



ATRIA INSTITUTE OF TECHNOLOGY
BENGALURU- 560 024



EMPLOYEE SERVICE RULES
HANDBOOK

EMPLOYEE SERVICE RULES HANDBOOK

This Employee service handbook establishes rules and regulations, policies, procedures, benefits and working conditions that will be applicable to all employees (Faculty & Staff) as a condition of their employment in the Institution. It is expected that all faculty & staff members strictly adhere to the rules and regulations spelled out in this document. The management reserves the right to change, modify or revoke the policies, rules, and regulations as and when necessary and apply their discretion in specific cases.

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DEFINITIONS

- ❖ **‘Board of Governors’** means the Body constituted by the ASKB Trust to manage the affairs.
- ❖ **‘Governing Council’** means Atria Board of Governors.
- ❖ **“Management”** means and includes the Board of Trustees, the Managing Trustee, members of Governing Council, other Office Bearers and any other person empowered and vested with the authority of managing the affairs of the Institution.
- ❖ **“Institution”** means and includes A S Kupparaju & Brothers Trust and all educational institutions and other establishments attached to those educational institutions established, managed, and run by the Trust.
- ❖ **“Head of the Institution”** means the principal of the concerned institution managed and run by the Management.
- ❖ **“Employer”** means and includes the Management, or any other authority so notified by the competent authority for specific purposes.
- ❖ **‘Employee’** (includes Faculty and Staff) means a person in the employment of the Institution.
 - i. ‘Faculty’ means the faculty of the institution appointed for the purpose of teaching / research activities / training students / carrying out any other work related to academic administration.
 - ii. ‘Non – Teaching Faculty’/ Staff means persons serving in the institution in any capacity other than “Teaching”.
- ❖ **‘Probationer’** means an employee appointed. The employee appointed on probation will continue probation till he is confirmed.

- ❖ **‘Adjunct employee’** means an employee appointed for limited period on a consolidated monthly salary, who may be employed elsewhere also.

- ❖ **‘Visiting faculty’** means an employee who has been employed on an hourly basis.

- ❖ **‘Non-Teaching faculty’** means persons serving in the institution in any capacity other than ‘Teaching’. It would be referred to as **‘Staff’** for the purpose of this handbook.

- ❖ **‘Vacation employees’** means the faculty and technical staff who are eligible for regular vacations.

- ❖ **‘Non- vacation employees’** means the administrative and supporting staff who are not eligible for regular vacations.

CHAPTER 1

GENERAL INFORMATION

- 1.1 About the trust**
- 1.2 About the institution**
- 1.3 Vision of the college**
- 1.4 Mission of the college**
- 1.5 Quality policies**
- 1.6 Core values**
- 1.7 Organogram**

1.1 About the trust

- a. **Name of the Trust:** A S Kupparaju & Brothers Charitable Foundation Trust, Bengaluru – 560 024.
- b. **Registered Address:** ASKB Campus, 1st Main, AG's Colony, AnandNagar, Bengaluru- 560 024.
- c. **Board of Trustee:** The institution is running under the umbrella of **A S Kupparaju & Brothers Charitable Foundation Trust, Bengaluru**. Rules and regulations for governance are framed by the governing body and the Board of Trustee for effective management of the trust activities which include employment, planning and policy development, accountability and reporting, publicity and public relations, maintenance of premises and all financial and legal requirements. Governing Council would be responsible for guiding the strategy for excellence at the institutional level.
- d. **Governing Council:** The trust and the society have a Governing council which assist Board of Trustee for effective management of the trust activities which include employment, planning and policy development, accountability and reporting, publicity and public relations, maintenance of premises and all financial and legal requirements. Governing council would be responsible for guiding the strategy for excellence at the institutional level.
- e. **Academic advisory board for each stream:** The Academic advisory board comprises of academicians renowned in their respective fields. Every board assumes a role of scientific and intellectual leadership and evaluates new learning perspectives. It evolves policies and strategies for generation of innovations and development of technical and academic programs. The key role of these boards is to give vision about new technology and courses that are to be initiated in the institution and to do mentoring of the faculty.
- f. **Research advisory board:** It is the Principal's authority to organize, promote and disseminate research related activities in the institution. The research board shall, have control over and responsibility for the maintenance of standards of instruction, education and examinations and conferment of all degrees for the doctoral research programmes.

1.2 About the Institution

The institution is run by A S Kupparaju & Brothers Charitable Foundation Trust and is located at Hebbal, Bengaluru- 560 024. Spread in 17.5 acres of land in the heart of the city, the institution provides state of the art professional education in various streams of Engineering and Management. It is affiliated to Visvesvaraya Technological University (VTU) Belgaum, approved by All India Council of Technical Education (AICTE), New Delhi and accredited by NAAC. The institution follows an innovative practice of student centric teaching and learning methods through modern techniques.

1.3 Vision of the college

To be a premier technical and management institution that provides transformational learning and multi-disciplinary research to develop socially conscious and competent professionals.

1.4 Mission of the college

Atria institute of technology is committed to:

- ❖ Effectively disseminate knowledge between highly competent faculty and student community.
- ❖ Create an ambience that fosters a passion for learning and collaborative research.
- ❖ Nurture professionals who can add value to organizations, engage in higher studies and pursue innovative entrepreneurial activities.
- ❖ Provide best in class infrastructure to facilitate experiential learning in cutting edge technologies.
- ❖ Develop leaders who exhibit ethical behaviour in professional and societal activities.

The vision and mission statements of the Institution reflect our resolve to assiduously pursue and achieve our goals. It is our commitment to be at the forefront of providing the best quality education to students, nurture their talent and become an education, research, and consultancy hub in which modernity blends with tradition.

1.5 Quality policy

The Institution in its quest for excellence continually strives in providing total quality education to exceed stake holder's expectations.

1.6 Core values

Competence through knowledge and value-based education

- ❖ Innovation
- ❖ Integrity
- ❖ Quality
- ❖ Teamwork
- ❖ Professionalism
- ❖ Ethics

The institution strives to create an agile culture of continuous learning, collaboration, performance, and recognition that embodies our core values.

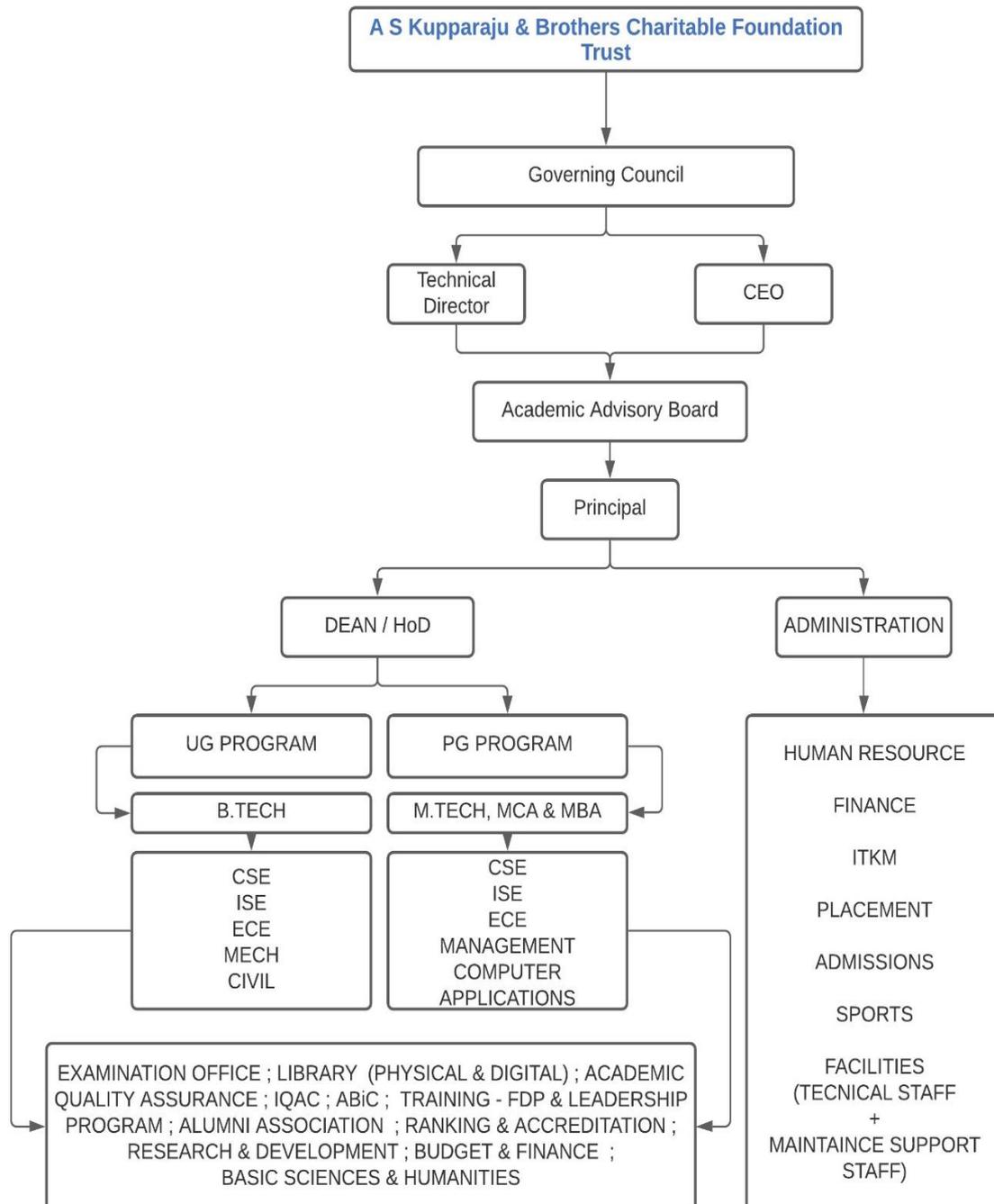
All members should adhere to these values in all dealings by virtue of their positions in the Institution and in keeping with the principles of justice, equity, fairness, and the pursuit of excellence. These values include:

1. Redefining the standard of excellence and encouraging creativity and innovation by promoting research and advancement in learning and continuous engagement in the scholarly activities across various disciplines.
2. Upholding the highest levels of integrity and ethics in teaching, administration, and research activities.
3. Imparting quality technical and professional education by exhibiting quality in staffing, facilities, programs, and services.
4. Sustaining a diverse student and academic community as a team, committed to value creation, and extending support to them to realize their full potential.
5. Nurturing an environment of professionalism and an unwavering

commitment to academic freedom, transparency, and accountability.

- Communicating and integrating the ethical values of the institution into its day-to-day operations.

1.7 Organogram



CHAPTER 2

FACULTY AND STAFF

1.1 Categories of employees

1.2 Workload of employees

1.3 Terms of employment

Employees in the Institution are classified based on their respective roles to optimize Institutional efficiency, while clearly distinguishing authority and responsibility for each role played from time to time.

All appointments to all categories of posts shall be made by the Governing Body. The Governing Body may appoint selection Committee wherever necessary.

2.1 Categories of employees

2.1.1 Faculty roles

It comprises of those members who are appointed for teaching, research & co-curricular activities of institution building. Various faculty roles in the institution are of

- a) Professor**
- b) Associate Professor**
- c) Assistant professor**

Relaxation: The management can offer eminent faculty as Professor, who has large contribution in:

- a. Research and Development
- b. Management science

2.1.2 Various officials in charge of academic administration are as follows:

- a) Principal**
- b) Dean**
- c) Head of the Department**

2.1.3 Non-Teaching Roles:

- a) Technical Staff**
- b) Administrative Staff**
- c) Supporting Staff**

They are usually engaged in support roles for academic teaching and research operations.

a. Technical Staff:

It comprises of System Managers, Network Engineers/Administrators, Technical Assistants, Computer Programmers, Lab Instructors, AC Technicians.

b. Administrative Staff:

It comprises of Human Resource Manager / Executive, Accounts Manager/Executive/Assistant, Office Executives/receptionist, Admission Counsellors, Public Relation Officer, Placement Officer, Facilities Manager, Maintenance Executives, Examination Section staff, Medical officer, Hostel Rectors/Wardens, Librarian and Library Assistants;

c. Supporting Staff:

It comprises of Lab Attendants, Peons, Electricians, Cleaners, Drivers, Watchmen, Sweepers, Gardeners, Plumbers.

