



NAGARJUNA EDUCATION SOCIETY  
SERVICE MANUAL

**1. INTRODUCTION:**

**Nagarjuna Education Society (NES)**, a registered Society, was established in 1995 under the able Guidance of Sri J. V. Rangaraju, Director, Nagarjuna Construction Company Ltd., a leading industrialist and philanthropist. His commitment towards contribution to nation building is being achieved by imparting world-class education at all levels, viz. from primary to PhD. Nagarjuna Education Society is running educational institutions under the name and style called Nagarjuna Group of Institutions (NGI) which includes Nagarjuna Vidyaniketan, Nagarjuna Pre-University College, Yelahanka, Nagarjuna Degree College, Nagarjuna College of Management Studies, Nagarjuna Pre-University College, Chikkaballapur and Nagarjuna College of Engineering & Technology.

**2. GENERAL POLICIES**

**2.1 EQUAL EMPLOYMENT OPPORTUNITY & ANTI DISCRIMINATORY POLICY:**

Nagajuna Education Society is committed to a policy of equal treatment and opportunity in every aspect of its relations with its faculty, administrators, students, and staff members, without regard to race, colour, religion, national

origin/ancestry, sex, sexual orientation, disability (including anyone having a positive HIV/AIDS status or perceived as having such), age, pregnancy (including pregnancy related medical conditions), marital or familial status, or any other category that is or may become protected by law as strictly. This policy requires that all such persons be treated in all respects without any discrimination of any kind whatsoever, except based on merit and qualifications.

## **2.2 PREVENTION OF SEXUAL HARASSMENT POLICY:**

NES is committed to creating a healthy working environment that enables employees to work without fear of prejudice, gender bias and sexual harassment against any students or employees in the workplace. Anyone who is found, after appropriate investigation, to have engaged in offence of sexual harassment will be subject to appropriate disciplinary action.

Sexual harassment would mean and include any of the following acts made at workplace:

- 2.2.1** any unwanted or unwarranted gesture or verbal sexual advances, sexually explicit or implicit, derogatory statements or remarks, taunts, physical confinement, sexually colored remarks, avoidable and unwarranted physical contacts, willful touching or patting, sexually slanted and obscene jokes, lurid stares, vulgar comments about physical appearance, indecent invitations, use of pornographic material, eve teasing, demand for sexual favors, Victimization meted out to a person with an implicit or explicit intention to obtain sexual favour, threats of physical assault or molestation on refusal to do any of the above by the person who for the time being is in a position to sexually exploit or harass the student or employee at work place.
- 2.2.2** Perform any of the above in return for any favour, employment, promotion, examination or evaluation of a person towards any academic activity.

2.2.3 Any sexual act against one's will and likely to intrude upon one's privacy which offends the individuals sensibilities.

2.2.4 Act or conduct by a person in authority with sexual overtones which creates the environment at workplace hostile or intimidating to a person belonging to the other sex.

For the purpose of this clause "Workplace" means the campuses of Nagarjuna Group of Institutions including:

- a) The whole of campus includes any department, sports area, hostels, canteens, organization, undertaking, establishment, enterprise, institution, office, branch or unit which is established, owned, controlled or wholly or substantially financed by funds provided directly or indirectly by Nagarjuna Education Society;
- b) Any place visited by the employee or student arising out of or during the course of employment or study, academic, cultural or any field trips including transportation provided for undertaking such journey.

**2.3 POLICY REGARDING GIFT:**

No employee may accept gift for personal enrichment from any student, parent, competitor, customer, supplier, affiliate or other person/ entity with which Nagarjuna Group of Institutions has direct or indirect had or may have relationship.

**2.4 INTERNAL INVESTIGATIONS AND SEARCHES:**

From time to time, Nagarjuna Education Society or other statutory authorities may be required to conduct internal investigations and searches pertaining to security, disciplinary, auditing, or work-related matters. Students and employees are required to co-operate fully with and assist in these investigations.

## **2.5 PROPERTY ISSUED TO EMPLOYEES:**

All College property, as well as specific property issued to an employee, including, but not limited to, keys, laptops, computers, study and research materials, and safety equipment, should be treated with utmost care. College will incur all expenses associated with general maintenance, repair and manufacturing defects. In the case of lost or stolen property, college may assess and recover the cost from the employee, the cost of the item or a portion of the cost of the item will be recovered from the employee if it is determined that the property was not properly maintained under normal circumstances. It will be at management's sole discretion to determine whether utmost care was taken to prevent college owned property from damage or loss.

## **3. ORGANIZATIONAL STRUCTURE**

- 3.1 Executive Committee of Nagarjuna Education Society
- 3.2 Governing Body for each Institution.
- 3.3 Principal
- 3.4 HOD / Functional Heads
- 3.5 Professor
- 3.6 Associate Professor
- 3.7 Assistant Professor / Senior Lecturer
- 3.8 Junior Lecturer
- 3.9 All other technical and supporting staff

## **4. CLASSIFICATION OF EMPLOYEES:**

The teaching staff shall be classified as follows:

- 4.1 **PERMANENT EMPLOYEE:** means an employee who has been confirmed in his post and has received a letter of confirmation/Appointment letter from the Principal or by the person authorised in this behalf after satisfactory completion of probation period of service with the Institute and whose name has been entered in the muster and who has been given an identity card.

**4.2 PROBATIONARY EMPLOYEE:** means an employee who is provisionally employed on a probationary basis to be considered for permanent position and who has not received a letter of confirmation in service. The probationary period will be such as may be mentioned in the offer letter. On completion of the probationary period, if a probationer continues to work there shall be no deemed confirmation. The Institute has the power to terminate the services of a probationer without notice and without any cause. After the completion of the probation term, a formal order of confirmation is issued confirming the employment of the said employee. It is hereby expressly provided that benefit conferred under these regulations shall not apply to the probationer unless otherwise expressly specified. However rules regarding general policies, code of conduct, duties, hours of work and other regulations applicable for the discharge of duty shall apply to the probationer.

