

ARKA Educational & Cultural Trust (R)  
**JAIN INSTITUTE OF TECHNOLOGY**  
**DAVANAGERE - 577003**



# **EMPLOYEE'S SERVICE RULES HAND BOOK**

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## **Appointment, Service Conditions and Duties of the Teaching and Non-Teaching staff of Engineering Colleges**

### **1. Qualification and Pay Scales:**

#### **A. GENERAL:**

- (i) There shall be only three designations in respect of teachers in universities and colleges, namely, Assistant Professors, Associate Professors and Professors. However, there shall be no change in the present designation in respect of Library Personnel at various levels.
- (ii) No one shall be eligible to be appointed, promoted or designated as Professor, unless he or she possesses a Ph.D. and satisfies other academic conditions, as laid down by the AICTE from time to time. This shall, however, not affect those who are already designated as 'Professor'.
- (iii) The pay of teachers and equivalent positions in Technical institutions shall be fixed according to their designations in two pay bands of Rs. 15600-39100 and Rs. 37400-67000 with appropriate "Academic Grade Pay" (AGP in short). Each Pay Band shall have different stages of Academic Grade Pay which shall ensure that teachers and other equivalent cadres covered under this Scheme, subject to other conditions of eligibility being satisfied have multiple opportunities for upward movement during their career.
- (iv) Posts of Professors shall be created in under-graduate (UG) institutions as well as in post-graduate (PG) institutions. The ratio of Professors to Associate Professors to Assistant Professors in a UG College shall be in the ratio, ordinarily of 1:2:6. The ratio of Professors to Associate Professors and or Assistant Professor in a PG College shall be in the ratio ordinarily of 1:2.
- (v) Up to 10% of the posts of Professors in Technical Institutions shall be in the higher Academic Grade Pay of Rs. 12000 with eligibility conditions to be prescribed by the AICTE as applicable.

#### **B. Revised Pay Scales, Service conditions and Career Advancement Scheme for teachers and equivalent positions:**

The pay structure for different categories of teachers and equivalent positions shall be as indicated below:

**(a) Assistant Professor / Associate Professors / Professors in Technical Institutions**

- (i) Persons entering the teaching profession in Technical Institutions shall be designated as Assistant Professors and shall be placed in the Pay Band of Rs. 15600-39100 with AGP of Rs.6000. Lecturers already in service in the pre-revised scale of Rs. 8000-13500, shall be re- designated as Assistant Professors with the said AGP of Rs. 6000.
- (ii) An Assistant Professor with completed service of 4 years, possessing Ph. D Degree in the relevant branch / discipline shall be eligible, for moving up to AGP of Rs. 7000.
- (iii) Assistant Professors possessing Master's degree in the relevant branch / discipline as defined for technical education shall be eligible for the AGP of Rs. 7,000 after completion of 5 years service as Assistant Professor.
- (iv) Assistant Professors who do not have Ph.D or a Master's degree in the relevant branch / discipline of a program shall be eligible for the AGP of Rs. 7,000 only after completion of 6 years' service as Assistant Professor.
- (v) The upward movement from AGP of Rs. 6000 to AGP of Rs. 7000 for all Assistant Professors shall be subject to their satisfying other conditions as laid down by AICTE.
- (vi) The pay of the incumbents to the posts of Lecturer (senior scale) (i.e. the pre-revised scale of Rs. 10,000-15200) shall be re-designated as Assistant Professor, and shall be fixed at the appropriate stage in Pay Band of Rs.15600-39100 based on their present pay, with AGP of Rs. 7000.
- (vii) Assistant Professors with completed service of 5 years at the AGP of Rs. 7000 shall be eligible, subject to other requirements laid down by the AICTE, to move up to the AGP of Rs. 8000.
- (viii) Posts of Associate Professor shall be in the Pay Band of Rs.37400-67000, with AGP of Rs.9000. Directly recruited Associate Professors shall be placed in the Pay Band ' of Rs. 37400-67000 with an AGP of Rs. 9000, at the appropriate stage in the Pay Band in terms of the conditions of appointment.
- (ix) Incumbent Assistant Professor and Incumbent Lecturers (Selection Grade) who have completed 3 years in the pre-revised pay scale of Rs. 12000-18300 on 1.1.2006 shall be placed in Pay Band of Rs. 37400-67000 with AGP Pay of Rs. 9000 and shall be re-designated as Associate Professor.