2.2 Workload of employees

Workload of a faculty shall be as per AICTE norms, teaching contact hours should be as follows:

Principal	4 hours / week
Professors / Head of Department	12 hours / week
Associate Professors	14 hours / week
Assistant Professors	16 hours / week

For the above stipulation, two tutorial hours / laboratory hours will be counted as one teaching hour. The above workloads are indicative and may change depending upon department's requirement.

Cadre Ratio: **1:2:6 or better,**

Faculty: Student Ratio: **1:20 or better**

2.3 Terms of employment

All appointments made may be on any of the following terms:

i) Full time terms:

Full time employees are those who are confirmed in service with the institution and may not accept any other gainful employment while in service. Full time employees shall normally work up to the age of superannuation which is 60 years subject to other provisions contained in these regulations.

ii) Contractual terms:

Employees appointed on contract basis for specific period and on such terms and conditions as determined by the contract signed between them and the institution.

iii) Part time / visiting / adjunct terms

Employees may be appointed on part-time terms from business, industry or other institutions for teaching / Research activities. A part time/Visiting faculty is appointed on the clock hour basis and the remuneration is given as per the rate may be fixed based on their experience, position, and number of days of available service.

iv) Casual terms

Appointment on Casual Terms shall be the type of employment where an employee is engaged to perform defined tasks on a day-to-day basis and whose remuneration is determined for each task performed.

v) Honorary terms

Honorary Terms shall be entitled only to Honorariums or other specific remuneration approved on a case- by-case basis. Honorary Scholars are usually persons of academic and / or professional distinction e.g. A retired expert/ employee (Educational/ Industrial) may be appointed as a faculty in the field of his expertise.

CHAPTER 3

PROBATION, CONFIRMATION AND RESIGNATION POLICY

3.1 Probation policy

3.2 Confirmation of services

3.3 Superannuation age

3.4 Resignation from service

Annexure-1

3.1 Probation policy

Objective

To provide a policy framework for confirmation of regular employees after completion of the probation period.

Eligibility and coverage

All new recruits of the institution on regular rolls.

Policy and procedural formalities for completion of probation

Probation shall mean a prescribed period for which an employee has to serve prior to being confirmed in the Institution's service on permanent terms. The probation period shall give new employees the opportunity to demonstrate their ability, to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. The Institution shall use this period to evaluate the employee's capability, work habits, and overall performance. During this period, the employee shall be considered temporary on specified conditions.

- ❖ Appointment to all types of permanent posts in the Institution shall be made on probation for a period of **one year** from the date of joining. However, in exceptional cases, the period of probation may be for **two years** for certain employees purely at the discretion of the Interview Panel Recommendation and Management.
- ❖ The probation period may be extended in cases where the employee's performance is not up to acceptable standard or fitment to the job or could not be evaluated during the probation period.
- ❖ During the probationary period, a contract of employment may be terminated by either party by giving not less than one month's notice of termination, or by payment of one month's basic salary in lieu of notice.
- ❖ An employee is not entitled to any other benefits/privilege or to be promoted during the probationary period of service.
- ❖ The probation period maybe extended by the number of days an employee takes leaves during his/her probation period.

3.1.1 Extension of probation period

- ❖ In such instances where an employee does not meet the required standards of performance, the HOD may recommend extension of the probation for a maximum of six months.
- ❖ Probation period may be extended under any of the following circumstances:
 - i) Performance of the probationer is not up to expectations.
 - ii) The role and skills of the probationary is not aligned.
 - iii) Probationer's values are not aligned with the institution values.
- ❖ A mutually agreed and detailed **Performance Improvement Plan (PIP)** involving counselling and training will be documented, and areas of improvement clearly communicated to the employee in the prescribed format.
- ❖ The performance will be reviewed once again at the end of the extended probation period. The probationer's services may be confirmed subject to satisfactory performance.
- ❖ If the probationer's performance remains unsatisfactory after the PIP, his or her services may be summarily terminated.

3.2 Confirmation of services

An employee who has successfully completed his/her probation may be confirmed in the service with effect from the date of expiry of their probationary period. The procedure for confirmation shall be as follows-

- ❖ HR department will send the **Probation Review Form (Annexure – 1)** to concerned HoD at least one month before the expiry of the probationary period.
- ❖ The HoD of the respective Faculty shall evaluate the employee's performance during the probation period and where the performance of the employee due for confirmation is found satisfactory, shall forward to the Manager – Human Resource, a recommendation that the employee be confirmed.
- ❖ Where the Head of the department finds the performance of the employee due for confirmation to be unsatisfactory, the Head of the Unit shall so inform both the Manager – Human Resource and the employee in writing and indicate clearly his/her recommendation.

- ❖ Confirmation in all cases shall be processed within the probationary period of an employee. In the event that this is not done and the probationary period expires, the employee shall be entitled to have their confirmation back dated to the date it was first due.
- ❖ Upon confirmation, the notice period on either side will be of two months.
- ❖ It is mandatory to serve the notice period and the option of offsetting the notice period, partly or fully will be at the sole discretion of the management. The management may also, at its sole discretion, accept notice pay in lieu of the notice period. Notice pay shall mean basic salary of the employee.

3.3. Superannuation age

Superannuation age for-

- i) **Academic positions – 60 years**
- ii) **Non-Academic positions –60 years**
- iii) **Librarian – 60 years**

Beyond this age, academic positions up to the age of 65 years may be extended based on the health conditions and performance of the faculty and management committee recommendations. Non – academic staff may be re-appointed on contract basis not exceeding two years on need basis after review and specific approval of the principal / management.

Subject to availability of vacant positions and fitness, the faculty shall also be re - employed on contract appointment beyond the age of sixty-five years up to the age of seventy years. Re - employment beyond the age of superannuation shall, however, be done selectively, for a limited period of 3 years i.e., the first instance and then for another further period of 2 years purely based on merit, experience, area of specialization, performance review and only against available vacant positions.

3.4. Resignation of service

All regular permanent employees may be relieved from their duties subject to 2 months' notice from either side. No faculty is allowed to resign, if they have joined on or before 31st Aug of the same year till 30th April of the subsequent year (as per the NBA/ VTU/ AICTE guidelines). Their name and details will not be removed from the University portal in case of any violation of this rule.

Teaching staff may however be relieved only at the close of a term /semester so as not to jeopardise teaching.

The services of employees who are on probation may be terminated at the end of such period without any notice.

Temporary/Contractual employees may be relieved with one month's notice from either side.

CHAPTER 4

LEAVE AND HOLIDAY POLICY

4.1 Rules of leave management

4.2 Classification of leaves

Objective

The basic objective of leave and holiday policy is to communicate various kinds of leave entitlements to the employees of the institution and provide guidelines for availing these leaves.

Management reserves the right to modify this policy as per the requirements of the Institution.

4.1 Rules of leave management

Scheduling-

- ❖ Leaves should be scheduled in advance to balance both employee's and the Institution's requirement with the prior approval of the concerned authorities.
- ❖ For applying for leave, "Year" shall mean the Calendar Year commencing 1st January and ending 31st December.
- ❖ The HR Department is responsible for maintaining a Leave records through offline and ERP system for each employee. A month-on-month update is required to track the employees leave entitlement.
- ❖ It is mandatory for employees to make an alternate arrangement during their period of leave.
- ❖ General principle for granting leaves is to follow the guideline issued by VTU, All India Council for Technical Education, Government of Karnataka etc.

4.2 Classification of leaves

The following categories of leave are permissible-

4.2.1 Employee Time Off [ETO]

4.2.2 Compensatory Off [CO]

4.2.3 Study Leave [ST]

4.2.4 Sabbatical Leave [SB]

4.2.5 On Duty Leave [OD]

4.2.6 Leave without Pay [LWP]

4.2.7 National Holidays & Restricted Holidays [HO & RH]

4.2.8 Marriage Leave [ML]

4.2.9 Maternity Leave [MT]

4.2.10 Vacation [VAC]

4.2.11 Sick Leave [SL]

4.2.1 Employee Time Off [ETO]

- ❖ All regular, full – time employees are entitled to 18 days of employee time off every year, or part thereof, in a calendar year.
- ❖ ETOs are to be used at the discretion of the employee in a maximum block of 3 days in a stretch during a calendar year, subject to the approval of the Head of the Department. It cannot be availed in combination with long weekends and other holidays.
- ❖ Unused ETO(s) do not get carried over to the subsequent calendar year under any circumstances. ETO entitled to employee for the year can be availed proportionately in the same calendar year.
- ❖ ETO of subsequent months can be availed after appropriate approval by the principal. Without approval, the excess ETO(s) may be treated as leave without pay.
- ❖ ETO can be taken for half day also provided the employee has put in at least 4 hours of work for that day. However, ETO availed on Saturdays shall be deemed to be one full day.
- ❖ Holidays and/or Sundays fall during ETOs cannot be counted as leaves.
- ❖ ETO of Head of the Department is sanctioned by the principal.
- ❖ ETO cannot be encashed or adjusted against notice pay at the time of separation.

4.2.2 Compensatory Off [CO]

- ❖ Faculty/Staff members who have been asked to work on holidays (minimum of 6 hours) may be entitled to CO for an equal number of days that they have worked.
- ❖ COs cannot be carried over to the next calendar year.

4.2.3 Study leave [ST] (Career advancement policy)

- ❖ Study leave may be granted for the entry level appointees as Assistant Professor/Assistant Librarian/Faculty or any other staff members after a minimum of three years of continuous service, to pursue a special line of study or research directly related to his/her work in the Institution or to make a special study of the various aspects of Institution and methods of education.
- ❖ A Study leave of “x” number of months is granted based on type of study an employee wishes to pursue and who has **served the Institute for a period of minimum three years without break in service.**
- ❖ This leave is meant for pursuing higher studies, undergoing skill up-gradation, research work career advancement etc. However, the grant of study leaves on full pay/partial pay /loss of pay to a regular full-time employee is at the entire discretion of management.
- ❖ Approval of Study Leave is purely since the course has a relevance to the department where the employee is working and there should be an upgradation in qualification as required for academic purpose.
- ❖ The maximum number of staff that can be deputed for higher studies shall not exceed 5% of the total teaching staff in a department.
- ❖ The employee shall execute a bond on non-judicial stamp paper to serve the institution after returning from study leave for a period (at least 3 years) as prescribed in the norms of Quality Improvement Programme applicable to the Institution.

4.2.4 Sabbatical Leave [SB]

To encourage interface between technical education and industry, the management recommends that a faculty member should be given a sabbatical leave for six months for working in an industry after the completion of six years of teaching. Such leave, however, shall be available to a faculty only twice in his/her teaching career. Any such sabbatical needs approval of management and will be awarded based on merit of nature of sabbatical.

4.2.5 On Duty Leave [OD]

OD is granted to an employee when the University / Principal / Head of the Department / or any other competent authority assigns a duty that must be carried out for the institution, university, or state.

A list of ODs given below:

- Seminar
- Workshop
- Conference
- FDP (Faculty Development Programme)
- Research Paper presentation
- Symposium
- Industrial Visit
- Research work
- External Valuation
- External Lab exam duties

Conditions:

- To be eligible to avail Academic Leave, a teaching staff must have completed 6 months of service in Atria IT on the date of application. However, those who have not completed 1 year of service will be entitled to 3 days Academic Leave.
- As a special case, for defence viva a maximum of 2 (Two) days Academic

Leave shall be granted and in such case clause 1 shall not be applicable.

- Academic Leave shall not be combined with Vacation Leave or Casual Leave. However, as a special case such request may be considered based on situational context with prior approval.