**4.3 TEMPORARY EMPLOYEE:** Means an employee who is appointed for a limited period for work which is essentially temporary or seasonal in nature or a person who is employed temporarily as an additional employee to assist in a temporary increase in work which may be extended from time to time at the discretion of the Governing Body depending upon exigencies of work. It is hereby expressly provided that benefit of leave or provident fund or any other benefits conferred under these regulations or any other Rules framed by the Institute shall not apply to temporary employee, unless otherwise expressly specified. However, rules regarding general policies, code of conduct, duties, hours of work and other regulations applicable for the discharge of duty shall apply to the temporary employee. Services of the temporary employees can be terminated by the Institute at any time by giving one month written notice or one-month salary in lieu thereof. A temporary employee should compulsory serve one month's written notice before resigning.

**4.4 PART-TIME EMPLOYEE:** Means an employee who has been employed to work for only part of the day or during the hours other than those fixed for employees in general. It is hereby expressly provided that benefit of leave or provident fund or any other benefits conferred under these regulations or any other Rules framed by the Institute shall not apply to Part - Time employee, unless otherwise expressly specified. Rules regarding general policies, code of conduct, duties, hours of work and other regulations applicable for the discharge of duty shall however apply to the Part-time employee.

**4.5 TRAINEE** means a person who is appointed under the Apprentice Act, 1961 and Apprentice (Amendment) Act, 1985, at the Institute with or without any allowances to learn a job and who is not a probationary or contract or temporary employee.

**4.6 OUTSOURCED EMPLOYEE:** means an employee hired through an outsourcing agency / contractor providing technical or manpower services to the Institute. The employees of the contractor though providing services to the Institute e.g. Security, House Keeping etc., will not be considered as employees of the Institute but that of the agent for the purposes of employment benefits/ employer obligations.

**4.7 JOB DESCRIPTION:**

**4.7.1 PRINCIPAL:**

- a. As a nominee of the Governing Body and highest authority of the Institute, he/she shall be responsible for the over all day to day functioning of the Institute and shall undertake all actions towards achieving this.
- b. To do all works necessary for maintaining the reputation of the Institution.
- c. To consult widely and communicate effectively with staff, students and other stake holders.

- d. To act as a representative of Governing Body in the Institute in accomplishing the Vision and Mission of the Organization.
- e. To act as an authority on behalf of the Institution with University / Boards, Industries, Organizations and other Government bodies.
- f. To enable effective industry institute interactions, International Collaborations and create visibility of the Institution through Accreditations and Institutional rankings.
- g. To oversee discipline and smooth academic progress in the Institution.
- h. To constitute and appoint members to various committees for various purposes, both permanent and ad-hoc to fulfil day to day necessities of the Institute.
- i. To delegate powers, roles and responsibilities to employees.
- j. To maintain discipline and adherence of the rules and regulations by both students and employees of the Institute.
- k. To prepare the institutional academic/activity calendar, programs, time table, work hours and academic allotment of subjects.
- l. To work for national and international collaborations in the field of academics.
- m. To encourage and ensure active research is pursued by the faculty in the form of reputed Journal Publications, Funded Research Projects, Patents, etc.,
- n. To provide meaningful community outreach opportunities for students and faculty.
- o. To issue all kinds of notification/circular related to the Institution.
- p. To appoint, promote, remove or demote any employee/agency on behalf of the Institution, with the approval/ratification of the Governing Body of the respective Institution.
- q. To take periodical review of the faculty members and staff to take appropriate actions.

- r. To do all other acts related to the Institute as directed by the Governing Body from time to time.

#### **4.7.2 Head of the Department / Program coordinator / Academic coordinator**

Head of the Department is also a Teaching Staff. Hence the Roles and Responsibilities of the Teaching Staff are also applicable to the Head of Department/Academic coordinator. Additional Roles and responsibilities are as follows:

- a) Head of department should ensure the overall performance and development of the Department.
- b) They should maintain cordial relationship with Faculty members, students, parents and other stake holders. They should be Role model for all faculty members.
- c) They should be responsible in curriculum design, monitoring of the classes and assessment of the students.
- d) They should encourage and implement R&D Projects and procure external funds and achieve quality publications.
- e) They should contribute in creating better visibility for the department through good admissions and better placements.
- f) They should ensure and achieve top ranking/accreditations/awards for the department.
- g) They should organize and conduct academic audits periodically to ensure proper documentation as per the requirements.
- h) They should prepare and implement calendar of events.
- i) They are responsible for conducting faculty meetings regularly and submit the proceedings to the Principal.
- j) They should encourage empowerment of faculty through FDP's, Conferences, Seminars, Publications, etc.,
- k) They should take feedback from the students and take appropriate corrective measures to improve the quality and academic performance.



- l) Prepare and monitor the time and cost budgets for the department.
- m) Explore avenues for converting the department into a value addition and innovation centre.
- n) They should follow the directions of the Principal from time to time.

#### **4.7.3 Teaching Staff**

- a. Preparation of course plan with detailed unit-wise topic break up for the courses to be handled, as per the guidelines and decide on the prescribed reading/study material.
- b. Preparation of faculty report daily (work diary).
- c. Fortnightly review of the faculty report by the Head of the department.
- d. Effectively utilize the teaching hours for the benefit of the students duly adapting to the teaching methodology as may be specified for the particular course, including holistic education classes.
- e. Ensure that any teaching hour lost due to leave or other exigency is compensated by filling in the leave hours, if any, of other faculty members of the same class.
- f. Prepare and conduct the assessment, tests and examinations as per the guidelines.
- g. Prepare question banks along with suggested answers progressively for the topics covered, jointly with other faculty members handling the same course.
- h. Prepare question paper for the subject/course.
- i. Prescribe the different components of the assessment and evaluate internal assessment and final semester/annual exams.
- j. Be part of various committees constituted by the Principal/Governing Body and actively participate and contribute actively.
- k. Update oneself of the current developments in the courses handled by regular reference to print and online publications.
- l. Participate in academic discussions initiated by the Institution.

