

The pay of Non-Teaching Staff shall be as fixed by the Selection Committee in the pay prescribed by Government;

Sr. No.	Designation	Pay Band	AGP
1	Registrar	9300-34800	4400
2	Superintendent	9300-34800	4300
3	Accountant	9300-34800	4300
4	Head Clerk	9300-34800	4200
5	Deputy Accountant	9300-34800	4200
6	Library Assistant/Assistant Librarian	5200-20200	2800
7	Technical Assistant /Laboratory Assistant	5200-20200	2800
8	Senior Clerk	5200-20200	2400
9	Accountant/Assistant Accountant	5200-20200	2400
10	Steno Typist/Stenographer	5200-20200	2400
11	Senior Laboratory Assistant	5200-20200	2400
12	Skilled Technician	5200-20200	2400
13	Laboratory Assistant	5200-20200	2400
14	Store Keeper	5200-20200	2000
15	Library Assistant	5200-20200	2000
16	Junior Clerk/ Store Clerk/Library Clerk/	5200-20200	1900
17	Semi-Skilled Technician/ Wiremen / Plumber	5200-20200	1900
18	Laboratory Attendant/Library Attendant / Field Collector	4440-7440	1600
19	Peon	4440-7440	1300

### Service Rules and Regulations

#### Service Conditions including Promotion Policy

- I. A person shall be consider to have been appointed to the service when his appointment is made to a post in accordance with the existing AICTE norms (but it shall not include staff appointed on deputation or contract or temporary/ad-hoc).
- II. Every appointee shall be subject to the conditions that he/ she is certified as in sound mental health and physically fit for service by a Medical authority as specified from time to time.

  
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- III. The seniority of an Employee in any Grade shall, unless he/she has been reduced to lower rank on punishment, leave on LWP, be determined by the date of his/her first appointment on probation.
- IV. The appointing authority shall, at the time of appointing two or more persons simultaneously to a Grade, fix the Seniority for them with reference to the rank fixed by Selection Committee at the time of appointment, irrespective of date of joining.
- V. All appointments in the academic services shall be made by open competition by an advertisement and selection where in all the in service personnel who possess the qualification prescribed shall also be permitted to apply. The Management may however make ad-hoc appointments in Specific cases or recruit by deputation.
- VI. No application of the employee, seeking employment elsewhere, shall be forwarded during the probation period.

### **Policy Related to Probation**

- i. Initially the appointment of the selected candidate will temporary, for a period of two years, after which the performance of the appointee will be reviewed to regularize the appointment. The service conditions of the present will be governed by the rules and regulations of the College issued from time to time.
- ii. Except in the case of appointment in tenure or on contract basis or on deputation all appointments to the posts shall ordinarily be made on probation for period of two years and the period of probation can be extended by management in case of non-satisfactory performance.
- iii. If any candidate is appointed on purely temporary basis in vacancy, has no right to claim a permanent post. However, such candidates may also apply for permanent post through the regular procedure.
- iv. If a person, have been appointed temporarily to post is subsequently appointed regularly; he/she shall commence probation from the date of regular appointment.
- v. Any candidate appointed on temporary/ad-hoc basis, his/her services can be terminated without any notice and without giving any reason.

  
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### **Policy Related to Increments:**

- i. Increments will be sanctioned only on satisfactory report of performance of the Employee.
- ii. An increment may be withheld to an employee if the conduct has not been good or his work has not been satisfactory. The authority ordering such with-holding of increment shall state the period for which it is to be withheld and whether with-holding of increment shall have the effect for postponing the future increments also.
- iii. In all cases, the increment is recommended by the Head of the institution and approved by the management based on appraisal report of the employee.

### **Policy Related to Promotion**

- i. Promotion to higher level of service shall be made under the Career Advancement Scheme (CAS) subject to eligibility of the staff and the commitment of the staff to the cause of all-round development/improvement of institution.
- ii. Other things being equal, seniority will be the deciding standard.

### **Policy Related to Retirement**

- i. An employee of the College shall be retired on Superannuation when he/she attaining 62 years. Provided that the authority shall have the right to issue orders of retirement of an employee who has attained the age of 60 years for reasons of inefficiency, ill-health and the like.
- ii. However, this rule does not apply to those who are appointed on contract basis for whom such a decision will be taken by the management.

### **Policy Related to Resignation**

- i. Any Member of the faculty in permanent service shall give three months notice in case he/she desires to be relieved on resignation or in the alternative he/she shall pay three months salary in lieu thereof.
- ii. The resignation shall come into force from the date from which the appointing authority accepts the resignation or the date of relief whichever is earlier. Normally they will not be relieved in the middle of a semester.
- iii. Any member of the Support Staff in permanent service shall give two months notice in case he/she desires to be relieved on Resignation or in the alternative he/she shall pay two months' salary in lieu thereof.



