

# JYOTHY INSTITUTE OF TECHNOLOGY

TATAGUNI, OFF KANAKAPURA ROAD, BENGALURU-560082

## SERVICE RULES.

These rules shall be called "JIT-SERVICE AND CONDUCT RULES".

1. This shall come into force with effect from 1-1-2016 and shall apply to all the employees of institute.

### 2. DEFINITIONS:

- a) "Institute" or "college" or "establishment" mean Jyothy Institute of Technology (JIT).
- b) "Governing Council" (GC) is the principal organ of JIT constituted as per the provisions of JYOTHY CHARITABLE TRUST (JCT).
- c) "President" or "chairman" means president/chairman of the governing council (GC).
- d) "Management" means the president/secretary/deans/manager/principal and any other person vested with the authority to enforce the service and conduct rules.
- e) "Premises" means all departments; laboratories; equipments; sections; offices and other places both outdoor and indoor; hostel building; cafeteria and such other buildings; equipments and areas under the purview of JIT.
- f) "Appointing Authority, Disciplinary Authority, Competent Authority" under these rules mean President, Secretary, Deans, Manager, Principal as notified by the order of GC from time to time.
- g) "Organisation" is the body which oversees day-to-day management of JIT.
- h) "Selection Committee" means the authority nominated by the GC to recommend for recruitment/promotion/granting special increment on the basis of performance report.
- i) "Appellate Authority" means president/chairman of GC or any person authorised by him.
- j) "Employer" means management of JCT.
- k) "Notice" means a notice or memo in writing and shall be so deemed as delivered in person or posted to the last known address or served by fixture or exhibited in the notice board or published in the news papers for the purpose of these rules.
- l) "Salary" means all remunerations earned by the way of basic salary and dearness allowance.
- m) "Leave" means authorised absence from work place, late attendance or leaving the place of work early without permission.
- n) Wherever employee is referred as 'he' it will also mean 'she' as applicable.
- o) "Year" means calendar year/financial year/academic year/semester as the case may be.

p) "Vacation Staff" means employees who are allowed to avail vacation.

q) "Permanent Employee" means one who has been so appointed or has satisfactorily completed the specified period of probation, and has been confirmed in writing by the appointing authority or by a GC resolution.

r) "Probationer" means a person who is so appointed and has not been confirmed. A permanent employee also can be a probationer when he is elevated to a higher post/grade.

### 3. CLASSIFICATION OF EMPLOYEES

"EMPLOYEE" means a person who is employed by the "employer".

"Employee" shall be classified as:

Teaching Staff

Technical Staff and

Non-Teaching Staff

Teaching Staff comprises of a) Principal, b) Deans, c) Vice-Principal, d) Heads of departments, e) professors, f) Associate Professors, and g) Assistant Professors.

Technical Staff comprises of a) Fore-man, b) Programmers, Asst. Programmers, and Computer operators, c) Technicians/Lab assistants.

Non-Teaching Staff mainly categorised as: a) Office Staff and b) Contingent Staff/Contract employee/Casual employee.

Office Staff comprises of Manager/Administrative Officer, Registrars, Accounts Officer, Superintendent, Senior Assistant, Junior Assistant, Steno/PA, Typist, Attender, and Vehicle staff/Driver.

Contingent Staff comprises of Watchman/Security, Gardeners, Sweepers etc.

(NOTE: All Contingent Employees/Casual Employees/Contract Employees are not entitled to benefits provided to permanent employees unless specifically provided in the letter of appointment/engagement)

### 4. CONDUCT AND DUTIES OF EMPLOYEES.

It shall be the duty of every employee to conduct himself in both private and public life and in his relations with the students, colleagues and fellow citizens as to be worthy of the ideals of JIT.

The duties of an employee shall pertain to his work as per the terms of conditions of appointment and such other duties as may be assigned to him from time to time by the management.

## **5. SERVICE RULES AND EXERCISE OF POWERS.**

The GC may modify these rules as and when need arises. All powers granted by these rules may be exercised by the GC or through any person conferred with such authority.

## **6. APPOINTMENTS, PROBATION, TRANSFER & SENIORITY.**

a) Recruitment of employees shall be made through any one of the following sources:

1. Direct recruitment by calling for applications through advertisement.
2. By any other method approved by the appointing authority.
3. Promotions: by seniority-cum-merit, or by selection.