For Conferences; Research Paper Presentation; Seminar; Workshop; FDP etc:

Locations	Document(s) required	Duration	Frequency
Domestic (within City)	Attendance Certificate	1-day Presentation Day	2 times in an Academic Year
Domestic (within India)	Attendance Certificate	3 days (Travelling + Presentation Day)	
International (Outside India)	Attendance Certificate	6 days (Travelling + Presentation Day)	1 time in an Academic Year

(Note: Refer Travel Policy to understand the registration fee & travel expense reimbursement process)

For University related duties like Examination & Valuation:

Examination	Document(s) required	Duration
Practical Examination	Attendance Certificate	As per University sanctioned letter
External DCS		As per University sanctioned letter
Valuation duties		Up to 6 days per semester

For Ph.D./ Govt. service examination:

Other Examination for career-development	Document(s) required	Duration
Ph.D. / NET/ NPTEL / B. Ed	Hall ticket / Admit card	Minimum of 3 days may be sanctioned, and maximum is as per the discretion of the principal

4.2.6 Leave without Pay [LWP]

- ❖ If proper documents duly signed are not submitted in stipulated time to the respective Head of the Department / Principal, leave may be treated as LWP.
- ❖ A personal leave of absence is an unpaid, authorized period of absence from the job for up to 1 week.

- ❖ A leave of absence without pay is granted when the requirements of the department permit and when such leave is for prolonged illness or injury extending beyond accumulated vacation or sick leave, or for any exceptional personal or institutional reason.
- ❖ Any regular employee is granted a leave of absence without pay when approved by the proper authority to preserve the employee's employment rights and benefits.
- ❖ A leave of absence may be granted only if the employee has a bonafide intention to return to the Institution following the leave. Only in exceptional situations should a leave of absence be granted to an employee having less than one year of service.
- ❖ A leave of absence will NOT be granted to allow an employee time off to start his/her own business, seek employment elsewhere, or to work for another employer.
- ❖ Upon the expiry of a leave of absence, an employee is eligible for reinstatement to the former position or to one of similar requirements and compensation in the same department or division from which the leave was granted.
- ❖ Should a position be not available upon the expiry of the leave of absence or return to work, the Head of the Department may request the management for an extension until such time as a position for which the employee is qualified becomes available.

4.2.7 National Holidays & Restricted Holidays [HO & RH]

- ❖ The list of holidays (as approved by VTU) should be printed and displayed.
- ❖ Faculty / non faculty are eligible to avail two days Restricted Holiday in a calendar year.

4.2.8 Marriage Leave [ML]

Eligible employees can avail 6 days of Leave. An unmarried staff member who has served for more than 1 year in Atria IT is eligible for 6 days marriage leave on

submission of marriage invitation card. The marriage leave can be combined with ETO. The concerned staff member shall apply for marriage leave at least 15 days in advance along with the evidence.

4.2.9 Maternity Leave [MT]

- ❖ Maternity leave is a statutory leave. All women employees will be entitled to maternity benefits as per the provisions of The Maternity Benefit (Amendment) Act, 2017 (effective from April 1, 2017) and the prevailing state rules.
- ❖ Eligibility: Married and expecting women employees are eligible to avail maternity leave.
- ❖ Maternity leave, on full pay, shall be granted to a woman employee for a period not exceeding 180 days, to be availed only twice (inclusive of pre-natal and post-natal leave), during the entire service/ career.
- ❖ As per the act, a woman employee with minimum 2 years of continuous service is entitled to a maternity leave on full pay and allowances for a maximum period of 180 days/ 26 weeks subject to the submission of a medical certificate. Given by a registered medical practitioner (on prescription letter head with full name, KMC registration number, and full address of clinic/ hospital, telephone number and e-mail ID).
- ❖ Under the Maternity Benefit Amendment Act, this benefit could be availed by women for a period extending up to a maximum of 8 weeks before the expected delivery date and the remaining time can be availed post childbirth.
- ❖ Maternity leave shall also be granted in case of miscarriage including abortion, subject to the condition that the total leave granted in respect of this to a female staff member in her career is not more than 45 days, and the application for leave is supported by a medical certificate.
- ❖ A woman employee with minimum 1 year but less than two years of continuous service is entitled to maternity leave without pay and allowances for a maximum period of 90 days subject to the submission of a medical certificate.
- ❖ In all other cases, the principal fixes a period of leave to be granted as Maternity Leave without pay.
- ❖ A woman employee, availing MT, who does not join services within the prescribed period, will have to defend her case to the department head. In case

of recommendations, the principal reserves the rights to consider the continuity of services. The maternity pay benefit also may stand forfeited even in case of reinstatement of the employee.

- ❖ Maternity Leave shall not be clubbed with other kinds of leave. Maternity Leave must be taken in one spell at a stretch. If employee joins back to duty before completing her full eligibility of maternity leave, the Maternity Leave automatically gets closed and completed; with no carry- forward of balance days, if any.
- ❖ Necessary entries may be made in the service registers so as to ensure that maternity leave is not sanctioned more than twice in the entire service of a women employee including the maternity leave sanctioned in case of miscarriage.

4.2.10 Vacation [VAC]

a. Categories of employees eligible for vacation:

All employees including Teaching and Non-Teaching staff are eligible for vacations:

- i) **Vocational employees** that constitute the faculty (like Teaching/ Research) and technical staff (like Lab Instructors).
- ii) **Non-vocational employees** that constitute the administrative staff (like Accounts; Principal Office; Examination Office; IT / ITKM; Library & HR Office).

Note-

- a) A set of non-vocational employees from Support Staff like Facilities; Housekeeping & Maintenance are not eligible for vacation.
- b) Allotment of vacation to the non-vocational employees from Admissions and Placement department is subject to approval by the Principal / Management.

b. Using vacation:

- All regular employees can avail vacation anytime during a calendar year of Jan – Dec.
- All those probationary employees who have completed their 6 months of service in the institute can also avail vacation of 1 week (6 days) only.

- The employees must inform about their planned vacation a minimum of a month in advance to meet the challenges arise out of their absence.
- A recommendation by the HoD shall be considered for the approval of the vacation of an employee.
- The HoD in consultation with the principal must decide on the number of employees can apply for vacation in a month.
- The principal, at its sole discretion, may cancel or postpone or trim the vacation period of the employee, with or without any reason.
- If the employee may not adhere to the discretion of the principal, the employee may be penalised with loss of pay of the entire absent days including non-working days.

c. Period of vacation:

A permanent record of vacation / holidays and its use should be maintained for each employee annually. The details of vacations / holidays that the employees are entitled are:

Sl. No.	Vacation	Yearly period of service	
		Probationary period	Confirmed period
1	Summer vacation	1 week	2 weeks
2	Winter vacation	1 week	2 weeks

NOTE: Vacations however cannot be carried forward to next calendar year, under any circumstances.

d. Guidelines and rules for recommendation of vacation:

- ❖ Prefixed / sandwiched/ suffixed Saturdays, Sundays and holidays are counted as a part of the vacation/ holidays.
- ❖ Vacation / holidays may be taken in one / two slots. Only on the recommendations of the Principal/Dean shall exceptions be allowed.
- ❖ All remunerative duties like supervisory duties/ examination duties/ central assessment duties shall, as far as possible, fall within the vacation/ holidays. Such duties being mandatory, the employee and the Head of the Department must take utmost care while recommending the vacation/ holiday period.
- ❖ Vacation / holidays can be recommended by the Head of the Department only and sanctioned by the principal if all the departmental work, University work, other duties are completed. All the records and documents should be handed over by the concerned employee to the Head of the Department before proceeding on vacation/ holidays.
- ❖ Vocational staff availing vacation must be present on the first and last day of each term, unless otherwise sanctioned by the Head of the Institution.
- ❖ All the employees proceeding on vacation/holidays must give all necessary details in the vacation/ holiday format available with respective Head of the Department.
- ❖ The Head of the Department shall ensure that the regular functioning of the department is not hampered and that no work is held up merely due to the non-availability of an employee by way of his/ her availing vacation/ holidays.

4.2.12 Sick Leave [SL]

Sick leave of 14 days will be sanctioned to all regular employees depending on the subject to criticality and with necessary medical proofs. Sick Leave can also cover up to 14 days of special COVID leaves as per the guidelines of central government.

Ref.: *As per Karnataka Civil Service Rules (KCSR) norms, Govt of Karnataka*

Summary of Leaves

Type of Leaves applicable	Sem-1 Jan -June	Sem. 2 July - Dec	Yearly Accrual (In days)	Probationary period	Confirmation period
ETO Employee Time off	On a monthly pro-rata basis i.e., 1.50 days for a month		18.0	YES	YES
VAC Vacation	1 week	1 week	2 weeks (12.0)	YES (1 week*) [*subject to completion of 6 months of service]	YES (2 weeks/year)
SL Sick Leave	Critical health grounds & for COVID positive cases		14.0	YES	YES
HO National Holiday	As per VTU calendar		21.0	YES	YES
RH Restricted Holiday	As per VTU calendar		2.0	YES	YES
TOTAL LEAVES				61.0	67.0
Other leaves like ML; MT; SB; ST; OD ; CO & LWP given below:					
ML Marriage Leave	UP TO 6 DAYS Min. of 1 year of service required		6.0	YES	YES
MT Maternity Leave	Min. of 2 years of service required		180.0	NO	YES
SB Sabbatical Leave	Min. 6 years of service required		X	NO	YES
ST Study Leave	Min. of 3 years of service required		X	NO	YES
OD On Duty	As per HR Policy		X	YES	YES
CO Compensatory Off	As per HR Policy		X	YES	YES
LWP Leave Without Pay	As per HR Policy		X	YES	YES

"X" denotes the number of days approved by the Management.

CHAPTER 5

SALARY POLICY AND PAYROLL PROCESS

5.1 Type and fixation of initial salary

5.2 Payroll schedules

5.3 Payroll deductions

5.4 Full and final settlement and procedure

5.5 Exit interview

Annexure 2

Annexure 3

5.1 Type and fixation of initial salary

In general, the type and fixation of initial salary is subject to statutory requirements like those of the government pay scales (as per the directives of 6th pay commission) and All India Council of Technical Education (AICTE) pay fixable ruling 2006. The institution shall have its own staff grades and pay structure. The structure well also be followed during recruitments and promotions. Staff qualifications, experience, competency, and skill shall be considered as important criteria for deciding the salary.

5.2 Payroll schedules

Employees are paid for all the days of the month. Salary will be credited by 7th of every month. Payment is directly deposited with a designated bank (Axis Bank) in the individual's account or given in cash for some employees depending on the nature of employment. All employees are advised to open a savings bank account in designated bank and intimate the account number to Accounts Department in writing within 7 days from the date of joining.

Higher remuneration:

The institution is authorized to pay higher remuneration on a case-to-case basis depending on the merit of the candidate. To avoid any salary disparity amongst the employees, an extra remuneration may be given in the form of Research allowance or administrative allowance or other allowance as an addition to standard remuneration. Such allowances may be reviewed and approved by the Management and it is subject to tax.

5.3 Payroll deductions

- ❖ Income–tax, professional tax and contributory provident funds are deducted wherever applicable.
- ❖ An employee may also authorize deductions for Institution sponsored health benefits, insurance, and employee's emergency fund wherever applicable. All other deductions will be notified to the employees. Employees are not allowed

to commit any deductions from salary directly to any outside agency / bank / financial institution / co-operative society, etc without explicit written permission by the Management / Principal.

- ❖ Income-tax: It is mandatory that all eligible staff must present their investment plan (if applicable) to the Human Resource department at the beginning of the financial year to finalize tax deducted at source (TDS) for the financial year. Subsequently, tax investment certificates must be submitted at the end of the financial year to claim tax exemption as per the investment plan furnished at the beginning of the financial year.

5.4 Full and final settlement policy and procedure

5.4.1 Policy

This policy is intended to ensure the smooth functioning of the Institution at the time of separation of an employee. The policy aims at ensuring that employees terminating their employment with the Institution (whether voluntarily or through disciplinary action) settle his/her accounts and obligations before departing.

