropriate authority any lost and found / unclaimed articles in the premises of Trust/Institution.

45. DUTIES, BEHAVIOR & OBLIGATIONS OF THE EMPLOYEE:

45.1 Every employee shall devote his full time of work to the Trust/Institution diligently and faithfully and observe the rules and regulations contained herein as well as other instructions, directions, stipulations, policies, guidelines, standard operating procedures and practices, which may be notified from time to time by the Trust/Institution.

45.2 Every employee shall carry out the work allotted by his/her superiors consistently and to the best of his ability and observe all the rules contained herein as well as other instructions, directions, stipulations policies, guidelines, standard operating procedures and practices, which may be notified from time to time by the Trust/Institution.

45.3 No employee shall enter or pass through departments other than those in which he is employed unless doing so is necessary in the course of his duties and he has been authorized to do so by the Superior/Head of the Institution.

45.4 Every employee shall commence work at the official starting time and continue working until the official closing time, unless permission or instructions to stop work earlier has been issued by the competent authority.

45.5 No employee shall leave the premises/ place of work during working hours without prior written permission from the Superior/HOD.

45.6 No employee shall engage himself in any other work or trade excepting that of the establishment either for himself or for any other person during his employment with the Trust/Institution. No employee shall engage in any activity prejudicial to the interests of the Trust/Institution and its business.

45.7 No employee shall disclose any confidential matter regarding the Trust/Institution business methods, inventions, know-how, secrets, etc., which has come to his knowledge in the course of his employment with the Trust/Institution to any unauthorized person or authority, to the press or the electronic media unless permitted by his superior to do so in writing.

45.8 Every employee shall be courteous to any visitor / customer / supplier / parent/patient / guest / caretaker, on business and to his colleagues, superiors and to all people during his work in the establishment and attend to them without any loss of time with all sincerity, punctuality and urgency that it deserves.

45.9 Every employee shall be responsible for and shall take proper care of all machines, tools, apparatus, appliances, instruments, drawings, vehicles or other materials/ properties of the Trust/Institution. No employee shall take out any article, document, materials or property belonging to the Trust/Institution, or of other employees, suppliers, parent/patients/ caretakers/ guests/ visitors or any other person, agency , etc., without prior permission from his superior neither shall he conceal nor attempt to conceal any such articles or materials etc., in the case of any necessity of any employee taking the above materials out of the Trust/ Institution with the permission of his superior, a pass in the prescribed form shall be issued by the superior in this regard. Such pass shall be produced for security check.

45.10 Every employee shall take all precaution to safeguard the Trust/Institution's property to prevent accident and or damage to it. Every employee shall, at once, report to his supervisor any defect which he may notice in any machinery/equipment connected with his work. Also, he shall immediately report any defect or occurrences which he may notice and which might endanger him or any other employee of the Trust/Institution, or the patients/ guests/ visitors of the Trust/Institution or might result in damage to the Trust/Institution's or somebody else's property. It is the duty of every employee to ensure that the machine and /or place around the machine is kept clean and tidy always.

45.11 Strict observance of all the safety instructions/norms including fire precaution and protection is obligatory on the part of every employee. No employee shall, unless specifically authorized, interfere with any safety device or any machine either running or idle. All protective clothing and or appliance provided for the safety of the employee shall be worn by him while on work.

45.12 No employee shall indulge in and force or cause other employee to participate in any activities in isolation or jointly, in the premises of Trust/Institution, in organizational activities not connected with the Trust/Institution. These activities include any trade union activities like holding meeting, canvassing for trade union, fund raising for trade union, shouting slogans, leading or participating in processions, distribution of leaflet or any literature, posters either in physical or in any electronic form during working hours of the Trust/Institution. These Activities also include any activity connected to a political party, religious organization or fundamentalist group.

45.13 The management may prescribe for any set of employees or all of them to wear uniform, safety gears and personal protection devices/ equipment. These uniforms, safety gears and protective devices/ instruments shall be the property of the Trust/Institution. The safety gears and protective equipment cannot be taken out of Trust/Institution.

45.14 Every employee shall be responsible for and shall take proper care of the machine, equipment, materials, etc., generally and specifically entrusted to him.

45.15 No employee shall interfere in or hinder performance of Trust/ Institution's duty to enforce discipline.

45.16 Every employee shall, whenever required by the Trust/Institution, travel by land, sea, air or space as may be directed by the Trust/ Institution.

45.17 All employees shall always maintain good housekeeping in and around their place of work or around their department.

45.18 Every employee, irrespective of the trade/ skill to which he was originally selected, shall be required to undergo training in other trades/skill on the basis of multi-skill, multi-trade concept, both for redeployment of employees as also for his career advancement. It shall be the responsibility of every employee to attend such training before such re-deployment and acquire new skills.

45.19 No employee shall undertake any assignment, occupation, employment, vocation and higher studies, trade, trade business or calling directly or indirectly outside his employment without the Trust/Institution's specific approval in writing.

45.20 All work in the establishment shall be considered dignified. Every employee shall be prepared and agreeable to perform any job when required by the management in the interest of the uninterrupted and productive working of the establishment/Trust/Institution.

45.21 Every employee shall follow the chain of command and all his actions/ activity shall be as may be authorized by his immediate Supervisor or his Head of the Institution.

45.22 Every employee shall always be neatly dressed in uniform as per the uniform policy while on duty and shall keep his work place clean at all times and shall assist the Trust/Institution/authorized persons to maintain good housekeeping and cleanliness of the Institution. The employee shall comply with the dress code of the Institution as notified from time to time.

45.23 Every employee has to present himself at the place of work as notified to him, in a clean and neat manner and adhere to the personal hygiene standards which the Trust/Institution may notify from time to time.

46. ENTRY AND EXIT:

46.1 No employee shall enter or leave the premises of the establishment except through the gate or gates provided for the purpose and as specified by the management.

46.2 Every employee shall show his identification badge to the security staff on duty while passing through such gates or places of entry/exit.

46.3 No employee shall enter the premises of the establishment except when on duty, without the permission of the Superior/Head of the Institution in this behalf.

46.4 The Trust/Institution reserves the right to bar entry into its premises of an employee who is:

- a) Not following the registered procedure of entry/ exit, or
- b) Suspected to be under the influence of alcohol or narcotic substances or drugs, or
- c) Suffering from any contagious or infectious disease, or
- d) In possession of any material prejudicial to the security of the Institution, its employees or visitors, or
- e) Likely to create disturbance & disturb peace at work, or
- f) Reasonably considered hazardous for safety & health.

46.5 No employee shall leave the establishment during the duty hours except after obtaining written permission of the authorized officer and with a valid gate pass. If any employee desires to leave the Institution premises during the hours of work notified for the employee, the said employee shall obtain prior consent of and a gate pass from the Supervisor, and in the absence of the Supervisor/Head of the Institution, from the in-charge Supervisor/Head of the Institution (HOI).

46.6 Refusal by an employee to appear before a doctor for examination for verification of consumption of alcohol or drugs or narcotic substances shall be considered to be a confirmation that he has consumed alcohol or is under the influence of drugs of narcotics.

46.7 If any employee is required to take any of the Trust/Institution's property or articles outside the Trust/Institution premises, he shall first obtain permission from the Head of the Institution/Superior after making request in that behalf, and in addition, the employee shall get the property/article description duly entered in the register maintained for this purpose and shall obtain a gate pass from his HOI/Superior.

46.8 Any employee who if off duty, or has been granted leave, laid off, suspended, discharged, dismissed or has resigned or is not working for any reason or is declared to be suffering from an infectious disease, shall immediately leave the premises of the establishment and shall not enter any part of it except with the permission of the HOI/Superior in this behalf.

46.9 No employee shall take inside the premises of the Institution any outside person without the permission of the HOI/superior.

46.10 Every employee shall be searched at the main gate or such other specified entrances of the Institution by the security staff on duty or by any other person appointed by the management for that purpose.