- (x) Incumbent Assistant Professor and Incumbent Lecturers (Selection Grade) who had not completed three years in the pay scale of Rs. 12000-18300 on 1.1.2006 shall be placed at the appropriate stage in the Pay Band of Rs. 15600-39100 with AGP of Rs. 8000 till they complete 3 years of service in the grade of Lecturer (Selection Grade), and thereafter shall be.
- (xi) Placed in the higher Pay Band of Rs.37400-67000 and accordingly re-designated as Associate Professor.
- (xii) Lecturers (Selection Grade) in service at present shall continue to be designated as Lecturer(Selection Grade), as the case may be, until they are placed In the Pay Band of Rs. 37,400- 67000 and re-designated as Associate Professor in the manner described in (x) above.
- (xiii) Assistant Professors completing 3 years of teaching in the AGP of Rs. 8000 shall be eligible, subject to other conditions, that may be prescribed by AICTE as applicable, to move to the Pay Band of Rs. 37400-67000 with AGP of Rs. 9000 and to be designated as Associate Professor.
- (xiv) Associate Professor completing 3 years of service in the AGP of Rs. 9000 and possessing a Ph.D. degree in the relevant discipline shall be eligible to be appointed and designated as Professor, subject to other conditions of academic performance as laid down by the AICTE. No teacher other than those with a Ph.D. shall be promoted, appointed or designated as Professor. The Pay Band for the post of Professors shall be Rs.37400-67000 with AGP of Rs. 10000.
- (xv) The pay of a directly recruited Professor shall be fixed at a stage not below Rs. 43000 in the Pay Band of Rs. 37400-67000, with the applicable AGP of Rs. 10000.
- (xvi) Ten percent of the posts of Professors in a AICTE approved Institution shall be in the higher AGP of Rs. 12000, however, teachers appointed to the posts shall continue to be designated as Professor. Eligibility for appointment as a Professor in the higher Academic Grade Pay shall be as may be laid down by the AICTE, and such eligibility conditions shall, inter alia, include publications in peer reviewed/ refereed Research Journals, and the requirement of at least 10 years of teaching as Professor and post-doctoral work of a high standard. No person appointed directly as Professor in the AGP of Rs. 12000 shall be fixed at a stage less than Rs. 48000 along with the AGP.
- (xvii) For initial direct recruitment at the level of Associate Professors and Professors, the eligibility conditions in respect of academic and research requirements shall be as may be or have been prescribed by the AICTE, through Regulations and as may be laid down by the AICTE.

- (xviii) Discretionary award of advance increments for those who enter the profession as Associate Professors or Professors with higher merit, high number of research publications and experience at the appropriate level, shall be within the competence of the appropriate authority of the concerned University or recruiting institution while negotiating with individual candidates in the context of the merits of each case, taking into account the paystructure of other teachers in the faculty and other specific factors.
- (xix) All advancements to higher grade pays in various cadres will be effected subject to completion of two AICTE approved refresher programs of not less than two weeks duration each and two one week each TEQIP sponsored programs.

### **C. Pay Scales of Principals/Directors in Colleges:**

Appointments to the posts of Principal in Technical Institutions shall be based on the conditions of eligibility In respect of educational qualifications and teaching/research experience laid down by AICTE from time to time, The posts of Principal shall be in the Pay Band of Rs.37400-67000 with AGP of Rs. 10,000/- plus a Special Allowance of Rs. 3000/- per month. All Principals in service shall be appropriately fixed in the Pay Band with the AGP of Rs. 10000/- plus a Special Allowance of Rs. 3000 per month.

### **D. Pay Scales and Career Advancement Scheme for Librarians etc: Assistant Librarian / College Librarian:**

#### **Librarian:**

- (i) Assistant Librarian/ College Librarian in the pre-revised scale of pay of Rs. 8000-13500 shall be placed in the Pay Band of Rs.15600-39100 with AGP of Rs. 6000.
- (ii) All the conditions of eligibility and academic qualifications laid down by the AICTE shall be applicable for direct recruitment of Assistant Librarian/ College Librarian.

#### **Assistant Librarian (Sr. Scale)/ College Librarian (Sr. Scale)**

- (i) The posts of Assistant Librarian (Sr. Scale) / College Librarian (Sr. Scale) in the pre-revised scale of pay of Rs. 10000-15200 shall be placed in the Pay Band of Rs. 15600-39100 with AGP of Rs.7000.
- (ii) Assistant Librarian/ College Librarian possessing Ph.D. in Library Science at the entry level, after completing service of 4 years in the AGP of Rs.6000, and if otherwise eligible as per guidelines laid down by the AICTE shall be eligible for the higher AGP of Rs. 7000 within the Pay Band of Rs. 15600-39100.
- (iii) Assistant Librarian/ College Librarian not possessing Ph.D. but only M.Phil in Library Science at the entry level after completing service of 5 years in the AGP of Rs. 6000, if otherwise eligible as per guidelines laid down by the AICTE, shall become eligible for the higher AGP of Rs. 7000.
- (iv) After completing service of 6 years in the AGP of Rs. 6000 Assistant Librarian/ College Librarian without the relevant Ph.D. and M. Phil shall, if otherwise eligible as per guidelines laid down by the AICTE move to the higher AGP of Rs. 7000.