- m. Suggest areas of modification, improvement or changes required in the curriculum.
- n. Suggest relevant study materials/periodicals/books on the courses for student reading and/or procurement by the library.
- o. Perform all other additional work/responsibility both academic or administrative when asked to do so.
- p. To interact with other faculty members of the class for feedback on student performance and ensure appropriate corrective action, if required.
- q. Consolidate period-wise attendance data for the class on daily basis for necessary follow up on habitual latecomers and absentees.
- r. Consolidate and review marks details of the students of the class for internal assessments / mid-semester examination to initiate steps such as tutorials, remedial classes, practice test etc., to improve the academic performance of the students.
- s. Conduct classes online and do all work associated with it. Teachers shall use the Learning Management System and other Digital platforms for improving the academic environment of the students.
- t. Conduct pre-examination and post examination reviews with the faculties concerned with regard to quality of questions, answers and rectification measures to improve the student performance/results.
- u. Comply with the reporting requirements and submissions as may be specified.
- v. Finalization of the timetable for the next semester/academic year immediately on completion of the current semester/academic year.
- w. Develop proposals for improved teaching methods, curriculum enhancement, and new academic programmes of practical significance.
- x. Complete the entire syllabus and assignments

## **5. SERVICE RULES AND REGULATIONS**

### **5.1 CODE OF CONDUCT**

- 5.1.1** Every employee in the institution shall maintain absolute integrity, devotion to duty and do nothing which is unbecoming of an employee of an educational institution.
- 5.1.2** Every employee shall- be punctual in attendance in respect of his work and any other work connected with the duties assigned to him/her.
- 5.1.3** Employees shall obey all the instructions and circulars issued, rules concerning the items of social interests, discipline such as usage of mobile at the campus, parking, driving, dirtying/ littering the campus, bad habits including smoking at public places, dress regulations, consumption of drugs/ intoxicated drinks or facilitations of the same.
- 5.1.4 No employee shall -**
- i.** Propagate through his/her teaching lessons or otherwise religious, communal or sectarian outlook or incite or allow any student to indulge in communal, religious or sectarian activity.
  - ii.** Discriminate against any student on the ground of religion, caste, creed, language, gender, place/region or origin, social and cultural back ground of any of them.
  - iii.** Ask for or accept any contribution or otherwise associate himself / herself with the raising of any funds, in pursuance of any other collections, whether in cash or in kind without the leave of the institution.
  - iv.** Involve in business/financial activities like share trading, E-Commerce transactions, gambling etc., during working hours.
  - v.** Indulge in or encourage any form of malpractices connected with the examination or other activities of the Institution.
  - vi.** Make any sustained neglect in conducting class work or home work done by the students.

- vii.** While being present in the institution, absent him/her except with the prior permission of the head of the institution from the class which he/she is required to attend.
- viii.** Remain absent from the institution without leave or without prior permission of the head of the institution, provided that where such absence without leave or without the prior permission of the head of the institution is due to reasons beyond control.
- ix.** Enter into any monetary transactions with any student or parent nor shall he/she exploit his/her influence for personal matters in such a manner that he/she comes into contact by virtue of his/her means to repay.
- x.** Accepts or permit any member of his/her family or any other person acting on his/her behalf to accept any gift from any student, parent of any student with whom he/she comes into contact by virtue of his/her position in the Institution/college.
- xi.** Organize or attend any meeting during the working hour except where he/she is required or permitted by the Principal to do so.
- xii.** Inflict physical or corporal punishment on a student under any circumstances.
- xiii.** Leave the premises of the college during the working hours without permission of the Head of the Institution.
- xiv.** Unless authorized by the Governing Body, no employee is permitted to interact with the media, on behalf of the organization.
- xv.** Unless authorized by the principal, contest in any election or participate in any strike or rally
- xvi.** The following shall constitute **misconduct**:-
- a) Indulging in communal activities or propagating casteism;

- b) Ill-treatment of students or other employees and indulging in unruly or disorderly behaviour or violence;
- c) Taking active part in politics so as to cause interference in the discharge of duties or in any manner associate himself / herself with any movement or organization which is, or tends directly or indirectly, to be subversive of law and order, or the interest of the Institute.
- d) Without previous permission from the Governing Body/Principal stand for election or accept nomination to any local body, legislature of the State or Parliament, nor shall he/she, in any manner force his/her subordinates or his/her students against their will for canvassing of his/her election.
- e) Joining an Association, the object of which is prejudicial to the interest of the country;
- f) Participation in a demonstration or strike which is prejudicial to the interest of the institution. Further sovereignty and integrity of India and security of the State;
- g) Criticising in public current policies of State or Central Government;
- h) Bringing or attempt to bring political or other influence for furtherance of his/her own interest;
- i) In any electronic broadcast or any document published anonymously or in his/her name, or in the name of any other person, or in any communication to the press, or in any public utterance, make any statement or express an opinion:
  - i.i Which is in nature of character assassination, reflection on the personal life of his superiors

i.ii. Which is in nature of criticism of an individual or institution.

- xvii.** engaging in any private trade or employment;
- a. Writing or editing any text book or authoring books, journals and publications without permission of the principal in writing
  - b. Becoming insolvent and/or getting into habitual indebtedness;
  - c. Consumption of intoxicating drugs or drinks while at work
  - d. Participate in professional forum and give talks on professional subjects without the permission of the principal in advance and ensure compliance with the guidelines.
  - e. Except to his/her direct superior authority, an employee will not give out to any person any of the administrative and/or organizational secrets/documents matters of confidential/secret nature which it may be his/her personal privilege to know by virtue of being a employee of the Institute.
  - f. All books, records and articles belonging to the institution which shall remain in the office premises and each employee is expected to take proper care of all office property, equipment, papers or files which shall be safely kept and maintained at the proper place.
  - g. If during the period of employment with the Institute, every employee fails to devote his/her entire time, attention and abilities exclusively to the performance of the assigned duties; and undertakes any other direct/indirect business, tuition or teaching, Talks,

Seminar work or assignment- honorary or remuneratory- or any further studies, examination or external academic course (including part-time or correspondence) except with prior written permission of the Principal.