46.11 Every employee shall be liable to be searched at any time while entering or leaving or when within the Institution premises, during or outside working hours by the security staff or by any other authorized person/s. All personal belongings including, all clothing, tiffin boxes, documents, pens, foot wear, glasses, bags, watches, computer peripherals and receptacles of any kind are liable to be searched and the employee shall offer them for search when required.

46.12 Every employee shall be liable to search both at the time of entry and exit or at any other time as may be required by the Superior/HOI, by a person of the same gender authorized by the superiors in this behalf. Such checks/ searches shall be done at the nearest security post or department or office.

46.13 Every employee shall be liable to be searched by the security staff or by any other person authorized by the management, in any part of the Institution's premises, at any time, if the management suspects that the employee is in wrongful or unauthorized possession of any property belonging to the Trust/Institution or to other persons.

46.14 No packages, parcels, medicines or any other articles except tiffin boxes (containing only eatables), reading materials, newspapers, magazines and dress shall be allowed to be inside the Institution premises. Such article which are not allowed to be taken inside the Institution premises, may however be left at their own risk with the security personnel at the main gate, or such other gates provided for the purpose. When the employee goes out of the gate, such tiffin boxes and or any other materials or packages in his possession shall be kept open for inspection to the security staff.

46.15 The right to regulate the entry into work areas shall vest solely with the management as may be notified from time to time.

46.16 Any article belonging to the Trust/Institution found in his or her possession shall be liable to be confiscated and action shall also be taken against him/her under these rules and under any other law for the time being in force time to time.

46.17 The outgoing packages must bear the signature of the respective heads of the Institution or superior as may be authorized in the prescribed gate pass but they are liable for inspection by the security officer. No property of any other material or equipment, etc., belonging to the establishment/patients/visitors/guests and other employee shall be taken out of the premises without obtaining a gate pass from one of the officers authorized to issue the same.

46.18 No employee shall be permitted to bring their personal belongings into the establishment. All such personal belongings of the staff must be deposited at the security office and not brought inside the premises.

46.19 No employee shall be permitted to bring their personal jewellery, valuables, etc., into the premises and if he does so and if any theft or loss of the same occurs, then it shall be entirely at his/her own risk and the management shall not at all be responsible for the same.

46.20 Every employee shall be required to make available all articles carried by him for inspection at the gate. The management shall have the right to prevent any entry or exit of any employee for any reasonable cause.

46.21 An employee coming on bicycle, scooter, motor bike, car or any other vehicle shall be required to park the same in the area/place earmarked for the purpose of such parking and shall be searched by the security at the gate.

46.22 Any employee who is not in position to leave the premises after the close of the Institution within 15 minutes due to working beyond duty hours shall be required to produce a written authorization of the department head while leaving the premises.

46.23 Any employee who wants to enter the establishment during the period other than his normal duty hours may do so at the sole discretion of the management on procuring visitor's pass. In such a situation, he may be permitted to see any of the person(s) whose name has been entered by him on the visitor's pass.

47. STOPPAGE OF WORK, CLOSURE, LAY OFF & RETRENCHMENT.

47.1 The Management shall have the right to stop work in any section or sections of the establishment / Institution wholly or partially for any period without giving any advance notice at any time in the event of fire, catastrophe, breakdown of machinery or stoppage of power supply epidemics, shortage of students, or such other causes beyond its control, civil commotion, agitations, violent actions, go-slow?? *gheraos*, obstructions, intimidations threatening sit in strike/stay in strike pen down strike or any other reason or any such actions by the employees, either individually or collectively which will make the smooth working of the establishment/Institution/ Management practically impossible.

47.2 In the event of such stoppage during working hours, the employee affected shall be notified by notices put up on the notice board as soon as practicable as to when work will be resumed and whether he should remain at or leave his place of work. The employee shall not ordinarily be required to remain for more than two hours after the commencement of the stoppage. The employee so retained shall not be entitled to any salary for the period of such retention. No other compensation will be admissible in case of such stoppage. Whenever practicable, reasonable notice of resumption of normal work shall be given.

47.3 Where the employees are laid off for short periods, such period of lay off may be treated as compulsory leave with or without salary as the case may be. If, however, the employees have to be laid off for long periods, the management shall have the right to retrench/terminate their services after giving them due notice or payment in lieu thereof.

47.4 In case of lay off due to strike or slowdown by a section of the employees, the employees laid off shall not be entitled for any salary or compensation as per the law in force. However, when the employees have to be laid off for a period exceeding 45 days, their services may be terminated after giving them due notice or pay in lieu thereof or be laid off without any compensation or salary/salary for lay off exceeding 45 days.

47.5 The management shall have the right to remove any employee when his service is found surplus or not required or unproductive or found uneconomical or for any other reason of whatsoever nature. Upon such retrenchment, the management shall not be bound to pay any compensation to such retrenched employee, except as provided for under the law.

47.6 All notices required to be given under these rules shall be displayed on the notice boards at the office of the Human Resource Department of the establishment. When a notice pertains to a particular department or departments only, it shall be displayed in the department concerned.

47.7 The management may in the event of a strike or lockout affecting either wholly or partially such section or department of the establishment close down either wholly or partially such section or department as well as any other sections or departments affected by such closing down. The fact of such closure shall as soon as practicable be notified by posting a notice displayed on the notice board in the departments concerned. The employees concerned shall also be notified by the general notice on the notice board.

47.8 If an employee, who having been laid off under this rule, fails to report for duty within eight days of the recall notice or after having been otherwise notified shall be deemed to have left the services of the Trust/Institution on his own accord.

47.9 In case of strike or slow down, the employee laid off shall not be entitled to any salary.

48. STRIKE /LOCK-OUT:

48.1 If ten or more employees acting in concert and without giving at least fourteen days' notice to the Trust/Institution/management / establishment absent from work or being present at the work spot, refuse to work, such action shall be construed as an illegal strike by the employees, the Management shall be entitled to deduct an amount equal to 8 days' salary from the salary of such employees for each day of such absence/refusal to work, which shall be without prejudice to the right of the management to take disciplinary action.

49. WORKING OUTSIDE THE OFFICE HOURS AND ON HOLIDAYS:

The management reserves the right to require all or any of the employees to work either before the office hours or after the office hours in the exigencies of service on any day and to require all or any of the employees to work on declared holiday / weekly off.

50. ATTENDANCE AND LATE COMING:

50.1 Every employee shall be at work in his designated place / area during the time fixed and shall commence work at the assigned place and at the time fixed for commencement of work in accordance with notified working hours. He shall sign against his name in the attendance register and also mark his attendance in the electronic records or biometric system maintained either in the department or in a place decided by the Management.

50.2 Every employee shall personally record his time on attendance at the work spot, in such manner as may be prescribed from time to time, before the time of commencing work, after any rest intervals and at the time of exit after working hours, no employee shall record attendance for any other employee.

50.3 An employee failing to record attendance is liable to be treated as absent for the day, unless he gives adequate reasons in writing for his failure to do so and the same are accepted by his superior.

50.4 The employee shall be present punctually at the specified time at his allotted place of work. Any employee who does not report at his appointed place of work at the time fixed or is late by more than fifteen minutes from the time fixed, is liable to be kept out and treated as absent for the day unless he gives, to the satisfaction of the authority designated for the purpose, adequate reasons in writing for his late coming or absence from his work spot.

50.5 The starting and closing of work period, the starting and closing of interval period shall be notified from time to time and shall be based on the time indicated on the device/instrument specified for recording attendance.

50.6 No employee shall leave the work place during the working hours without obtaining permission from his HOI/Superior. If any employee is found to have left the assigned place of work before the start of the interval period or before the close of the shift, such employee shall be deemed to have committed an act of misconduct and shall be liable for disciplinary action as provided for in these regulations.

