

Institutional Strategic Plans

Institutional strategic plans are formal documents that outline an organization's long-term goals and the steps it will take to achieve those goals. These plans typically cover a period of three to five years and are created by senior leadership in collaboration with stakeholders from various departments and areas of the organization.

The purpose of an institutional strategic plan is to provide a roadmap for the organization's future, ensuring that all stakeholders are working together towards a common set of objectives. These plans can also help organizations to identify and prioritize opportunities for growth and improvement, as well as potential challenges or risks.

Strategic Plans:

1. Optimal utilization of the resources available on the campus,
2. Upgradation and maintenance of the classroom infrastructure.
3. Upgradation and maintenance of the laboratory infrastructure.
4. Increasing the institution's interaction with industry.
5. Promoting research activities/projects.
6. Promoting student wellness during studies.
7. Enhancing inclusive culture in the institution.
8. Engaging the students in social involvement programmes.

Strategy Deployment:

- Optimal utilization of Resources such as the library, laboratories, skill lab, EDUSAT hall, auditorium, lecture halls, etc. is planned before the start of an academic year and implemented meticulously to ensure maximum access to all students. Also, a judicious utilization of physical resources such as water, electricity, stationery, workspace, etc. is ensured through regular audits conducted at the institution level, resource conservation measures, and scientific solid waste disposal practices.
- Classroom infrastructure is upgraded and well maintained for best learning experience among students. The classrooms and laboratories are equipped with modern pedagogical tools such as Audio-Visual devices, provided with UPS power backup, and provided with scientifically designed platforms, podiums, windows, ventilation, seating arrangement, and space layout.
 - Laboratory equipment are upgraded and regularly maintained. Laboratory consumables are timely replenished.
- Increasing the institution's interaction with industry in the form of internships, technical projects, partnership with research institutions, industry tie-ups, seminars, workshops, conferences, etc.
- Encouraging the faculty members to involve in research activities and projects. Availing grants from government and private funding agencies for the research projects wherever possible.
- Promoting student wellness through mechanisms like counseling or mentoring. A time slot is provided for counseling in the regular class timetable. Students are counseled for any psychological issues and difficulties in adjusting to the new class environment or curriculum or courses.

- Ensuring inclusiveness in the processes of student admission, learning/training/internship opportunities and job training and placement assistance. Equal opportunity and fair access to the above processes or facilities is provided to students irrespective of their gender, caste, religion, economic status, or social background.
- Engaging the students in social involvement programmes where they can address a social issue or improve social well being in the local community.

Quality Policy:

Shridevi Institute of Engineering & Technology strives to excel in imparting quality education inculcated with ethical, moral and spiritual values to engineering and management students to make them globally competitive

Quality Objectives:

- To Strive hard for academic excellence
- To achieve maximum placements and to promote entrepreneurship development through proper training and awareness programme.
- To enhance the industry institute interaction.
- To promote and to encourage R and D activities.
- To Synergise Spiritual and Moral Values

Institutional Development Plan

Shridevi Institute of Engineering and Technology is a leading higher education institution in the state, offering undergraduate and postgraduate programs in a range of disciplines. While the institution has achieved significant success in terms of academic excellence and research output, there are several areas where improvement is required. The purpose of this IDP is to outline a roadmap for the institution's development over the next five years.

The Internal Quality Assurance Cell (IQAC) is a body that was established to monitor and ensure the academic quality of the institution. The IQAC is responsible for developing and implementing quality benchmarks and parameters for institution, as well as ensuring their continuous improvement. As part of its responsibilities, the IQAC reviews and approves the Institutional Development Plan (IDP) of an institution. The IDP is developed by the institution's management and academic staff, with inputs from students, alumni, and other stakeholders. Once the IDP is developed, it is submitted to the IQAC for review and approval.

The IQAC evaluates the IDP based on its alignment with the institution's overall vision and mission, its feasibility, its effectiveness in addressing identified areas of improvement, and its potential to contribute to the institution's overall development. If the IQAC approves the IDP, the institution can then proceed with its implementation.

In summary, the IQAC plays a crucial role in ensuring the quality and continuous improvement of higher education institutions in India by reviewing and approving their Institutional.

SWOC Analysis

Institutional Strength

1. The Institute is well connected with local transport facility from in and around Tumakur Township in addition to college bus facility for all students and staff.
2. Strategically well linked to Bengaluru and North Karnataka through NH4 and proximity to Antharsanahalli, Kodihalli and Vasanthnarasapura Industrial Parks.
3. Proactive management with Competent and Effective leadership with a vision to extend outright support in the development of ecosystem and human resource to provide a conducive environment for all stake holders.
4. Highly effective Mentoring mechanism with Periodic assessment, mentoring and monitoring of each student.
5. Regular Parents Interaction through Meetings, Emails & SMS
6. Qualified, experienced, committed and passionate faculty with very good faculty retention practicing best Teaching-Learning process that complies with the requirements of NEP 2020 policy.
7. In the last 5 years have improved tremendously in the academic standards by obtaining Ranks from VTU.
8. The campus with lots of trees, lush green & pollution free ambience with rain water harvesting and eco friendly practices.
9. Comprehensive development of students in curricular, co-curricular and extra-curricular and personality development training programs and activities. Facilitating Frequent Industry Tours and Study Tours.
10. Establishment of Rotaract Club, IETE Student Forum, ICI Student Chapter, CSI Student Chapter.