- (v) The pay of the existing Assistant Librarian (Sr. Scale)/ College Librarian (Sr. Scale) in the pre-revised scale of pay of Rs. 10000-15200 shall be fixed in the Pay Band of Rs. 15600-39100 with AGP of Rs. 7000 at an appropriate stage based on their present pay.

**E. Pay Scales and Career Advancement Scheme for Physical Education Personnel:**

**(a) Assistant Director of Physical Education (Assistant DPE) / College Director of Physical Education (College DPE)**

- (i) The Assistant Director of Physical Education/ College DPE in the pre-revised pays scale of Rs. 8000-13500 shall be placed in the Pay Band of Rs.15600-39100 with AGP of Rs. 6000.
- (ii) Pay of incumbent Assistant Directors of Physical Education / College DPE shall be fixed at an appropriate stage in the Pay Band of Rs. 15600-39100 with an AGP of Rs. 6000, in accordance with the 'fixation formula' of the 6<sup>th</sup> CPC. All existing conditions of eligibility and academic qualifications laid down by the AICTE shall continue to be applicable for direct recruitment of Assistant Director of Physical Education / College DPE.

**(b) Assistant Director of Physical Education (Senior Scale) / College DPE (Senior Scale)**

- (i) Assistant Directors of Physical Education (Senior Scale) / College DPE (Senior Scale) in the pre-revised pay scale of Rs. 10000-15200 shall be placed in the Pay Band of Rs. 15600-39100 with AGP of Rs. 7000.
- (ii) Assistant Directors of Physical Education (Senior Scale)/ College DPE (Senior Scale) possessing Ph.D. in Physical Education at the entry level of Assistant DPE/ College DPE in the AGP of Rs. 6000 shall, after completing service of four years in the AGP of Rs.6000, and if otherwise eligible as per guidelines prescribed by the AICTE, move to higher AGP of Rs. 7000 in the Pay Band of Rs. 15600-39100.
- (iii) Assistant Directors of Physical Education (Senior Scale)/ College DPE (Senior Scale) possessing M.Phil in Physical Education at the entry level of Assistant DPE/ College DPE in the AGP of Rs. 6000 shall, after completing service of five years in the AGP of Rs. 6000, be eligible for the higher AGP of Rs. 7000.
- (iv) Assistant Directors of Physical Education/ College DPEs without the relevant Ph.D. and M.Phil shall, after completing service of six years as Assistant Director of Physical Education/College DPE in the AGP of Rs. 6000, and if otherwise eligible as per guidelines prescribed by the AICTE, be eligible for being placed in the AGP of Rs. 7000.
- (v) Pay of incumbent Assistant Directors of Physical Education (Senior Scale)/ College DPE (Senior Scale) shall be fixed in Pay Band of Rs. 15600-39100 at an appropriate stage in the AGP of Rs. 7000, as per the 'fixation formula' of the 6<sup>th</sup> CPC.

**c) Deputy Director of Physical Education / Assistant Director of Physical Education (Selection Grade) / College Director of Physical Education (Selection Grade)**

- (i) After completing service of five years in the Pay Band of Rs. 15600-39100 with the AGP of Rs. 7000 and subject to satisfying other eligibility conditions laid down by the AICTE, Assistant Director of Physical Education (Senior Scale)/ College DPE (Senior Scale) shall move to AGP of Rs. 8000 in the Pay Band of Rs. 15600-39100. They shall be designated as Deputy Director of Physical Education/ Assistant DPE (Selection Grade)/ College DPE (Selection Grade), as the case may be.
- (ii) After completing service of three years in the Pay Band of Rs. 15600-39100 and the AGP of Rs. 8000 and subject to eligibility laid down by the AICTE, Deputy DPE/ Assistant DPE (Selection Grade)/ College DPE (Selection Grade) shall move to the Pay Band of Rs. 37400-67000 with the AGP of Rs. 9000. They shall continue to be designated as Deputy DPE/ Assistant DPE (Selection Grade)/ College DPE (Selection Grade)
- (iii) All Incumbents to the post of Deputy DPE/ Assistant DPE (Selection Grade)/ College DPE (Selection Grade) who have completed service of at least three years in the un-revised Pay Scale of Rs. 12000-18300 as on 1.1.2006 shall be eligible to be fixed in the Pay Band of Rs. 37400-67000 with AGP of Rs. 9000.
- (iv) All incumbents to the post of Deputy DPE/ Assistant DPE (Selection Grade)/ College DPE (Selection Grade) whose services in the un-revised Pay Scale of Rs. 12000-18300 fall short of three years which would have made them eligible to move to the higher Pay Band, shall be placed at an appropriate stage at the AGP of Rs. 8000 in the Pay Band of Rs. 15600-39100 till they complete the required service of three years as Deputy DPE/ADPE (Selection Grade)/ College DPE (Selection Grade) in the un-revised Pay Scale.
- (v) Pay of the directly recruited Deputy DPE shall be initially fixed with the AGP of Rs. 8000 in the Pay Band of Rs. 15600-39100, and after completing 3 years of service directly recruited Deputy DPE and equivalents shall move to Pay Band Rs. 37400-67000 with AGP of Rs. 9000.