50.7 If any employee leaves the work spot during working hours without prior permission and/or without any satisfactory reason, such employee shall be liable to be treated as absent for the whole day, in case the absence commences before the interval period and half a day if the absence commences after the interval period.

50.8 If an employee does not report at his workplace punctually at the specified time the word '**late**' shall be entered by the head of the department / Management against his name. If an employee commits an act of late attendance or absence from the place of work without permission for more than three days in month he shall be considered a habitual late comer / absentee and the said act shall be considered a misconduct warranting disciplinary action in accordance with the rules. Any employee coming late shall not be entitled for salary on the principle of "No-work, No-pay".

50.9 Every employee, before commencement of shift or on completion of shift duty, shall enter/leave the Institution premises, ten minutes before the commencement or within ten minutes after closing of the respective shifts. At any rate, his/her coming into the designated work place or his stay in the Institution premises after the closure of the shift time shall not exceed beyond fifteen minutes.

50.10 Any employee reporting late within fifteen minutes from the appointed time may at the discretion of the Supervisor/HOD, be permitted to work. However, an employee reporting late beyond fifteen minutes from the appointed time on any day shall not be permitted to work. For the period of such non-attendance, the employee shall not be entitled for salary.

50.11 If any employee's record pertaining to late coming, missing from the work spot and absence from work results in loss of training or probation or regular service, the same shall attract suitable action as per the Trust/Institution guidelines from time to time.

50.12 Absence without proper sanction or absence without valid reason shall not be sanctioned as "**leave on loss of pay**" but shall be treated as unauthorized absence which amounts to break-in-service or "dies-non".

50.13 If any employee after registering his attendance in the manner prescribed is found absent from his place of work during working hours without permission or if although present in such place refuses to carry out his work, it shall be construed as misconduct. In addition, the concerned employee's salaries shall be deducted in accordance with law.

50.14 If an employee desires to leave early or arrive late for work, a written permission shall have to be obtained from the concerned department head in writing and the same needs to be communicated to human resources department by the department head.

50.15 An employee in general shift may be permitted to leave the premises during the rest interval for genuine reasons and after producing written authorization by the head of the department and the same needs to be communicated to human resources by the department head. If, however, an employee leaves the premises during working hours without permission, he/she shall be liable to be treated as absent for the whole day in case the absence commences before the interval period and for half a day in case the absence commences after the interval. The deduction from salary shall have to be made for the period of absence under these regulations.

50.16 The provision of deduction from salary herein shall be without prejudice to the right of the management to take such disciplinary action as may be necessary for such late coming.

50.17 Every employee at the start of the shift shall be in uniform (where prescribed) and ready for work and shall not leave duty at the end of the shift unless he/she hands over charge properly to the employee detailed for the next shift.

51. NOTICES OF: -

- i) Starting, re-starting, alteration and discontinuance of shift working;
- ii) Closure and re-opening of department or section of the department; and
- ii) The closure and re-opening time shall be displayed in the office of human resources or at the main gate, and in the case of department or section of the department or section also in the department concerned.

All notices referred to herein shall be displayed on the notice board maintained in the human resource department.

52. SEXUAL HARASSMENT COMPLAINT'S COMMITTEE:

52.1 Any employee complaining of sexual harassment may lodge a complaint with the complaints committee. The complaints committee shall meet at such intervals as it may decide and consider complaints received on this behalf. The complaints committee shall submit its finding after conducting such enquiry as it deems fit on the complaints received.

52.2 Constitution of complaints committee and the proceedings will be as per guidelines laid down by "Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013".

53. MISCONDUCT:

"Misconduct" shall mean an act of omission or commission, express or implied, custom or urge, whether specified herein or otherwise, either singly or in collaboration with other, whether amounting to a substantive act, abetment or connivance committed within the premises of Institution, if related to maintenance of discipline or pertaining to the interest of the management or other employees or officers of the management. Any act of omission/commission/indiscipline which affects the reputation or prestige of the management shall amount to misconduct whether committed within or outside the premises of Institution.

54. ACTS CONSTITUTING MISCONDUCT:

54.1 Any act of omission & or commission or breach of discipline on the part of an employee shall render him liable for disciplinary action for misconduct.

54.2 Without prejudice to the generality of the meaning of the word 'misconduct' the following illustrative list of acts of omission and or commission and or breach of discipline and any other action which may be construed as indiscipline or misconduct shall be treated as misconduct.

(i) Insubordination or disobedience of any lawful and reasonable order of a superior officer / head of the institution.

(ii) Participation in any strike/ demonstration, *gherao* and or any other kind of agitation or abetting and inciting such agitational activities which is unjustified or against any law, agreement or award or settlement or abetment or working in furtherance thereto.

(iii) Theft, fraud, dishonesty, embezzlement or misappropriation in connection with the work, business or property of the Trust/Institution.

(iv) Theft, fraud, embezzlement or misappropriation of property belonging to other employees or patients or students or guests inside the premises of the Trust/Institution.

(v) Absence without leave for more than fifteen consecutive days.

(vi) Accepting service for any consideration inside or outside the College / Establishment or under any person without the approval of the Management.

(vii) Giving false evidence or statement in any domestic enquiry held by the Trust/Institution or in a case conducted in Court of law in which the Trust/Institution is a party.

(viii) Travelling or carrying unauthorized passengers and materials in any of the Trust/Institution's vehicles without valid authority.

(ix) Collection or canvassing for collection of any money for any purpose within the premises of the Institution without prior permission of the superiors except permitted by any law for time being in force.

(x) Sleeping while on duty.

(xi) Distribution or exhibiting inside the premises of the Trust/Institution hand-bills, pamphlets or posters without prior permission of the management.

(xii) Unauthorized disclosure of information about the administrative or organizational matters, security arrangements, technical knowhow, business or affairs of the Trust/Institution which has come to the knowledge /possession of the employee.

(xiii) Gambling or playing cards or betting with in the premises of the Institution or the establishment or canvassing for sale of lottery ticket / tickets/tokens/ coupons or canvassing for any commodities, chit funds, or canvassing for any travel insurance or commercial agency etc. within the premises of the Trust/Institution.

(xiv) Conviction in any Court of Law for any criminal offence under the Indian Penal Code.

(xv) Making false statements on matters germane to his employment in the Trust/Institution or/ suppression of facts at the time of employment or during the course of his service in the Trust/Institution.

(xvi) Refusal to accept memorandum or charge sheet or any other communication issued by the superior or disciplinary authority.

(xvii) Participation in any movement prejudicial to the interests of the Trust/Institution.

(xviii) Not allowing the employees/ officers/superiors of the Trust/Institution either to enter or come out of the premises or causing ingress or egress of the material or machines of the Trust/Institution or wrongful confinement or coercion or any employee/ officer of the Management within or outside the premises of the Trust/Institution.

(xix) Tampering with any of the records of the Trust/Institution.

(xx) Acts of immorality or involving moral turpitude within or outside the premises of the Trust/Institution.

(xxi) Refusal to work beyond the stipulated period of work on holidays when specifically instructed to do so by the Management.

(xxii) Possession of un-licensed weapons, dangerous or illicit drugs within the premises of the Trust/Institution.

(xxiii) Sexual harassment of any co-employee or student, patient, attendants and or any other person who would be involved with the Trust/Institution including such unwelcome sexually determined behavior (whether directly or by implication) such as,

- (a) Physical contact and sexual advances.
- (b) A demand or request for sexual favors.
- (c) Sexually coloured remarks / comments.
- (d) Creating an intimidating or hostile working environment for a female employee.
- (e) Showing pornography,
- (f) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

(xxiv) Habitual late attendance or habitually leaving work before time or habitual absence from the place of work or absence without leave for more than 15 consecutive days or overstaying the sanctioned leave for more than 15 consecutive days;

(xxv) Habitual or gross negligence of duties or defective work due to carelessness/neglect of work or refusal to carry out duties entrusted;

(xxvi) Willful slowing down in the performance of work, malingering or abetment or instigation thereof; intimidating, abetting, inciting, coercing others to slow down or to strike work acting in furtherance thereof;

(xxvii) Assaulting, abusing, coercing, threatening, intimidating, drunkenness, boot legging, riotous / disorderly or indecent behavior, indecent gesturing or quarrelling with any person or other employees or officers working within/ outside the premises of the Establishment / Trust/Institution;

(xxviii) Carrying on or speculation of any kind within the premises of the establishment;

(xxix) Smoking or spitting or chewing paan or tobacco or *ghutka* in the office, patient's wards or in any other place within the premises of the establishment / Trust/Institution;

(xxx) Canvassing for the union membership or collection of union dues within the premises of the Trust/Institution except in accordance with any law.

