

Nagarjuna College of Engineering and Technology, Bengaluru

SERVICE RULES

1.1 General

These rules shall be called “**The Nagarjuna College of Engineering & Technology Service Rules**”. This shall come into force with effect from **September 01, 2011**. These rules shall apply to all employees, whether ad-hoc, temporary, part-time, contractual or permanent, in the service of Nagarjuna College of Engineering & Technology (hereafter, called as NCET) and at any other Higher Education Institute, by whatsoever name called, which is or may hereafter be established or managed, anywhere in India, by Nagarjuna Education Society, Bangalore. The “**Governing Council**” of “Nagarjuna College of Engineering & Technology”, hereafter called “**GC**” reserves the exclusive right, at any time hereafter and without any notice, to amend, alter, modify, add or delete any provision(s) to all or any of these service rules, from time to time and, to bring such amendments, alterations, modifications, additions, deletions into effect from a date to be notified by the “GC”. Such amendments, alterations, modifications, additions, deletions if any, shall become binding on all employees covered by these service rules from the date of their notification by the “GC”. The Chairman of “GC” shall have the exclusive power to clarify any issue or to remove any doubt relating to these “Service Rules” and / or its implementation.

1.2 Definitions

In these rules, unless there is anything repugnant to the subject or context, The “**NES**” means “**Nagarjuna Education Society**” registered under the Karnataka Societies Registrations Act of 1960, which is responsible for the establishment and management of The Nagarjuna College of Engineering & Technology (NCET).

The “**Institute**” means “**The Nagarjuna College of Engineering & Technology**” and its sections, wings, departments or centers at any other location in India, established or managed by NES®

The “**GC**” means the Governing Council of “**Nagarjuna College of Engineering & Technology**” which has been constituted in accordance with the provisions laid in this respect by All India Council for Technical Education.

The “**Management**” or “**Employer**” means the President/Chairman/Secretary/CEO of NES and the Principal of the institute.

The “**Principal**” means the person appointed by the “GC” who shall be the chief academic officer of the Institute and who shall be responsible for the proper and efficient administration of the Institute in accordance with the rules and guidelines laid down in this respect by the “GC”.

“**Employee**” includes all employees, without exception performing whatsoever function assigned to him/her and having the whole or part-time employment in the Institute, whether such employment is probationary, ad-hoc, temporary, permanent or contractual.

“**AICTE**” means the All India Council for Technical Education, which is an autonomous body of Ministry of HRD, Government of India.

“Affiliating University” means the university responsible for according affiliation to institutions run by NES.

1.3 Code of Conduct

1.3.1 Application

The provisions contained in this schedule shall apply, without exception, to all employees of the Institute whether, ad-hoc, probationary, temporary, contractual, part-time or permanent who shall be governed by the Code of Conduct, as specified herein and every employee, without exception shall be liable to strict disciplinary action, including suspension and/or termination, for the breach of any provision(s) of the code of conduct.

The Principal shall initiate disciplinary proceedings for non-compliance of the code of conduct/service rules/leave rules or any other rules/regulations of the Institute that may be in force from time to time; by any employee and shall have the power to appoint an enquiry officer(s) to conduct an inquiry into the charges against such an employee.

1.3.2 Definitions

“Members of the family” in relation to an employee includes: the spouse and children (or step child) of such employee residing with and dependent on him/her and any other person related, whether by blood or by marriage to the employee; but does not include a spouse legally separated from the employee or child/step-child who is no longer in any way dependent upon him/her or whose custody, the employee has been deprived of by law.

1.3.3 General Guidelines

- Every employee shall at all times maintain absolute integrity and devotion to duty and also be strictly honest and impartial in his / her official dealings.
- An employee should at all times be courteous in his / her dealings with other members of the staff, students and members of the public.
- The scheduled working hours usually will be from 09.00AM to 04.30PM, 5 ½ days a week. Unless otherwise stated specifically in terms of appointment, any employee may be called upon to perform such duties as may be assigned to him/her by the Principal or his/her higher officer, beyond scheduled working hours and on holidays / Sundays, if the exigencies of work so demand and such instructions shall be complied with. These duties *inter alia* shall include attendance at meetings of committees to which he/she may be appointed by the Institute.
- An employee shall be required to observe the scheduled hours of work, as may be notified from time to time, during which he/she must be present at the place of his/her duty.
- Except for valid reasons and/or unforeseen contingencies, no employee shall absent himself/herself from duty without prior permission of the designated authority.
- No employee shall leave station except with the prior permission of the Principal and in his/her absence, the Head of Department.
- Whenever leaving the station, an employee shall inform the principal and in his/her absence, the Head of the Department to which he/she is attached, the address where he/she would be available during the period of his/her absence from station.
- All employees are expected to be exemplary in their public as well as private life. Their loyalty, sense of dedication and integrity should at all times be a model and inspiration to the youth and other learners.