11. Effective implementation of e-governance.
12. Improved placement record in last five years due to Campus Recruitment Training widely in the areas of Spoken English, Aptitude & Soft skills, Training on Core and Advanced Technologies.
13. Industry Institute Interaction through MoUs with Multiple Organizations and Internships with Reputed Industries.
14. Existence of Centre for Innovation, Incubation and Entrepreneurship to promote innovative culture amongst students and staff.
15. Centers of Excellence in IoT, Skill Lab and ShriTek Innovation to empower students' skills.
16. VTU recognized Research centers in five disciplines.
17. Excellent and Secure Hostel facilities for Boys & Girls and Hygiene Canteen, Gym, Yoga and Sports Facility.

Institutional Weakness

1. Limitation in applying for Research Proposals for funded projects and patents.
2. Need Improvement in Cadre ratio with more PhDs.
3. Quality publications & research efforts need to be strengthened
4. Needs to improve overall placements and better opportunities from Tier 1 companies visiting for campus placement.
5. Lack of student participation at National and International level sports and cultural activities
6. Meritorious quality students seeking admission under all categories.
7. Very poor admission to PG programs.
8. Poor Communication and inter personnel skills of students because of their rural background and socio-economic status.

Institutional Opportunities

1. To seek Permanent Affiliation from VTU and further to become an autonomous institute enabling design of curriculum as per NEP 2020.
2. Development in Research Activities through strong collaboration with research organizations and Industries.
3. Extensive Industry-Institute Interaction to cater opportunities for students' internships & faculty exchange.
4. To become an institute of excellence to provide one stop solution to the day today problems of the surrounding rural society through Applied Research, Innovations & Patent.
5. Making the institution as skill development hub to provide skill based employment to rural youth.
6. To support and encourage innovation, incubation and entrepreneurship and start-ups in the institute.
7. To strengthen Alumni network for collaborative and enhanced cooperation in supporting students at large.
8. To conduct Seminars, workshops, conferences both national and International, technical symposiums in collaboration with eminent persons and organizations.

Institutional Challenges

1. Difficulty in attracting Faculty with PhD qualification due to high monetary demand.
2. To motivate and improve Retention of good committed faculty.
3. Attracting Tier 1 companies to visit for campus placement and improving the placement opportunities for students.
4. Due to rural students coming from lower socio economic strata, establishing Entrepreneur Development Programme is a challenging task.
5. To attract students to choose the institute as their first choice and seek higher fees for students enrolling under management quota and COMED K.
6. To compete with neighbouring Institutions with compromised standards and unreasonable lowered fee structure.
7. To overcome the policy of Private Universities increasing seats and accelerated academic calendar.
8. Rigidity of VTU academic and examination policies.
9. Reduced student attendance, commitment and sincerity towards academics.
10. Lack of serious commitment to research and self growth of faculty and staff.
11. To be at par with Government and other Tier 1 institutes in terms of salary, facilities and compensations.

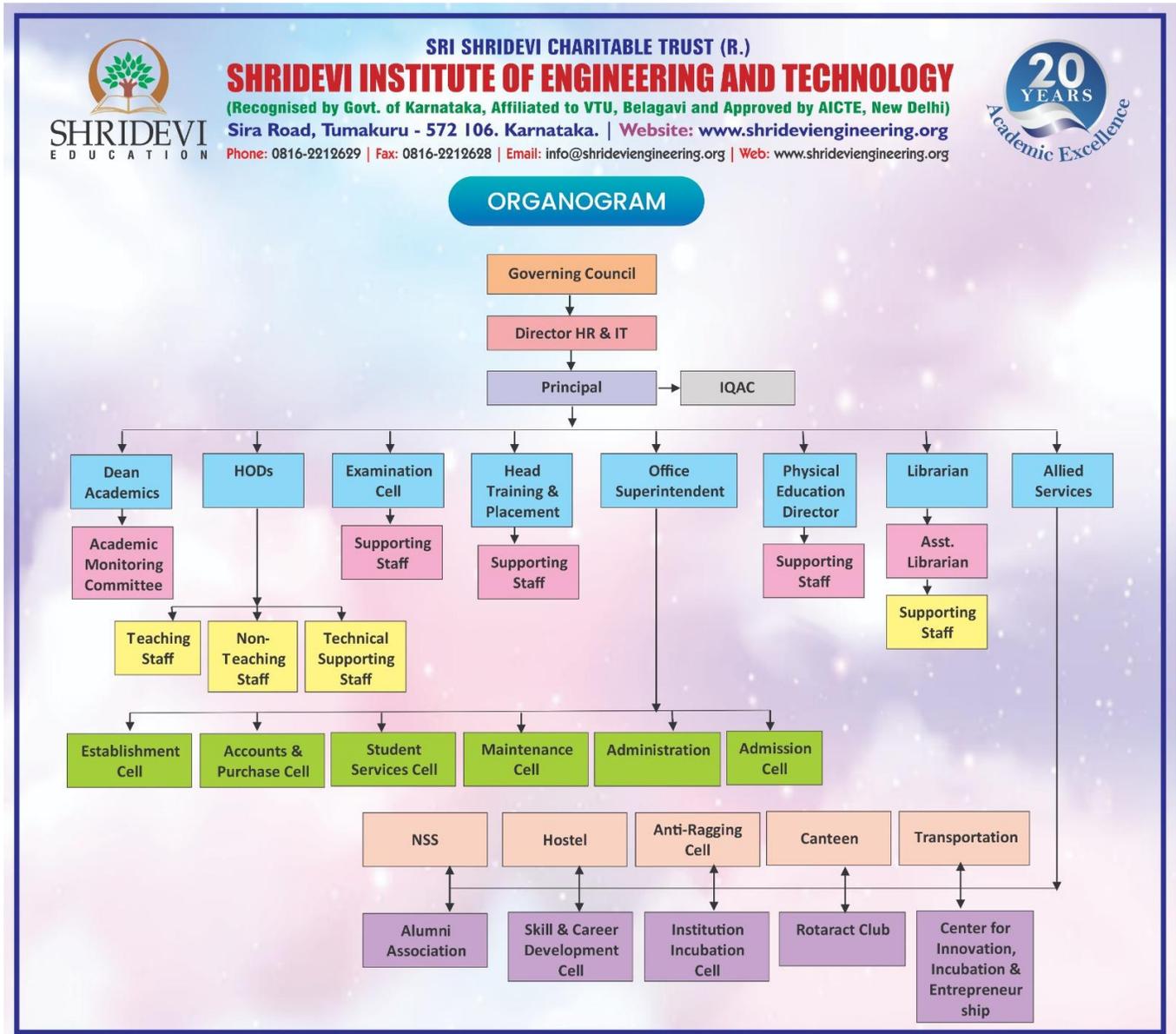
Strategies:

- 1. Enhance industry linkages:** The institution will establish partnerships with leading companies in relevant industries to provide students with internships, training programs, and job opportunities. The institution will also introduce industry-relevant courses and certifications to enhance students' employability.
- 2. Focus on skill development:** The institution has introduced skill development programs for students to enhance their communication, critical thinking, and problem-solving skills. The institution will also provide training for faculty members to adopt innovative teaching methods that promote skill development.
- 3. Increase diversity in student population:** The institution will actively admit students from diverse backgrounds and regions to promote inclusivity and broaden the institution's student population.
- 4. Increase funding for research:** The institution will explore opportunities for government and industry funding for research projects. The institution will also establish a dedicated research funding committee to facilitate research proposals and grants.
- 5. Focus on Improving the PG Admission:**
6. Extending the support for the faculties to register and complete the PhD program by providing research funding.

Action Plan:

- Establish an industry-academia collaboration cell to facilitate industry linkages.
- Develop a skill development program for students and faculty members.
- Launch a marketing campaign to attract students from diverse backgrounds
- Form a research funding committee and establish guidelines for research funding proposals.

Organogram



IQAC INITIATIVES

QUALITY INITIATIVE ROLES & RESPONSIBILITIES OF IQAC

- **Management Information System (MIS):** The MIS to be designed to provide inputs to the Management on key parameters on a real time basis. The information provided will help in monitoring and decision making by the management. The MIS collects data with regard to curriculum, academic programs, research activities etc from the department and units, which is analyzed, and presented through statistical tools. The information generated can be shared with the management, IQAC and the concerned units.
- **Student Quality Circle (SQC):** The SQC to be established with the objective of involving students, the primary stakeholders in Quality sustenance and enhancement of the Institution. The SQC comprises of students from various programs. The SQC meetings to be held every fortnight. And wide range of issues to be discussed and acted upon. The meetings generated ideas for enhancing Quality culture such as promoting ethical values, learning innovations, establishing clubs for tapping talent, promoting reading habits, eco-consciousness, etc.
- **Comprehensive Feedback Mechanism:** The Feedback mechanism to be designed to be comprehensive in terms of its coverage of various areas of assessment and also the stakeholders. Feedback is collected from students, parents, alumni, industry/Institutions, Academic peers and Faculty. Feedback from students to be collected on various areas such as Teaching quality, functioning of various academic and administrative units of the college, Infrastructural and physical facilities, Curriculum, Student support etc. The tools adopted for collection of feedback to include but not limited to, structured formats from students, Online Feedback, Suggestion Boxes, SQC meetings etc.
- **Internal Academic Audit:** An Internal Academic Audit to be conducted once in a year. The Committee to comprise of two external members, who are academicians of repute and two internal members. The Committee evaluates the academic processes in the college and submits its report. Action is taken on the report by the management.
- **Research Advisory Committee (RAC):** IQAC to establish the Research Advisory Committee (RAC), with the objective of promoting, guiding and monitoring the research activities of the staff in the college. The RAC to be instrumental in the framing of guidelines for grant of financial assistance for research. The planned and concerted actions of RAC to result in UGC, Minor Research Projects, Fundings, etc.

- **Conduct of FDPs:** The IQAC to conduct faculty development programs to enhance quality in many areas. Some of the programs are as follows:
 - ‘Innovations in Teaching Methodology ‘,
 - ‘Communication skills for Professional Excellence’,
 - ‘ Journals and Publications’,
 - Selecting Project ideas’
 - “Team Skills’
 - “Effective Mentoring”
 - “Outcome Based Education”.
 - ‘Teaching-Learning Methods for Outcome based Education‘.
 - “Innovation Eco-System”.
 - “Ideation to Incubation” and “Establishing Startups”.
 - “Blooms Taxonomy for Quality Enhancement in Teaching-Learning and Evaluation”.
- **Organizing seminars / Workshops:** The IQAC to organize seminars such as ‘Implementation of NEP-Prospects and challenges ‘; ‘Round Table Meet on Autonomous Status’;’ Students Participation in Quality enhancement‘, etc.
- **Standardization:** The IQAC to standardize various processing such as reporting formats, BoS minutes, Evaluation of research proposals submitted to RAC, Feedback forms, Assessment of Learning Levels at the Entry Level, Teaching Plans, Evaluation of POs, PSOs, COs, etc., bringing about uniformity which is a prerequisite for monitoring quality and thereby enhancing it.
- **Teaching Plans:** The IQAC to design the Teaching plans with focus on Teaching inputs and teaching methodologies especially Student Centric Methodologies adopted, with an objective to monitor and enhance the teaching learning process.
- **Lab Manuals:** To ensure a structured methodology for students, the IQAC to ensure the preparation of Lab Manuals by the Departments.
- **Teaching Innovations:** To encourage Innovations in Teaching, steps to be undertaken are, to conduct of faculty development programs on the topic, organizing brainstorming sessions with the HoDs and faculty on the innovative teaching – learning methods, including ICT methods.
- **Entry Level Assessment of learning levels of students:** The IQAC to plan and implement a standardized method of Assessment of differential learning levels of students in the entry level through an Aptitude cum ability test. The test is designed and conducted