**F. Incentives for Ph.D. / M.Tech. and other higher qualification:**

- (i) Five non-compounded advance increments shall be admissible at the entry level of recruitment to persons possessing the degree of Ph.D. awarded in the relevant discipline by a university following the process of registration, course-work and external evaluation as prescribed by UGC.
- (ii) M.Phil degree holders at the time of recruitment to the post of lecturer shall be entitled to two non-compounded advance increments.
- (iii) Those possessing Post Graduate degree in a professional course such as M.Tech. in relevant branch / discipline recognized by a statutory University shall also be entitled to two non-compounded advance increments at the entry level.
- (iv) Teachers who complete their Ph.D. degree while in service shall be entitled to three non-compounded increments if such Ph.D. is in the relevant branch / discipline and has been awarded by a university complying with the process prescribed by the UGC for

enrolment, course-work and evaluation etc.

- (v) However, teachers in service who have been awarded Ph.D. at the time of coming into force of this Scheme or having been enrolled for Ph.D. have already undergone course-work, If any, as well as evaluation, and only notification in regard to the award of Ph.D. is awaited, shall also be entitled to the award of three non-compounded increments even if the university awarding such Ph.D. has not yet been notified.
- (vi) Teachers in service who have not yet enrolled for Ph.D. shall therefore derive the benefit of three non-compounded increments on award of Ph.D, while in service only if such enrolment is with a university recognized by UGC.
- (vii) Teachers who acquire M.Phil. degree or a M.Tech degree in a relevant Branch / discipline recognized by a Statutory University while in service, shall be entitled to one advance increment.
- (viii) Five non-compounded advance increments shall be admissible to Assistant Librarian/ College Librarian who are recruited at entry level with Ph.D. degree in the discipline of library science from a university complying with the process prescribed by the UGC in respect of enrolment, course-work and evaluation process for the award of Ph.D. in library science.
- (ix) Assistant Librarian/ College Librarian and other Library personnel acquiring the degree of Ph.D, at any time while in service, in the discipline of library science from a university complying with the process prescribed by the UGC in respect of enrolment, course-work and evaluation shall be entitled to three non-compounded advance increments.
- (x) However, persons in posts of Assistant Librarian/College Librarian or higher positions who have been awarded Ph.D. in library science at the time of coming into force of this Scheme or having been enrolled for Ph.D. in library science have already undergone course-work, if any, as well as evaluation, and only notification in regard to the award of Ph.D. is awaited, shall also be entitled to the award of three non\* compounded increments even if the university awarding such Ph.D. has not yet been notified by the UGC as having complied with the process prescribed by the Commission.
- (xi) In respect of every other case of persons in the posts of Assistant Librarian/ College Librarian or higher positions who are already enrolled for Ph.D. shall avail the benefit of three non-compounded increments only if the university awarding the Ph.D. has been notified by the UGC to have complied with the process prescribed by the UGC for the award of Ph.D, in respect of either course-work or evaluation or both, as the case maybe.
- (xii) Assistant Librarian/ College Librarian and others in higher Library positions in service who have not yet enrolled for Ph.D. shall therefore derive the benefit of three non-compounded increments on award of Ph.D, while in service only if such enrolment is with a university which complies with the entire process, including that of enrolment as prescribed by the UGC.
- (xiii) Two non-compounded advance increments shall be admissible for Assistant Librarian/ College Librarian with M.Phil degree in Library Science at the entry level. Assistant



Librarian/ College Librarian and those in higher positions acquiring M.'Phil degree in Library Science at any time during the course of their service, shall be entitled to one advance increment.

- (xiv) Not with standing anything in the foregoing clauses, those who have already availed the benefits of advance increments for possessing Ph.D / M. Tech, at the entry level under the earlier scheme shall not be entitled to the benefit of advance increments under this Scheme.
- (xv) For posts at the entry level where no such advance increments were admissible for possessing Ph.D / M. Tech, under the earlier scheme, the benefit of five advance increments for possessing Ph.D./ M. Tech, shall be available to only those appointments which have been made on or after the coming into force of this Scheme.