All appointments of employees shall be made in writing by the appointing authority so notified for different classes of employees. Selection of candidates shall be made by the appropriate selection committee. Candidate selected shall furnish the joining report in the prescribed format. He shall furnish evidence of date of birth/proof of age. The candidate selected 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 and he shall promptly notify in writing any subsequent changes. Any false information in the furnished bio-data at the time of appointment or subsequently render the appointment null and void.

b) All employees, irrespective of their cadre may be appointed on probation for a minimum period of one year. The probationary period may normally be extended by 6 months, if the employee does not come up to the desired level of efficiency. Even at the end of extended period of probation, if the employee does not come up to the desired level of efficiency his appointment will be terminated or reverted back to the post held prior to promotion. His services during probation can be terminated any time without assigning any reasons at the discretion of the management.

The faculty members whose Ph.D. thesis is submitted may be considered for confirmation on completion of their probation period as per appointment order otherwise their probation period will continue till they submit their thesis.

The GC/Management reserves the right to transfer an employee of a constituent unit to any other constituent units of JCT including JIT.

## **7. APPRAISALS/ CONFIDENTIAL REPORT.**

Appraisal of the performance of every employee unless otherwise specified will be carried out at the end of 12/6 calendar months of completed service. This normally will be done by next senior person in hierarchy and reviewed by the Board of Director. This report will be the basis for deciding annual increment, special increments, promotion or disciplinary action.

## **8. WORKING HOURS, ATTENDANCE, & SERVICE REGISTER**

The working hours usually will be from- **9.00 A.M to 5.00 P.M.** Employees shall be required to attend to any duties outside their regular hours of work and on Sundays and holidays, if required and if exigencies of work so demand and such instructions shall be complied with. Subject to provision of above, all employees will be required to work **5.5** days a week. The number of hours they have to work per day inclusive of time for lunch however will not be less than **7** hours.

Every employee shall ordinarily be at work in his designated place/area during the time fixed and notified. He shall sign against his name in the attendance register or as per the system maintained either in the department or in a place decided by the management. The employee shall be present punctually at the specified time at his allotted place of work. If an employee does not report at his work place punctually, the word "**late**" will be entered by the head of the department against his name. Forfeiture of a day's casual leave will be the penalty for every three day's late attendance. Habitual three day's late attendance or absence from the place of work without permission will entail disciplinary action. Absence without prior sanction or for absence without valid reason ,shall not be sanctioned as '**leave on loss of pay** ' but will be treated as '**un-authorized absence** ' and it will amount to break in '**service**'.

A service register shall be maintained for every employee showing among other things, his permanent address ,date of appointment, consolidated pay, scale of pay, increments given, leave availed of, promotions, transfers, suspensions, punishments, etc. The register shall be opened immediately after the employee reports for duty and to be updated periodically.

## **9. INCREMENT, PROMOTION AND RETIREMENT.**

An employee will be entitled to annual increment as per the scale after completing twelve months of reckonable service excluding 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.

Promotions will be regulated as per promotion policy. 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 required for the higher post and vacancy exists.

Every member of the teaching and non-teaching staff, of **JCT** will retire from service on completing **60 years** and **58 years** of age respectively. The management may re-employ a retired employee who is medically fit and whose services are considered necessary and beneficial to the institute on fixed term contract.

## **10. 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 posts during the course of an academic year/semester.

The following shall be the notice period for resignation:

A "Probationary" employee or contract employee shall give one month's notice or salary in lieu of notice.

A "permanent" employee shall give three month notice or salary in lieu of notice.

The shortfall in resignation notice given by a "permanent" employee may be adjusted towards his balance of earned leave at his credit.

Upon the acceptance of resignation by the management, the employee concerned shall settle all his dues to institution and obtain a "No-Due certificate". After all the formalities are completed, relieving order will be issued.

If an employee remains in 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 notice, and to give satisfactory explanation for his absence. In case if he fails to report without valid explanation, he shall be treated as having voluntarily abandoned service. This is without prejudice to the right of management to take appropriate disciplinary action against the employee concerned for such absence.