by the respective Departments and a report to be submitted to the IQAC.

- **Evaluation of PO's, PSOs, and COs:** A method for evaluating the attainment of POs, PSOs and COs to be designed and implemented. The method to ensure the evaluation of the COs vis-à-vis the PSOs at the faculty level, evaluation of PSOs at the HoDs level and the POs at the Principal level. These will help in assessment of the effectiveness of teaching – learning process.
- **Weekly reports on Teaching:** The IQAC to introduce weekly reporting by HoDs on monitoring teaching quality with a focus on the teaching methods employed. A structured format to be designed for the purpose.
- **Establishment of Centres:** The IQAC to establish various centres and cells:
 - Entrepreneurship Development Cell (EDC) to create awareness and motivate students towards self-employment
 - 'SAHITA'-Psychological Counselling Centre to be established to protect and promote the psychological well being of the students to enable them to tap and develop their innate potential to emerge into able citizens of the nation and the world.
 - The following centres to be planned and established through the IQAC, effectively implemented and managed by the Departments:
 - Centre for Digital Literacy
 - Centre for Financial Literacy
 - Centre for Health and Nutrition
- **Reports from Laboratories:** Monitoring the laboratory equipment and maintenance through Submission of Reports by the Head of the respective Department
- **Lab Manuals:** The Departments to prepare the Lab Manuals for effective conduct of practical sessions.
- **News letter:** A newsletter to disseminate information to students to be prepared and released by a committee.
- **Library Practices:** The IQAC to promote few healthy practices in the Libraries. A compendium of Faculty publications to be prepared, and stored in the D-Space, to be accessible to all the faculty and students.
- **Research and Statistical Databases:** The databases collected and compiled by the IQAC made available in the library and on the website to promote research based assignments, projects, case studies, etc.,
- **Green Practices including Green Audit:** To Plan and organize the Green Audit in

conjunction with the cooperation of various Departments.

- **Establishment of Media Centre:** The Media Centre acts as the nodal point for collecting from and disseminating news and events of the Institution to the stakeholders.
- **Meetings with HoDs and Faculty:** Regular meetings with the HoDs and faculty are held to discuss various aspects and measures towards quality enhancement.
- **Meetings and Reports from Committees, Centres, Cells:** The IQAC monitors the functioning of the committees, Cells and centers through conducting meetings and monitoring the reports they submit.

Sri Shridevi Charitable Trust®

SERVICE RULES

CHAPTER-I

CONDITIONS OF SERVICE

Rule-(1) Scope and Commencement.-

These Rules shall be known as “Service Rules” applicable to all categories of employees, employed by SRI SHRIDEVI CHARITABLE TRUST®, TUMKUR at its Establishments/ Institutions, wherever located and shall cover the conditions of employment of each establishment/Institution. These rules shall come into force from 01-04-2014.

Rule-(2) Definitions:

In these rules, unless the context otherwise requires-

(1) “Absentee” means a Trust employee absent from an appointment on which he has a lien, either on leave or on deputation to another appointment, whether permanent or temporary or on special duty unconnected with his own appointment or under suspension:

A employee under suspension is an absentee if the suspension is confirmed.

(2) “Academic Year” means the year beginning on such date as the State Government or the prescribed authority may, by notification, specify with respect to any educational institution or class of educational institutions.

(3) “Actual Travelling Expenses” –

“Actual Travelling Expenses” means the actual cost of transporting an employee, personal luggage including charges for ferry and other tolls, if paid, and for carriage of camp equipment but does not include charges for hotels, refreshments etc.

(4) “Age” -When a employee is required to retire, revert or cease to be on leave, on attaining a specified age of Sixty the day on which he attains that age is reckoned as a non-working day, and the Trust employee must retire, revert or cease to be on leave, as the case may be with effect from and including that day.

(5) “Allotment” means grant of license to a employee to occupy a Trust house on requisition or a portion thereof for use by him as residence.

(6) “Appointing Authority” in relation to Trust Institutions.-

The president who is the Managing Trustee of the Trust is the sole Appointing Authority of the employees to various posts in the Institutions of the Trust.

(7) “Appointment of Employees”. - No person who does not possess the requisite qualifications prescribed shall on and from the date of commencement of these rules, be appointed as an employee in a educational Institution.

(8) “Appointed On Probation” or “Appointed On Officiating Basis” means appointed on trial duration.

(9) “Approved School” means school imparting primary education, which is being under management of the Trust and is recognized by the State Government.

(10) “Bachelor’s Degree”, “Master’s Degree”, “Degree” or “Doctorate” means such degree or doctorate granted by a University established by Law in India.