5.4.2 Procedure

- ❖ Employees who wish to leave the Institution will address the resignation letter to their respective HoD's giving two months' notice of their intention to terminate their services with the institution.
- ❖ In exceptional cases where the respective HoD is unavailable, the resignation may be submitted to the Principal / HR Manager.
- ❖ Immediately on receipt of the resignation letter, the concerned authority will verbally intimate the HR and Accounts Department for appropriate action.
- ❖ In case the employee requests for release prior to completion of notice period, he will be required to pay the requisite amount for the balance notice period. The decision for early release will be taken by HoD / Principal / Management.
- ❖ The HR Department in consultation with the HoD/ Principal should ensure succession arrangement on receipt of the resignation.
- ❖ Final settlement of Accounts will be made by the Accounts department after

obtaining no dues clearance from all Departments. (**Annexure-2**)

- ❖ Settlement of dues will be made in the consecutive month of resignation along with salaries payable to other existing employees. This is only if all the clearances are in order.
- ❖ Any intentional damage to books, documents or such activity will be compensated for by the employee through necessary deductions as per the policies.
- ❖ Settlement of any PF or statutory related dues (if applicable) will be undertaken as per the prevailing government policies.

5.4.3 Exit interview

An Exit Interview (**Annexure -3**) will be conducted by HR in coordination with respective HOD for all outgoing employees. If any valuable suggestions arise from the Exit Interview form, the same will be forwarded to the management.

Annexure – 2



Exit Process Checklist

Employee Name:	Designation:
Employee ID:	Date of Joining:
Department:	HOD name:
Date of Resignation :	Relieving Date:

Please note that employee's Final Pay cannot be cleared until the following items have been returned and signed for:

Department	Checklist <input checked="" type="checkbox"/> Tick mark activities done (indicate NA, where it is not applicable)	Signature Name and Designation	Remarks (if any/penalties)
HOD	<input type="checkbox"/> Office property / documents <input type="checkbox"/> Data back up to be given to Name: <input type="checkbox"/> Replacement for any communications Name: <input type="checkbox"/> Handover completion		
Exam Office	<input type="checkbox"/> All exam papers /Result Sheets returned by Prof <input type="checkbox"/> All classes present to pertaining semester completion <input type="checkbox"/> Any other things pending, if yes details _____		
Information Technology	<input type="checkbox"/> Laptop / Desktop <input type="checkbox"/> Laptop Bag <input type="checkbox"/> Mouse <input type="checkbox"/> Pen Drive <input type="checkbox"/> Hard Disk <input type="checkbox"/> Any other external device <input type="checkbox"/> ID card <input type="checkbox"/> Mobile Handset <input type="checkbox"/> Data card <input type="checkbox"/> Sim card <input type="checkbox"/> Data back up <input type="checkbox"/> Email ID deactivation <input type="checkbox"/> Mail forwarding <input type="checkbox"/> Call forwarding <input type="checkbox"/> Disable access to all institute related software <input type="checkbox"/> Any amount / dues to be recovered If any mention the details _____		
Library	<input type="checkbox"/> All Books pertaining to Library returned <input type="checkbox"/> Any amount / dues to be recovered If any mention the details _____		
Facility	<input type="checkbox"/> Drawer keys and any other keys <input type="checkbox"/> Business cards <input type="checkbox"/> Parking stickers <input type="checkbox"/> Transportation Charges <input type="checkbox"/> Personal courier charges		



Department	Checklist <input checked="" type="checkbox"/> Tick mark activities done (indicate NA, where it is not applicable)	Signature Name and Designation	Remarks (if any/penalties)
Accounts	<input type="checkbox"/> Any Imprest amount balance pending <input type="checkbox"/> Any advance pending <input type="checkbox"/> Any travel expenses pending <input type="checkbox"/> Any other bills or invoice pending <input type="checkbox"/> Outstanding Loans, if yes Rs. _____ <input type="checkbox"/> Any other miscellaneous amount pending If yes, please specify _____		
Human Resources	<input type="checkbox"/> Leave Balance <input type="checkbox"/> Exit from medical benefit <input type="checkbox"/> No employment bond <input type="checkbox"/> Salary payable for the month - _____ <input type="checkbox"/> TDS (Proof) for the month - _____ <input type="checkbox"/> Resignation update in HR database		
Principal	<input type="checkbox"/> Certificates may be returned <input type="checkbox"/> Relieving & Work experience letter may be issued <input type="checkbox"/> Any other recommendation _____		

Declaration by Employee:

I authorize AIT to recover any outstanding amount before making the final settlement.

Signature of Employee

Signature of HR Manager

Note: A copy of this form to be filed in the employee's service book

Annexure – 3



EXIT INTERVIEW FORM

This Exit Interview Form will be filled by Human Resource Manager after one-to-one discussion with the outgoing employee. Purpose of conducting Exit Interview is to:

- i) try and retain employee by addressing his/her grievances and expectations.
- ii) try and find out the exact reason for resignation and
- iii) to suggest to management remedial measures, which will reduce future attrition. Attempt should be made to open up the mind of the employee to get real, frank and free feedback.

Employee Name:	Employee ID:
Designation:	Current CTC:
Department:	HOD/ RH name:
Date of Resignation:	Relieving Date:

Exit Interview conducted on:

Employee's total tenure:..... YY.....MM.....DD

QUESTIONS FOR THE EMPLOYEE	RATE	DETAILS COLLECTED BY THE HR MANAGER
Reason of Resignation, as told by employee:		
Name of Employer, where employee is taking up new employment and Terms of New Employment, Salary offered etc.:		
Level of dis-satisfaction with overall working conditions like working atmosphere, management support, job etc. [Rate: 1 – least & 10 highest]		
Level of satisfaction with overall working conditions like working atmosphere, management support, job etc. [Rate: 1 – least & 10 highest]		
Professional relationships with: [Rate: 1 – least & 10 highest] Vendor / clients Peers Seniors Juniors Reporting Head CEO		
Feedback for the - PRINCIPAL CEO		
Feedback for the HR office		
RECOMMENDATION BY THE HR MANAGER:		
Measures suggested by Interviewer to retain this employee:		
COMMENTS BY REPORTING HEAD (RH) / THE PRINCIPAL / CEO:		
Would you like to re-employ this employee in future?		
Any other feedback you would like to put on record:		
Signature of HR Manager		Signature of the Principal/ CEO

CHAPTER 6

GENERAL POLICY AND CODE OF CONDUCT

- 6.1 Duties and responsibilities of various cadres**
- 6.2 Employee code of conduct**
- 6.3 Policy for sexual harassment**
- 6.4 Job related policy**
- 6.5 Prevention of ragging**
- 6.6 Disciplinary measures**
- 6.7 Confidentiality and non-disclosure**
- 6.8 Using equipment and consumable resources**
- 6.9 Intellectual property, patents, and ownerships**
- 6.10 Service book**
- 6.11 Grievance procedure**

We believe that for an Institution to succeed, grow and excel, it needs to be anchored to its Values and Beliefs and motivate all its employees to consistently display these values during their interactions.

The code of conduct and ethics, articulated below, is intended to provide guidelines for the professional, ethical, legal and socially responsible behavior that the institution expects from its employees to be followed in their day-to-day work life.

6.1 Duties and responsibilities of various cadres

6.1.1 Principal:

- ❖ The principal is the Chief Executive of the Institute and is responsible to the Board all academic, administrative, and financial matters of the institute.
- ❖ He/she is to function as the Member Secretary of the Board of Management.
- ❖ To be a link between Management, Chairman on one hand & the institute administration, staff, students, and all stake holders on the other hand.
- ❖ To provide the interface to Project the activities of the institute as decided by the MANAGEMENT/TRUST to all external agencies.
- ❖ To ensure extension of all facilities and support for the conduct of the programmes of any other agency as decided by the MANAGEMENT/TRUST.
- ❖ As the Principal is the Member Secretary of the Board, he/she is the functionary legally responsible on behalf of the institute in all matters.
- ❖ To transact matters pertaining to academic and administration with all the departments and organizations concerned by bringing to the notice of chairman.
- ❖ To furnish periodical statements (say quarterly) of financial, academic, and other matters pertaining to the institute through the principal to the chairman.
- ❖ To obtain approval of the Chairman on behalf of the Board subject to the ratification of Management for any urgent action to be taken by principal.
- ❖ To oversee the service records of faculty and non-teaching staff and get the service records periodically updated through the respective heads of Units. The

time gap in the entry of such service register should not exceed one year and get it verified by the concerned staff at the end of the financial year.

- ❖ To write the confidential reports of all the faculty and maintain them in his custody. However, the CR's of non-teaching faculty (Except Class IV) will be written by concerned HoD and submitted to the principal for safe custody.
- ❖ To oversee and ensure that the academic and administrative functioning of the institute is smooth and satisfactory.
- ❖ To interact with all external agencies such as Industries and other professional organizations as could be decided by the Board/Trust.
- ❖ To take necessary legal advice and follow up action whenever required on behalf of the institute.
- ❖ To interact and pursue for effective and fruitful follow up of all matters concerning the academic, Accreditations, financial & administration of the institute. To this extent, to have close liaison with the State, Central Government Department, AICTE, NAAC, NBA, NIRF and Universities.
- ❖ To conduct periodic, monthly review meeting with the faculty and the administrative staff of the institute to ensure effective internal follow up of all matters discussed at such meetings.
- ❖ To act as sanctioning authority for all tours of all faculty and staff members recommended by concerned HoDs excluding himself to keep Chairman informed of all such tours approved.
- ❖ To act as sanctioning authority for all the leave exceeding 5 days of all staff members excluding himself and to keep the Chairman informed of the position in matter.
- ❖ To sanction delegate's fee and permission for staff to present papers at National Conferences in -----
- ❖ To obtain the approval of the Chairman for the participation at National & International Conferences.
- ❖ As regards participation in other activities outside the normal schedule of the institute, prior intimation is to be given to the principal.
- ❖ To ensure admission of students to the Undergraduate and Post Graduate courses as per the norms prescribed by university and the State Government

within the stipulated time schedule and obtaining the approval of the appropriate authorities for such admissions.

- ❖ To ensure effective and satisfactory conduct of the academic activities by continuous monitoring of faculty and other facilities available and to put up proposals in this behalf in consultation with Chairman of the Board for provision of necessary facilities such as staff requirements, purchase of equipment, books etc., through properly coordinated committees appointed for this purpose.
- ❖ To receive examinations application forms for appearance at respective examinations and forwarding the same to the affiliated University and to ensure satisfactory and prompt conduct of university examinations as per norms stipulated by the University and subsequently receive the results from the University and announce the same.
- ❖ To ensure appropriate documentation through committees, whenever required of planning and development proposals for funding agencies, consultancy & collaborative organizations and any other material required by academic & administrative authorities such as the University, AICTE, State and Central Governments in consultation with chairman.
- ❖ To arrange for necessary collection of approved fees from students at prescribed rates and arrange for disbursement of stipends/scholarships to eligible students.
- ❖ To ensure follow up and receive the appropriate grants from the various funding agencies.
- ❖ To prepare Budget Estimates for capital and recurring expenditure in respect of UG and PG departments through HODs and section.
- ❖ To make payments towards the various activities of the institute as per the approved Budget after scrutiny by COA/Finance officer.
- ❖ To oversee maintenance of proper records for receipts, payments and register of all assets of the institute. Counter signature of the daily cash book about financial transactions made and to check at least in a fortnight.

- ❖ To prepare the annual accounts and statements for purposes of audit by the chartered accountant and the statutory authorities, forwarding utilization certificates and the progress to the relevant funding authorities.
- ❖ To ensure maintenance of proper discipline both among students and staff.
- ❖ To attend to the problems of the staff and students through appropriately constituted committees for prompt redressal.
- ❖ To ensure proper maintenance of the campus and arrangements for security for the assets of the institution.
- ❖ To attend all matters pertaining to the Board. To arrange for the preparation of agenda and the meetings of the Board. To prepare the draft minutes of Board meetings for final approval by the Chairman. To take suitable steps for the implementation of the resolutions of the Board meetings and convey to the Board, the actions taken by him of the Institute.
- ❖ Perform any other function that may be assigned by the Chairman or the Board from time to time.

6.1.2 Head of the Department (HoD):

- ❖ Teaching to the Students.
- ❖ Instructions and conduction of experiments in laboratories.
- ❖ Students' assessment, evaluation, and conduction of examinations under university/autonomous system.
- ❖ To ensure prompt compliance of university requirements as regards departmental assignments and evaluation system.
- ❖ To encourage and plan schemes of collaborations, consultancy with industry and other professional organization and designated authorities.
- ❖ To ensure proper maintenance and upkeep of the department.
- ❖ To plan and prepare project and other proposals for the development of the department.
- ❖ Monitoring and conduction of regular classes as per the timetable and to ensure the conduction of classes as per lesson planning.
- ❖ Conduction of monthly departmental meetings to review the performance of the academic and other co-curricular activities.