(xxxi) Distribution of exhibiting within the premises of the establishment, hand bills, pamphlets, posters, effigies and such other things or causing to be displayed by means of signs or writing or other visible representation on any matter;

(xxxii) Staying in or conducting / holding/ un-authorized meetings/demonstration inside the establishment / Trust/Institution or within 15 meters outside the premises of the Trust/Institution or obtaining signature of the employees or pasting any notice inside the premises of the Trust/Institution.

(xxxiii) Engaging in private work or trade or business within the premises of the Trust/Institution;

(xxxiv) Carrying concealed weapons or explosives, fighting with or attempting bodily injury to any other employee, student, patient, patient's attendants or any other person with in the premises.

(xxxv) Breach of any of the provisions of the rules or any law applicable to the establishment or any rules, policies, notices, standard operating procedure, etc.;

(xxxvi) Causing loss or damage to the property of the Trust/Institution owing to irresponsible action or negligence or subversive or unethical practices;

(xxxvii) Offering, demanding or accepting bribe or secret commission, discount, any illegal gratification whatsoever in cash or kind;

(xxxviii) Failure to show proper consideration, courtesy or attention towards patients, customers, officers or other employees of the Trust/Institution and misbehaving with them;

(xxxix) Commission of any act which is fighting, drunken, riotous or disorderly or indecent behavior or any act subversive of discipline or good behavior within or outside the premises of the Trust/Institution;

(xl) Falsifying records or giving false evidence or statement or refusing to give testimony in regard to incidents in the establishment or other matters related to the business which are being investigated or being considered or in any domestic enquiry held by the Trust/Institution or in a case conducted in a court of law in which the Management is a party;

(xli) Making false or incorrect statements or information with regard to any matter on which the management may require him to make a statement / provide information;

(xlii) Refusal to sign a statement of declaration given by himself or to receive or acknowledge or accept notices, accept warnings, memorandum of charge sheet or any other communication issued to him by the Competent Authority or disciplinary authority of the Management;

(xliii) Causing damage to work in process or to any property including database or software of the establishment/Trust/Institution;

(xliv) Obtaining leave on the pretext of being sick or any other false pretext and during the same period working elsewhere or attempting to obtain work elsewhere abusing leave facilities;

(xlv) Punching the attendance card of any other employee or forging the signature of another employee in the attendance register or falsifying records either of himself or of any employee in any manner in respect of attendance or payment of salary;

(xlvi) Habitually remaining in toilet/tea room/cafeteria/canteen or any other place for an unreasonably long period of time within the premises of the Trust/Institution;

(xlvii) Failure to report accident/injuries on duty and/ or failure to give evidence in respect of such accidents/injuries;

(xlviii) Printing, publishing, tweeting, uploading, and /or distributing and /or uttering any defamatory/ derogatory words or materials in respect of the Trust/Institution or its officers or any other employee in any form;

(xlix) Un-authorized possession of Trust/Institution's property whether inside or outside the premises of Institution.

(l) Staying in the Trust/Institution's premises without permission after regular hours of works;

(li) Usage of establishment's e-mail, internet access for transmitting, retrieving, viewing, hearing, storage of any communication/data which are not connected with the work of the establishment;

(lii) Slowing down in performance or work or inciting others to slow down or adopting or inciting others to adopt work to rule practice or any tactics to that effect by whatever name called;

(liii) Engaging in fights, scuffles or altercation with fellow employees in the establishment;

(liv) Soliciting any tips from the patients, students and their relatives or anybody else or accepting any tips from the students, patients and their relatives or anybody else;

(lv) Habitual commission/ omission of any acts for which a fine may be imposed under the Payment of wages Act, 1936;

(lvi) Taking extended breaks either before or after the indicated timings or not being available at the place of work during the working hours including any shift timings;

(lvii) Any conduct of the employee which endangers the safety of the establishment / premises, machinery, equipment or personnel brand image or reputation belonging to Trust/Institution (subsidiaries, branches, establishments);

(lviii) Committing any act whether within or outside the premises of the establishment amounting to any offence or which would tend to have effect or result in damaging the reputation, public confidence, discipline, or prestige of the establishment or committing any act which is in any way detrimental to the interest of the Institution;

(lix) Doing money lending business or any other monetary transaction or conducting chits or business or utilizing one's position as an employee of the Trust/Institution for personal gain, irrespective of whether the actual transaction is made either within or outside the premises of the Institution;

(lx) Unauthorized use or misuse of the property or the premises of the Trust/Institution / the establishment or unauthorized / forcible occupation of any part or portion of the premises of the Trust/Institution;

(lxi) Willful breach of an expressly prohibited act, failure to observe safety instructions notified for the purpose or interference with any safety devices or equipment installed, and safety of the guests or employee's property;

(lxii) Delivering speech tending to incite or instigate employees to violence against the management of the Trust/Institution or raising slogans against the management or offices of the Trust/Institution maligning or sabotage or abetment or instigating thereof;

(lxiii) Committing any nuisance in the establishment / Trust/Institution or near the outskirts of the Trust/Institution premises thereby disturbing the peace;

(lxiv) Willful non-cooperation with fellow employees for proper discharge of duties.

(lxv) Not wearing the specified uniform and identity cards while on duty, wearing of uniforms provided by the establishment outside duty hours or misuse of the identity card issued by the Management;

(lxvi) Refusal to sign any documents, form or register kept or maintained for the purpose of maintaining daily records;

(lxvii) Failure to deposit any lost article found in the premises of the Institution with the security department (lost and found) and obtain a receipt for the same;

(lxxviii) Nonobservance of hygienic conditions in the premises of the establishment;

(lxxix) Spreading rumors or giving false information, which tends to disrepute the establishment / Trust/Institution, its brand entities or its employees or spreading panic among the employees;

(lxxx) Refusal to present or failure on the part of any employee to present himself before the medical officer appointed and notified by the management for a medical checkup and failure to carry out his instructions;

(lxxxii) Possession or use of any intoxicating liquors, drugs or narcotics while on duty within the premises of the establishment / Trust/Institution or attending work after consuming the intoxicating liquors / drugs / narcotics or behaving in such a manner as to violate common decency or morality within the premises of the Trust/Institution;

(lxxxiii) Handling any machine, apparatus, vehicle etc., not entrusted to his charge;

(lxxxiv) Tampering, falsification, forging, defacement or destruction of the records, bill or any documents of the establishment / Trust/Institution;

(lxxxv) Use of foul or abusive or vile or obscene language or gestures, signs or postures with hidden imputation against or misbehavior with any officer, employee, student, patient, patient's attendants, visitor or guest within the premises of the Trust/Institution or the establishment;

(lxxxvi) Disfiguring or damaging the establishment and quarters premises including entrances, walls, equipment, fittings, fixtures, furniture, and furnishings;

(lxxxvii) invasion of privacy of the students, patient, divulging any information regarding student, patient, their conditions or such other matters which may come to an employee's knowledge during the course of his duty/employment in the establishment / Trust/Institution;

(lxxxviii) Carrying outside the establishment premises books, equipment, apparatus, documents, and any other property of the establishment / hospital or relating to the affairs of the establishment / Trust/Institution, unless authorized in writing by the Management;

(lxxxix) Overstaying in the quarters of the Trust/Institution and or allowing guests or unauthorized persons to stay in the quarters allotted to an employee;

(lxxx) Not paying rents/ money for occupying the quarters provided by the Institution;

(lxxxii) Procuring wrong medicines from the pharmacy or administering wrong treatment, or omission to administer proper treatment to the patients at an appropriate time in the hospital of the Trust/Institution;

(lxxxiii) Rendering the medicines unusable by opening or in any way;

(lxxxiv) Using medicines or other materials meant for the customers or patients for personal purposes or using the Trust/Institution facilities unauthorizedly for personal gains; or

(lxxxv) Subverting the examination process by leaking question papers, hinting most likely questions to the students and parents or allowing students to copy during examinations.