- All employees are expected to behave according to the ideals of national integration showing love, concern, respect to all without any discrimination whatsoever of caste, creed or community. Any act or speech against this rule will be considered as a serious breach of discipline and will invite strict disciplinary action including suspension and / or termination from service.
- Every employee shall strive to instill in the students under his/her care a high sense of values, social conscientiousness and pride in their Institute and loyalty to the country. It is the sacred duty of all the employees to work for the intellectual, moral, social and physical development of all students.
- Any association, active or passive by any employee with any unlawful organization is strictly forbidden.
- Consumption or distribution of alcohol, drugs or any other intoxicants including smoking by whatsoever name called, by an employee within the Institute premises, is strictly prohibited.
- All correspondence addressed, to an employee or by him/her or by the Institute including press and other such copies of correspondence, all vouchers, books including all notebooks containing all notes or records or other data and apparatus, samples and/or other goods belonging to the Institute, circulars and all other papers and document of any nature whatsoever, relating to the Institute's affairs which shall come into his/her possession in the course of his/her employment, shall be the absolute property of the Institute and he/she shall, at anytime, during service or termination thereof or upon his/her leaving the services of the Institute for any reason whatsoever, deliver the same to the Institute on demand and without claiming any lieu thereon.
- An employee shall receive all correspondence sent to him/her by Nagarjuna College of Engineering & Technology and shall not refuse to receive it. Any such correspondence shall be deemed to have been served to him in the event of refusal or non-availability. It is the responsibility of the employee to ensure that the home address/telephone number etc. are kept up to date in the office of the Institute by suitably informing them.
- Employees shall only be relieved from their duties upon resignation at the end of the semester or upon fulfillment of their notice period whichever is later. For this purpose, end of semester shall be defined as the time when attendance, marks, project evaluations etc have been evaluated and submitted to the appropriate office.
- All cases of grievances/ anomalies/ requests/ complaints from the employees shall be addressed to the Principal only. Bypassing the Principal in these matters shall be treated as violation of code of conduct.
- No employee shall organize or participate in any demonstration in the premises of the institute / campus which is prejudicial to the interests of the institute or public order, decency or morality or which involves defamation or contempt of Court. He shall also not resort to or in any way instigate, incite or abet any form of strike or stoppage of work.

1.3.4 Guidelines for Faculty Members

No Faculty Member (Teacher) shall

- Knowingly or willfully neglect his/her duties.
- Propagate through his/her teaching lesson otherwise, a communal or sectarian outlook or incite or allow any student to indulge in communal or sectarian activities.
- Discriminate between students or any other persons, on grounds of caste, creed, sex, language, place of origin, social and cultural background etc.
- Indulge in or encourage any form of malpractices connected with the examination or any other activity of the Institute.
- Show negligence in correcting internal assessments or exam work of the students.

- While being present at the Institute, absent himself/herself, except with the prior permission of the Principal, from class which he/she is required to take, provided that where such absence without leave or without the prior permission of the Principal is due to reasons beyond the control of teacher, it shall not be deemed to be a breach of discipline and/or the code of conduct, if on return to duty, the teacher has applied for and obtained, ex-post-facto; the necessary sanction for the leave availed.
- Accept or give private tuition to any student of the Institute or any other person without the written permission of the Principal.
- Prepare or publish any book(s) commonly known as guides or assist, in their publication other than under authority of the Institute, obtained through the Chairman of “GC”.
- Enter into any monetary transactions with any student or parent; nor shall he/she conduct his/her personal matters in such a manner that he/she has to incur a debt beyond his/her means to repay.
- Accept or permit any member of his/her family or any other person acting on his/her behalf to accept any gift or receive undue advantage from any student, parent or any person(s) with whom he/she has come in contact by virtue of his/her being in the employment of the Institute (Note: A casual meal, lift or other social hospitality of a casual nature shall not be considered as a gift. On occasions such as weddings, anniversaries, funerals or religious functions when the offering of a gift is in conformity with the prevailing religious or social customs, a teacher may accept a gift from students/parents).
- Hesitate to provide individual attentions to a student(s), if required. Besides academic problems, teachers are encouraged to solve personal and behavioral problems of student(s) as well. If in any event, student(s) does not show any improvement despite counseling and if the teacher is convinced that the student(s) needs special help, he/she must immediately bring this fact to the notice of the Head of Department and the Principal.
- Not be unreasonable in his/her demands from student(s) and should avoid favoritism of any kind. Whilst the teacher may be firm and consistent with his/her student(s), every teacher must remember that student(s) have their self-respect and they must not be subjected to any threat, ridicule, sarcasm or unreasonable punishment.

1.3.5 Every Employee Shall:

- ✓ Be punctual in attendance and in respect of his/her specified works and also for any other work connected with the duties assigned to him/her by the Principal/Head of Department.
- ✓ Abide by the rules and regulations of the institute and also show due respect to his/her higher authority.
- ✓ On every working day, sign the staff attendance register or punch his card at the time of arrival and at the time of leaving the Institute, located at the gate or elsewhere as the case may be and be ready at least, five minutes before the commencement of classes. Overwriting on the attendance register or marking attendance wrongfully either the previous day subsequently, impersonation in attendance or not punching the card is a serious violation of the rules.
- ✓ Be responsible for the discipline of students even outside the classrooms. Since supervision during the break or off time is vital for the protection of the property of the Institute and its students, employees may, from time to time, be allotted such duties to maintain discipline and orderliness at the Institute.
- ✓ Be responsible for the proper care, operation and maintenance of all equipment and machinery, learning aids, furniture and fixtures and sports equipment etc. under their care. The appropriate authority should immediately be informed of any damage caused or any repairs / replacements that may be required.
- ✓ Train students to make extensive use of the Library facilities and to take care of the property of the institute including books, journals, equipment, machinery, furniture, fixtures and fittings.

- ✓ Ensure that no student(s) indulge in ragging, canvassing and/or cause harassment of any kind to other student(s) by whatsoever name called, as it is strictly prohibited under law.
- ✓ Not, through any act of omission, disturb or vitiate, in any manner whatsoever, the peace, dignity and harmony of the Institute.

1.3.6 Taking part in Politics and Elections

- No employee shall take part in politics or be associated with any party or organization which takes part in political activity, nor shall subscribe and aid or assist in any manner any political movement or activity.
- No employee shall canvass or otherwise interfere or use his influence in connection with or take part in any election to a legislative body or local authority.
- Provided that an employee of the institute is qualified to vote at such elections, may exercise his right to vote but where he does so, he shall give no indication of the manner in which he proposes to vote or has voted.