- ❖ To monitor duties of Faculty and non-teaching staff of the department.
- ❖ To maintain contact with Industry, Govt. departments and Govt. agencies, so that research activities and modernization of laboratories are achieved.
- ❖ To monitor students' academic progress and arrange for Teachers'-Parents' meeting.
- ❖ To ensure prompt inter departmental activities and support by extending the necessary co-operation and facility whenever required as per requirements of university and other agencies to ensure the appraisal of the faculty by the students and to send the consolidated report to the principal.
- ❖ To write the confidential reports of all non-teaching staff and submit to the principal every year.
- ❖ Any other work entrusted by the Principal, Chairman and Management.

6.1.3 Professors

i) Duties

- ❖ Design /revision and up-gradation of courses.
- ❖ Deliver lecture, practical skills, methods, and techniques to students using innovative methods and technologies.
- ❖ Prepare course materials, lesson plans for the course assigned.
- ❖ Take up on priority mandatory works of the college like paper setting, invigilation, evaluation etc.
- ❖ Conduct internal tests, semester end examinations and universities examinations with almost integrity.
- ❖ Monitor (proctoring) students.
- ❖ Supervise (innovative) student projects.
- ❖ Involve in the department activities (strengthening laboratories, organization and developing new methods in academic /administrative activities).
- ❖ Involve in the process of procuring course materials /textbooks, laboratory equipment's.
- ❖ Participate in all departmental and college activities as prescribed.

- ❖ Publish at least one paper in conference in a year (either national or international).
- ❖ Any other responsibility assigned by the HoD/Principal/Management from time to time.

ii) Responsibilities

- ❖ Continue research work; post-doctoral fellowship at reputed universities/ organizations.
- ❖ To prepare and submit proposals for external funding agencies like VTU, AICTE, DST, etc. Guide research scholars for PhD.
- ❖ To make presentations at national and international conferences and similar events publish at least 3 papers in referred and non-paid journals National/International, in a block period of 3 years. In place of joint authors fractional weightage will be given.
- ❖ Writing Textbooks/Manuals/Monographs, etc.
- ❖ Develop products and applying for patents.
- ❖ Undertake consultancy works for income revenue generation (IRG).
- ❖ Keep abreast of current developments in their respective fields.

6.1.4 Associate professor

i) Duties

- ❖ Involve in design/revision and up-gradation of courses.
- ❖ Deliver lecture using innovative methods and technology and transfer knowledge like practical skills, methods and techniques.
- ❖ Prepare course material, lesson plans for the courses assigned.
- ❖ Take-up on priority mandatory works of the college like paper setting, invigilation, evaluation etc.
- ❖ Conduct internal tests semester end examinations and university examinations with at most integrity.
- ❖ Submit self-annual performance appraisal before the commencement of the academic year adhere to the same.

- ❖ Publish at least one paper in conference [National /International] in a year. [in case of joint authors only fractional weightage will be considered].
- ❖ Any other responsibility assigned by HoD/ principal/management from time to time.

ii) Responsibilities

- ❖ Pursue research and consultancy works [IRG].
- ❖ To prepare and submit proposals for external funding agencies like VTU, AICTE, DST etc.
- ❖ To prepare at National and International conferences and similar events.
- ❖ Keep abreast of developments in their respective fields.

6.1.5 Assistant professor

i) Duties

- ❖ Prepare course materials, lesson plans for the course assigned.
- ❖ Deliver lecture using innovative methods and technology.
- ❖ Assist students for improving their learning in academics.
- ❖ Supervise student projects.
- ❖ Monitor [proctoring] students.
- ❖ Accompany students during field trips and industrial visits.
- ❖ Take-up on priority mandatory works of the college like paper setting, invigilation, evaluation.
- ❖ Conduct internal tests, semester end examinations and university.
- ❖ Attend at least one FDP (workshop/conference/STTP) during the lean.
- ❖ Involve in the departmental activities (strengthening laboratories, organizing.
- ❖ Involve in the process of procuring course materials/textbooks, laboratory.
- ❖ Participate in all departmental and college activities as prescribed.
- ❖ Any other responsibility assigned by HOD/Principal /Management from time to time.

ii) Responsibilities

- ❖ Keep abreast of current developments and stay relevant in their respective fields.

- ❖ Publish at least one good quality (having impact factor of above 0.5) technical paper in a year in their respective field (In case of joint authors fractional weightage will be considered).

6.1.6 Workshop Staff/Laboratory Staff

The workshop/laboratory staff is categorized as

- i. Workshop Superintendent
- ii. Foreman/Instructor
- iii. Assistant Instructor
- iv. Mechanic
- v. Workshop Attendant /Helper

The various workshops should be under the overall charge of the workshop superintendent. The workshop superintendent shall be of the rank of an Asst. Professor. The Foreman shall be of the level of Lecturer.

i. Workshop Superintendent:

The Workshop Superintendent shall be of the rank of an Assistant Professor from the department of Mechanical Engineering. He is the Head of all the workshops in institute and is responsible to the Head of the Department in all matters concerned to men, materials, machines and maintenance in workshops and services to various departments.

The job description is as follows:

- ❖ Planning, scheduling, organizing, coordinating, and monitoring workshop classes and tasks of the institute.
- ❖ Plan, deliver and evaluate theoretical & workshop instruction.
- ❖ Design, develop and test instructional materials and tasks for skill training.
- ❖ Plan and organize staff development programmes for workshop staff.
- ❖ Procurement and commissioning of plant and equipment in the workshops.
- ❖ Procurement and storage of raw materials, tools, and instruments.
- ❖ Guide the students in the performance of practical tasks and skill exercises and evaluate their performance.

- ❖ Advise and assist students and faculty members in the fabrication of their projects.
- ❖ Manage the maintenance of equipment's and tools in the shops including preventive and breakdown maintenance, laydown safety procedures.
- ❖ Participate in professional development activities.

ii) Foreman/Instructor

The Foreman/Instructor is responsible to the Workshop Superintendent in the department of Mechanical Engineering in all matters connected with the workshop / Laboratory instructions, proper utilization of men, materials and machines and maintenance of shops assigned to him.

The job description is as follows:

- ❖ Erection/Installation/Commissioning of plant and equipment.
- ❖ Procurement/Storage/Accounting of raw materials, tools, and instruments.
- ❖ Planning, scheduling, organizing, coordinating, and monitoring workshop instructions and tasks.
- ❖ Arranging for the issue of raw materials, tools and equipment's for the workshop jobs.
- ❖ Plan, deliver and evaluate theoretical and workshop instruction.
- ❖ Guide the students in the performance of practical tasks and skill exercises and evaluate their performance.
- ❖ Arrange for preventive and breakdown maintenance.
- ❖ Assist students and faculty members in the fabrication of their projects.
- ❖ Participate in professional and development activities.
- ❖ Assist the workshop superintendent in certain functions as and when necessary.

iii) Assistant Instructor

The Assistant Instructor is responsible to the Foreman/Instructor in all matters connected with instruction, utilization and maintenance of tools, equipment and materials in the workshop allocated to him.

The job description is as follows:

- ❖ Procurement/Storage/Accounting of raw materials, tools, and instruments.
- ❖ Issue of materials/tools/equipment for shop jobs.
- ❖ Plan, deliver and evaluate shop instruction.
- ❖ Guide the students in the performance of practical tasks and skill exercises.
- ❖ Inculcate safety procedures and safety practices among students.
- ❖ Supervise the maintenance of tools and equipment including preventive and breakdown maintenance. Assist students and faculty members in the fabrication of their projects.

iv) Mechanics

The Mechanic is responsible to the Assistant Instructor / Instructor and the Foreman of the workshop in all the matters concerned with instruction, utilization and maintenance of tools, equipment's and materials in the workshop allocated to him.

The job description is as follows:

- ❖ Assist the Assistant Instructor in his work.
- ❖ Guide the students in their practical classes to complete the Experiments.
- ❖ Assist students and faculty members in the fabrication of their projects.

v) Workshop attendant / Helper

The Workshop Attendant/Helper shall be responsible to Assistant Instructor/Instructor/Foreman /Workshop Superintendent

The job description is as follows:

- ❖ Assist the Foreman/Instructor and Asst. Instructor in the performance of their duties.
- ❖ Routine maintenance of tools and equipment's.

vi) Laboratory Staff

For all the departments except Computer Science departments, the laboratory staffs are categorized as follows.

- a. Foreman
- b. Instructor
- c. Assistant Instructor
- d. Mechanic
- e. Helper

a. Foreman

The Foreman in any other department is responsible to the HOD in all matters connected with the Laboratory instruction, proper utilization of men, materials and machines and maintenance of shops/Laboratories under his control.

The job description is as follows:

- ❖ Erection/Installation/Commissioning of plant and equipment.
- ❖ Procurement/Storage/Accounting of raw materials, tools, and instruments.
- ❖ Planning, scheduling, organizing, coordinating, and monitoring laboratory instructions and tasks.
- ❖ Arranging for the issue of raw materials, tools, and equipment's for the laboratory jobs.
- ❖ Plan, deliver and evaluate theoretical and laboratory instruction.
- ❖ Guide the students in the performance of practical tasks and skill exercises and evaluate their performance.
- ❖ Arrange for preventive and breakdown maintenance.
- ❖ Assist students and faculty members in the fabrication of their projects.
- ❖ Participate in professional development activities.
- ❖ Assist the faculty in charge of laboratory in certain functions as and when necessary.

b. Instructor

The instructor is responsible to the faculty member in charge in all matters connected with the laboratory instruction, proper utilization of men, materials and machines and maintenance of laboratory under his control. Assist the students and faculty members in conducting experiments/ practical work/research work.

c. Assistant instructor

The Assistant Instructor is responsible to the Foreman/Instructor in all matters connected with instruction, utilization and maintenance of instruments, equipment and materials in the laboratory allocated to him. Assist the students and faculty members in conducting experiments/ practical work/research work.

d. Mechanic

The Mechanic is responsible to the Assistant Instructor/Instructor of the laboratory in all the matters concerned with instruction, utilization and maintenance of instruments, equipment's and materials in the laboratory allocated to him.

The job description is as follows:

- ❖ Assist the Assistant Instructor in his work.
- ❖ Guide the students in their practical classes to complete the experiments.
- ❖ Assist students and faculty members in the fabrication of their project.
- ❖ Assist the Asst.instructor / instructor in minor repairs of the instruments/equipment's.

e. Helpers

The helper shall be responsible to the Technical Assistant and the faculty members of the laboratory.

The job description is as follows:

- ❖ Cleaning of apparatus, tools/instruments, equipment, and accessories.
- ❖ Assist the mechanic/Assistant Instruction/Instruction in their work.

6.1.7 Computer centre technical staff

i) System manager

The system manager shall be a full-time post with the cadre equivalent to Asst. professor. He shall have a teaching load of 4 hours per week. The qualifications for the post of system manager shall be the same as that of an Asst. professor with an additional requirement of having undergone a training course/diploma in the Management of computer centre or having a work experience of at least two years in the Management of a computer centre. The system manager shall be responsible for planning and execution of an effective and optimum utilization of computer hardware and software as well as their upkeep and maintenance.

ii) System analyst

The System analyst shall be a full-time post with the cadre of a lecturer with an additional requirement of having undergone a training course/diploma in management of computer. He shall have a teaching load of 4 hours/week. System analyst is responsible to report to the HoD of Computer Science and System Manager all the activities associated for effective and optimum utilization of computer hardware and software as well as their upkeep and maintenance.

iii) Computer programmer

Computer programmer will report to System analyst/HoD Computer Science. Computer programmer is responsible to develop the programs for a problem in consultation with a faculty concerned. He must debug and execute the developed program. He is also responsible for upkeep of the computer lab. The job description is as follows:

Assist the system manager/system analyst, staff, and students in writing computer programs, debugging source programs, executing the computer programs and obtaining computer outputs.

iv) Computer operator

The computer operator is responsible to the system manager and the system analyst in all matters connected with the operation of computer system and peripherals.