(lxxxiv) Manipulation of student's attendance, Laboratory records or showing undue favours to some of the students during internal examinations.

(lxxxv) Leaking of marks or examination results before the official announcements are made.

(lxxxvi) Involving in any subversive activities related to academic or nonacademic affecting the reputation of the Institution.

(lxxxvii) Any misconduct mentioned above committed in or in connection with the work of the establishment whether the misconduct committed is within/ outside on the premises of the Trust/Institution.

55. SUSPENSION:

55.1 The management shall have the right to place under suspension pending disciplinary proceedings, an employee who is alleged to have committed any one or more acts of the above misconducts.

55.2 An employee of the Trust/Institution who is detained in police custody whether on criminal charge or otherwise for a period exceeding 48 hours shall be deemed to have been kept under suspension with effect from the date of detention by an order of the Management or any other officer empowered in this behalf and shall remain under suspension until further orders of revoking or continuing the order of suspension.

55.3 Any employee may be suspended even before the issue of charge sheet when the competent authority is of the opinion that the continuance of the delinquent employee in service will jeopardize the fair conduct of the enquiry against him and the said suspension shall be effective till it is revoked by an order of the competent authority. Such an employee is entitled for payment of subsistence allowance. The suspension made shall cease to have effect, in case the employee is dismissed, discharged or otherwise terminated from service. It shall also cease to have effect, in case the employee himself chooses to abandon his employment by either voluntarily resigning or retiring or voluntarily abandoning service or the Management terminates his service for any other reasons.

56. PAYMENT OF SUBSISTENCE ALLOWANCE:

56.1 Where any employee is suspended by the authority pending enquiry into complaints or charges of misconduct against him, the management shall pay to such employee subsistence allowance.

(a) @50% of the salary which the employee was entitled to immediately preceding the date of such suspension for the first six months of suspension; and

(b) @75% of such salary for the remaining period of suspension if the delay in the completion of the disciplinary proceedings against such employee is not directly attributable to the conduct of such employee; or

(c) If the delay in conducting and completing the enquiry is attributable to the employee in any way, his subsistence allowance shall continue to be @50% of his salary which he was drawing immediately preceding the date of suspension.

56.2 Where disciplinary enquiry is contemplated or is pending or where criminal proceedings against an employee in respect of any offence is under investigation or trial and the Management is satisfied that it is necessary or desirable to place the employee under suspension it may by an order in writing keep him under suspension with effect from such date as may be specified in the order.

56.3 During the period of suspension, the employee shall mark his attendance at the security gate, receive any communication from the Management and handover his/her reply / letter if any to the Management.

57. PROCEDURE FOR HOLDING AN ENQUIRY:

57.1 An employee charged with misconduct may be suspended from work pending enquiry into the charges alleged against him. All orders of imposing one or more penalties including order of suspension shall be in writing and signed by the competent authority or any other officer authorized in this behalf by the management and shall be made available to the employee concerned, if personally present or put up on the notice board if absent. In case of his absence or his refusal to accept the said order, the same may be sent through registered post acknowledgement due / courier / e-mail.

57.2 An employee in respect of whose misconduct an enquiry is to be held, shall be given a charge sheet clearly setting forth the circumstances leading to the charges against him and calling upon him to explain the charges of misconduct against him and to show cause as to why disciplinary action should not be initiated against him. He shall be given a maximum time of 15 days to furnish his explanation in reply to the charges against him either specifically admitting or denying the charges along with the documentary proof if any in his defense. On receipt of the explanation the Management shall consider the same dispassionately with fair mindedness. If it is found that the explanation is satisfactory, the Management may drop further proceedings.

If the explanation is found to be not satisfactory or if the employee fails to submit his explanation within the stipulated time, the competent authority may appoint an enquiry officer to enquire into the charges against him and a presenting officer to represent the Management and present and conduct the case of the Management before the enquiry officer. The Management reserves the right to appoint any person, including an outsider as the enquiry officer to conduct the enquiry and its decision thereon shall be final.

57.3 At the enquiry, the management shall be at liberty to examine witnesses and adduce evidences on its behalf and the employee shall be permitted to cross-examine the witnesses examined on behalf of the Management and also to examine witnesses and adduce evidence in his defense. The witnesses examined by the employee in his defense are liable to be cross examined by the Management.

57.4 The employee shall also be permitted, if he so desires to take assistance of a co-employee (not under suspension and not involved in lock out, lay off or strike) working in the establishment/ of the Trust/ Institution to assist him at the enquiry. No outsider including lawyer/ union leader shall be allowed to represent an employee in the enquiry.

57.5 After due notice, if the employee refuses or fails to attend or participate in the enquiry, it may be conducted in his absence and an order to that effect shall be recorded in the proceedings/ order sheet. The enquiry may be conducted on the basis of the available evidence and material.

57.6 The evidence led on either side shall be recorded and the documents produced, if any by both the sides shall be marked as exhibits. Both the parties shall be permitted to cross examine the witnesses examined on behalf of the opposite party. Both the parties shall be permitted to address arguments either written or oral in their defense. The proceedings shall be furnished to the presenting officer and delinquent employee. The enquiry and the proceedings thereon shall be conducted in Kannada / English complying with the principles of natural justice affording a reasonable opportunity of being heard to the employee to defend himself.

57.7 On conclusion of the enquiry, the enquiry officer shall submit his report and findings of the enquiry to the Management. If the employee is found guilty of any or all the charges of misconduct alleged against him, the Management shall furnish a copy of the report to the delinquent employee for his remarks there-on and shall pass an order of punishment considering the gravity of the charges proved and the remarks of the delinquent employee on the enquiry report. While awarding penalty, this may also take into account the previous record of an employee and any other extenuating or aggravating circumstances that may exist. A copy of such order passed by the Management shall be served on the delinquent employee concerned.

57.8 However, if an order of termination / removal from service is passed, the delinquent employee shall not incur any such forfeiture of the benefits or disqualifications.

57.9 If on conclusion of the enquiry, the employee has been found to be not guilty of the charges framed against him, he shall be deemed to have been on duty during the period of suspension and shall be entitled to the same salary as he would have received, as if he had not been placed under suspension after deducting the subsistence allowance paid to him for such period.

58. PENALTIES:

An employee found guilty of the acts of commission or omission detailed as misconduct under rule 54 shall be liable to be punished with any of the following penalties:

58.1 Minor Penalties:

- (1) Censure;
- (2) Fine;
- (3) Warning
- (4) Withholding and / or deferment of increment without cumulative effect;
- (5) Recovery from pay of the whole or part of any pecuniary loss caused by negligence or breach of trust or breach of rules;
- (6) Reversion to a lower stage in the time scale of pay for a period with specific direction as to whether or not the employee will earn increments during the period of sustenance of the penalty.

58.2 Major Penalties:

- (1) Reversion to a lower time scale of pay, grade, post or service with or without further directions regarding,
 - (a) Seniority and pay in the scale of pay, grade, post or service to which the employee is reduced.
 - (b) Conditions of restoration to the scale of pay, grade or post or service from which he was reduced and his seniority and pay on such restoration to that scale of pay, grade, post, service;
- (2) Compulsory Retirement;
- (3) Termination/Removal from service which shall not be a disqualification for future employment;
- (4) Dismissal from service which shall be a disqualification for future employment. Provided that no penalty other than those specified in clauses (2) (3) & (4) of Rule, shall be imposed for an established charge of corruption / misappropriation / fraud.