1.3.7 Connection with Media (television, press or radio)

- ❖ No employee shall, except with the prior sanction of the Principal, own wholly or in part or conduct or participate in the editing or managing of any news paper or other periodical publications.
- ❖ No employee shall, except with the prior sanction of the Principal or any other authority empowered by him/her, participate in a radio broadcast or contribute any article or write any letter either anonymously or in his/her own name or in the name of any other person to any newspaper or periodical.
- ❖ Provided that no such sanction shall be required if such broadcast or such contribution is, as a purely literary, artistic or scientific nature.
- ❖ NOTE: Members of the staff are at liberty however, without any sanction, to publish their original technical / scientific works in journals of repute in India and abroad. If, however, they wish to indicate their official designations in the article they want to publish, prior sanction of the Principal will be necessary. Such articles must be strictly confined to purely technical/ scientific and should not touch upon administrative matters related to the Institute. They shall be free from all political leanings. Publications of articles relating to India's boundary areas and the tribal population in such areas is prohibited without prior permission of the Principal and if necessary, of the Government of India. If during the term of his/her employment, an employee shall make any inventions or improvements relating to the manufacture of any materials or product, all rights in respect of such invention or improvement shall belong to the Institute and he/she will, if required, at the cost of the Institute cause such inventions or improvement to be patented in such a country as the Institute may desire.

1.3.8 Criticism of the Institute

No employee shall, in any radio/TV broadcast or in any document published anonymously or in his/her own name or in the name of any person or in any communication to the press or in any public utterance, make any statement of fact or opinion: which has the effect of an adverse criticism of any current or recent policy or action of the Institute; or which is capable of embarrassing the relations between the Institute and the Central Government or any State Government including any of their agencies or any other Institute or Organization or members of the public.

1.3.9 Evidence before Committee or any Other Authority

No employee shall, except with the prior sanction of the Principal, give evidence in connection with any inquiry conducted by any person, committee or authority. Where any sanction has been accorded, no employee giving such evidence shall criticize the policy or any action of the Institute or the Central Government or any State Government or their respective agencies.

Nothing in this paragraph shall apply to:

- Evidence given at any inquiry before any authority appointed by the Institute, by Parliament or by a State Legislature
- Evidence given in any judicial enquiry
- Evidence given in any departmental enquiry ordered by the Principal of the Institute.

1.3.10 Unauthorized Communication of Information

- No employee shall, except in accordance with any general or special order of the Principal or in the performance in good faith of the duties assigned to him/her, communicate, directly or indirectly, any official document or information to any person to whom he/she is not authorized to communicate such document or information.
- During the term of his/her employment with the Institute or at anytime thereafter, an employee shall not use or disclose to any other society, firm, organization or person any information concerning the secrets, activities or affairs of the Institute, nor countenance any act prejudicial to the interest of the Institute.
- By virtue of his/her assignment with the Institute, an employee will acquire technical know-how and gain access to secrets relating to the Institute's activities. It is therefore, distinctly understood that in the event of his/her relinquishing his/her employment with the Institute, he/she will under no circumstances, divulge the technical know-how and secrets of the Institute or use these in any manner detrimental to the Institute. In the event of an employee violating this condition, the Institute will be entitled to claim damages at his/her cost and take any action, as it may deem fit against him/her.

1.3.11 Gift & Private Trades

- No employee shall, except with the prior sanction of the Principal, accept or permit his wife or any other member of his family to accept from any person any gift of more than trifling value. The interpretation of term 'trifling value' shall be the same as laid down in the Government Servants Conduct Rules.
- No employee shall, except with the prior permission of the Chairman of "GC", engage directly or indirectly, in any trade or business or any private tuition or undertake any employment outside his official assignments.

Provided that the above restriction shall not apply to academic work and consultative practice undertaken with the prior permission of the Principal.

1.3.12 Investments, Lending & Borrowing

- No employee shall speculate in any business nor shall he/she make or permit his wife or any member of his/her family to make any investment likely to embarrass or influence him/her in the discharge of his/her official duties.
- No employee shall lend money at interest to any person nor shall he/she borrow money from any person with whom he/she is likely to have official dealings of any kind whatsoever.

1.3.13 Insolvency, Habitual Indebtedness and Criminal Proceedings

- ✓ An employee shall so manage his/her private affairs as to avoid habitual indebtedness or insolvency. When an employee is found liable to be arrested for debt or has recourse to insolvency or when it is found that a moiety of his/her salary is becomes the subject of legal proceedings for insolvency shall forthwith report full facts to the Institute.
- ✓ An employee who gets involved in some criminal proceedings shall immediately inform the Principal through the Head of Department to which he/she is attached, irrespective of the fact whether he/she has been released on bail or not.
- ✓ An employee who is detained in police custody whether on criminal grounds or otherwise, for a period longer than 8 hours shall not join his/her duties at the Institute unless he/she has obtained written permission to that effect the Principal of the Institute.

1.3.14 Vindication of Acts and Character of Employees

No employee shall, except with the prior sanction of the Principal, have recourse to any court of law or to the press for the vindication of any official act which has been the subject matter of adverse criticism or an attack of defamatory character.

Provided nothing in this rule shall be deemed to prohibit an employee, from vindicating his private character or any act done by him/her in his/her private capacity.

1.3.15 Representation

Whenever an employee wishes to put forth any claim or seeks redress of any grievance or any wrong done to him/her, he/she must forward his/her case through proper channel and shall not forward such advance copies of his/her application to any higher authority, unless the lower authority has rejected the claim or refused relief.