(11) “Board” means the board consisting of the Managing Trustee and the Trustees of the Sri Shridevi Charitable Trust.

(12) “Change of Governing Council”:-

The Managing Trustee has powers to change the members of the Governing Council and location of any institutions under the control of the Trust.

(13) “Chief Executive Officer” means Chief Executive Officer of the Sri Shridevi Charitable Trust and its Institutions and is the Chief administrative Controller of Trust office, Institutions belonging to the Trust and its employees.

(14) “Classification of Employee”

Employees shall be classified as;

- **“Permanent”** employee is one who has been appointed against a regular vacancy and has satisfactorily completed the probationary period, as specified in the letter of appointment or any extensions thereof and whose appointment has been confirmed in writing by the management.
- **“Probationer”** means the appointment of a employee for a post or grade of service or class of service to a higher post or higher grade of service or higher class of service;

- **“Temporary”** means a post carrying a definite rate of pay sanctioned for a limited time.
- **“Tenure Employee”** means a permanent post, which an individual employee may not hold for more than a limited period without reappointment. In case of doubt, Managing Trustee will decide whether a particular post is or not a tenure post.
- **“Casual”** employee is one whose employment is of casual nature based on day-to-day requirement and is employed as and when required.
- **“Trainees”** is one who is engaged by the management as a learner, on any trade or profession, for receiving on the job training for a period not exceeding two years.
- **“Contract”** employee means one who is appointed after the superannuation or otherwise on contract basis for a specific period with terms and conditions mutually agreed upon and as specified in the contract, in writing.

(15) “Compensatory Allowance” means an allowance granted to an employee to meet personal expenditure necessitated by the special circumstances in which duty is performed. It includes travelling allowance and local allowance, but does not include a sumptuary allowance.

(16) “Competent Authority” in relation to the exercise of any power means, Managing Trustee of the Trust or any authority to which the Managing Trustee delegates the power.

(17) “Continuous Service” means the service of an employee from the beginning of his service, without any break. Only leave with allowances will be included in the continuous service.

(18) “Day” means calendar day, beginning and ending at midnight; but an absence from headquarters, which does not exceed 24 hours, shall be reckoned for all purposes as one day, at whatever hours the absence begins or ends.

(19) “Diploma” or **“Certificate”** means a diploma or certificate granted by a University established by law in India or by an authority authorized by the Government to grant such diploma or certificate.

(20) “Duty” A course of instruction or training authorized by or under the orders of Management Trustee.

(21) “Educational Agency” means Managing Trustee/ Trust entrusted with the establishment, management, administration and maintenance of all the educational institutions of the Trust.

(22) “Educational Institution” means any institution imparting education.

(23) “Employee” means a person employed by the Sri Shridevi Charitable Trust in an educational institution or any person employed by the management to do any work including manual, unskilled, semiskilled, skilled, technical, operational, clerical, supervisory, teaching, non-teaching or any other type of work.

(24) “Establishment/Institution” shall mean establishment/ Institutions owned or managed by the Sri Shridevi Charitable Trust®, Tumkur, presently, owns or manages the following establishment/Institution.

- i. SHRIDEVI INSTITUTE OF MEDICAL SCIENCES & RESEARCH HOSPITAL, TUMKUR.
- ii. SHRIDEVI INSTITUTE OF ENGINEERING & TECHNOLOGY, TUMKUR.
- iii. SHRIDEVI POLYTECHNIC, TUMKUR.
- iv. SHRIDEVI INSTITUTE OF NURSING, TUMKUR.
- v. SHRIDEVI DEGREE COLLEGE, TUMKUR.
- vi. SHRIDEVI INSTITUTE OF PARA MEDICAL SCIENCES, TUMKUR.
- vii. SHRIDEVI R&D CENTRE, TUMKUR.
- viii. SHRIDEVI POST GRADUATE CENTRE, TUMKUR.
- ix. SHRIDEVI INSTITUTE OF MANAGEMENT STUDIES, TUMKUR.
- x. SHRIDEVI INDEPENDENT P.U. COLLEGE, TUMKUR.
- xi. SHRIDEVI INSTITUTE OF INDUSTRIAL TRAINING CENTRE, TUMKUR.
- xii. SHRIDEVI DISTANCE EDUCATION STUDY CENTRE, TUMKUR.
- xiii. SHRIDEVI VIDYA MANDIRA, TUMKUR.
- xiv. NATYA SARASWATHI SCHOOL, TUMKUR.

(25) “Family” means the wife or husband and legitimate children including stepchildren of the Trust employee and parents residing with and wholly dependent on the Trust employee.

(26) “Financial Year” means beginning on 1st April and ending at mid night of 31st March of each year.

(27) “General Education” means every branch of education other than Religious, Professional, Medical, Technical or Special education.

(28) “Governing Council,” means Managing Trustee and body of persons permitted to establish and maintain the Trust Institutions, which is a

governing body to which the affairs of all the institutions of the Trust are entrusted.

(29) "Guidance Service"- The management may create a guidance cell, which shall consist of two senior most teachers and one of them shall be a lady teacher. The cell shall meet once in two months to identify the problems of the students and to discuss the remedial measures. The Management shall provide necessary guidance materials like brochures, leaflets etc., to the students.

(30) "Habitual" shall mean commission or omission of any act, which is repeated three times in a year or earlier by an employee.

(31) "Head of the Department" This term includes qualified person whom Managing Trustee may from time to time declare to be the Head of the Department.

(32) "Honorarium" means a recurring or non-recurring payment granted to an employee from the Consolidated Fund of the Trust, under whom he is employed as remuneration for work of an occasional or intermittent character.