- h. An employee who becomes the subject of legal proceedings for insolvency or criminal action shall forthwith report full facts to the institute in writing 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 charge or otherwise for a period longer than 48 hours shall not join his/her duties at the institute unless he/she has obtained written permission to that effect from Governing Body.
- i. If any employee obtains himself from work without assigning any reason for more than 30 days

#### **5.1.5 SERVICE RECORDS**

A service book for keeping the record of service of staff shall be maintained by the Institution with respect to each employee of the college. All activities of an employee in his/her official position shall be recorded and each entry must be attested by both the employee and the HR/Administration department. The HR/Administration department shall show the service book to each employee at the end of academic year and the employee shall sign in the service book after confirmation.

### **5.2 TERMS OF APPOINTMENT**

- 5.2.1 Recruitments are normally restricted to once a year at the close of the academic year. But it may vary according to the emergency requirement of the Institution.

- 5.2.2 Vacancies are to be advertised in the website or local newspaper or walk in interviews for immediate posting.
- 5.2.3 The Principal shall form a selection committee under his Chairmanship to conduct the process of appointment. The committee/interview board shall include the HOD, University nominee / Senior Faculty Member (subject specialist), external Subject expert. The principal has full authority to constitute the board of interviewers and his decision will be final. The HR Manager shall coordinate the selection process.
- 5.2.4 The appointment of Non-Teaching staff shall be conducted under the instructions of the Principal of the Institution in coordination with HRM.
- 5.2.5 The staff members (*i.e., teaching and non-teaching*) are liable to be transferred to any department/Campus of Nagarjuna Group of Institutions (NGI) based on the exigencies/requirements.
- 5.2.6 Eligibility for appointment shall be according to the University, Board and government norms which the Institution is subjected to.
- 5.2.7 The decision of the Governing Body/selection committee shall be final regarding appointment and its terms.

### 5.3 RESIGNATION

- 5.3.1 Resignation shall be on one month's notice (excluding vacation including other holidays) or on payment of one month's salary in lieu of notice. The person should be actually working and attendance recorded during the notice period. The one month notice period shall be co-terminus with the semester / academic year. No employee under any circumstances shall be relieved in the middle of a semester/academic year unless such employee pays the Institute a nominal compensation fee incurred to the Institute for arranging a substitute.



- 5.3.2 The resignation letter should be submitted to the Principal citing reasons, if any. The resignation letter should not be undated or pre-dated and specifically mention the date of relieving.
- 5.3.3 Resignation is not generally encouraged during a semester/academic year. In case of vacation staff resigning during the first month of a semester/academic year the effective date of resignation will be the last signing day of the previous semester/academic year. Staff members are not supposed to resign in the middle of the semester/academic year. However the Governing Body reserves the right to remove, even in the middle of semester/academic year, if there is misconduct by the employee.
- 5.3.4 All official documents/materials/ equipment's issued / in possession should be returned to the Institution before getting relieved.
- 5.3.5 Upon the acceptance of the resignation, the relieving order shall be issued to the employee against the submission of No Due Certificate obtained from the concerned sections/departments. The employee shall hand over the physical possession of all the Documents, Equipment, Appliances, ID card, Apparatus and other properties held in custody to the person suggested by the Principal.
- 5.3.6 Service/Experience Certificate will be issued based on the performance by the Institution at the time of relieving.
- 5.3.7 The principal has the right to reject the resignation for academic requirements and also in case the resignation is received in the middle of the academic session in the interest of the students.
- 5.3.8 The salary for the month and onwards in which the resignation is submitted shall not be drawn until the resignation is accepted by the principal.
- 5.3.9 The principal shall be the competent Authority to accept the resignation of an employee and forward the same to the Governing Body for approval.

#### **5.4 TERMINATION**

The Governing Body may terminate the service of an employee under special circumstances such as closure of any institution, division, branch, section, course etc., on account of inadequate workload, insufficient admissions, Or any other ground which is beyond the control of the appointing authority including financial, academic & administrative non-viability.

#### **5.5 NO NOTICE TERMINATION:**

**5.5.1** Notwithstanding anything to the contrary contained herein, the Institute shall be entitled to forthwith terminate employment without any notice or payment of any kind whatsoever in lieu of notice or in case of following misconduct after issuing a show cause notice:

- a) Any act of wilful dishonesty, disobedience, insubordination, incivility, intemperance, irregularity in attendance or other misconduct or neglect of duty, or incompetence in the discharge of duty or the breach of any of the terms, conditions and stipulations contained herein.
- b) Proved Theft, fraud, dishonesty or misappropriation in connection with the business or property of the Institute or of property of another person in the office premises
- c) An employee being adjudged as insolvent or being found guilty for any criminal act by a competent court of any offence involving moral turpitude.
- d) Habitual absence without leave or overstaying the sanctioned leave without sufficient grounds.
- e) Habitual negligence or neglect of work including slowing down of work.
- f) Habitual late or irregular attendance inspite of 3 warnings.
- g) Interference or tampering with any devices installed in or about the premises of the organization, or willful damage to any property of the organization.

- h) Drunkenness, smoking, gambling or riotous or disorderly behavior in the office premises or outside such premises where such behavior is related to, or connected with, the employment.
- i) Commission of any act which amounts to a criminal offence involving moral turpitude.
- j) Commission of any act of sexual harassment such as physical contact and advances, sexually colored remarks, showing pornography, sexual demand and any other unwelcome physical, verbal or non-verbal conduct of sexual nature.
- k) Refusal to work when asked to do so in times of exigencies of the Institute's work.
- l) Commit any act against the interest and reputation of the Institute.
- m) Abetment, or attempt at abetment, of any act which amounts to misconduct.
- n) Where an employee refuses to offer himself/herself for or cooperate in any interrogation/ enquiry/ investigation held by the Principal/Enquiry Committee or at its behest or refuse to accept chargesheet, suspension order or memo or notice or letter or order signed by the superiors.
- o) Where an employee ill-treats any other employee, students, their parents or causes discrimination among students or carries any prejudice for or against any subordinate employee or any student.
- p) Being mentally unsound (to be certified by Govt medical doctor / Medical College hospital)
- q) If any employee divulges any inside information to any 3<sup>rd</sup> party/fourm/court by taking advantage of his position in the institution in-order to tarnish the image of the institution.