#### **G. Other terms and conditions:**

##### **Increments:**

- (i) Each annual increment shall be equivalent to 3% of the sum total of pay in the relevant Pay Band and the AGP as applicable for the stage in the Pay Band. Each advance increment shall also be at the rate of 3% of the sum total of pay in the relevant Pay Band and the AGP as applicable and shall be non-compoundable.
- (ii) The number of additional increment(s) on placement at each higher stage of AGP shall be as per the existing scheme of increment on promotion from lower Pay Scale to higher Pay Scale; however, in view of the considerable raise in effective pay between the two Pay Bands, there shall be no additional increment on movement from the Pay Band of Rs. 15600-39100 to the Pay Band of Rs. 37400-67000.

##### **Pay 'fixation formula':**

The pay 'fixation formula' recommended by 6<sup>th</sup> Central Pay Commission as accepted by the Central Government shall be adopted for Technical teachers and equivalent positions in the Library Cadres.

##### **H. Allowances:**

- (i) Allowances such as Leave Travel Concession, Special Compensatory Allowances, Children's Education Allowance, Transport Allowance, House Rent Allowance, Deputation Allowance, Travelling Allowance, Dearness Allowance, area based Special Compensatory Allowance etc. as applicable to teachers and Library and Physical Education Cadres, shall be at par with those accepted by the Central Government for Central Government employees on the recommendations of 6<sup>th</sup> Central Pay Commission and shall be applicable from 1.09.2008.
- (ii) For Technical teachers in AICTE approved Institutions and equivalent positions in Library as defined by AICTE, the rates of allowances as applicable to Central Government Group 'A' employees shall be adopted.
- (iii) Technical Teachers in AICTE approved Institutions and equivalent positions in Library as

defined by AICTE, with visual, orthopedic hearing *or* other disabilities under the provisions of 'Persons with Disabilities (Protection of Rights, Equal Opportunities and Full Participation) Act, 1995' .shall be entitled to twice the normal rate of transport allowance as accepted by the Central Government on the recommendations- of 6<sup>th</sup> CPC for Central Government Employees with disabilities.

## **2. Service Rules:**

- a) Appointment date of appointment is effective from the date of joining.
- b) Appointment will be on probation for a period of One or Two Years from the date of your appointment you are suitable you will be confirmed.
- c) Candidate will be liable to be transferred in such capacity the management may from time to time determine to any other location, institution, establishment or branch of the Jain Group of institutions. You will be governed by the terms and condition of services applicable to the new assignment.

## **3. Retirement:**

The retirement age is 60 years for teaching staff and 58 years for non-teaching staff. However, the services may be extended.

## **4. Responsibilities:**

- a) In view of candidate position and office, you must effectively, diligently and to the best of your ability perform all the task assigned to you and ensure results.
- b) Candidate shall ensure that you will comply with all the policies of the organization. Consequently, you are required to understand the scope and intent of the policies and comply with the same. You shall also ensure to update yourself with the change or updated policies, which the organization may affect from time to time and comply with the same.
- c) It also becomes your responsibility to bring to the notice of the management, any such violation to the policies, committed by any other member in the organization.
- d) Candidate may be required to undertake travel on behalf of the organization for which you will be reimbursed Travel Expenses.

## **5. Leave:**

Candidate shall be eligible to such leave as is admissible under the leave policy of the organization in force from time to time.

## **6. Conflict of Interest:**



- a) Candidate are required to engage yourself exclusively in the work assigned by the organization and shall not take up any other part time or full time employment with any other organization.
- b) Candidate shall not engage in any such activity directly or indirectly that will affect the interests of the organization directly or indirectly.

#### **7. Confidentiality:**

As a member of the organization, candidate may gain access to such information that may be considered “Confidential” by the organization. Therefore you shall not divulge any confidential information to anyone outside the organization or to anyone inside who is not entitled to such information.

#### **8. General:**

We trust that candidate have not provided us with any false declaration or willfully suppressed any material information. If have, candidate will be liable for removal from service without notice. Please note that candidate are required to inform us if there are any agreements, oral or written, which candidate have entered into and which relate commitments under the agreement.

#### **9. Notice Period:**

- a) This contract is terminable without reasons, by either party giving one month’s notice period during probationary period and three month’s notice on confirmation. The organization reserves the right to pay or recover the salary in lieu of the notice period.
- b) The organization may relieve you at its discretion from such date prior to expiry of the notice period without assigning reasons.

#### **10. On Separation:**

On acceptance of separation notice, candidate shall ensue to handover all the materials of the organization in candidate possession that includes library books, presentation materials, data literature, drawings and documents belonging to the organization. Candidate shall not make or retain any copies of these items.