1.3.16 Jurisdiction

Dispute(s) if any, arising out of these Service Rules or any other rules that may be in force from time to time or the terms of employment of any employee shall be subjected to the jurisdiction of District Courts Bangalore only.

1.3.17 Identification

It shall be mandatory for every employee of the Institute to carry with him/wear, at all times, when at the Institute and to produce the same on demand, an Identity Card/Badge or any other mark of identification, as may be prescribed by the "GC" from time to time. An employee shall on resigning and/or termination from the services of the Institute, immediately hand over such identity card and/or mark of identification to the Principal of the Institute or any other official designated for the purpose, failing which, full and final settlement of his/her account shall be withheld.

The use of such identity card and/or mark of identification shall be governed by the terms and conditions of the Institute from time to time.

1.3.18 Disciplinary Actions / Suspension

- The Principal in consultation with the GC may place a member of the staff appointed at the Institute under suspension:
 - a. Where a disciplinary proceeding against him is contemplated or is pending or
 - b. Where a case against him in respect of any criminal offence is under investigation or trial.
- An employee against whom disciplinary action is proposed or likely to be taken shall be given a charge sheet clearly setting forth the circumstances appearing against him/her and a date shall be fixed for the inquiry.
- Sufficient time shall be given to him/her to prepare and give his/her explanation, as also to produce any evidence that he/she may wish to tender in his/her defense. He/she shall be permitted to appear before the officer conducting the inquiry, to cross-examine any witness on whose evidence the charge rests. The employee will be permitted to produce evidence/witness in his/her defense.
- At the conclusion of enquiry, the inquiry officer(s) who shall be appointed by the Principal in consultation with the Chairman of “GC” shall prepare a report of the inquiry regarding the findings of each charge.
- The Principal shall consider the findings of the inquiry and propose to the Chairman of “GC” to impose a major penalty, a minor penalty or no-penalty at all. The action taken by the Principal shall necessarily need to be ratified by the Chairman of “GC”.
- The following penalties may, for good and sufficient reasons, be imposed on any member of the staff:
 - a. Written warning / Fine
 - b. Censure
 - c. Withholding of increments or promotion
 - d. Recovery from the whole or part of any pecuniary loss caused to the Institute by negligence or breach of orders
 - e. Reduction to lower service, grade or post or to a lower pay-scale or to a lower stage in the pay-scale
 - f. Compulsory retirement
 - g. Removal / Dismissal from service

Notwithstanding the above provisions, it shall not be necessary to follow the procedure mentioned above in the following cases:

- ✓ Where an employee is dismissed or removed or reduced in rank on the ground of conduct which has led to his conviction on criminal charges(s)
- ✓ Where the “GC” is satisfied that, for some reason to be recorded by it in writing, it is not reasonably practicable to give that person an opportunity of showing cause.
- ✓ Pending the outcome of an inquiry, the employee may be suspended and he/she may receive a subsistence allowance, as approved by the “GC”, from case to case, but shall not be paid salary when under suspension.

1.4 General Procedure of Recruitment (Appointment Rules)

- All posts at the Institute shall normally and, as far as possible, be filled by advertisement; but, the “GC” shall be the exclusive power to decide, either on its own or on the recommendations of the Principal, that a particular post be filled by invitation or by promotion from amongst the members of the staff of the Institute.
- The selection of candidates shall be made by the appropriate Selection Committee. The selected candidates may be offered employment by way of a letter of offer of appointment.

- The appointment letter will be issued after the acceptance by the candidate for the offer of appointment.
- The manpower requirement shall be ascertained on the basis of the norms prescribed by AICTE/UGC or the appropriate authority from time to time. Additional posts may also be created, as required, for the extension of specific projects and or research and development activities.
- Candidates selected for employment shall furnish the Joining Report in the prescribed format. He shall also furnish evidence of Date of Birth / Proof of Age by any one of the following:
 - a. Certified extract from Register of Births and Deaths.
 - b. School Leaving Certificate / Matriculation Certificate.
 - c. Any other document acceptable to the Management.

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 retirement. The date of birth once furnished and accepted by the management and entered in the Service Register shall be firm and conclusive and under no circumstances the request for correction of the same will be entertained.
- The Candidates selected for appointment shall also submit the photo-copies of the following Certificates along with the originals for verification at the time of joining duty:
 1. Qualification
 2. Experience
 3. Relieving letter from previous Employer, if employed earlier.
- It shall be incumbent upon every employee to furnish correct and complete bio-data to the Appointing Authority in the required format. He shall promptly notify in writing any subsequent changes in the particulars of his bio-data. Any false information in the particulars furnished in the bio-data either at the time of appointment or subsequently shall render the appointment null and void.

1.5.1 Probation

- A person selected as a Teaching staff will be on probation for period of two years.
- During probation the employee should carry out all the academic work and other work assigned to him satisfactorily (Annexure-I, II & III).
- On satisfactory completion of the probationary period, the services of the employee will be made permanent.
- On satisfactory completion of probationary period, the services of the employee will be made permanent.
- If the service is not satisfactory during the probationary period, the probationary period may be extended by another 6 months to One year.
- The services may be terminated with one month notice.

1.5.2 Appraisals / Confidential Report

Appraisal of the performance of every employee unless otherwise specified will be carried out at the end of the academic year. This will normally be done by next senior person in hierarchy (HODs/Section Heads) and reviewed by the Head of the institution. This report will be the basis for deciding annual increment, special increments, promotion or disciplinary action.