## **11. CONDUCT RULES FOR EMPLOYEES**

- a) Every employee shall be governed by these rules and is liable for all consequences in the event of any breach of rules by him.
- b) Every employee shall at all times maintain integrity of character, be devoted to his duty and be honest and impartial in his official dealings. An employee shall, at all times be courteous and polite in his dealings with the management, principal, other members of staff, students and with members of the public. He shall exhibit utmost loyalty and shall, always act in the best interest of **JIT**.
- c) An employee shall be required to observe the scheduled hours of working during which he must be present at the place of his work. No employee shall be absent from duty without prior permission. Even during leave or vacation, no employee shall leave head quarters except prior permission from proper authority. Whenever leaving station, an employee shall inform the head of institution in writing through H.O.D. or the principal directly if he happens to be a H.O.D the address at which he would be available during the period of his absent.
- d) No employee shall be a member of any political party or shall take part in politics.
- e) No employee shall make any statement, publish or write through any media which has the effect of an adverse criticism of any policy or action of the **JIT**
- f) No employee can engage directly or indirectly in any trade or any private tuition, or undertake employment outside his official assignment, whether for any monetary gain or not.
- g) An employee against whom criminal proceedings are initiated in a court of law, or against whom insolvency proceedings commenced in a court of law- shall immediately inform the competent authority regarding the details thereof.
- h) No employee shall except with prior permission of the competent authority, have recourse to law or the press for the vindication of any official act of the college, which has been the subject matter of criticism or attach defamatory character.

i) Whenever an employee wishes to put forth any claim or seeks redress of any grievance he must forward his case in writing through proper channel to the competent authority and shall not forward any such advance copies of his application to any higher authorities unless the competent authority has rejected his claim or refused redress of the grievance or has delayed the matter beyond a reasonable time.

j) An employee who commits any offence or dereliction of duty or detrimental to the interest of the institution is subjected to an enquiry and punishment by the competent authority. However, any employee aggrieved with the decision of the competent authority may appeal against such punishment or decision within 15 days of the receipt of the orders of the decision to the management and the decision of the management thereon, is final and binding on the employee.

k) No employee shall engage in strike or incitement thereto or similar activities such as absence from work or neglect of duties or participate in hunger strike etc. Violation of this rule will amount to misconduct and attract deterrent punishment.

## 12. DISCIPLINARY ACTION

a) All employees are liable for disciplinary action for disobedience, misconduct and dereliction/negligence of duty. However such disciplinary action shall be taken after establishing the grounds on which the disciplinary action is initiated and after a reasonable opportunity has been provided to the employee to defend himself.

b) As part of the disciplinary action, the following punishment for good and sufficient reasons may be imposed upon the employees of the institution, after establishing the facts about committing an offence and dereliction/negligence of duties :

(i) Censure

(ii) Withholding increments/promotion

(iii) Recovery from his salary whole or part of any pecuniary loss caused to the **JIT** due to breach of rules/orders or negligence of duty.