Please confirm that the above terms are acceptable that party accept the appointment by signing a copy of this letter of appointment.

#### **11. FACILITIES AND AMENITIES FOR THE STAFF:**

##### **a) Health:**

##### Accidental Insurance

- Employees and students are covered under the accidental insurance

**b) Provident fund:**

Action for the payment of provident fund is to be initialed about 3 months before the actual date of retirement by the Principal / Manager so that when the individual retires the end of the month on attaining the age of 60 / 58 years it would be made available by the Provident Fund commissioner.

**c) Miscellaneous amenities provided for the staff:**

- Cafeteria services with lunch facilities at subsidized rate
- Gift for teachers on teacher's day
- Mentoring of new staff
- Faculty Development Programme
- Academic program for faculty
- Workshops, Seminars for faculty
- Industrial visits and domestic trips
- General & Accidental Insurance benefits
- Maternity benefits
- Performance based pay

## **12. HOLIDAYS AND LEAVE POLICY:**

### Holidays

There shall be National / Festival Holidays notified for a calendar year.

- All the staff members are entitled for National holidays & festival holidays
- Republic day and Independence days are working

### Vacations

- Teaching staff are entitled to vacations unless it is specially required by the management Principal to work on those days
- When seminars, workshops camps etc. are arranged staff members expected to attend the same
- Non teaching staffs are not entitled to vacation
- For college the leave would be as per those specified by University

### General rules for taking Leave

Faculty members should inform the concerned authority prior to taking leave. Faculty cannot take leave during University examinations. It is mandatory to report on the 1<sup>st</sup> day and last working day of the semester.

### Earned Leave

- EL is leave that is typically used for planned vacations. EL is earned by an employee through the year and is credited to the employer's leave account on January 1 of the following calendar year. After the completion of the probation period an employee earns 10 days of EL for every 12 months of paid employment. If any employee as on leaves without pay for any period, she / he stop earning EL for the period.

- EL can be availed in 2 installments of a maximum of 5 days in each segment Jan-June, July-Dec.
- If any employee is on Leave without pay for any period, she / he stops earning EL for that period.
- The respective EL shall be credited to employees' leave account at the end of each quarter (leave accumulated during a quarter). This is effective 1<sup>st</sup> January. For employees joining during the year, EL shall be pro-rated and credited accordingly.
- Temporary employees are not entitled to EL during the probation period.
- All the prefixed, suffixed or intervening holidays (any Sunday, National & festival holiday) will be counted towards EL availed.
- EL may be accumulated and carried forward.

## **OTHER LEAVE:**

### **Casual Leave:**

- Employees are entitled to a maximum of 15 days of CL per calendar year starting after the probation period.
- During the probation period employees are entitled to 12 days of CL.
- CL can be availed for a minimum of half a day and a maximum of three days at a stretch
- NOTE: CL cannot be accumulated and carried forward to the next year. Leave not availed in a particular year will lapse at the end of the year.

### **Sick Leave:**

- Sick leave cannot be availed as a matter of right. An employee, who is unable to report to work on account of illness, must inform Principal, HOD and Time table committee about the expected duration of absence. In any event, application to regularize the absence on duty on account of CL must be submitted latest on the day the employee resumes duty.
- Sick leave will be deducted from the balance casual leave.
- Sick leave for more than 1 consecutive day should be accompanied by a medical certificate from a registered medical practitioner.
- All prefixed, suffixed and intervening holidays will be counted towards CL availed.

### **Maternity Leave:**

- All permanent female employees are entitled to maternity leave for a maximum of 75 days - 6 weeks prior to the date of delivery and 6 weeks from the date of delivery. In both cases, the leave application is to be supported by a certificate issued by a medical professional. 75 days period will include all intervening Sundays, and prescribed National & Festival holidays. The employee will be eligible for maternity benefit, if she has worked for a continuous period of at least 60 days. Other leave, namely, EL and CL will not be included as part of maternity benefit.

**Marriage Leave:**

- An employee will be eligible for 1 week of marriage leave. Extension of that will be considered as either CL or LOP.

**Unauthorized Absence:**

- We aim to encourage the full attendance of all employees at all times. However, we recognize that a certain level of non-attendance is unavoidable.
- In managing absence, our approach is not intended to be punitive with regard to illness not to doubt the validity of absence.
- Any employee proceeding on unauthorized leave (EL or CL) will be subject to disciplinary action. The disciplinary action may include deduction from salary.
- Conversion of unauthorized absence into CL or EL will be at the complete discretion of the Principal.