(33) "Joining Time" A candidate appointed should report on duty within fifteen days from the receipt of the order of appointment.

(34) "Leave" The employees, both teaching and non-teaching in the educational institutions and the Trust office shall be entitled to avail leave of not less than the leave specified by the Trust Service Rules

(35) "Leave salary" means the monthly amount paid by the Trust to an employee on leave

(36) "Lien" means the title of an employee to hold substantively, either immediately or on the termination of a period of absence, a permanent post, including a tenure post, to which he has been appointed substantively; The Managing Trustee may permit an employee to retain a lien in special cases, such as absence on study or training.

(37) "Local allowance" a 'Local allowance' is an allowance granted in consideration of exceptional circumstances, such as the unhealthiness.

(38) Managing Trustee - means the head of the Sri Shridevi Charitable Trust, is the sole and supreme authority in administration, finance, appointment of employees, development of the Trust and all the Institutions belonging to the Trust.

(39) "Management" shall mean, unless the context otherwise means, Managing Trustee and other Trustees of the Sri Shridevi Charitable Trust, Tumkur.

(40) "Manager" shall mean an employee, whom the management from time to time delegates the whole or part of the functions of an Institution

(41) "Managing Committee" means the Managing Trustee who is also called President or Chairman and includes Trustees nominated by the Managing Trustee and other members entrusted with the management and administration of Trust Institutions.

(42) "Medical Education" includes education in modern scientific medicine, in all its branches.

(43) "Meetings" means the Managing Council shall hold such number of meetings at such place and observe such rules of procedure in regard to the transaction of business at its meetings as may be prescribed.

(44) "Month" means calendar month.

(45) "Officiate" means an employee officiates in a post when he performs the duties of a post on which another person holds a lien. The Managing Trustee may, if it thinks fit, appoint a Trust employee to officiate in a vacant post on which no other Trust employee holds a lien.

(46) "Pay" means the amount drawn monthly by an employee as the pay which has been sanctioned for a post held by him substantively or in an officiating capacity or to which he is entitled by reason of his position in a cadre and shall also include; increment, additional increment and personal pay if any granted to him.

(47) "Pay and allowances of employees".- The pay and allowances of persons employed in the institutions shall be paid on or before such day in every month, in such manner and by or through such officer or authority as may be prescribed by the Managing Trustee.

(48) "Performance Report" means a report pertaining to an employee for performance of his/her duty and conduct, to be submitted by the respective authority to the Managing Trustee every year.

(49) "Personal Pay" means additional pay granted to an employee in exceptional circumstances and other personal considerations.

(50) “Permanent Post” means a post carrying a definite rate of pay sanctioned without limit of time.

(51) “President” means President of the Managing Committee or Governing Council who shall be the Managing Trustee of the Trust.

(52) “Pre-primary Education” means informal education below first standard for children between the ages three and five years, by whatever name it is called, like play home, kindergarten and nursery, *etc.*

(53) “Prescribed Curricula”: Prescribed Curricula of the Institutions is as per the Prescribed Curricula of the Medical Council of India or All India Council for Technical Education or Bangalore, Tumkur, Rajiv Gandhi University of Health Sciences, Visvesvaraya Technical University *etc.*

(54) “Premises” means the walled or open space fenced or otherwise bounded or limited space, within which any establishment / institution place of business or any other activities are located and its immediate surroundings, under the ownership of the Trust.

(55) “Primary Education” primary education shall have classes from I to VII standard with I to IV as Lower primary and V to VII as Upper primary.

(56) “Probationer” employee is one who is provisionally employed on trial basis, to determine his overall suitability for the regular vacancy and who has not been confirmed in writing as a regular employee. The period of probation shall be as specified in the letter of appointment. However, the management may extend the period of probation, as deemed necessary, at their discretions.

(57) “Quasi-permanent Post” means a temporary post, sanctioned initially for a period of not less than three years.

Appointment of an employee against a Quasi-permanent Post cannot be considered appointment to a permanent post in a substantive capacity.

(58) “Ragging” means causing, inducing, compelling or forcing a student, whether by way of a practical joke or otherwise, to do any act which detracts from human dignity or violates his person or exposes him to ridicule or to forbear from doing any lawful act, by intimidating, wrongfully restraining, wrongfully confining or injuring him or by using criminal force to him or by holding out to him any threat of such intimidation, wrongful restraint, wrongful confinement, injury or the use of criminal force.

(59) “Secretary” in relation to an educational institution means the person, by whatever name called, who under the rules or regulations of the educational institution is entrusted with the administrative duty of the institution.

(60) “Service” means a service of the Sri Shridevi Charitable Trust and its Institutions.

(61) “Schedule of employment”.- Every educational institution shall issue a written order of appointment in respect of the appointments made by it and maintain a service book in respect of each of its employees. Every institution shall also maintain a schedule of employment indicating there in the name, qualification, scale of pay and other particulars in respect of each of its employees.

(62) “Schedule of employment to be maintained”.-

Every Institution shall maintain a schedule of employees indicating there in the number of persons in its employment, the name and qualification of each employee, the grade of pay and such other particulars as may be prescribed.

(63) “Secondary Education” shall have classes from VIII standard to X standard.

(64) “Special allowance” means an addition, of the nature of pay, to the emoluments of a post, granted in consideration of a specific addition to the work or responsibility or the unhealthiness of the locality in which the work is performed.