*Note: The above instances of misconduct are illustrative in nature and not exhaustive.*

**5.6 RETIREMENT REGULATIONS**

- 5.6.1 Retirement age (superannuation) of regular faculty/staff shall be 60 years.
- 5.6.2 Faculty members who shall be completing the age of 60 during the academic year continue service till the completion of the semester.
- 5.6.3 The retired faculty/staff members may be continued/re-employed by the Institution, at its sole discretion, on such terms as may be mutually agreed.

**5.7 WELFARE SCHEMES**

- 5.7.1 Contributory Provident Fund is applicable to the employees as per the Provisions of the Employees Provident Fund Act.
- 5.7.2 Gratuity as per government rules (Annual contribution by the employer, as per gratuity norms)
- 5.7.3 ESI scheme is extended to the employer as per government rules.

**6. DISCIPLINARY ACTION:**

**6.1 WHEN DISCIPLINARY ACTION CAN BE INITIATED**

- 6.1.1 Any such acts or omission of the employee which renders him unfit to continue in service, or amounting to an act unbecoming of a disciplined employee, in Breach of any of the service conditions would make him liable for disciplinary action, for which the Governing Body/Principal or their assignee may issue a Show Cause Notice to the employee concerned to explain his/her conduct.
- 6.1.2 In case the employee's reply is not found satisfactory, the Governing Body/Principal or their assignee may initiate disciplinary proceedings against the delinquent employee.
- 6.1.3 Where necessary a preliminary enquiry may be conducted to investigate any misconduct or irregularity occurring in the institution to fix the preliminary responsibility on employee.

## **6.2 SUSPENSION**

- 6.2.1 The Governing Body/ Head of the Institution may suspend an employee against whom any preliminary enquiry is initiated or misconduct is alleged, by issuing a specific order to that effect.
- 6.2.2 During the suspension period the employee shall be paid subsistence allowance at the rate fixed by the Institute for the first 3 months and no amount shall be paid thereafter till the suspension is revoked.
- 6.2.3 The suspension order will contain such terms, conditions and other details as the committee deems fit.
- 6.2.4 The subsistence allowance to the employees shall be subject to PF and other statutory deductions.
- 6.2.5 The Committee/ Governing Body may revoke the suspension of the employee at any time it deems fit for the reason considered appropriate and such action by Committee/ Governing Body which may not necessarily imply the dropping of charges against the employee. In such cases the employee is not entitled to any payment, for the period he was under suspension, in addition to the subsistence allowance already paid to him during the suspension period. No employee shall claim any backwages.
- 6.2.6 In case the Committee/ Governing Body decides to drop the disciplinary action against the employee by a specific order the employee shall be entitled to the payment of full salary from the date of removal of suspension.
- 6.2.7 In case the employee, after an enquiry, is held guilty of misconduct he/she shall not be entitled to any payment in addition to the subsistence allowance paid to him during the suspension.
- 6.2.8 The period of suspension cannot extend beyond one year.

## **6.3 PROCEDURE**

- 6.3.1 The Governing Body/Principal may hold a preliminary enquiry by constituting an Enquiry Committee of one or more persons who it thinks fit.

- 6.3.2** The Principal based on the report of the preliminary enquiry committee or on his/her own findings may issue a show cause notice to the employee stating the preliminary charges, nature of misconduct and seeking explanation from him by giving reasonable time.
- 6.3.3** If the Principal is not satisfied with the explanation or when no explanation is received within 7 days, the Enquiry Committee shall go ahead & frame a charge-sheet / office memo giving the details of the charges which shall be served on the employee. Service through mail/ message/ phone/ post shall be deemed to be the mode of service.
- 6.3.4** A charge-sheet / office memo intended to be served on an employee and which the said employee refuses to accept shall be deemed to have been served on him/her if such refusal takes place in the presence of another employee and action has to be recorded by the person who is delegated to serve.
- 6.3.5** Copy of charge sheet / office memo which is sent through registered post to the employee at his/her last recorded residential address, shall be deemed to have been served on the said employee even when he refuses to accept the delivery of the registered post.
- 6.3.6** The Committee may not hold domestic enquiry if it finds that the misconduct is of nature that attracts minor penalty. The Committee may then proceed to impose such minor penalty.
- 6.3.7** If the Governing Body/ Preliminary Enquiry Committee wants to go ahead then it shall appoint an independent enquiry officer (who is not part of the Enquiry Committee which conducted the preliminary enquiry, may be comprising of one or more persons from among the responsible persons from any of sister institutes of Nagarjuna Education Society) to hold domestic enquiry against the employee if the misconduct is of a nature attracting major penalty.
- 6.3.8** The Governing Body / Head of the Institution may initiate disciplinary action, against the employee against whom the misconduct is alleged and is based on the same set of facts and the

circumstances on which a criminal proceeding is also pending, by holding domestic enquiry against such employee.

- 6.3.9** Irrespective of any outcome of the criminal proceeding as noted above, the employee shall not be exonerated from the charges against him which are the subject matter of the domestic enquiry being conducted against him.
- 6.3.10** During the conduct of domestic enquiry the charge-sheeted employee may be allowed, if he/she so requests in writing, to lead evidence and submit documents which the Enquiry Officer is bound to receive and record the same.
- 6.3.11** The charge sheeted employee may be assisted by his representative at the discretion of the Committee but the representative cannot be changed till the completion of complete inquiry except in the case of death of his representative. The enquiry shall be held in accordance with the principle of natural justice.
- 6.3.12** The Enquiry Officer may fix procedure to conduct the domestic enquiry to ensure fair and proper opportunity to both the parties. He/she has power to fix date, time and place of enquiry as he/she deems fit which is intimated to the parties beforehand.
- 6.3.13** On completion of the evidence on both sides, the charge-sheeted employee and the Governing Body representative may submit their argument either orally or in writing as deemed necessary by the Enquiry Officer. The Enquiry Officer, on the basis of documents and evidence on records, shall submit a report regarding his findings and reasons thereof to the Committee / Governing Body.
- 6.3.14** The Governing Body on receiving the report of findings of the Enquiry Officer shall serve a copy of such report on the charge-sheeted employee seeking explanation as to why the report should not be accepted.
- 6.3.15** On receiving explanation from the employee, if any, the Governing Body shall consider all factors and documents in the light of the findings of the Enquiry Officer and also taking into consideration of

the representation by the employee, shall come to a conclusion as to whether the charges against the charge-sheeted employee have been established and decide either to exonerate the employee or impose punishment by issuing a specific order to that effect.