(iv) Suspension

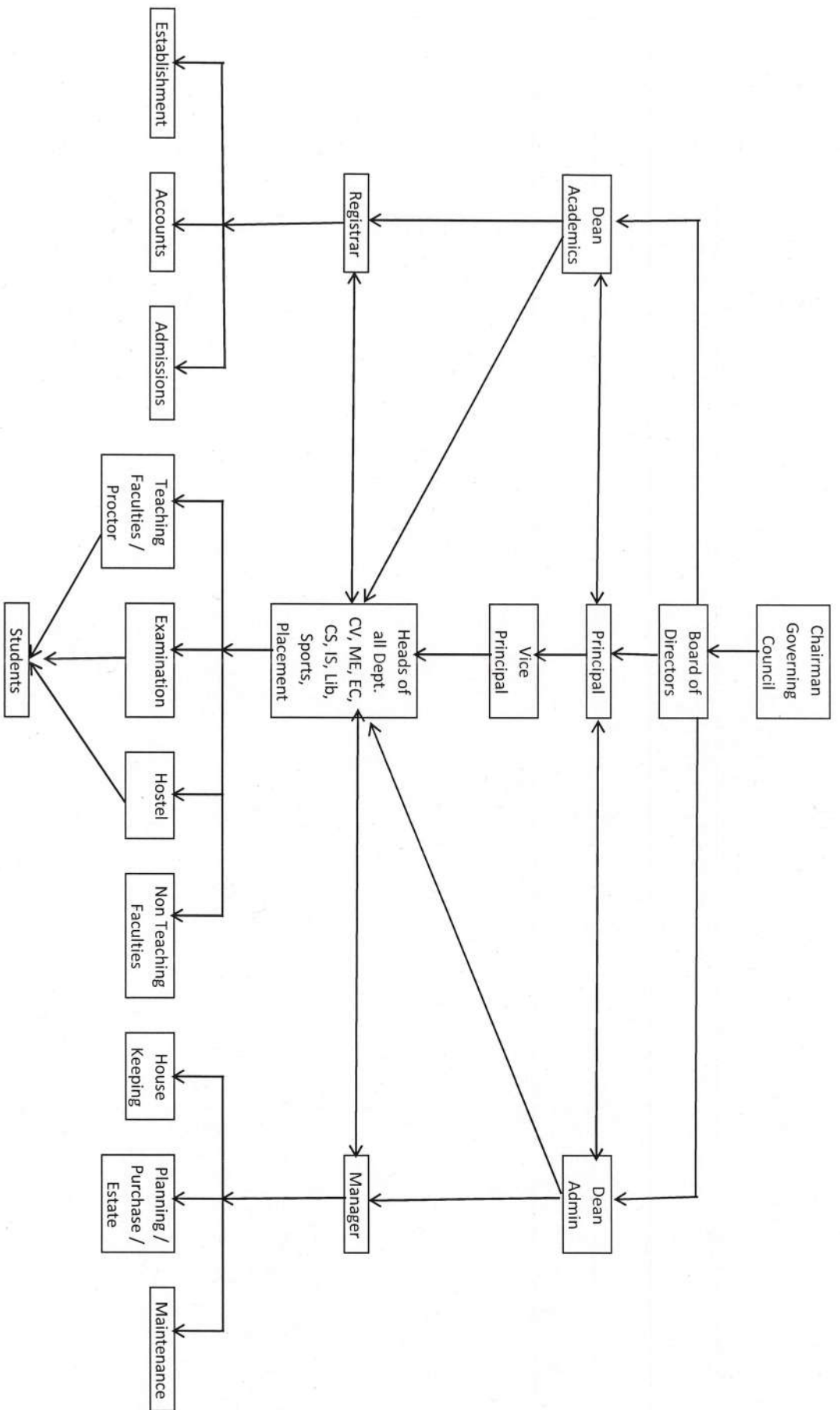
(v) Removal from service

(vi) Dismissal from service

c) If the competent authority feels it necessary to constitute an enquiry as a part of the procedure for taking disciplinary action, the enquiry committee shall consists of three members-HOD from among senior faculty members

d) An employee can appeal against any punishment imposed upon him by the competent authority to the management/governing body as the case may be.

13 LEAVE RULES  
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## LEAVE RULES.

These rules can be called as JIT LEAVE RULES-2017.

### **1.GENERAL.**

- a)Every employee shall be allowed one day holiday per week to be known as "off day"without deduction of wages/salary.
- b)Leave of any kind cannot be claimed as of right.
- c)Descretion is reserved to the authority competent to grant leave to refuse or to invoke leave at any time in the interest of institution.
- d)No leave shall be granted beyond the date on which an employee must compulsory retire.
- e)Leave rules are applicable to all permanent employees of JIT.
- f)Leave will not be granted to employees under suspension.
- g)Except where otherwise provided for leave has to be applied for through proper channel in prescribed form well in advance. Proper alternative arrangement in once absence must be specified in leave application and accepted in writing by faculty agreeing to take up the relevant schedule.
- h)The following kinds of leave would be admissible to permanent employees of JIT.  
Vacation leave(VL).  
Leave treated as duty viz.,casual leave(CL)and special casual leave(SCL).  
Leave earned by duty viz.,earned leave(EL)and half pay leave(HPL)  
Maternity leave(ML).  
Study leave(SL).
- i)Leave account shall be maintained for each employee in an appropriate form.
- j)Generally leave should be availed by the employee without affecting the academic work.