Notwithstanding anything contained in the above rules, the Management shall have the right to dismiss without enquiry an employee who has been convicted by the Court of

Law for an offence involving moral turpitude or sexual harassment, or for any other serious misconduct/loss of confidence or for reasons for which the Management is unable to hold enquiry.

59. DISCIPLINARY AUTHORITY:

(1) The Board of Management or any authority authorized in this behalf by the board shall be competent to impose any of the penalties specified in Rule number 58 on any employee as per the delegation of powers made by it. The board shall also notify the disciplinary authority cadre wise and the penalties that such an authority may impose.

(2) The imposition of the penalties on the employees' cadre wise and the authority competent to impose such penalties shall be as specified in the annexure.

(3) Without prejudice to the provision of clause (1) & (2), the Hon. Secretary may impose any of the minor penalties specified in rule 58.1 and the Board of Management may impose any of the major penalties specified in rule number 58.2 for the teaching staff. As regards the non-teaching staff, Registrar is the Authority to impose penalties specified in rule 58.1 & 58.2.

(4) A disciplinary authority competent to impose any of the minor penalties may institute disciplinary proceedings against any employee for the imposition of any of the major penalties notwithstanding that such disciplinary authority is not competent to impose any of such penalties.

60. APPELLATE AUTHORITY: –

(1) The Hon. Secretary shall be the appellate authority against the penalties imposed by the Registrar or any other authority notified by the Board. The Board of Trustees shall be the appellate authority against the penalties imposed by the Hon. Secretary.

CHAPTER-V HOLIDAYS AND LEAVE RULES

61. HOLIDAYS APPLICABLE TO THE EMPLOYEES OF TRUST/ INSTITUTION:

61.1 The Management shall have power to declare holidays to be observed in a calendar year before the close of the preceding calendar year. However, the Management reserves the right to change, alter or cancel any of the declared holidays under exceptional circumstances.

61.2 The Management reserves the right to declare any holiday without any previous intimation to the employee without affecting the quantum of declared holidays unless it is a substituted holiday.

61.3 Every employee may be required to work on a weekly off or other holiday depending upon the nature and exigencies of work (the decision of the Management i.e. Hon. Secretary, Registrar, Principal, or Director etc. being final and conclusive on the point) and the employee so required shall have a substituted holiday or monetary compensation in lieu thereof.

61.4 The above-mentioned holidays along with the change effected from time to time shall be pasted on the notice board of the Trust/Institution from time to time. The pasting on the notice board as mentioned above shall be considered to be sufficient notice to all the employees.

61.5 If the festival holidays fall during the period of strike or lockout, the employees shall not be entitled to the benefits of the festival holidays.

61.6 Every employee shall be allowed one holiday per week, to be known as "off day" without deduction of wages / salary.

61.7 Contents of the sub-clause 61.6 & 61. 7 notwithstanding, an employee may be required by the Management to work on a holiday. However, he will be entitled to a substitute holiday which may be availed by him subsequently with prior approval.

61.8 Every employee is entitled to TWO Restricted Holidays in a year for celebrating festivals which are not declared by the Institution as holidays. To avail the same concerned employee to apply and get it approved by the Head of the Institution. Institutions will notify the list of Restricted Holidays.

62. LEAVE PROVISIONS:

All members of staff shall be divided in to two categories as under: -

- 1) VACATION STAFF: All staff of the Institution who avail full vacations fall under this category.
- 2) NON-VACATION STAFF: Staff other than those who avail full vacations fall under this category.

The following general principles shall govern the grant of leave to the employees: -

62.1 Leave year is considered as calendar year i.e. 1st January to 31st December.

62.2 No leave can be claimed as a matter of right, leave may be granted after considering the exigencies of work/ service. The leave sanctioning authority has the discretion to revise, curtail or revoke the sanction of leave at any time according to the requirement of work.

62.3 Except in an emergency, leave must be applied for through proper channel in the prescribed form at least 07 days in advance.

62.4 Except where otherwise provided for, leave can be availed only after it has been sanctioned by a competent authority.

62.5 Leave (Maternity Leave, leave without pay etc.) shall be granted in accordance with the leave rules of the Trust/Institution as applicable at that time.

62.6 Depending upon the exigencies of service, the competent authority, may

- (a) Refuse, postpone, revoke or reduce leave of any description,
- (b) Recall any member of staff from leave before it is wholly availed, which shall not be refused by him.
- (c) Permit an employee, if he so requests, to rejoin duty before the expiry of the leave period,

62.7 An employee shall not take up or accept any employment/vocation/calling with or without remuneration during the period of leave.

62.8 Except in the case of casual leave, it shall be obligatory for every employee to furnish, to the leave sanctioning authority, the address during the period of leave with telephone number if any before proceeding on leave.

62.9 If an employee who is on leave, seeks extension thereof, he shall make an application in writing to the competent authority giving reasons. Such application shall be made sufficiently in advance so as to enable the office to process the application and communicate the decision to the employee before the expiry of the already sanctioned leave.

62.10 No leave or extension of leave shall be deemed to have been granted or extended unless it is sanctioned and communicated to the employee concerned in writing.

62.11 Over-stay of the sanctioned leave shall be treated as leave without pay and shall constitute break in service. However, before taking this action, the employee concerned shall explain to the satisfaction of Management that sufficient reason existed that prevented the employee from obtaining prior sanction resulting in overstay of the sanctioned leave. The Management may accept the same otherwise, the same will be treated as leave without pay and constitute break in service.

62.12 The employees applying for leave on medical grounds shall produce medical certificate from an approved doctor.

62.13 The medical certificate issued by a private doctor may be subject to scrutiny by a medical board specially constituted for the purpose.

62.14 In such an event, leave shall be granted only if it is approved by the medical Board.

62.15 The medical board is empowered to make appropriate enquiries and medical examination of the employees before giving its recommendations. The decision of the medical board shall be final.

62.16 An employee not submitting himself for medical examination shall be liable for disciplinary action.

62.17 An employee on leave on medical grounds shall produce a medical certificate of fitness while reporting for duty. The Management may also refer him to appear before the medical board constituted by it.

62.18 The employees are entitled to the following types of leave/absence.

- Casual leave (CL)
- On Duty (OD)
- Earned leave (EL)
- Maternity leave (ML)
- Extraordinary leave (EOL)
- Compensatory Leave (CO)

63. CASUAL LEAVE (CL):

63.1 An employee shall be entitled to 12 days of casual leave during the calendar year. Any employee appointed during the course of the year shall be entitled to casual leave on pro rata basis.

63.2 Casual leave cannot be combined with any other leave.

63.3 Entitlement of casual leave is for the express purpose of meeting unforeseen and emergent situations. Hence casual leave shall not be granted for more than 5 days at a time.

63.4 Public holidays declared by the establishment and weekly holidays can be prefixed or suffixed to casual leave subject to the condition that the total period shall not exceed seven days at a time.

63.5 Ordinarily, previous permission of the competent authority or of the Head of the Department shall be obtained before taking such leave. When this is not possible, the head of the department or section head shall as soon as may be practicable be informed in writing the reasons for absence from work and the probable duration of such absence.

64. ON DUTY (OD):

64.1 On duty not exceeding 15 days in a calendar year may be granted to the faculty/staff members of the Trust/Institution for the following purposes:

- **Eligibility**
 - ✓ To attend professional conferences / workshops/ seminars/ symposiums.
 - ✓ To attend examination related duties and any other work assigned by the Competent Authority. To attend academic works related to higher studies.

64.2 Any faculty/ official who desires to avail the above said on duty shall apply in writing and obtain prior approval from the Hon. Secretary before proceeding on duty.