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- iv. The resignation shall come into force from the date from which the appointing authority accepts the resignation or the date of relief whichever is earlier. Again, normally they will not be relieved in the middle of a semester.
- v. Any member of the faculty/Support staff during probation or if appointed on local/ad-hoc basis, shall give one months notice in case he/she desires to be relieved on resignation or in the alternative he/she shall pay one month salary in lieu thereof.
- vi. The resignation shall come into force from the date from which the appointing authority accepts the resignation or the date of relief whichever is earlier. Normally Teaching faculty members will not be relieved in the middle of a semester.
- vii. However, the management reserves the right to waive the notice period or the compensation thereof.

#### **Policy Related to Termination of Services of an Employee**

- i. The services of a temporary employee are liable to terminated at any time without assigning any reasons whatsoever.
- ii. The Management reserves the right to terminate the service of an employee whether probationer or regular on medical grounds giving 1/2/3 months notice or 1/2/3 months pay.
- iii. The Management may terminate an employee whether temporary, probationer or permanent if he/she is involved in political activity or in a criminal case or in the event, it is proved by competent committee appointed for this purpose that the employee has failed to do his duty or negligence of duties.
- iv. A service file shall be maintained in case of all employees.
- v. Any service rule, which involve financial commitments, will be subject to availability of funds and decision of the Management will be final.
- vi. The Management, subject to the approval of the governing council, is the authority for introducing, cancelling or revise any service rule as think necessary for day-to-day administration of the College.

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## **Code of Conduct**

Every employee shall, at all times maintain absolute integrity and devotion to duty and shall do nothing to harm the dignity and prestige of the College.

Every employee shall ensure all possible steps for prevention of ragging in the premises of the institute.

Any faculty/staff members, who reports incidents of ragging will be given a certificate of appreciation, which will part of service record.

No employee shall take part in any act or movement, such as strike, or any similar activity in connection with any matter pertaining to his service or to any other matter, which tends to bring the College to disrepute, nor shall he/she approach the media with his/her grievance/s.

An employee shall not, without the knowledge and approval of the Principal and Management, have recourse to any organization/ authority, court or to the press for justification of his grievances.

The Management in exercising the provision of these rules shall exercise the power, after giving the employee concerned, an opportunity to explain his/her case.

No employee may absent himself/herself from duty without prior permission. In case of emergency of proceeding on leave without prior permission, he/she must explain the circumstances, which were beyond his/her control before rejoining duty.

Every employee shall be at work punctually at timing fixed unless permitted otherwise by his/her Superior.

No employee shall after reporting himself/herself for work, absent himself/herself during the period of work assigned to him.



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The following acts of commission/omission shall be treated as misconduct:

- x Failure to exercise efficient supervision on the subordinate staff.
- x Insubordination or disobedience to any lawful Order of his/her Superior Officer.
- x Gross negligence in teaching or any other duty assigned.
- x Any act punishable under the provisions of the IPC.
- x Habits affecting the efficiency of the teaching work.
- x Failure on the part of an employee to give full and correct information regarding his/her previous history and record of service and violating any other specific directions or instructions given by his/her Superior Officer.

### **Disciplinary Proceedings**

No order imposing any punishment on a Member shall be imposed except after.

- i. The member will be informed in writing by the competent authority in regard to the allegations on which disciplinary action is proposed to be taken and is given an opportunity to make representation that he/she may wish to make in person orally or in writing. Such representation, if any, is taken into consideration by the competent authority.
- ii. No employee of the College shall be dismissed or removed or compulsorily retired or reduced in rank or awarded any other punishment except after an enquiry in which he/she has been informed of the charges against him/her and given a reasonable opportunity of being heard in respect of these charges by a committee appointed as per Government rules from time to time and where it is proposed after such an enquiry to impose



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him/her any such penalty proposed, but only on the basis of the evidence given during such an enquiry.


## **Other Terms and Conditions**

### **a) 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.
- (ii) 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.
- (iii) 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.

### **b) Allowances:**

- (i) Allowances such as Transport Allowance, House Rent Allowance, Traveling Allowance, Dearness Allowance, and other benefits shall be at par with the state government



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## Leave Rules

It may please be noted that any leave or compensatory off including permission/movement is not a right of the employee by a privilege and should be treated as such.

### Study Leave:

- (i) Institute shall grant study leave for acquiring M. Tech. and Ph.D. in the relevant branch /discipline while in service.
- (ii) Teachers and other cadres entering service without Ph.D. or higher qualification could be encouraged to acquire these qualifications in the relevant disciplines at the earliest rather than at a later stage of the career.
- (iii) All teachers who opt for this scheme have to enter with an agreement of service for a minimum duration of three years for ME/MTECH and minimum of five years for Ph.D. after completion of their degree.