1.5.3 Increments

- ✓ An employee will be entitled to annual increment as per the pay-scale during the month of September, after completing 12 months of reckonable service including the probationary period,

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

- ✓ 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 his performance and conduct are found satisfactory.
- ✓ Special increments may be granted in exceptional cases of outstanding performance during the service, by the Management.
- ✓ The annual increment may be withheld as a disciplinary measure by the management. The period for which the increment should be withheld will be decided by the institutional authority.
- ✓ Withholding of the increment for a particular period may be with or without cumulative effect. In case of cumulative effect, employee will not be entitled to get the increment so withheld in future years. In the case, the increment is withheld for a particular period without cumulative effect, the employee concerned will be granted increment immediately after completion of the particular period.
- ✓ When an employee working in the lower cadre and scale of pay is promoted or appointed to a higher cadre and scale of pay, his increment will fall due after he completes one year of service in the higher scale of pay.
- ✓ The increment due to an employee will be paid to him even if he is on leave on the due date, except in the case of leave on loss of pay.
- ✓ Before granting the Increment / Promotion, a report as in Annexure – IV for Teaching faculty and Annexure – IVA for Non-teaching staff should be taken.

1.5.4 Promotion

- Promotions will be regulated as per vacancy position. However no promotion can be claimed as a matter of right. The management is under no obligation to promote any one from one post to another even when an employee acquires the minimum qualification/ experience required for the higher post and vacancy exists.
- An employee who is under suspension or against whom disciplinary proceedings are in progress or likely to be initiated, shall not be promoted until he is unconditionally reinstated or exonerated.

1.5.5 Transfers

All non-teaching and administrative employees are liable to be transferred from one department to another department of the institute at the discretion of the management. The wages, grade, continuation of service and other conditions of service of the employee are not adversely affected by such transfers.

1.5.6 Retirement

- Every member of the teaching and non-teaching staff will retire from service on completing 65 years and 60 years of age respectively. The management may re-employ a retired member who is medically fit and whose services are considered necessary and beneficial to the institution, on 'fixed term contract'.
- In respect of non teaching staff attaining the age of retirement on a day other than the first day of a month, he shall retire on the last day of that month. However the teaching faculty shall retire on the last working day of the semester.
- In all normal cases, a retiring employee will be permitted to avail the earned leave at his credit before the date of his retirement. In case where the date of retirement of an employee and the day/ days 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 holidays(s).

1.5.7 Resignation / Termination of Service

- An employee desiring to resign must give notice of resignation in writing to the head of the institution through proper channel. However, members of the teaching staff shall not ordinarily resign from their post during the middle of a semester.
- An employee shall give one month (30 days) notice or salary in lieu of notice for resigning from the service.
- Till the resignation is submitted by an employee and is accepted by the management and relieving certificate / order is issued, he shall continue to be in service, unless any other instruction are given in writing by the management.
- Resignation once submitted by an employee and accepted by the management cannot be withdrawn.
- The shortfall in resignation notice given by a permanent employee may be adjusted towards his balance of earned leave at his credit.
- The management may at its discretion relieve an employee at any time on receipt of notice and before expiry of the period for which the notice is given, waiving the balance notice period.
- Upon the acceptance of resignation through communication by the Management to the employee concerned, he shall settle all his dues to institution, hand over documents, cash, equipments and other properties held in his custody and surrender / vacate the hostel / quarters occupied by him and submit a ‘No Dues Certificate’ to that effect. Relieving order will be issued only then. The Management reserves the right to recover all such outstanding amounts and value of the property of the institute from amount due to the employee or in any other manner as the management deems fit.
- If an employee remains on unauthorized absence without leave or prior permission in writing continuously for 30 days, the management may give him a notice at his last known address to report for duty within 30 days from the date of receipt of the notice and to give satisfactory explanation for his absence. In case he fails to report for duty without valid explanations, he shall be treated as having voluntarily abandoned service. This is without prejudice to the right of the management to take appropriate disciplinary action against the employee concerned for such absence.
- The “GC” shall have the power to terminate the services of any employee by giving appropriate notice or on payment of salary for the notice period in lieu thereof. However, in the event of any act prejudicial to the interest of the Institute by any employee, his/ her services may be terminated by the Chairman of “GC” without any notice or payment in lieu of notice.
- Service of an ad-hoc, temporary, contractual or part time employee shall come to an end on completion of the specified work for which he/she was employed or on the expiry of the period for which he/she was appointed, whichever is earlier. But, before the expiry of the said period or work, as the case may be, services of the employee could be terminated by the Chairman of “GC” by giving one month’s notice or one month’s salary in lieu of notice, without assigning any reason whatsoever.

1.6 Salaries, Allowances and Benefits

- ✓ AICTE guidelines shall be followed for pay fixation in general. At present, the Designation, Pay-Band, Academic Grade Pay and Annual Increments are fixed in line with 6th Pay Commission Recommendations, for the teaching staff. Non-teaching staff are paid in line with Karnataka State Pay-scale.
- ✓ The management reserves the right to offer **special pay/increments** to deserving employees.