The job description is as follows:

To assist the programmer, students, and staff in execution of the computer programs and obtaining the computer output results and in the use of computer peripherals such as printer and plotter.

6.1.8 Library Staff

The library staff is categorized as follows.

- i. Chief librarian/librarian
- ii. Assistant librarian

- iii. Library assistant
- iv. Library attendants

i) Chief librarian/ librarian

The chief librarian/librarian is responsible for planning and development. The chief librarian/librarian of the institute provide the necessary library services to the students and staff of the institute. He is responsible to the principal in all matters connected with the library activity.

The job description is as follows:

- ❖ General Administration
- ❖ Budgeting
- ❖ Books/Periodicals/Video tapes selection and acquisition
- ❖ Planning and development of the library
- ❖ Supervising of cataloguing and indexing.
- ❖ Arranging for book binding
- ❖ Supervising the usage of e-journals and e-library facility

ii) Assistant librarian

The Assistant Librarian is responsible for the Chief Librarian/Librarian in all matters connected with the library.

The job description is as follows:

- ❖ Assisting the Librarian in his work
- ❖ Cataloguing and classification of books and periodicals

iii) Library assistant

The library assistant is responsible to the assistant librarian and the chief librarian/ librarian.

The job description is as follows:

- ❖ Issue and receiving of books.
- ❖ Restoring the books and periodicals.
- ❖ Maintenance of reference library, reading room and e-library facility

iv) Library assistants

The library attendants are responsible to the chief librarian/librarian.

The job description is as follows:

- ❖ Checking at the entrance.
- ❖ Control at the property counter
- ❖ Labelling / pasting
- ❖ Maintaining and upkeep of library
- ❖ Binding of books

6.1.9 Placement and training department

The department of placement and training consist of

- i. Placement & Training Officer
- ii. Data Entry Operator
- iii. Helper

i. Placement and training officer

- ❖ The Placement and Training Officer should be of the cadre of a professor or assistant Professor and this post must be treated as a non-vacation post.
- ❖ The officer shall have a teaching workload of four to eight contact hours per week.
- ❖ The placement and training officer should maintain a good liaison with industry in and around the place of the campus.
- ❖ He should conduct an annual survey of job requirements in the industries, research, and service organizations.
- ❖ He should arrange for training for students, campus interviews, in-plant training and arrange to get industries' sponsored projects for both staff and final year students.
- ❖ He should create data bank of personnel who are experts in their respective fields from industries/ research/service organizations and invite them to the institution to deliver lecture for the benefit of students and staff members.

- ❖ He should arrange for training to staff members in industries /research/service organizations.
- ❖ The placement and training officer should create a data bank of the alumni who are placed in reputed industries / research / service organizations.
- ❖ He must help in organizing effective industrial training and field visit for staff and students and render assistance to students in getting apprentice training and suitable placement in Industries / Research / Service organizations.

ii. Data entry operator

The data entry operator is responsible for entry of relevant data of student, data pertaining to the soft skill trainers, experts in industries / research / human resource personal of various industries.

iii. Helper

He will be assisting the placement and training officer in all placement and training activities.

6.1.10 Physical education department

The physical education department consists of

- i. Director
- ii. Helper/Ground maintenance staff

The job description is as follows:

- ❖ He shall organize various physical fitness exercises to the students from time to time. He shall coach the students either before or after the class hours in the morning and evening.
- ❖ He will be responsible for conduct of tournaments and athletic meets at the institute; and impart coaching and / or training to the students to participate in inter- collegiate and /or inter-university competitions, and national and international competitions.
- ❖ The Director of Physical Education shall arrange for sports meet and other coaching camps for the students.

- ❖ The Director of Physical Education shall be responsible for selection of a team of talented students to represent the institute for various sports events and motivates them to win trophy, shield, medals, and other prizes.
- ❖ He shall discharge any other functions and accomplish any other duties and assignments allocated to him from time to time by the principal or any other higher authorities.
- ❖ He is the Member–Convener of the Sports Committee and arranges for Periodical meetings of the committee and maintains the minutes of the meetings.
- ❖ He is responsible for maintenance of the Day Book, Stock Book and the accounts of the sports fund.
- ❖ The Director of Physical Education shall arrange for periodical stock verification of sports materials and other equipment's at least once in a year and submit a report of stock verification to the principal with his specific findings duly indicating the status through the Sports Committee.

Helper

- ❖ Helpers are responsible to the principal.
- ❖ They should upkeep the indoor and outdoor field.
- ❖ They should help in conduction of all games, sports activities including tournaments.

6.1.11 Building section / Maintenance department

The following are the cadres in Building department.

- i. Resident Engineer
- ii. Site/Maintenance Engineer
- iii. Junior Engineers/Maintenance Supervisor
- iv. Maintenance Attendants/Assistants

There shall be a minimum of one resident engineer, one Site/Maintenance Engineer, two Junior Engineers and Maintenance Attendants (housekeeping, maintenance of lawns and gardens & security).

- i. Resident Engineer

The Resident Engineer is responsible to the Principal in all matters concerned with the upkeep and maintenance of buildings, water supply, sanitation, electricity, cleaning of classrooms & laboratories, maintenance of gardens, repairs, minor alteration, security arrangements etc. He is also responsible for construction works in the institute.

ii. Site/Maintenance Engineer

The site/Maintenance Engineers are responsible for the Resident Engineer in all the aspects concerned with the maintenance work of the Institution. They are also responsible for the construction activities to the resident engineer.

iii. Junior Engineer/Maintenance Supervisor

The Junior Engineer/Maintenance Supervisor is responsible for Resident Engineer and Site/Maintenance Engineer in all aspects concerned with upkeep of the campus/construction work of the Institution.

iv. Maintenance Attendants/Assistants

The Maintenance Assistants consist of electrician, mason, plumber & carpenter etc. The Maintenance Attendants consist of persons for housekeeping, sanitary workers, security personnel and garden workers. They are responsible to the Maintenance Assistants, Maintenance Supervisor in the work assigned to them.

6.2.12 Administrative section

i. Administrative Officer

- ❖ Administrative Officer (AO) is Head of the Administrative wing of the institute. AO is responsible to the principal in overall administration and specifically responsible for financial, stores, transport section and Board of Management.
- ❖ To be the custodian of service records of all staff (teaching and nonteaching) except Principal. To assist Principal in all matters pertaining to the Board, Director of Technical Education, State Government, Central Government, and other agencies connected with the institute.

- ❖ To assist the principal in all meetings held in the institute where his presence is indicated.
- ❖ To assist the principal in all matters pertaining to the students.
- ❖ To assist the principal in all matters of staff recruitment.
- ❖ To supervise the working of all the sections of the administrative wings.
- ❖ To arrange for audit of accounts and furnish replies to audit reports.
- ❖ To assist Principal in all legal matters connected with the institution.
- ❖ To attend any other work that will be assigned by the higher authorities.

ii. Accounts officer

- ❖ To keep all financial matters pertaining to the institute in order and up to date.
- ❖ To attend financial matters with specific reference to Grant-In-Aid code.
- ❖ To prepare Budget statements and attend to follow up matters pertaining to budget provision.
- ❖ To attend matters pertaining to Grants with specific reference to State Govt, Central Government, TRUST Educational Trust and other Agencies.
- ❖ To attend matters pertaining to Audit.
- ❖ To attend AC/DC bills of examinations.
- ❖ To prepare Annual Report of accounts.
- ❖ To verify (day-to-day) the relevant financial registers, cash book, general ledger etc to verify and admit bills, vouchers etc.
- ❖ To attend financial matters pertaining to the buildings section.
- ❖ To attend any other work entrusted by AAO/principal.
- ❖ To attend regular check on Grants, receipt & expenditure.
- ❖ To attend any other work that will be assigned by the higher authorities.

Note: Depending on the workload number of case workers will be assisting the superintendent in discharging his/her responsibilities. The case workers are responsible in scrutinizing the bills of building, equipment, consumables etc., and attending matters pertaining to the maintenance of the bills, like water & power bills. They are also responsible for obtaining the various scholarships from different authorities and distributing them to the students. They maintain fee ledgers, refund registers, bank

accounts, cash book, etc., They prepare monthly and quarterly income and expenditure statements and assist for the annual budget preparations. They attend to the provident fund, income tax, professional tax and other statutory deductions. Direct central assistance grant received from the Karnataka Govt., and other organization is to be properly accounted. The caseworkers are responsible for opening fresh files/continuing the already existing file in case building and presenting to the higher authorities for taking suitable action. To attend any other work entrusted by Superintendent/AAO/Principal

iii. Superintendent-Examination

- ❖ To attend all matters pertaining to the conduct of university examinations both theory and practical.
- ❖ To attend all matters pertaining to students taking University examinations like receiving applications forms, sending them to university, sessional marks dispatch to university etc.
- ❖ To prepare AC and DC Bills in respect of both theory and practical exams.
- ❖ To attend all matters pertaining to the results of university exams/autonomous system.
- ❖ To attend matters pertaining to all examinations.
- ❖ Attend to results analysis to be sent to trust to attend to the entry of enrolled students and the same to be sent to the universities.
- ❖ To attend to supervision work of case workers.
- ❖ To review the weekly pending cases and bring them to the notice of the next superior.
- ❖ To give his opinion for all the files duly quoting the rules.
- ❖ To attend any other work that will be assigned by the higher authorities.

Note: Depending on the workload, number of case workers will be assisting the superintendent in discharging his/her responsibilities. The case workers are responsible for receiving the applications, scrutinizing and forwarding to the university with relevant details. Receive the application form for revaluation, rejection of results,

repeaters and process them accordingly. Preparation of question paper requirements, seating arrangements for the examinations, forwarding the answer script bundles to the university, preparation of the remuneration bills both for practical and theory examination Issue of course completion certificates, marks cards and preparation of statistical data required by the university. The caseworkers are responsible for opening fresh files/continuing the already existing file in case building and present to the higher authorities for taking suitable action. To attend any other work entrusted by Superintendent / AO / Principal.

iv. Superintendent- stores

- ❖ To take all steps necessary for obtaining equipment and consumables as required by the respective departments of the institute including administration. To take all steps necessary for annual stock verification of all departments.
- ❖ To take all steps necessary for the servicing and maintenance of equipment including office equipment's.
- ❖ To take steps for the writing off items as and when such occasion arises and prepare breakage reports list of unserviceable articles and disposal same.
- ❖ To take steps for renewal of all licenses. To maintain all registers of the section in a satisfactory manner and bring them up to date.
- ❖ To maintain daybook and other stock regarding goods received.
- ❖ To attend processing of several schemes pursued by the institute like central assistance scheme etc.
- ❖ To attend all AC and DC bills
- ❖ To take all steps concerning the furniture of the institute like
 - (a) ordering and passing the bills
 - (b) numbering and noting the location
 - (c) entry in the registers etc.
- ❖ To take all steps regarding stationery requirements of the institute like
 - (a) Ordering and passing the bills
 - (b) Entry in the registers both input and output etc.
- ❖ To attend any other work that will be assigned by the higher authorities.

Note: Depending on the workload number of case workers will be assisting the superintendent in discharging his/her responsibilities. The case workers are responsible for obtaining quotations, placing orders, passing all types of bills including AC/DC, central assistant scheme. Maintain furniture/stationary issue register, stock ledger and unserviceable items register. The caseworkers are responsible for opening fresh files/continuing the already existing file in case building and presenting to the higher authorities for taking suitable action. To attend any other work entrusted by Superintendent / AAO / Principal.

v. Superintendent (Admission & Academic)

- ❖ All matters pertaining to admission of students to the institute at all levels in line with the norms of the University, State and Central Government.
- ❖ All works connected with VTU, DTE, AICTE & State Government in relation to the admission of students.
- ❖ Students matters in relation to Scholarships, Educational and Project tours, Practical training, Certificates etc.,
- ❖ Master timetable
- ❖ Keeping track of Academic calendars. Preparing reports and supply of information in relation to all statutory bodies.
- ❖ Looking after matters pertaining to Summer/Winter Schools, Conferences, Seminars etc.,
- ❖ To attend any other work that will be assigned by the higher authorities.