- 6.3.16** In case of imposition of penalty or dismissal from service the employee shall not be entitled to any compensation from the institution or any other payments except the legal dues which are not subject to forfeiture by any law.
- 6.3.17** In case of misconduct of the nature stated in Section 4 of the payment of the Gratuity Act, 1972, the Governing Body shall forfeit gratuity payable to the employee after giving an opportunity to the employee to submit his explanation.
- 6.3.18** The Governing Body while following the procedure of disciplinary action shall also comply with provisions of other laws applicable to the institution in respect of disciplinary action.
- 6.3.19** All enquiries must be completed within 120 days. Provided that the period of 120 days may, for reasons to be recorded in writing, be extended by such further period as may be deemed necessary by the enquiry officer but shall not extend beyond one year in any circumstances.

#### **6.4 PUNISHMENT/PENALTY**

The Governing Body/Principal can impose the following penalties/punishments on its employee as may be appropriate:

##### **6.4.1 MINOR PUNISHMENT / PENALTY:**

- i. Written Apology
- ii. Censure and record in the service book.
- iii. Suspension for a period of seven days or less.
- iv. Monetary fine not exceeding 25% of monthly gross salary.
- v. Absence from duty to be treated as leave without pay.
- vi. Late attendance to be treated as casual leave/ leave without pay.



- vii. Recovery from pay of the whole or part of any monetary loss caused to the institution by the act of negligence of an employee.

#### **6.4.2 MAJOR PUNISHMENT**

- i. Dismissal from service.
- ii. Compulsory retirement.
- iii. Reverting to lower rank.
- iv. Withholding of increment/s temporarily or permanently.
- v. Withdrawal of benefits extended by the employer.

#### **6.5 PROCEDURE FOR DISCIPLINARY PROCEEDINGS AFTER RETIREMENT:**

Any disciplinary proceeding, if instituted by issue of charge sheet while the employee was in service, whether before his retirement or during his re-employment, shall, after the retirement of the employee, be continued and concluded by the authority by which it was commenced, in the same manner, as if the employee had continued in service. Such proceeding after retirement should be completed expeditiously and within twelve months from the date of delivery of charge sheet to the charged employee, subject to Court Orders, if any. During the pendency of the disciplinary proceedings, the disciplinary authority may withhold payment of gratuity for ordering the recovery from gratuity of the whole or part of any monetary loss caused to the Institute. If the employee is found in a disciplinary proceedings or judicial proceedings, to have been guilty of offence or misconduct as mentioned in the relevant Sections of the Payment of the Gratuity Act, 1972 or to have caused monetary loss to the Institute by misconduct or negligence during his service the institution reserves its right to take appropriate actions against the employee as it deems fit.

#### **6.6 PROCEDURE FOR HANDLING GRIEVANCES**

- 6.6.1 The aggrieved employee should give in writing the grievance to the Principal.
- 6.6.2 The Principal at the first instance shall convene a meeting with the aggrieved party and other people if he thinks fit in order to mediate and resolve the problem. In case the aggrieved employee is not satisfied with the redressal of the grievance he/she may submit a letter of request with detailed reasons of dissatisfaction to the Governing Body for appointment of a preliminary committee which shall conduct detailed enquiry into the matter. The Governing Body may or may not appoint a committee and the members of the committee shall be at the sole discretion of the Governing Body. The procedure of enquiry shall be the same as specified in 6.3
- 6.6.3 No legal proceedings will be raised by the employee until all the steps of grievance redressal are exhausted.

**6.7 COMMITTEE FOR MANAGING GENDER ISSUES (CMGI):**

Every Institution under Nagarjuna Education Society has set up a Committee for Managing Gender Issues (CMGI) which is also known as Internal Complaints Committee. The procedure of enquiry to be conducted by the CMGI shall be determined by the committee itself. In its absence the procedure specified in clause 6.3 may be followed. The CMGI Policy will be followed in conjunction with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and other relevant guidelines. The Internal Committees shall consist of the following members to be nominated by the employer, namely:

- a. Presiding Officer who shall be a woman employed at a senior level at the institution from amongst the employees: Provided that in case a senior level woman employee is not available, the Presiding Officer shall be nominated from other offices or administrative units of the workplace referred to in sub-section (1): Provided further that in case the other offices or administrative units of the workplace do not have a senior level woman employee, the Presiding Officer shall be

nominated from any other workplace of the same employer or other department or organisation;

- b. Not less than two Members from amongst employees preferably committed to the cause of women or who have had experience in social work or have legal knowledge;
- c. One member from amongst non-governmental organisations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment: Provided that at least one-half of the total Members so nominated shall be women.

## **6.8 Interim Redressal**

**6.8.1** When the CMGI may without enquiry prima facie believes, depending on severity of particular case, there is an urgent requirement to act upon to protect the complainant, the CMGI may recommend or the Institute may suo-motto:

- i. transfer the complainant or the person accused to another section or department to minimize the risks involved in contact or interaction;
- ii. grant leave to the aggrieved with full protection of status and benefits for a period up to three months;
- iii. restrain the person accused from reporting on or evaluating the work or performance or tests or examinations of the complainant;
- iv. ensure that offenders are warned to keep a distance from the aggrieved, and wherever necessary, if there is a definite threat, restrain their entry into the campus;
- v. take strict measures to provide a conducive environment of safety and protection to the complainant against retaliation and victimization as a consequence of making a complaint of sexual harassment.