- ✓ The **allowances** shall be decided by the management from time to time, inline with Karnataka State Government Rules. It includes Dearness Allowance, House Rent Allowance & Travel Allowance, as applicable.
- ✓ **Medical Insurance / Rural Accidental Benefit Insurance**, to the tune of Rupees Ten Lakh for each employee, is provided.
- ✓ **Employees' Provident Fund** provisions, as per EPF Act, 1952
- ✓ **Study leave** (on loss of pay) for pursuing full time M.Tech / Ph.D Studies in reputed / top ranked institutes.
- ✓ Allowing the selected faculty to go for higher studies (M.Tech / Ph.D) on **part- time/ external registration** basis, without disturbing the assigned academic works in the institute.
- ✓ **Deputation** of employees to **continuing education programs** like workshops, short term training programs, conferences, seminars etc. on recommendation by the respective HODs / Section Heads, with suitable alternative class / work arrangements made by the employee. Special Casual Leave may be sanctioned to facilitate the same by the Principal, on case to case basis. TA/DA/registration Fee will be sanctioned to those who are presenting papers or directed by the institution to attend. The decision of the Principal is final in this regard.
- ✓ **Waiver of 'Other Fees'** to the children of employees admitted to NCET through CET/ COMED-K, however, this benefit will be continued only if the student clears all the subjects in first attempt and maintains minimum of 75% marks (on an aggregate) in each year.
- ✓ Allowing employees to take up professional **consultancy works**, officially with written consent from the Principal. Such employees may be paid as much as 60% of the net surplus earned through consultancy.
- ✓ **Research Incentives** for executing **externally funded research projects** (5 to 10% of allocated project cost).

2. LEAVE RULES

2.1 Holidays

- A. Weekly holidays: Every employee shall be allowed one holiday per week, to be known as "off day" without deduction of wages/salary.
- B. Festival holidays: will be as announced by VTU / Karnataka State Government.

2.2 Leave (for Permanent/Probationary/Contact employees only)

<u>Type of leave</u>	<u>No. of days</u>
a. Casual leave:	12 days/ year
b. Earned leave:	08 days / year (20 days /year for non-vacation employees)
c. Special Casual Leave:	For University/Examination related work only
d. Permitted Leave :	30days /year (For Research Work)

2.2.1 General Rules:

- Leave cannot be claimed as a right.
- Employee may be permitted to avail Casual Leave for half day in case of emergency.
- Casual leave cannot be combined with other types of leave, but it can be combined in any manner with Sundays and other Holidays, provided that the period of absence shall not exceed 8 days in the aggregate and maximum number of causal leave cannot exceed 6 days, at a stretch.
- Casual leave cannot be accumulated or carried over to the next calendar year.

- Except in an emergency, casual leave must be applied through proper channel in the prescribed form at least 1 day in advance; except where otherwise provided for, leave can be availed only after it has been sanctioned by the competent authority.
- Proper alternative arrangements in one's absence must be specified in the leave application by the teaching faculty and accepted in writing by the faculty agreeing to take up the relevant schedule.
- Depending upon 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,
 - c. permit an employee, if he/she so request, to rejoin duty before expiry of the leave period.
- An employee shall not take up or accept any employment with or without remuneration during the period of leave.
- Except in the case of Casual leave, it is obligatory for every employee to furnish the leave sanctioning authority, the leave address with telephone number if any, before proceeding on leave.
- 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 expiry of the already sanctioned leave.
- 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.
- Over-stay of the sanctioned leave shall be treated as leave without pay and will constitute break in service. However, before taking this action, the competent authority shall verify the circumstances that led to this situation.
- Employees applying for leave on medical grounds should produce medical certificate from a doctor/hospital which is authorized by the Management. An employee on leave on medical grounds shall produce a medical certificate of fitness while reporting back to duty.

2.2.2 Special Casual Leave(SCL)

- Special casual leave may be granted to teaching faculty for:
 - a. Examination related duties / responsibilities
 - b. University related duties / responsibilities
- Special casual leave cannot be accumulated or carried forward
- After availing SCL, the teaching staff should produce copy of the attendance certificate from the organization where he has attended to his Examination / University related work.

2.2.3 On Official Deputation(OOD)

- OOD may be granted to teaching and non teaching staff for:
- a. Attending profession oriented continuing education programs
 - b. Delivering invited talks, as resource persons
 - c. Any work assigned by the HOD/Principal

2.2.4 Earned Leave(EL)

- ❖ Teaching staff who are permitted to avail vacation at the end of the semester, are entitled for 08 days of Earned Leave per year.
- ❖ Every non-vacation employee is entitled to 20 days of earned leave for every completed year of service from the date of confirmation. Leave becomes due only at the end of the 12 months of physical service. Subsequent entitlement of earned leave will be in proportion to the length of service calculated on monthly basis.

- ❖ Earned leave can be accumulated up to a maximum of 240 days.
- ❖ An employee wishing to avail earned leave must apply for the same for a minimum period of 1 day at a time. Application should be made to the appropriate authority through proper channel in the prescribed form.
- ❖ Faculty on duty (approved by the Principal) during the vacation period will get earned leave @ one day for every 3 days of full-time work/duty.

2.2.5 Permitted Leave(PL)

- Permitted Leave will be given to the teachers who are pursuing their research.
- Permitted Leave will be a fully paid leave given to teaching staff to attend to their course work, Examinations and other research activities.
- The total number of days of Permitted Leave shall not exceed 30 days in a calendar year.

2.2.6 Vacation leave

- Semester-end vacation will be for 60 days in a year (given in two parts, at the end of each semester) to the teaching staff (vacation employees).
- Non Teaching staff members are entitled for 5 days of vacation in a semester
- Teaching staff members should have served for the entire prevailing semester to become eligible for vacation leave. However, faculty on LOP during a semester / those who joined in the middle of a semester (after semester re-opening) will be eligible for a proportionate vacation leave.
- Vacation leave of current academic year cannot be carried forward to next academic year.
- Principal, Vice-Principal, Deans, HODs, Chief-Warden, Library staff and Office staff are not eligible for Vacation Leave (non-vacation staff). However, they will get earned leave of 20 days per year.
- A member of the vacation staff shall normally be expected to avail himself, the vacation leave or a part thereof unless he has been required by general or special order of an appropriate authority to forego his vacation or a part thereof.
- The vacation staff should report to the duty one week prior to the re-opening of the semester.
- Vacation leave cannot be combined with earned leave. However the Head of the institution may permit such combination on merits of the case.
- Grant of vacation leave is subject to the condition that the department will continue to function during the vacations. Before commencement of the vacation, the Head of the department should submit to the Head of the Institution, a proposal indicating the persons in each department who would avail the vacation leave and the personnel staying back to ensure that the department would be functioning during the vacation.
- During the vacation, leave, if any exam related duties/attending continuing education programs/ pursuing higher studies take place, vacation period will not be extended but the vacation staffs need not avail any other leave for such works.