**Accident and Tragedy:**

- Accidents resulting in a major injury or in absence from normal work for more than three days must be reported to the Principal.
- In case of any tragedy a maximum of 3 days leave can be availed (contingency leave) and the rest of the leave will be deducted from the EL or CL and will be at the complete discretion of the Principal.
- If the faculty is not able to take class for any reason, mere physical presence on campus will not be considered as being present for the day.

**Discipline:**

We aim to have a work place free from the necessity of disciplinary action but recognize that such an environment is not always possible. We also realize that it is necessary to have a set of rules in the interest of all. The rules set standards of performance, attendance, timekeeping and behavior and the procedures are designed to promote fairness and order in the treatment of individuals.

Disciplinary action, where necessary, is taken speedily and in a fair, uniform and consistent manner. You will only be disciplined after careful investigation of the facts and the opportunity to present your perspective.

It is not possible to specify all disciplinary rules or offences which may result in disciplinary action as circumstances vary depending on the nature of work. In addition to the specific examples of unsatisfactory conduct, misconduct and gross misconduct shown in this handbook the breach of other conditions, procedures and rules etc. will also follow the disciplinary procedures to be adopted in order to deal with such matters.

**Stages of the Disciplinary Procedure:**

- Stage 1 - Formal Verbal Warning
- Stage 2 - First Written Warning
- Stage 3 - Final Written Warning
- Stage 4 - Dismissal

### **Unsatisfactory Conduct and Misconduct:**

- Employees will be liable to receive disciplinary action if he / she are found to have acted in any of the following ways:
  - Lateness on more than 3 occasions in a month
  - Persistent absenteeism (see absence procedure for further guidance on this)
  - Failure to devote the relevant amount of time, attention and abilities to our college and its affairs during normal working hours
  - Failure to carry out all reasonable instructions or to follow our rules and procedures
  - Unauthorized use, negligent damage to or loss of our property

## **13. GRIEVANCE POLICY**

We understand that disagreements and misunderstandings will happen from time to time in a working environment and also appreciate that real upset and anger can be caused by such events as well as disruption to work and a negative effect on employees moral and inevitably on work. It is for all of these reasons that CMS is in favour of resolving issues as they arise and in the fairest and most straightforward way possible.

### **General Grievance Process**

- **Informal Stage:** Informal discussion can frequently solve problems without the need for a written record. Where you initially feel aggrieved we recommend that you discuss this with the individual concerned and try to resolve your issue.
- **Formal Stage:** You may report the issue to the principal.

## **14. JOB DESCRIPTION**

### **A. For Faculty**

- Mentoring and motivating students to participate in college activities
- Taking reviews from various subject teachers about the performance of his / her students
- Attending PTA meeting and addressing students issues
- All subject teacher responsibilities

### **Subject Teacher**

- Effectively teaching and completing the syllabus on time
- Giving and evaluating assignments
- Giving subject modules to the students after completion of each chapter
- Evaluating the answer script and giving internal marks
- Informing the class teachers about the performance of the class
- Identifying good and weak students and mentoring them
- Maintaining their registers and activity sheets
- University invigilation duty is compulsory and in case of a contingency, you may provide an alternate arrangement
- Maintaining a wok diary

## **B. For Administration staff**

### **a. System Administrator:**

- Upkeep of the systems
- Updating the software whenever necessary
- Self room computers to be checked on a daily basis
- Website check has to be done

### **b. Principal's office coordinators:**

- Toastmaster & CAT coordinate
- Documentation
- Principal's office work
- International visit parameters
- Answering mails
- Coordinating the Cambridge program
- Coordinator for PG Programs
- Coordinator for Radio & Studio
- Conducting PTA meetings
- Preparation of progress reports of students
- Time Table Coordinator from Admin
- Cultural coordinator from admin
- Transport coordinator

### **c. Placement Coordinator:**

- Interacting with different companies and consultants for placement of students
- Preparation of list of students who need placement along with their areas of preference
- Displaying the list of placements on the notice board
- Continuous check on the placement market
- Orientation
- Theatre festival
- College fests

### **d. Dual Program Coordinator:**

- Module based training
- Arranging guest lecturers for the dual program
- Maintenance of attendance of students for the same
- Issue of certificates if any for the program
- IIFPM / CIM Work
- Identifying topics suitable for the faculty training program
- Identifying good speakers for the same
- Coordinating with them and scheduling the sessions

### **e. Students Counselor:**

- Helping the students to handle dysfunctional conflicts
- General motivation and guidance of students



- Motivating and counseling students with grievances

**f. Computer Lab In charge:**

- Conducting computer sessions for students
- Helping the admin staff with office automation
- Preparing progress report
- Designing brochures
- Vigil on lab equipments