Note: Depending on the workload, number of case workers will be assisting the superintendent in discharging his/her responsibilities. The case workers are responsible for admitting and collecting the fees at the beginning of the academic year. Preparation of the eligible candidates list and forwarding it to the concerned departments. Arrange for the conduction of workshops, seminars, conferences in the institute. Arranging for the project/industrial/educational tours of the students and faculty. Preparing the academic calendar as outlined by the university. Attending to various inspection committees like LIC, AICTE and furnishing all the details required by them. The caseworkers are responsible for opening fresh files/continuing the

already existing file in case building and present to the higher authorities for taking suitable action. To attend to any other work entrusted by Superintendent/AAO/principal.

vi. Superintendent – Establishment

- ❖ To ensure that all papers pertaining to the staff of the institute (Teaching and nonteaching) are kept in order and update, in relation to schedule, recruitments, leave matters, pension, pay scales, promotion, seniority list, and in- charge arrangement.
- ❖ To ensure that all papers pertaining to Board meetings are kept in order and update agenda, meeting notice, proceedings and action on resolutions of the Board meetings.
- ❖ To take steps for the issue of necessary office orders and subsequent follow up matters.
- ❖ To attend to schedule of establishment charges, classification register, vacancy, issue of advertisements, filling of vacancies, posting, Board and sub-committee meetings (including staff selection committee), appointment orders, matters pertaining to study leave, deputation of staff for higher studies, pension matters, matters pertaining to pay scales, issue of office orders, verification of personal files & service registers, pay rolls, matters pertaining to in charge arrangement, matters pertaining to cadre and recruitment rules & matters pertaining to promotion & seniority list.
- ❖ To review the weekly pending cases and bring them to the notice of the next superior.
- ❖ To give his opinion for all the files duly quoting the rules.
- ❖ To attend to any other work that will be assigned by the higher authorities.

Note: Depending on the workload, number of case workers will be assisting the superintendent in discharging his/her responsibilities. The case workers are responsible for various service-related matters of the employees. They prepare the salary bills of the employees including various deductions. The caseworkers are responsible for opening fresh files/continuing the already existing file in case building

and present to the higher authorities for taking suitable action. To attend to any other work entrusted.

6.2 Employee code of conduct

All employees shall follow the **Rules & Regulations** and standards of conduct and behavior as expected by the institution. Offences such as the following (but not limited to) when committed shall constitute misconduct and will attract disciplinary action/measures:

- ❖ Employees arriving at work with alcohol smelling on the breath or employees consuming alcohol during working hours.
- ❖ Employees missing days (or even weeks) at work without justification.
- ❖ Employees slipping out of college premises without permission.
- ❖ Not marking attendance in the registers / biometric.
- ❖ Refusal, negligence or omitting to perform one's official duties and/or discharge official responsibilities duly assigned without prior intimation.
- ❖ Persistent late coming and/ or absence from duty without permission.
- ❖ Use of abusive or insulting language or behaviour or assault.
- ❖ Misuse of or damage to Institution property by students and/or staff.
- ❖ Tendencies of discrimination.
- ❖ Forgery, falsifying or presenting false documents and/or records for the purposes of disseminating wrong information, obtaining money or reward or favour.
- ❖ Breaching or contravening institution's prescribed operating rules, regulations, and procedures likely to cause financial loss or damage of institute's property.
- ❖ Theft, fraud, or embezzlement of Institution's funds and property.
- ❖ Withholding of any information regarding any changes that affect the employee from time of joining duty such as change of address, marital status, dependency etc.
- ❖ Engaging in any trade, profession or business falling outside the scope of his /her duties except with the prior written permission of the Management.
- ❖ Taking part in strike/ hartals/gherao.

- ❖ Acts likely to endanger the safety or life of or which may result in injury to others, including gross negligence or misconduct, violence or fighting.

6.3 Policy for sexual harassment

The Institution recognizes that sexual harassment violates fundamental rights of gender equality, right to life and liberty and right to work with human dignity as guaranteed by the Constitution of India.

Sexual Harassment is a criminal offence and punishable under relevant laws of the Country.

Sexual harassment can be defined as “unwelcome” sexually determined behaviour (whether directly or by implication) such as:

- ❖ Physical contact and advances
- ❖ Demand or request for sexual favours
- ❖ Sexually coloured remarks
- ❖ Showing pornography
- ❖ Any other unwelcome physical, verbal, or non-verbal conduct of a sexual nature. (Vaisakha judgment by Supreme Court)

6.3.1 The Complaints Mechanism and the scope of its functions

Guiding principles for constitution of Internal Complaints Committee

As per the guidelines of Supreme Court, UGC & Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act, 2013, an **Internal Complaints Committee (Anti-Sexual Harassment Cell)** has been constituted. Internal Complaints Committee is deemed to be the inquiry authority appointed by disciplinary Committee. Complaints can be made by the complainant in person or through post or mail addressed to the Chairman of the committee. Complaints may also be lodged directly with any member of the Internal Complaints Committee. All complaints made to any committee member must be received and recorded by the member, who shall then immediately inform the chairman about the complaint, who in turn shall hold a meeting of the committee, within three days.

6.3.2 Functions of the Internal Complaints Committee:

- ❖ The internal complaints committee may before initiate an inquiry and at the request of the complainant take steps to settle the matter between her and the respondent through conciliation. However, no monetary settlement shall be made a basis of conciliation.
- ❖ The internal complaints committee shall enquire into the complaint of sexual harassment following procedures in conformity with the principles of natural justice and gender sensitivity.

6.3.3 Enquiry to be completed within 90 days

The enquiry shall be completed, and the enquiry report shall be submitted within a period of ninety days (90 days) from the date on which the enquiry is commenced.

6.3.4 Where sexual harassment amounts to criminal offence

Where the conduct of sexual harassment amounts to a specific offence under the Indian Penal Code (45 of 1860) or under any other law, it shall be the duty of the Internal Complaints Committee to immediately inform the complainant of her right to initiate action in accordance with law with the appropriate authority and to give advice and guidance regarding the same. Any such action or proceedings initiated shall be in addition to proceedings initiated and/or any action taken under this policy. In case of any ambiguity in interpreting and implementing the provisions of these rules, the decision of the head of the Institution in this regard shall be final.

6.4 Job related policy

6.4.1 The standard work week

The standard Work week of the employees in the institution shall consist of six (6) days from Monday to Saturday. The faculty is expected to work for 8 hours per day. The standard timing of the college is from 8:30 a.m. to 4:30 p.m. (Mon – 1st, 3rd, 5th Saturday, the 2nd and 4th Saturday are declared as holidays). During the employment process, applicants shall be informed of the number of hours in the regular work week and anticipated variations caused by cyclical workloads in the hiring department. For part time and other employees, the regular workweek represents the minimum hours that an employee is expected to work as defined in their employment contracts.

6.4.2 Flexible work schedule / flexi hours

The management has introduced the flexible work schedule to be followed by all the faculty members of Atria Institute of Technology without changing the prescribed standard working hours.

6.4.3 Lunch break

For all employees of the institution, meal periods shall be for **forty-five (45)** minutes. The employees shall have to strictly adhere to the time.

6.4.4 Recess period

For all employees of the institution, there shall be recess period of 15 minutes break.

6.4.5 University holidays

The list of holidays (as per VTU calendar) will be published on the first day of the year and will be circulated to all the employees.

6.4.6 Attendance

Employees are expected to come to their workplace, on all working days, at the designated time and mark attendance in the manual attendance register as well as Biometric system. They are expected to do this again at the time of leaving the workplace at the end of the working day as well.

6.4.7 Grace period

There is no grace period allowed to the employees because of the flexi-hour benefit introduced to all employees on all working days. An employee can choose to login between 8:30 AM to 10:00 AM. Therefore, an employee must complete 8 hours of working hour a day before leaving the duty. If an employee reports to the duty after 10:00 AM on any occasion for more than 3 times in a month, the employee will be warned by the HoD and Principal. If an employee repeats coming late to duty, then it may be considered as violation of the employee code of conduct and such misconduct may attract disciplinary actions including termination.

6.4.8 Absence of work

Unauthorised absence from work shall be considered as misconduct and strict official action shall be initiated. For an unscheduled absence, employees shall personally notify their Head of the Department as soon as possible of the absence but not less than one (1) hour after the start of the workday. If an employee is absent from work for Eight (8) consecutive scheduled workdays and has not notified his /her concerned Head of the Department of the unscheduled absence, the employee shall be considered to have resigned voluntarily from the institution.

6.4.9 Employee dress code

It is essential that all employees take pride in her/his appearance and maintain proper dress code and general appearance during office hours to project a professional image of the Institution. Employees are expected to dress neatly and, in a manner, consistent with the nature of the work performed.

6.4.10 Consumption of intoxicating drinks, drugs and tobacco products, playing cards & gambling.

An employee shall not be under influence of any intoxicating drink or drug during his/her duty and shall also take due care that the performance of his/her duty at any time is not affected in any way by the influence of such drink /drug. The use of tobacco or tobacco related products, consumption of alcohol, playing cards and gambling are also not permitted during duty hours and non-duty hours or holidays in the campus.

6.4.11 Work from Home during non-lockdown days

A complete engagement report must be updated through appropriate channel as prescribed by the principal. A work from home option may be given on a strong ground. The HoD/ functional head must approve the same and inform HR Manager about the employee(s) is given a Work from Home option for the “x” number of days.

6.5 Prevention of ragging

Ragging in any form is an offence. All the employees (both teaching and non-teaching) should prevent ragging in the campus and should report promptly any case

of ragging which comes to his/her notice. Certificate of appreciation will be issued to the staff who report incidents of ragging and entry of appreciation will be made in their Service Books.

“To prohibit, prevent and eliminate the scourge of ragging including any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student, with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student, in the Institution, and thereby, to provide for the healthy development, physically and psychologically, of all students” the All India Council for Technical Education, (AICTE) brings forth these Regulations.

6.5.1 Anti ragging committee

Anti-ragging Committee to be nominated and headed by the Head of the Institution, and consisting of representatives of civil and police administration, local media, Non-Government Organizations involved in youth activities, representatives of faculty members, representatives of parents, representatives of students belonging to the freshers' category as well as senior students, non-teaching staff; and shall have a diverse mix of membership in terms of level as well as gender.

6.5.2 Anti ragging squad

Anti-Ragging Squad to be nominated by the Head of the Institution with such representation as may be considered necessary for maintaining vigil, oversight and patrolling functions and shall remain mobile, alert, and active at all times.

6.5.3 Monitoring cell

A Mentoring Cell consisting of students volunteering to be Mentors for freshers, in the succeeding academic year.

6.6 Disciplinary measures

There are four principal forms of disciplinary measures namely: **warning, suspension, termination, and dismissal depending on the gravity of misconduct.** The institution shall exercise its discretion to impose disciplinary measures upon an employee for misconduct as it may consider appropriate. The Head of the department shall bring to the notice of the HR Manager, any case of misconduct of his/her department staff member. The HR shall immediately bring to the notice of the principal regarding such misconduct from his/ her Faculty. The **“Staff Disciplinary Committee”** constituted by the principal shall decide upon all cases of such misconduct.

6.6.1 Warning-

The **“Staff Disciplinary Committee”** will send warnings to the staff member of AIT accused of misconduct. There shall be three types of warning.

- ❖ **Verbal warning:** shall be given once to a first-time offender deemed to have committed light offence.
- ❖ **Written warning:** shall be given where an employee who fails to correct his/her behaviour or commits another offence after being given a verbal warning. A written warning shall specify:
 - i. The identified deficiencies or inadequacies and improvements required.
 - ii. Any recommendations to assist the employee reform.
 - iii. The period within which an employee must show improvement beyond which subsequent disciplinary action shall be taken.
- ❖ **Final/ Second written warning:** shall be served as the final warning and shall be given where an employee has failed to achieve the improvement required within the given period.

6.6.2 Suspension

The power to suspend services of an employee shall be vested in the Management or Principal.