2.2.7 Maternity Leave

- ❖ Every married woman employee, after completion of one year service, is entitled to maternity benefits.
- ❖ Maternity benefits granted up to two deliveries.
- ❖ The maximum period of entitlement for maternity leave shall be 6 months.
- ❖ Leave of any other kind may be granted in continuation of maternity leave, if the request for its grant is supported by a proper medical certificate.

2.2.8 Employee on Probation

- An employee on probation is entitled for only 12 days of casual leave in each calendar year. He/she is not eligible for availing Earned leave. However it will be accumulated.
- Proportionate Vacation leave may be sanctioned, at the discretion of the Principal.
- Special Casual leave may be sanctioned, on written recommendation by the respective HOD/Section head and on approval by the Principal.
- Principal reserves the right to relax/modify any of the leave rules.

2.2.9 Leave after Resignation

- ❖ No leave other than casual leave shall be granted to an employee once notice of resignation is given.
- ❖ In case, an employee is given notice of termination of his services by the management, the employee will be permitted to avail whatever leave he is entitled, subject to the condition that such leave shall be restricted to the period of notice less one day so that the employee will be on duty on the last day of the notice of termination.

Annexure – I

Duties and Responsibilities of Assistant Professor

1) DUTIES:

- a. You will have the responsibility for an efficient, satisfactory and economical discharge of the duties entrusted to you from time to time.
- b. During this period of employment, you shall not secure any other employment, engage in any profession or trade or pursue any course of study or work part time without prior consent from the Management.
- c. You will have to behave and conduct yourself in an orderly manner and shall not remain absent from the place of work without the prior consent in writing.
- d. Your place of posting would be as follows: Nagarjuna College of Engineering & Technology, Venkatagirikote Post – 562 110, Devanahalli Taluk, Bangalore Dist. The management reserves the right to transfer you to any of its institutions existing at present or which may be established in future.
- e. You will be reporting to the Principal in this regard for the performance of your duties.

2) JOB RESPONSIBILITIES:

- a. Teaching & Research
- b. Instruction & guidance in laboratories
- c. Students' assessment and evaluation
- d. Assisting in consultancy and R & D services
- e. Developing resources materials and laboratories
- f. Co-curricular activities
- g. Work related to administration, examinations etc.,
- h. Students counselling
- i. Preparing and uploading softcopy of the course material
- j. Implementing and practicing Outcome Based Education
- k. Use of Innovative Teaching and Learning Methods
- l. Any other duties assigned by principal and your superiors from time to time

3) SECRECY:

You will not at any time during your employment or thereafter divulge any information, plans, know-how, etc, regarding matters or affairs of the College.

4) RESIGNATION/ TERMINATION OF SERVICES:

- a. Notwithstanding to any of the clauses herein, the Management reserves the right to terminate your services without any notice and without liability for any compensation during the probationary period.
- b. If you wish to resign, you are required to serve one month notice or surrender/pay one month salary in lieu thereof.
- c. You are not supposed to leave the institution during the semester. In case you resign during the semester, you have to pay one month salary. (During the semester means the interval between the first day of the semester & last day of the semester).
- d. The Management reserves the right to accept your resignation with effect from such a date as it may deem fit even before the expiry of the period of notice given by you.

Annexure – II

Duties and Responsibilities of Associate Professor

1) DUTIES:

- a. You will have the responsibility for an efficient, satisfactory and economical discharge of the duties entrusted to you from time to time.
- b. During this period of employment, you shall not secure any other employment, engage in any profession or trade or pursue any course of study or work part time without prior consent from the Management.
- c. You will have to behave and conduct yourself in an orderly manner and shall not remain absent from the place of work without the prior consent in writing.
- d. Your place of posting would be as follows: Nagarjuna College of Engineering & Technology, Venkatagirikote Post – 562 110, Devanahalli Taluk, Bangalore Dist. The management reserves the right to transfer you to any of its institutions existing at present or which may be established in future.
- e. You will be reporting to the Principal in this regard for the performance of your duties.

2) JOB RESPONSIBILITIES:

- a. Teaching & Research
- b. Instruction & guidance in laboratories
- c. Students' assessment and evaluation
- d. Involving in consultancy and R & D activities
- e. Developing resources materials and laboratories
- f. Co-curricular activities
- g. Associate with the departmental and college administration.
- h. Students counseling.
- i. Supervising and strengthening the student mentoring.
- j. Preparing and uploading softcopy of the course material
- k. Implementing and practicing Outcome Based Education
- l. Use of Innovative Teaching and Learning Methods
- m. Any other duties assigned by principal and your superiors from time to time

3) SECRECY:

You will not at any time during your employment or thereafter divulge any information, plans, know-how, etc, regarding matters or affairs of the College.