64.3 The details of the Conferences / Workshop/ Seminar/ Symposium shall be submitted to the approving authority for recording in the personal file of the employee.

64.4 Any faculty/staff member intending to attend outstation inspections and other work assigned by the Regulatory/ Accrediting bodies shall submit copies of the invitation / letter from such bodies to the Approving Authority before proceeding on duty.

64.5 On duty to attend work related to Higher Studies shall be restricted to his / her area of Specialization and with justifications to the satisfaction of the approving authority.

64.6 On duty may be combined with other forms of leave with prior approval of competent authority. However, such leave cannot exceed the duration of on duty itself.

64.7 Apart from the above, all the permanent teaching / non-teaching employees may be granted on duty at the discretion of the Management.

65. EARNED LEAVE (EL):

65.1 Employee on Probation and Permanent Employee, shall be entitled to earned leave for every completed year of service as given below:

a) Vacation Employee : 10 days.

b) Non-Vacation Employee : 30 days.

Leave becomes due only on completion of a satisfactory service of 12 months. Subsequent entitlement of earned leave shall be in proportion to the length of service calculated on monthly basis. Leave will be credited in two instalments on first day of January and July of the calendar year.

65.2 Earned leave can be accumulated up to maximum of 240 days subject to the following conditions.

i) An employee with a service of 10 years and below who resigns and leaves the organization will be entitled for encashment of 90 days of Earned leave.

ii) An employee with a service of above 10 years and below 20 years if he resigns and leaves the organization will be entitled for encashment of 120 days of Earned leave.

iii) An employee with more than 20 years of service or those who superannuate (number of years are not to be counted) are entitled to encashment of 240 days.

65.3 An employee wishing to avail earned leave shall apply for the same for a minimum period of 3 days at a time and maximum of 30 days in a year. Application in the prescribed form shall be made to the appropriate authority through proper channel at least 15 days in advance.

65.4 Earned leave must be applied for the required period in total and not for broken periods. Multiple applications shall not be entertained.

65.5 During the service period unused Earned leave can be encashed (Basic+DA) for a maximum of 15 days in a year or 30 days once in 2 years.

66. MATERNITY LEAVE (ML):

66.1 Every married woman employee whether permanent or otherwise is entitled to maternity benefits provided she has worked for a period of not less than 80 days in twelve months immediately preceding the date of her expected delivery.

66.2 Maternity benefit is granted up to two living children. Entitlement is based on number of living children and not on number of deliveries. A woman employee giving birth to twins in the first delivery itself is not entitled for the maternity leave for the second delivery. However, a woman employee with one living child from the first delivery is eligible for the maternity leave if she gives birth to twins in the second delivery.

66.3 The maximum period of entitlement for maternity leave shall be 26 weeks of which not more than 8 weeks shall precede the date of expected delivery.

66.4 Leave of any other kind may be granted in continuation of maternity leave, if the request for its grant is supported by a medical certificate.

67. EXTRAORDINARY LEAVE (Leave without Allowance):

67.1 An employee may be granted extra ordinary leave

- (i) On medical grounds, when there is no other kind of leave at his credit.
- (ii) On any other exigencies if the Management is fully satisfied with the reason given by the employee.

- (iii) Up to maximum of one year at a time and a maximum of three years during the whole period of his service.

67.2 The employee shall not be entitled to get any pay or allowances or such other financial benefit for such period of leave.

67.3 The said extra ordinary leave shall not count for the purpose of reckoning the period of leave for the grant of increments as also for reckoning the period of satisfactory service for grant of promotion and other statutory benefits.

68. COMPENSATORY LEAVE (CO): -

68.1 An employee who is required to work on Sundays and Holidays in view of the exigencies of work, may opt for compensatory leave which will be sanctioned by the Head of the Institution. Such leave is to be utilized within 30 days and will lapse automatically if not availed within stipulated time.

69. LEAVE FOR EMPLOYEES ON FIXED TERM / CONTRACT, TEMPORARY & POST RETIREMENT: -

69.1 The below category employees shall be entitled for 1-day casual leave for every one month of service and paid leave as given below:

- a) Vacation Employees : 10 days for every completed year.
- b) Non-vacation Employees : 1.5 days for every completed month.

69.2 Such an employee needs necessarily to avail this leave before the expiry of his contract period and if he is given further extension, he can avail the leave in the subsequent contract period.

69.3 Leave accumulation and encashment will be as per sub-clause 65.2 subject to Management approval.

70. MISCELLANEOUS-LEAVE PROVISION

70.1 No leave other than casual leave shall be granted to an employee who has given notice of resignation which is under consideration.

70.2 Where a weekly holiday or an authorized holiday immediately follows the period of leave on loss of pay or unauthorized absence, such weekly holiday or authorized holiday shall be included in the period of the leave on loss of pay or un-authorized absence and shall not be entitled to pay and allowances.

CHAPTER VI MISCELLANEOUS

71. ALTERNATE WORK:

71.1 Depending upon the exigencies of work, every employee, wherever he is employed, shall also do any other kind of work other than his usual job when asked to do so by his superior or head of department, any other officer of the Trust/Institution placed above him, when situations arise due to insufficient work in his respective department or for any other reasons. Refusal to obey any such reasonable and lawful orders of the above nature shall be construed as misconduct under these rules.

71.2 When an employee is called upon to perform any other kind of work other than his/her usual work, he shall not refuse to do such job or such other job on ground of dignity. All work of whatever nature done in the establishment shall be considered to be dignified. However, no part of his/her enrolments shall be adversely affected.

72. DEDUCTIONS FROM THE SALARY:

72.1 The competent authority shall be entitled to have a right to deduct from the salary of an employee and in respect of:

- (a) Any fine levied for misconduct;
- (b) The damage or loss caused to the Trust/Institution by negligence attributed to his/her neglect or default;
- (c) The amenities or services provided by the Trust/Institution;
- (d) The advances/loans granted to the employees; and
- (e) The installment of loans along with interest taken by the employee from the financing bank or credit agency with prior approval of the Management.

72.2 If ten or more employees acting in concert, absent themselves without reasonable cause, the management shall have the right to deduct from the salary of each of such employee an amount equal to the salary of eight days for each day of such concerted absence.

73. COMPLAINTS AND GRIEVANCES:

73.1 Any employee desirous of getting redressal of his grievances arising out of his employment or relating to the unfair treatment or wrongful exaction on the part of a superior shall submit a complaint in writing to any officer appointed by the Competent Authority in this behalf.

73.2 The HOI/Head of Departments or any such officer authorized by the Management shall personally investigate the complaint after due notice to the complainant at such time and such place as he may decide.

74. SERVICE OF NOTICE:

74.1 Every employee shall be bound to receive any notice or communication which the Management may seek to serve upon him. Refusal to receive any notice or communication shall be treated as a misconduct under these rules.

74.2 If any employee refuses to receive any notice or communication, an endorsement to that effect shall be made by the person who serves the notice, with the particulars of date and time of refusal together with his signature thereunder and the signature of the witnesses' present/ and a copy of the said notice shall be put up and displayed on the notice board. Thereafter, it shall be deemed to have been served on the employee.

74.3 A notice may be served through registered post acknowledgement due/ courier / email to the last available address of the employee in his personal records. Any notice sent by registered post/ courier /email to the address furnished by him shall be deemed to be sufficient service even if the same is returned with endorsement 'refused', refused to accept;', 'party not available during service hours', 'party left without instructions', 'no such person available at the address', etc.,

74.4 In such cases of refusal to accept a communication when tendered, the Management shall at its discretion either exhibit the communication on the notice board in the department in which he was working or post it to the employee with acknowledgement due and /or through a courier / email service to the last known address/email id of the employee available in the records of the Trust/Institution.

75. DISPLAY OF NOTICE:

75.1 Any notice, order, charge sheet, communication or intimation which is personal i.e., meant for an individual employee and shall be given in writing under these rules and handed over to the employee.