**g. Attendance in-charge:**

- Collection of attendance registers from faculty members after the sessions, updating the same on the system and returning it to the respective faculty

**h. Sports coordinator:**

- Sports in-charge
- Distribution of forms
- General admin work
- Maintenance of the campus
- Maintenance of Gym

**i. Global program coordinate:**

- Counseling students on the global program
- Coordinating the sessions for global BBM students with the national faculty members

**j. Faculty Records in-charge:**

- Faculty and Admin attendance maintenance
- Marks card in-charge
- General admin work

**k. Infrastructure in charge:**

- General upkeep of college infrastructure
- Principal's Office Work
- Monitoring house keeping
- Outdoor jobs
- Maintenance of the campus

**I. Office Superintendent:**

- University co-ordination work.

**m. Accounts in charge:**

- Fee collection
- Handling college accounts

**n. Librarian:**

- Collection of the required reference and text books based on the syllabus
- Maintenance of the books and journals in the library
- Collection of national and international journals

**o. Front Desk Executive:**

- Attending official calls
- Handling EPABX

**p. Sub Staff:**

- Maintaining cleanliness of the campus
- Fixing OHP and LCD in the classes as per requirement
- Helping faculty to maintain discipline and decorum on the campus

**NOTE:** Each employee will be provided with a detailed job description of the position in which they have been appointed but amendments may be made to the job description from time to time in relation to our changing needs and the employees own ability.

**15. PERFORMROSE AND REVIEW:**

- Performance appraisal for all faculty members who have completed their one year of service with CMS, takes place once in a year in the month of July and covers the period of the academic year. The annual performance appraisals for all the employees are conducted and the results / recommendations are collated. This would than translate into a compensation review. To facilitate the process of continuous assessment the performance review sheets are used.
- Performance management conducted on a annual basis comprises of the following steps.
  - Performance review meeting will be held between Employees and Principal
  - Evaluation based on 5 Key result Areas (KRAs) with major stress on feedback and results
  - Principal gives feedback on the assessment and on completion of assessment “performance planning” for the next year is discussed and agreed upon

**16. PROMOTION AND INCREMENT:**

- JITD, Davanagere recognizes the need to retain and reward an employee for his / her contribution to the college. This in turn contributes to the effective functioning of both the employee and the JGI group.
- All cases of promotion and increment are reviewed in line with the compensation review, However, deviation may occur, depending on the situation and the discretion of the management. The employee performance, competencies & skills for the primary basis for decision in this matter.
- Principal does the necessary analysis and decides the increment.

## **17. WORK ETHICS:**

JITD - Davanagere is an equal opportunity employer. To ensure a work environment that has high ethical standards, we encourage mechanisms to report malpractice, illegal actions and omissions by its employee or ex-employees. However, these may go beyond your personal employment position and require to be handled sensitively.

### **CONTINGENCIES MAY INCLUDE:**

1. Malpractice or ill treatment of staff student, faculty and sub-staff by anybody.
2. Repeated ill-treatment of student. Teaching or non-teaching staff despite a complaint being made.
3. Breach of standing financial instructions.
4. Breach of a code of conduct.
5. Show of undue favour to students over a contractual matter.
6. Situations where,
  - a) A criminal offence has been is being or is likely to be committed.
  - b) The environment has been or is likely to be damaged.
  - c) Information or any of the above has been is being or is likely to be concealed.

“Any harassment or victimization in any form of a person bringing to notice any malpractice will invite stern disciplinary action by the Management”

**As educationists to ensure high standards in public conduct, please note the following.**

- Class should be conducted to bell.
- Attendance more than an academic activity and should be marked accurately with minimal corrections.
- Change to the work environment that is progressive should be accepted by the staff.
- Evaluation of answer scripts should be unbiased and transparent.
- Library books/ journals are to be renewed as per library rules.
- Avoid receiving personal favours / gifts from students or borrowing money from the Students community.
- Do not celebrate birthdays in any manner with students on campus
- As far as possible, avoid scheduling meetings / appointments during normal college hours.
- Ensure that internal marks are awarded as per the set question.
- Avoid doing personnel work during evaluation schedules.
- Faculty members should not take up jobs after college hours, including tuitions in whatsoever manner. Violating the same will invite punitive action.

This list is not exhaustive.

**Effective Date**

The objective of this document is to lay down guidelines concerning policy and performance for faculty and staff at JITD, Davanagere. These rules will come into effect from June 2008, the management of JITD, Davanagere has the power to amend, alter, add and revise the rules and policy.

- I am aware of the policy and procedure of the institute and shall abide by them.

Name of the employee :

Signature of the employee :

Designation :

Date :

**This service rules book is the sole property of JITD, Davanagere, in the event of separation from the Institution, it should be returned to administration.**