4) RESIGNATION/ TERMINATION OF SERVICES:

- a. Notwithstanding to any of the clauses herein, the Management reserves the right to terminate your services without any notice and without liability for any compensation during the probationary period.
- b. If you wish to resign, you are required to serve one month notice or surrender/pay one month salary in lieu thereof.
- c. You are not supposed to leave the institution during the semester. In case you resign during the semester, you have to pay one month salary. (During the semester means the interval between the first day of the semester & last day of the semester).
- d. The Management reserves the right to accept your resignation with effect from such a date as it may deem fit even before the expiry of the period of notice given by you.

Annexure – III

Duties and Responsibilities of a Professor

1) DUTIES:

- a. You will have the responsibility for an efficient, satisfactory and economical discharge of the duties entrusted to you from time to time.
- b. During this period of employment, you shall not secure any other employment, engage in any profession or trade or pursue any course of study or work part time without prior consent from the Management.
- c. You will have to behave and conduct yourself in an orderly manner and shall not remain absent from the place of work without the prior consent in writing.
- d. Your place of posting would be as follows: Nagarjuna College of Engineering & Technology, Venkatagirikote Post – 562 110, Devanahalli Taluk, Bangalore Dist. The management reserves the right to transfer you to any of its institutions existing at present or which may be established in future.
- e. You will be reporting to the Principal in this regard for the performance of your duties.

2) JOB RESPONSIBILITIES:

- a. Curriculum Design and Development
- b. Teaching & Research work
- c. Interaction with Industries for Curriculum Design, Training and Placement Assistance
- d. Instruction & guidance in laboratories for the technical supporting staff and students
- e. Students' assessment and evaluation
- f. Developing consultancy and strengthening the R & D activities
- g. Developing learning resources and laboratories
- h. Co-curricular activities
- i. Involve and participate in the departmental and college administration.
- j. Students counseling.
- k. Effective implementation of the student mentoring.
- l. Guide and help the junior teachers in the effective delivery of the curriculum.
- m. Involve in the establishment of new equipment and laboratories.
- n. Develop the culture of team work in the department and college.
- o. Preparing and uploading softcopy of the course material
- p. Implementing and practicing Outcome Based Education
- q. Use of Innovative Teaching and Learning Methods
- r. Any other duties assigned by principal and your superiors from time to time

3) SECRECY:

You will not at any time during your employment or thereafter divulge any information, plans, know-how, etc, regarding matters or affairs of the College.


4) RESIGNATION/ TERMINATION OF SERVICES:

- a. Notwithstanding to any of the clauses herein, the Management reserves the right to terminate your services without any notice and without liability for any compensation during the probationary period.
- b. If you wish to resign, you are required to serve one month notice or surrender/pay one month salary in lieu thereof.

- c. You are not supposed to leave the institution during the semester. In case you resign during the semester, you have to pay one month salary. (During the semester means the interval between the first day of the semester & last day of the semester).

The Management reserves the right to accept your resignation with effect from such a date as it may deem fit even before the expiry of the period of notice given by you.

ANNEXURE – IV

	NAGARJUNA COLLEGE OF ENGG & TECHNOLOGY		Format No.	HRD-18	
	Confidential Report / Performance Appraisal Report for Teaching Staff		Issue No.	02	
			Issue Date	06/02/2009	
			Rev. No.	00	
DEPARTMENT	HUMAN RESOURCE DEVELOPMENT		Page	1 of 2	
ACADEMIC YEAR			Date		
(For the period from To)					
(Mandatory for Career Advancement / Promotion / Pay Revision / Increment)					
PART – A (To be filled by the Employee)					
1	Name				
2	Date of Birth and Age				
3	Qualification				
4	Date of Joining the College				
5	Designation & Dept. at the time of Joining				
6	Present Designation & Dept.				
7	Present Scale of Pay & Gross Salary				
8	Details of Subjects Taught (Both Odd & Even Semesters)				
Sem	Subject	No.of Classes Taken	Syllabus Completed (%)	Feed back (%) SSI	University Results (%)
9	Details of Invited / Special Lecture Organized				
10	Details of Seminars / Conferences / Workshops Organized				
11	Details of Industrial Visits Organized				

12	Details of Responsibilities in Departmental Committees/ College Committees / ISO / NBA etc.	
13	Details of Seminars / Conferences / Workshops attended	
14	Details of Papers / Books Published	
15	Any other Achievements	
16	Details of pay Revision Sought	

Signature with Date


PART – B (to be filled by HOD of Concerned Department)

		Points (1 – 3)
1	Initiative & Drive	
2	Involvement in Academic work	
3	Involvement in Departmental work	
4	Willingness to Shoulder Responsibility	
5	Integrity & Attitude towards the Department	
6	Leadership Qualities & Ability to Work in a Team	
7	Students Appraisal of the Teacher	
	TOTAL	

Remarks by HOD

Signature with Date

ANNEXURE – IV(A)

 DEPARTMENT NT <small>TECHNOLOGY</small>	NAGARJUNA COLLEGE OF ENGG & TECHNOLOGY	Format No.	HRD-18 A
	Confidential Report / Performance Appraisal Report for Non Teaching Staff	Issue No.	02
		Issue Date	06/02/2009
		Rev. No.	00
ACADEMIC YEAR	HUMAN RESOURCE DEVELOPMENT	Page	1 of 1
		Date	

(For the period from **To**)
(Mandatory for Career Advancement / Promotion / Pay Revision / Increment)

PART – A (To be filled by the Employee)

1	Name	
2	Date of Birth and Age	
3	Qualification	
4	Date of Joining the College	
5	Designation & Dept. at the time of Joining	
6	Present Designation & Dept.	
7	Present Scale of Pay & Gross Salary	
8	Details of Responsibilities in the Dept.	
9	Additional Responsibilities	
10	Any other Achievements	

Signature with Date

PART – B: Remarks by Head of the Department / Section

Signature with Date