(65) “Suspended” means half temporarily or debar temporarily from a post, duties *etc.*

(66) “Suspension” means the action of Suspending of an employee.

(67) “Subsistence Grant” means a monthly grant made to an employee who is not in receipt of pay or leave salary;

(68) “Substantive Pay” means the pay, other than special pay, personal pay or emoluments classed as pay by the Managing Trustee, to which an employee is entitle on account of a post to which he has been appointed substantively or by reason of his substantive position in a cadre.

(69) “Technical Education” means any course of study in Engineering, Technology, Architecture, Ceramics, Industrial Training, and Mining or in any other subject, as the State Government may, by notification, specify.

(70) “Technical Pay” means pay granted to an employee in consideration of the fact that he has received technical training.

(71) “Time scale pay” means pay which rises by periodical increments from a minimum to a maximum. Time scales are said to be identical, if the minimum, the maximum, the period of increment and the rate of increment of the time scales, are identical.

(72) “Travelling Allowance,” means an allowance granted to an employee to cover the expenses, which he incurs in travelling in the interest of Trust service.

(73) “Trust” means Sri Shridevi Charitable Trust @ Tumkur.

(74) “Trust Employee” means an employee of the Trust and Trust Institutions who hold a post in connection with the affairs of the Institution and includes any person whose service are temporarily placed at the disposal of the Trust.

(75) “Vacation Department” means a department to which regular vacations are allowed.

(76) “Wages” means all emoluments which are earned by an employee while on duty or on leave in accordance with the terms and conditions of his employment and which are paid or are payable to him in cash and does not include any bonus, commission, house rent allowance, over time wages and any other allowance.

(77) “Year” means calendar year beginning on 1st January and ending at mid night of 31st December of each year.

Rule-(3) Managing Committee: *(for School, P.U.C College, Degree College, I.T.I and Polytechnic College)*

Every Trust Institution shall have a Managing Committee. The Managing Committee shall be reconstituted once in two years. The Managing Committee shall consist of not less than eleven and not more than fifteen members nominated by the Managing Trustee, of whom not less than three including the academic head of the institution and two members of the teaching staff shall be representatives of teachers of the Institution and at least two others shall be representatives of parents selected in accordance with the prescribed rules. Such members of the staff shall be nominated by rotation according to

seniority for a period of two years each; where the institution has less than three members of the teaching staff; all of them shall be representatives of the teachers.

Not more than two persons who are close relations of the Managing Trustee shall be nominated as members of the Managing Committee. Managing Trustee shall be the President of the Managing Committee.

The number mentioned in this rule shall be in addition to the representatives, if any, of the university grants commission, the Medical Council of India, the All India Council for Technical Education, the State Government or of the University concerned, required by or under any law for the time being in force. There shall be a President and Secretary to the Managing Committee. The President shall be the Managing Trustee of the Sri Shridevi Charitable Trust; and Secretary may be the Head of Institution as appointed by Managing Trustee.

Rule-(4) Powers and Functions of the Managing Committee.—

(I) Powers of the Managing Committee. —

(1) The Management Committee shall exercise the following powers, namely.—

- (a) Appoint, as and when necessary the requisite number of teaching, non-teaching and contingent staff; through Selection Committee.
- (b) Carry on the general administration of the educational institutions;
- (c) Take disciplinary action as per the decision of the Managing Trustee against the employee, except the head of the institution;
- (d) Supervise and control the employees of the institutions; and
- (e) Any other matters which may be prescribed by the Managing Trustee;
- (f) Exercise such other powers, as it deems necessary to carry out the objectives of the institution.

(2) The terms and conditions on which the Managing Committee may appoint the staff on deputation shall normally be in conformity with general orders issued from time to time in this behalf. The deputation allowance and contributions towards leave salary and other allowances allowed to staff taken on deputation by the Institution shall be met from the funds of the institution.

(3) The Managing Committee shall also have power to appoint or re-employ persons who have retired from the Government Service or autonomous bodies or from the institution itself, to any of the posts on terms and conditions as may be fixed by the Managing Committee in each case on its merits.

(4) **Function of Managing Committee.**—The Management Committee shall perform the following functions, namely.—

- To carry on the general administration of the institution;
- To adhere to the provisions of the Rules, *etc.*;
- To safeguard and to administer the welfare of the institution and students;
- To follow the instructions given by the Managing Trustee and the Government;
- Such other functions as are necessary to carry out the objectives of the instruction.

Rule-(5) Powers and Duties of Secretary of the Managing Committee.—

(1) The Secretary shall subject to the general superintendence and control of the Managing Trustee, exercise the following powers of control and supervision over the employees under the Managing Committee.—

- a) To sanction all kinds of leave to the employees of the institutions under the Managing Committee;
- b) To sanction casual leave to the heads of the institution;
- c) To exercise such other powers and duties as may be entrusted to him by the Managing Committee.

(2) It shall be the duty of the Secretary:

- a) To issue notices convening meetings of the Managing Committee and its Committees as directed by the Managing Committee and to keep accurate and clear minutes and reports of all such meetings.
- b) To act as Secretary of all the Committees of the Managing Committee and to attend and participate in the discussion at the

meetings of such Committees and supply such information and answer such questions as may be called for or put at such meetings.

c) To be the custodian of the common seal, buildings, records, library and such other properties, movable and immovable, vesting in held by or under the control of the Managing Committee and to arrange for the maintenance of proper inventory and be responsible for the proper custody, maintenance and safety of the same.

d) To conduct all correspondence of the Managing Committee under the authority of the Managing Committee on the letter head of the concerned institution;

e) To take action on the minutes and reports of the Managing Committee and its Committees, whenever necessary, subject to any directions given by the Managing Committee;

f) To carry out the direction issued or work entrusted by the Managing Committee.