75.2 Before such a notice, order, charge sheet, communication or intimation is handed over to the employee, it shall be read out and explained to him if he so desires.

76. LOSS OR DAMAGE TO PERSONAL PROPERTIES OF AN EMPLOYEE:

The Management shall not in any way be responsible for any loss or damage to any personal property of any employee including any vehicle brought and left in the premises of establishment /Trust/Institution.

77. ACCIDENTS:

77.1 An employee shall immediately report to his superior any injury/injuries sustained by him or any other employee or any accidents occurred in the course of his service with the Institution.

77.2 The management shall not have any obligations to pay any compensation to any employee or his legal heirs if the employee sustains injury in the course of his employment due to the following reasons: -

- a) Self infliction;
- b) Working or wandering in the place where he is not authorized to work or where the entry is restricted for only trained personnel;
- c) Operating a machine, apparatus, vehicle or process without written authorization;
- d) Carrying out any work which has no connection with the Trust/Institution/Establishment;
- e) Not following the instructions given for doing an activity or process;
- f) Non-usage of safety equipment or devices, provided;
- g) Inactivation or sabotage of the safety devices, emergency switches, etc.

77.3 In the event of an accident occurring due to the negligence of an employee or due to non-adherence to work rules, safety rules, instructions and / or non-usage of safety equipment/appliances, the Management shall not have any responsibility/ liability with respect to such accident. In addition, the employee shall be liable to suitable disciplinary action. Further if an employee does not report such accident to the Management, such accident shall be deemed to have happened / occurred outside the premises of the establishment / Trust/Institution and not arising out of and in the course of employment.

78. ESSENTIAL SERVICES:

78.1 The following services shall be treated as essential services and the employees working in such sections shall not go on strike along with other employees of the Institution / establishment even if other employees working in non-essential services go on strike. These employees shall not refuse to work whenever called upon to do so. Further, these employees shall not refuse to work in any shift nor shall they refuse to work overtime. An act of refusal to work when asked to do so or violation of any of these rules by every employee working on essential service shall be considered to be a serious act of misconduct warranting serious disciplinary action.

78.2 The following sections or class of employees shall be treated as essential service:

- (i) Maintenance, housekeeping & security;
- (ii) Canteen and transport;
- (iii) Doctors, nurses, technicians, pharmacist, attendants and other clinical staff working in Labs, X-ray, MRI, Radio therapy, ICU and Wards;
- (iv) Medical and Ambulance services;
- (v) Power House, STP's;
- (vi) Maintenance of water supply and services;
- (vii) Administration, Support staff, Information technology, Finance, Accounts, Coordinators, Human Resources, Guest Relations;

79. TRUST/INSTITUTION QUARTERS:

79.1 If an employee is authorized and allowed to occupy a quarter belonging to the Trust/Institution, he shall be so as a licensee and not as a tenant of the Trust/Institution. The occupant shall be further subject to the conditions stipulated by the Trust/Institution at the time of occupation.

79.2 An employee, who has been permitted to occupy a house quarter belonging to the Trust/Institution, maybe, at any time, transferred from one house quarter to another house quarter or from one room to another, at the discretion of the management.

79.3 In case of termination of an employee's service for any reason whatsoever, by the Trust/Institution, or in case where the employee leaves the services of the Trust/Institution for any reason whatsoever, he shall immediately hand over to the Trust/Institution vacant possession of the quarters in good condition.

79.4 The Trust/Institution/Management reserves its right to break open the quarter/house and take possession in case an employee does not vacate the quarters within eight days of his leaving the services of the Trust/Institution or in case of his services being terminated and or in the event of his transfer to some other place of work.

80. INTER DEPARTMENT MOVEMENT:

No employee shall enter or pass through departments other than his normal department of work, unless he is authorized in writing to do so.

81. WORKING HOURS:

The periods and hours of work for all classes of employees in each shift shall be exhibited in Kannada/ English on a notice board maintained at or near the main entrance of the Institution or at the office of the time keeper, if any. The same may be modified from time to time by the Management.

82. SHIFT WORKING:

82.1 Any department or section of a department may be worked in more than one shift at the discretion of the HOI or unit head. If the establishment is worked in more than one shift, an employee shall be liable to be transferred from one shift to another. An employee working in a shift shall not leave the place of work at the close of that particular shift unless he satisfactorily hands over the charge to the concerned employee in the following shift.

82.2 If as a result of discontinuance of shift working, any permanent employee is likely to be discharged, he shall be discharged having regard to the length of his services in the establishment and the department and the occupation concerned

82.3 On re-starting a shift, notice thereof shall be given by way of letters to the individual employee concerned, and the employee discharged as a result of the discontinuance of the shift shall, if he presents himself within seven days of receipt of the letter he will be given preference for employment according to the length of his services in the establishment and the department and the occupation concerned.

82.4 The management may close down any department or section of a department after giving one month's notice to the employee. Before re-opening such department or section or establishment, as the case may be, seven days' notice thereof shall be given in writing to the individual employee concerned. Every such employee shall report to work within 7 days from the date of receipt of such notice failing which he/she shall lose on the offer so made.

82.5 Hours of work, rest intervals and weekly holiday shall be regulated in accordance with law. However, fixation of hours of work shall be at the discretion of the Management. The duration and timings of work shall be subject to alteration at any time, having regard to the exigencies of work.

83. PERSONAL SAFETY:

83.1 Adherence to all safety guidelines and instructions including instructions on fire prevention, use of safety equipment and appliances, precautions to be followed in handling chemicals, medicines and substances, etc., is obligatory on the part of all employees. An employee shall not, unless specifically authorized, interfere with any safety device or machine or violate any safety guidelines. Failure to observe safety rules and instructions or interference with any safety device or machine shall be deemed to be misconduct and corrective action shall be initiated, including disciplinary action and punishment, if any, in the interest of safety of the Institution and of the employees.

83.2 Every employee shall immediately report any injury sustained by him/her or any other employee to the concerned authority for immediate medical attention.

83.3 It is the duty of every employee to personally ensure and be responsible for his equipment / machines and /or establishment being kept clean, tidy and in safe condition. It is also the duty of every employee to report to the proper authority any defect, which he may notice in any machinery / equipment, connected with his/her work or any occurrence which he/she may notice and which may endanger himself/ herself or any other employee or person, or might result in damage to any property.

83.4 Every employee shall abide by the safety rules and procedures that may be framed from time to time by the management or the safety committee.

84. GENERAL:

84.1 The granting of increments and other benefits cannot be claimed by any employee as a matter of right or part of his terms of employment and any such payments made are entirely within the sole discretion of the Management. Similarly, leave cannot be claimed as a matter of right.

84.2 The Management shall not entertain any representations from anybody or source proposing to speak on behalf of the employees.

84.3 Every employee shall be responsible personally for his proper and faithful observance of these and the provisions of any other law for the time being in force.

84.4 The Management may frame rules, amend or alter them from time to time for smooth functioning of the establishment subject to the provisions of the law for the time being in force and it shall be the responsibility of every employee to abide by and follow the same.

84.5 Any person accepting employment in the Institution shall be deemed to have accepted the terms of these regulations.

84.6 A copy of these regulations in Kannada/English shall be available in the Institution Human Resources Department and in Library.

85. VALIDITY OF THE RULES:

85.1 If there is any conflict of meaning between the service rules decision of the Management shall prevail over and be binding on the employees.

85.2 Only such employees who are already on the roles of the Trust/Institutions as on the date of promulgation of these service rules and are enjoying any benefits which are better than the entitlements in these rules will continue to enjoy the same.

85.3 Nothing contained in these service rules shall operate in derogation of any law for the time being in force or to the prejudice of any right under a contract of service, custom or usage or any agreement, settlement or award applicable to the establishment.

85.4 The Trust Management reserves its right to alter, amend, add/delete any of the clauses of these service rules on any date in future.

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