### **2)VACATION LEAVE(VL):**

All permanent/confirmed Teaching staff including Librarian and Physical director are considered as vacation staff and are eligible for 8 weeks vacation, partly in winter and remaining in summer as announced by principal along with calendar of events every academic year. However faculty shall be available for Examination and other institutional works during vacation also. Vacation can be suffixed or prefixed with any leave. However faculty shall be present either on the first day after availing vacation or on the last day before availing vacation.

Head of institution and departments are considered as nonvacation staff and are eligible for conversion of six working days of vacation leave(VL) to one day of EL. Other teaching faculties will be considered for conversion of VL to EL only under special cases where their presence in institution is justified during vacation by concerned authority. Vacation Leave cannot be accumulated or carried forward. Vacation to be declared for a minimum period of 15 days including holidays and Sundays.

### **3)CASUAL LEAVE (CL):**

All the confirmed employees of JIT are eligible for 12 days of CL per year.CL can be prefixed/suffixed with holidays and Sundays but cannot be combined with other types of leaves.CL cannot be accumulated or carry forward. Maximum CL that can be availed at a stretch is 5 days. For CL sanctioning authority is HOD for vocational staff and manager for for non vacation staff.

For HOD/Manager principal is the sanctioning authority and for Principal Chairman/Director is the sanctioning authority. CL can be applied for Half day also.



#### **4)SPECIAL CASUAL LEAVE (SCL) :**

SCL may be granted for attending seminars,workshops,faculty training programs,university related works,etc.as recommended by HOD/Manager/Principal to an extent of maximum 15 days per year. After attending the program faculty should produce necessary attendance certificate and submit a brief report. SCL cannot be accumulated or carried forward.

#### **5)EARNED LEAVE(EL) :**

EL admissible to a permanent nonteaching employee of JIT is  $\{(1/11)$ of the period spent on duty}.Provided that an employee cease to earn such leave when EL due amount to one hundred and eighty days. Maximum EL that may be granted at any time shall be one hundred and twenty days. Principal is the sanctioning authority for earned leave. EL can be combined with any other type of leave. EL can be prefixed / suffixed with any other type of leave and can be accumulated.

#### **6)HALF PAY LEAVE (HPL):**

The half pay leave admissible to a permanent employee in respect of each completed year of service is twenty days. Half pay leave due may be granted to an employee on medical certificate or on private affairs. Principal is the sanctioning authority of HPL. HPL prefixed / suffixed with any other type of leave and can be accumulated.

Commutated leave not exceeding half the amount of half pay leave may be granted on medical certificate or on private affairs. The maximum Commuted leave on private affairs that may be granted at a time shall be one hundred and twenty days. Commuted leave that may be granted during the entire service of an employee shall be limited to maximum of two hundred and forty days. When commuted leave is granted twice the amount of such leave shall be debited against the half pay leave due. Commuted leave can be prefixed / suffixed with any other type of leave and can be accumulated.

#### **7) MATERNITY LEAVE (ML).**

Maternity leave on full pay may be granted to married women employee for a period of 90 days. ML can be combined with leave of any kind. Principal is the sanctioning authority of ML. ML shall be availed only twice in the entire service.

#### **8) STUDY LEAVE (SL) :**

Study leave may be granted to a teaching faculty who has served the institute for a period of at least three years to obtain PH.D, degree. SL may be initially granted for a period of one year and can be extended for two more years depending on performance, certified by research supervisor, and with suitable agreement.



Jyothy Charitable Trust®

## Jyothy Institute of Technology

Tataguni, off Kanakapura road, Bengaluru-560082

Approved by The All India Council for Technical Education (AICTE) - New Delhi;

Affiliated to Visvesvaraya Technological University (VTU), Belagavi;

ECE, CSE, ISE, ME- Accredited by National Board of Accreditation (NBA) -New Delhi.

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### AMENDMENT

This amendment is made to that LEAVE RULES previously executed by Governing Council Meeting held on 05/04/2019 at Jyothy Institute of Technology.

Sl.No.	Leave Patron	To be Followed
1	Earned Leave (EL)	<b>Article 5 is Changed to the following;</b> All Head of the Department including Physical Education Director and Librarian to be treated as Non-Vacational Staff with Earned Leave (EL) computed as 1/11 of working days in a calendar.

All other terms and conditions that are not hereby amended are to remain in full force and effect.

08/04/19

Principal

Jyothy Institute of Technology

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