- ❖ Failure of an employee to reform after the second written warning, shall lead

to suspension **on no pay for a period not exceeding 15 days or the duration of an inquiry whichever is shorter.**

- ❖ An employee shall also be suspended from duty on such terms and conditions as the **“Staff Disciplinary Committee”** deems fit, where such an employee has been apprehended on account of an offence that requires investigations or is charged in a court of law or is remanded pending criminal proceedings.
- ❖ The **“Staff Disciplinary Committee”** shall take a decision in the case of a suspended employee within a stipulated period or on the conclusion of an inquiry into the case, whichever is earlier.

6.6.3 Termination

The power to terminate the services of an employee shall be vested in the management or principal.

The employee’s contract may be terminated with or without notice if the institution believes that the continued employment of such a person would prejudice or affect other employees’ performance or compromise the Institution’s interest.

6.6.4 Dismissal

The power to dismiss services of an employee shall be vested in management or principal. Both gross misconduct and gross neglect of duty are punishable by dismissal from employment.

- ❖ An employee who is dismissed from service because of criminal conviction shall neither be given notice nor paid salary in lieu of notice.
- ❖ An employee who is dismissed following suspension shall forfeit any other benefits he is liable to receive from the institution.

6.7 Confidentiality and non-disclosure

Employees shall ensure that all information available to them in the course of employment in the Institution are kept strictly confidential and she/he shall not disclose to any party except to the extent necessary for the purpose of due performance of her/his service/dischARGE of her/his duty.

6.8 Use of equipment and consumable resources

Employees shall ensure that all departmental equipment, resources, and consumable items are used for the work and business of the Department.

6.8.1 Using of internet, intranet and electronic mail

- ❖ Employees shall avoid using of computers for sending, receiving, and/or copying inappropriate material.
- ❖ Employees will ensure that the transmission of information via communication and information networks and devices are made only if authorized to do so and in accordance with the relevant departmental protocols.
- ❖ Employees will avoid sharing of password with another person, share another person's password/s, or record password/s which can be misused. The Department monitors the use of these networks and devices, and an employee may be called upon to explain her/his use of them.

6.9 Intellectual property, patents, and ownerships

The Institution has formulated this Policy for the management of intellectual property right to:

- ❖ Provide a conducive environment leading to development of intellectual property and to create an environment for acquiring new knowledge through innovation and research, compatible with the educational mission of the institute.
- ❖ Create a comprehensive single window reference system for all intellectual property rights issues relating to intellectual property generated at the institute.
- ❖ IP created because of institution's research or by substantial use of institution's resources shall be owned by the institution.
- ❖ If the IP is created because of collaborative research/consultancy has been

funded by external funding agency then it shall be jointly owned by the Institution, the creator, and the funding agency.

❖ The IP can be exclusively owned by the inventor only if the activities have been pursued outside after working hours of the institution and it is not a part of duty as an employee.

6.10 Service book

A service book shall be maintained by the Manager-HR for all employees working with the Institution and shall contain such information regarding date of birth, date of appointment, qualifications, scale of pay, increments, probation, research publications, particulars of leave and such other information as the Competent Authority may prescribe. The entries in the service book shall be brought to the notice of the employee concerned after the end of each academic year and his/ her signature shall be obtained. An employee is responsible to inform HR in writing in case of any changes concerning his address, mobile number, and qualifications.

6.11 Grievance procedure

- ❖ An employee with a grievance shall present it to the Head of the Department in writing for resolution.
- ❖ Where the Head of Department fails to resolve the grievance within a stipulated number of working days, such grievance shall be referred to the HR Department or Principal who shall handle the grievance and shall conclude it within a stipulated number of working days.
- ❖ Where the HR / Principal fails to resolve the grievance, such grievance shall be forward to “**Employee Grievances and Redressal Committee**”. The **Committee** shall resolve the grievance of the employee within the stipulated number of working days from the date of receipt of the grievance from the respective HOD of the Faculty/ HR/Principal. The decision of the **Committee** shall be deemed final. In each of the cases, the employee shall be notified/ intimated by a written communication from the Head of the Department /Principal /HR/ **Employee Grievances and Redressal Committee** as the case be.

Sample list of penalties

Sl. No.	Complaints / Allegations proved against an Employee	Simple Punishment / penalties/fine that may be imposed by the Competent Authority
1.	Absent in the Class / Lab without prior approval and without suitable arrangements of the class work.	Such days will be treated as leave without pay.
2.	Misconduct of a non-serious nature.	Show Cause Letter.
3.	Unauthorized absence for more than seven days.	Show Cause Letter and LOP.
4.	Misuse of college funds less than Rs.10,000/- (Impress or advance, research grant etc.,)	Show Cause Letter and debarred for promotion for 3 years.
5.	Temporary misuse of funds more / than Rs. 10,000/- (Conference grant / research grant etc.)	Show Cause Letter and debarred for promotion for 5 years.
6.	Mistakes of execution of duties (i.e., affects the reputation of the institute, affects the career)	First offence – warning; Repeat offence – reducing basic pay to the next lower slab or termination from service.
7.	Misuse of official power to his / her family members to get jobs	Show Cause Letter and stoppage of increment for 5 years.
8.	Violating rules and regulations for the sake of participation in any public protest	Show Cause Letter and stoppage of increments for 3 years. Those are indicative and actual misconduct after the enquiry will commensurate with the gravity of misconduct and the decision will be final and binding.
9.	Violating rules and regulations for the sake of contesting in election or to work in political field	Termination of employment.
10.	Misuse of college funds (fee, impress)	Termination of employment.
11.	Borrowing cash from colleagues / students / office staff	Forfeiture of 1 month pay
12.	Marketing of product or services by accepting any favors / commission / bribes	Suspension of 1 month without any pay
13.	Work dumped by Co-workers/ team/ dept members	Pay cut of 1 week

CHAPTER 7

TRAVEL POLICY

7.1 Official travel

7.2 Applicable rates for reimbursement of tour expenditure

7.3 Travel Advance

Annexure 4

Employees of the institution are encouraged to combine visit to fields of intervention as part of their duty. A balance is to be maintained between office work and field work. Employees while on travel, shall uphold the values of the institution and shall be guided by the objective of travel and conduct themselves in an ennobling manner. While on travel, the employees are envoys of the organization and hence should be conversant with the mission, vision, objectives, strategies and above all the particulars of the respective programme to which the travel is linked. They should adhere to the principles of time management and minimum comfort. Travel plans of employees, for official purpose must be submitted to the concerned HOD/HR for approval through the principal.

7.1 Official travel:

Travel claims by the employees who are travelling for approved official programs are eligible for reimbursement of travelling expenses as per the following guidelines:

- ❖ The maximum amount of travel reimbursement that a staff can claim is limited to the AC III/II class train fare or the bus fare or economy class for air travel to the place of visit through the shortest way.
- ❖ Actual ticket bills are to be produced to claim the amount.
- ❖ In the event the tour is cancelled / postponed for whatever reasons, the travelling staff should immediately decide for tickets cancellation.
- ❖ Actual expenses incurred for taxi/ auto rickshaw to reach place of visit or training centres may be claimed.
- ❖ Claims for travel by taxi/ cabs are subject to the approval of Principal applicable to certain grades.
- ❖ Taxi/auto fare cannot be claimed if the travel is from house to office and vice-versa (except certain grades).
- ❖ Travel on academic work such as examination/valuation or any other work of the University or statutory bodies where travelling expenses are reimbursed by such bodies, shall not entitle the staff to claim reimbursement of expenditure.
- ❖ Staff members are entitled to reimbursement of actual conveyance and food expenses during travel for office purposes on production of bills in original.

- ❖ If the Staff chooses to make private visits along with official visits, no claim for such part of the visit will be entertained.
- ❖ In the event of personal vehicle being used for any official purpose (other than for daily commuting of employees), the following reimbursement limits are applicable.
- ❖ 4 wheelers: Rs. 8 per km, 2 wheelers: Rs. 3 per km (up to 100 kms).
- ❖ Claim should accompany a statement stating Date: From: To: kms travelled.
- ❖ All other claims related to travel will have to be sanctioned by the principal.
- ❖ Travel Expense Vouchers (TEV) shall be settled by Accounts department within 15 days.
- ❖ Lodging, transport, communication, and other miscellaneous travel expenses in connection with office work are reimbursable on actual, subject to the production of valid bills of expenditure, indicating the cause of expenditure.
- ❖ Local conveyance expenses will be claimed in the prescribed format (Appendix) giving due justification.

7.2 Applicable rates for reimbursement of tour expenses

The applicable rates for reimbursement of tour expenses are given below:

i. Lodging (Stay) Eligibility:

GRADE	DESIGNATIONS IN THE GRADE	ELIGIBILITY LIMIT PER DAY	
		METRO	NON-METRO
T1	Principal	4000	3200
T2	Dean/Head of dept./Professors	3000	2400
T3	Associate professors, Training & Placement Officer	2700	2200
T4	Assistant Professors, HR Manager, Accounts Manager, IT Manager	2000	1600

ii. Boarding (Food) expenses in case of Hotel Stay:

GRADE	DESIGNATIONS IN THE GRADE	ELIGIBILITY LIMIT PER DAY	
		METRO	NON-METRO
T1	Principal	1500	1200
T2	Dean/Head of dept./Professors	1200	1000
T3	Associate professors, Training & Placement Officer	800	500
T4	Assistant Professors, HR Manager, Accounts Manager, IT Manager	600	450

iii. The mode & class of travel while on tour is specified below:

GRADE	DESIGNATIONS IN THE GRADE	ELIGIBILITY LIMIT PER DAY	
		METRO	NON-METRO
T1	Principal	I AC / Air fare-Eco. class	I AC / Air fare – Eco. Class
T2	Dean/Head of dept./Professors	I AC / II AC	I AC / II AC
T3	Associate professors, Training & Placement Officer	II AC	II AC
T4	Assistant Professors, HR Manager, Accounts Manager, IT Manager	III AC	III AC

NOTE:

7.2.1 Only 50% of eligible boarding expense is admissible without bills

7.2.2 In case of tours to multiple locations on the same day which falls under different city categories (Metros & Non-Metros), the boarding allowance applicable for the higher most city category for the day will be uniformly applied for the visit for entire day. However, the eligibility for Lodging will be determined by the actual location of the place of stay.

7.2.3 In case of stay in guest house which includes boarding facility, no boarding or lodging expenses can be claimed. However, in such cases, a miscellaneous expense to the extent of 10% of boarding expenses may be claimed.

7.4 Travel advance

In general, no cash advance will be provided by the institution but lodging and travel would be arranged/paid by the institution before the commencement of travel. Employees should use their own money / credit cards / debit cards for funding their travels. Travel expenses are expected to be settled only after the travel has been completed. However, in exceptional cases, advance may be drawn by filling the Travel Advance Request Form (TARF):

Annexure – 4, with special approval from Principal/Management. Such approvals will be exceptional and not routine.

CHAPTER 8

EMPLOYEES PROVIDENT FUND

AND ESI SCHEME

The employees are covered by the Employee Provident funds and Miscellaneous Provisions Act, 1952. Application of these Rules is mandatory to all employees, according to these rules the employee shall contribute towards PF contribution at the rates prescribed in the rules and matching share of contribution shall be paid by the management and both shares of PF contributions shall be remitted to the Regional Provident Fund Commissioner, Karnataka, Bangalore every month to PF Account. The payment of contributions shall cease, on the employee quitting from the service either on resignation, dismissal or by retirement. The accumulated PF contributions will be paid to the employees directly by the Regional Provident Fund Commissioner, Karnataka, Bangalore. For details about PF and ESI benefits, the Employees Provident Fund and Miscellaneous Provision Act, 1952 be referred to which are operative.

REFERENCES

1. *Duties and responsibilities of ASKB TRUST employees*
2. *Karnataka civil service (General recruitment) rules 1977*
3. *Karnataka civil service (Probation) rules 1977*
4. *Karnataka civil service (CCA) rules 1957*
5. *Karnataka civil service (Conduct) rules 1966*
6. *Karnataka civil servants (Seniority) rules 1957*
7. *All India council for technical education act, 1987, and regulation made there under.*
8. *Cadre and recruitment rules for Government engineering institutes, polytechnics, and the department of technical education.*
9. *All India council for technical education and state government pay scale books.*
10. *Visvesvaraya technological university service rules for employees.*
11. *AICTE handbook 2020-2021*



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