**6.8.2** If the complaint is against the student, depending upon the severity of the offence, the Institute may recommend:

- i. a written apology
- ii. a letter of warning
- iii. removal and/or disbarment from holding an administrative position
- iv. withhold privileges of the student such as access to the library, auditorium, halls of residence, transportation, scholarships, allowances and identity card;
- v. suspend or restrict entry into the campus for a specific period;
- vi. award reformatory punishments like mandatory counseling and, or, performance of community services.
- vii. expel and strike off name from the rolls of the institution, including denial of readmission, if the offence so warrants;

**6.8.3** If the said complaint is against a third party, depending on the severity of the offence, the Institute may recommend:

- i. warning, reprimand or censure
- ii. a letter of warning to the person accused
- iii. a letter communicating their misconduct to his / her place of education, employment or residence
- iv. withhold privileges of the third party such as access to the library, auditorium, halls of residence, transportation, scholarships, allowances and identity card;
- v. suspend or restrict entry into the campus for a specific period; and / or a bar on appearing for the entrance examination / interview to any program of study offered by the Institute
- vi. cancellation of contract with Institute;
- vii. a complaint can be lodged in the local Police Station.

6.8.4 In case that the CMGI determines that the aggrieved person is entitled to the payment of compensation, the institute shall issue direction for payment of the compensation recommended by the CMGI, which shall be recovered from the offender. The compensation payable shall be determined on the basis of:

- i. mental trauma, pain, suffering and distress caused to the aggrieved person;
- ii. the loss of career opportunity due to the incident of sexual harassment;
- iii. the medical expenses incurred by the victim for physical, psychiatric treatment;
- iv. the income and status of the alleged perpetrator and victim; and
- v. the feasibility of such payment in lump sum or in instalments;

6.8.5 Action against frivolous complaint:

To ensure that the provisions for the protection of employees and students, and others from sexual harassment do not get misused and if the CMGI/Institute concludes that the allegations made were false, mischievous or malicious or the complaint was made knowing it to be untrue, or forged or misleading information has been provided during the inquiry and all the above was done wilfully with malicious intent, the complainant shall be liable for penalty as per the provisions in 6.4.

## 7. LEAVE POLICY:

7.1 To avail any kind of leave, employee must contact the Principal/Head of the Department for arrangements that guarantee that his/her classes will be covered and faculty obligations fulfilled. Only after getting satisfied about the alternative arrangement that are made, the Head of the Department should recommend the employee leave application. **Leave cannot be claimed as a matter of right. The Principal reserves the right for sanctioning the leave.** All leaves shall be availed only with the prior permission in writing

either directly submitting the same to the Principal/ Head of the Department or by sending a mail to the official mail id of the Principal. The Institute reserves the right to refuse or revoke leave at any time according to the exigencies of the Institute's work. The period of absence without sanction of leave will not count for payment of salary. No work No pay Principle holds good.

- 7.2 The Biometric Based Attendance Monitoring System (BBAMS) is maintained by the Institute. All teaching and non-teaching employees are required to mark their arrival, pre-lunch, after lunch and departure time (i.e. 4 times a day) in the machine without any exception.
- 7.3 Under exceptional circumstance, on a maximum of 2 occasions per month, a delay in 10 minutes in the incoming time record (login) is permitted. In cases of more than 2 occasions, half day CL/will be calculated accordingly.
- 7.4 An employee who has submitted letter of resignation shall not be entitled for any kind of leave during the period of notice except the casual leave for one day.
- 7.5 Sanctioning authority for all categories of leave shall be as follows:
- Head of the Institution – Management
  - Other Employees: Principal and in his absence in-charge up to 30 days.
- 7.6 For periods beyond 30 days, Principal shall be the sanctioning authority with the approval of the Management. All leave beyond what has been given in the norms shall be sanctioned only by the management.
- 7.7 An employee ceases to be in service of the Institute if he/she is continuously absent without leave approval for more than 30 days shall be liable for immediate termination of service without any notice and action shall be initiated to recover the dues, if any. Such abandonment of service shall be treated as deemed resignation from the service and not as termination by the Institute; and the employee will also be liable to pay one month's salary in lieu of notice which may be deducted from his/her salary or other dues.

## **7.8 CASUAL LEAVE**

- 7.8.1 A permanent employee of the Institution is eligible for 12 days of casual leave in a year from January to December.
- 7.8.2 On 1st of January 6 numbers and on 1st of July 6 numbers of casual leave will be credited to employees account.
- 7.8.3 Casual leave is sanctioned by the Principal provided there is sufficient credit in employees account.
- 7.8.4 A minimum of half (1/2) day or a maximum of Three (3) days of CL can be availed at a time.
- 7.8.5 Intervening, preceding or succeeding holidays are to be excluded from these 3 days.
- 7.8.6 Half day CL will be granted on half working days.
- 7.8.7 Casual Leave cannot be combined with any other kind of leave.
- 7.8.8 Employee joining during the middle of a year may avail of Casual Leave proportionately.
- 7.8.9 An employee under probationary period is also eligible for 12 days of casual leave in a calendar year at the rate of one per month.

***Any un-availed CL at the end of the year shall not be carried forward for the next year.***

## **7.9 SPECIAL CASUAL LEAVE:**

- 7.9.1 The Teaching faculty members are provided with Special Casual Leave for attending to the University work, Conferences, Seminars, Paper Presentations, Faculty Development Programs, Workshops, Valuation and other Examination related work.
- 7.9.2 The sanctioning authority will be the Principal.
- 7.9.3 The prior approval should be taken for all SCL and the attendance certificate and a brief report of the program should be submitted after returning to the duty.

**7.10 EARNED LEAVE**

- 7.10.1 All non-vacation permanent employees are eligible for 20 days of Earned Leave for each year. Whereas the vacation permanent employees are eligible for 8 days of Earned Leave per Year.
- 7.10.2 Earned Leave should be claimed only with prior permission from the Principal.
- 7.10.3 Earned Leave cannot be claimed in fractions and should be claimed for minimum 3 days.
- 7.10.4 Earned Leave at the credit of an employee is carried forward and can be accumulated.
- 7.10.5 Each Head of the Institution should submit a consolidated Earned Leave statement for all the Non-Vacation staff to the Accounts Department.
- 7.10.6 During the probationary period, the employees are not entitled for any Earned Leave.