### Casual Leave

- i. All faculty and staff are eligible for 15 days and 8 days respectively of casual leaves in a year during the calendar year.
- ii. Faculty and staff who have not completed one year of service can avail CLs only on pro-rata basis.
- iii. Faculty and staff can avail CL for 3 days only at a stretch.
- iv. Saturday (if not a working day), Sundays, Compensatory offs and Holidays availed during the period of casual leave are not counted as part of casual leave.
- v. Casual Leave can either be prefixed or suffixed with vacation.
- vi. Casual leave not availed in a calendar year will lapse.
- vii. Half a day casual leave can be availed if an individual starts working immediately after lunch for the afternoon session or going for the lunch immediately after half day's work, in the forenoon, and not returning for duty for the rest of the day.
- viii. The recognition of the presence of the individual for work is done only based on the signature of the individual in the attendance register kept for that purpose.



- ix. Saturdays (if not a working day), Sundays/public holidays/restricted holidays/ weekly offs can be prefixed and/or suffixed to casual leave.
- x. Casual leave can be availed by individuals only on prior sanction. However, due to emergency, the individual can be absent from duty after informing concerned authority on telephone immediately on rejoining duty. This is permitted only in emergencies. The number of absences will be governed as per the casual leave rules so far mentioned. However, the absence must be intimated by telephone to the competent authority. The competent authority for all employees will be the concerned heads of the department. For all the heads of the departments, the competent authority is the Principal or (in absence of Principal) Vice-Principal
- xi. It is the responsibility of the faculty to make alternative arrangements for the academic hours the faculty misses because of the casual leave. The HOD will monitor and take suitable steps to see that no class is unattended. The same should be intimated to the Principal or Vice-Principal.
- xii. The rules and regulations given above may be followed while working out the pay bill for that month, Staff members who take leave without prior permission or without giving any information will be treated as leave without pay.

#### **Vacation Leave**

- x Faculties who are in regular service are eligible for a vacation leave as per the norms of university and institution. Other faculty may be given short vacation as per the discretion of the management.

#### **Earned Leave**

- x Support Staff and Principal, Librarian, TPO & Physical Director will be eligible for 30 days of earned leave per year.

Designation	Leave Sanctioning Authority
Principal Vice Principal (in absence of Principal)	Secretary/Chairman
Vice Principal, Registrar, HODs, Librarian, Director Phy. Education, TPO, Deans, VPs	Principal (Vice Principal in absence of Principal)
Other Teaching & Non Teaching Staff in the Dept / Library/ others	HOD/Librarian/Incharge
Office Staff	Registrar

## Faculty Development & Welfare Measures

### Faculty Development

#### Higher Studies

The faculty can be granted study leave for higher studies in the fields of specialization desirable as decided by the management, at institutions like IITs and IISC, Bangalore and other institutions of repute. The said facility is limited to one faculty member per department every year. However this number can be increased at the discretion of the management. In this connection following guidelines will be followed:

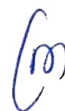
- i. Preference will be given to those opting for doctoral programs, followed by Master's degree on execution of a bond to the effect that he/she shall serve the college for a period of 5 years after completion of doctoral program and 3 years after completion of masters program.
- ii. In case the sponsored faculty fails to successfully complete the said program he/she would have to refund the expenses incurred by the college due to sponsoring the faculty for such a program.

#### Seminars/ workshops/Conferences

- i. Faculty/Staff members will be sponsored by the management for seminars / conferences/ workshops and short term training programmes.
- ii. Financial assistance to the discretion of management will be provided.
- iii. The faculties are being deputed to short term/orientation courses during vacation or non-vacation days without interruption to the academic work; preference will be given to those, who have to fulfill the requirements of rules stipulated for Career Advancement.
- iv. The period of absence will be treated as ON DUTY during the period of attending the courses.

#### Promotion of Research Activities

- i. The college aims at promoting research, development, consultancy and such other activities, involving the faculty at various levels.



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- ii. The faculty, who exhibit initiative and receive substantial grants for R & D works or for strengthening the infrastructure in the institute will be suitably be encouraged and receive special award.
- iii. Travel grants can be sanctioned to faculty to present research papers at or to attend National or International Conferences in India or abroad, depending on availability of funds.

### **Staff Development and Training**

- i. Arranging in house training programme for improving skills.
- ii. Deputing the staff members to attend training programmes outside.
- iii Financial assistance to the discretion of management will be provided.

### **Welfare Measures**

The following are service benefits and welfare measures extended to the employees of the College.

- x Provision of canteen in the campus
- x The Management grants maternity leave to the women employees, for a period of 180 days and limited to the first two living children.

### **Grievances Redressal Cell**

- x To redress the genuine grievances of staff and students/ so that pleasant atmosphere for studies and smooth working of administration, the College has constituted a grievances redressal cell.



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