*Earned Leave cannot be availed during notice period and cannot be adjusted against any kind of shortage of notice period*

**7.11 VACATION LEAVE**

During the period when semester is closed (vacation period) the permanent faculty members are entitled for vacation for a period as decided by the head of the institution. However while granting Vacation Leave the head of the institution should make sure that minimum 50% of staff in each Department are available at College. Only the teaching faculty are eligible for vacation.

**7.12 MATERNITY LEAVE**

All female permanent employees who have been continuously working as an employee in an establishment for a period of at least one year, 26 weeks of paid maternity leave is provided (inclusive of pre and post delivery). Such pay



is subject to Gross Pay last drawn further subject to statutory deduction. A female member on valid adoption of a child below the age of one year, may be granted child adoption leave for a period of 90 days immediately after the date of such adoption.

*Note: Maternity leave may be granted in cases of miscarriage including abortion subject to the condition that the leave applied for does not exceed six weeks and the application for leave is supported by a medical certificate.*

#### **7.13 LEAVE WITHOUT PAY**

All permanent employees who have successfully completed one year may be granted leave without pay by the Principal depending upon the work exigencies.

#### **7.14 OVER STAYING AFTER THE LEAVE**

An employee who remains absent after the expiry of his/her originally granted leave period or the subsequently extended leave period if there is no leave at his/her credit is not entitled to any salary for the period of such absence. Absence from duty after the expiry of leave will render the employee liable to disciplinary action for misconduct except where the employee establishes to the satisfaction of leave sanctioning authority that he/she was unable to join duty for reasons beyond his/her control due to the vagaries of nature.

#### **7.15 ON OFFICIAL DUTY LEAVE/TRAVELLING RULES:**

OOD for official purposes shall mean travelling for any work solely related to or to represent/on behalf of the Institution which may include any movement outside Bengaluru (Place of posting) involving overnight stay.

- a. No travel shall be permitted unless prior permission by the Principal.
- b. The mode of travel and the limits on permissible expense during the travel shall be at the discretion of the Institute.

- c. Within a week of completion of every travel, a Travel Report and a Traveling Expense Statement must be submitted in the prescribed format along with necessary documentary proof.
- d. Expenses for local conveyance on travel shall be permitted on actual basis. Any expense claimed in this regard in excess of Rs. 200 must be supported by receipt.

## **8. SALARY**

Every employee is entitled to the salary that is fixed as per the offer letter or appointment letter issued by the respective institution. Salary may be fixed in accordance with scale of pay according to AICTE/UGC/University and other statutory bodies of the respective institution. The allowances shall be fixed as prescribed by the governing body for each institution.

### **8.1 ANNUAL APPRAISAL**

Annual Appraisal will be done by the HOD/Principal for every permanent employee based on the Self Appraisal, Appraisal by immediate superior, Principal, Peers and students feedback. Annual increment may be granted to each permanent employee after obtaining satisfactory report from the Principal. Such increment may be withheld or postponed if his/her performance (work and conduct) has not been good/satisfactory. The Appraisal shall be based on the performance, behavior, sincerity, concerns, achievements and fitness to the post and for promotions. The Institution shall ensure that the assessment is free from bias and not casual in nature. Any non-satisfactory reports curtailing further growth shall be shared to the employee so that the individual can strive to improve in future.

### **8.2 FEE CONCESSION TO EMPLOYEE'S CHILDREN**

The policy is applicable to all regular permanent employees of the Institute whose monthly Gross Salary is equal to or less than Rs.15,000/- (*Rupees fifteen thousand only*) per month, provided they are not already being funded by other means. The rate of concession shall be fixed time to time by the Governing Body. The concession will be available for any two biological or adopted

children of an eligible employee. Such financial concession shall be revoked at anytime if the Governing Body thinks fit.

**8.3 PROTECTION OF ACT DONE IN GOODFAITH.**

No suit or other legal proceeding shall lie against and no damages shall be claimed from, the Management, its Institutes, bodies or officers for anything which is in good faith done or intended to be done in pursuance of this manual, the Statutes, Ordinances, Regulations or Rules made thereunder.

**8.4 SENIORITY:**

While fixing seniority of staff members in each category of post, the following rules shall be adopted.

- i. If two or more persons are selected for appointment at the same time to a particular category of post, the selection committee shall fix the order of seniority among them according to the merit of the candidate selected and in the absence of such merit list the seniority shall be fixed as per the date (and time) of joining of the staff member for duty in the Institute.
- ii. In the case of a staff member recruited in the middle or senior cadre, the inter-se-seniority shall be fixed as junior to junior most staff member in the respective category of post.
- iii. For individuals recruited on probation or contract appointment or on temporary basis for short duration, no seniority shall be fixed.
- iv. In the case of staff member recruited on the above, subsequently absorbed in the regular scale of pay, the seniority shall be fixed only from the date of his/her regularization of appointment to the post.
- v. Notwithstanding the above mentioned policy of seniority, the Governing Body shall promote a junior to the next cadre, based on his/her qualification/ calibre/ performance and merit.
- vi. The decision of the Governing Body/ Principal shall be final in terms of promotion and they shall have full discretion to take any action with regard to it in the interest of the Institution.

## 8.5 SAVINGS

Notwithstanding the effective date of incorporation of this manual, the clauses above shall be retrospective in nature, as these rules incorporates contents of the previous Service Rules, modifications and changes governing conditions of service, leave rules and disciplinary measures. However minimum scales of pay, promotion and qualifications shall be governed according to all other statutory norms as applicable to concerned employees of the institution.

**The teaching and non teaching staff shall adhere to the Rules/Regulations/Responsibilities at all times. The above are only indicative and not exhaustive. Non-Adherence or non-compliance to the rules, regulations and responsibilities will be treated as dereliction of duties and suitable disciplinary action will be initiated against such employees.**

*Note : This Service Manual is effective from 1st January 2022. However the existing staffs are also covered under these rules. The existing salary for the staff shall continue and annual increment shall be considered from the next Academic Year 2022 - 2023.*