(3) The Secretary may delegate any of the powers and duties to the other person of the institution with the prior approval of the Managing Committee.

(4) The Managing Trustee may terminate secretary at any time on valid ground.

Rule-(6) Procedures For Selection of Representatives of Parents.-

Parents of the students of the concerned Educational Institution may register their names in Institution. Such registered parents are eligible for being selected as representatives of parents in the Managing Committee of Institution.

A person nominated by the Governing Council of the Trust shall announce the list of registered parents after duly obtaining the same from the Head of the Educational Institution before the constitution of the Managing Committee. He shall not act as the Returning Officer in the said selection. Under no circumstances, the staff members of the Educational Institution shall be nominated to act as the Returning Officer.

The Returning Officer appointed by the Governing Council shall call upon the parents so registered to select amongst themselves two persons to represent them on the Managing Committee.

The Returning Officer shall issue an order specifying in particular- The last date and time for making nomination and place at which the selection is to be held and to whom the nomination papers shall be delivered, The date, time and place of scrutiny of the nominations, The last date for withdrawal of candidature, The date and time on which selection shall be held, if necessary, The date on which and time on which the votes shall be counted and the result of the selection shall be announced. Amongst the persons contesting the selection, two persons who have secured the maximum votes shall be selected to represent the parents in the Managing Committee of such Institution. If there is no contest, the result of the selection will be forth with announced by the Returning Officer.

Rule-(7) “The Duties and the code of conduct for the Governing Council”- It shall be the duty of the Governing Council.-

To uphold the dignity and integrity of the Trust. To ensure that none of the employees of the institution engage in private tuition, anti-social activities or active politics. To follow the curricula, syllabi and textbooks for any course of instruction prescribed by the Government/ University, RGUHS, ect Medical Council of India, Visvesvaraya Technical University from time to time. Governing Council shall maintain Accounts and Audits of all institutions. The Governing Council shall have power to appoint head of the institution and take disciplinary action against him and have powers of Retrenchment of any employees and is superior to the Managing Committee of the institutions in all matters. The Managing Trustee shall be the president of the Governing Council and have all administrative, controlling and financial powers vested with him.

Rule-(8) Minimum number of posts, educational qualification and conditions of service of employees- Subject to the other provisions of these rules-

1) The minimum number of categories and number of posts and staffing pattern shall be as applicable to Government educational institutions. The Educational qualifications for recruitment to the various posts in the educational institutions shall be the same as those applicable to the corresponding category of posts in Government educational institutions or as per the norms of the MCI, AICTE, VTU, RGUHS, Tumkur and Bangalore University, Boards etc.

2) Salary: The salary of the employees in the educational institutions shall not be less than the minimum of the basic pay of the scale of pay of the corresponding post held by an employee in a Government educational institution and shall be disbursed through individual Bank accounts drawn in favour of such employee.

Rule-(9) Method of Recruitment:

A person applying for an appointment to any service or post shall submit his application to the Managing Trustee. Recruitment, which is either by selection, or by promotion based on seniority-cum-merit. In respect of direct recruitment to any teaching service or post, the method of recruitment shall be by selection after an interview by the Committee headed by the Managing Trustee.

A nonteaching person's selection maybe at the discretion of the Managing Trustee.

As a proof of correct date of birth, only the entry made in the school-leaving certificate/ SSLC Marks list shall be accepted.

The appointment shall become operative only on candidate's fulfilling the requirements of producing original documents.

Rule-(10) Constitution of Selection Committee: (1) For the purpose of recruitment to teaching and non-teaching posts (other than the post of head of the institution), to an Institution, the Managing Trustee shall constitute a "Selection Committee" consisting of-

- (a) The Managing Trustee [or in his absence Medicine Director (Trustee)]
- Chairman
- (b) The Head of concerned Institutions – Member
- (c) An educationist or an expert in the subject to which recruitment is to be made, selected by the Managing Trustee.

- (d) Director HR&IT – Member.
- (e) Nominee by the Managing Trustee.
- (f) Chief Executive Officer of the Trust – Convener.

Rule-(11) Constitution of Selection Committee for Selection of the Head of the Institution: - (1) For the purpose of recruitment to the post of Head of the Institution, the Managing Trustee shall constitute a 'Selection Committee' consisting of-

- (i) The Managing Trustee [or in his absence or Medical Director (Trustee)] - Chairman;
- (ii) Two senior staff members;
- (iii) Two nominees of the concerned Universities/subject expert
- (iv) Director HR&IT – Member.
- (v) Nominee by the Managing Trustee.
- (vi) Chief Executive Officer of the Trust - Convener.

Rule-(12) Age Limit for Appointment:-

Every candidate for appointment by direct recruitment for the first time must have attained the age of eighteen years and not attained the age of, (As per the State Government norms)

- 1) Forty years in the case of a person belonging to any of the Scheduled Castes or Scheduled Tribes
- 2) Thirty-eight years in the case of a person belonging to any of the Category in Backward Classes.
- 3) Thirty-five years in case of any other person.

Rule-(13) Disqualification for Appointment:-

No person shall be eligible for appointment to a Service unless he is, A citizen of India.

No man who has more than one wife living and no woman who has married a man already having another husband, shall be eligible for appointment.

No applicant for appointment to a post in any department shall be eligible for appointment if he is at the time of his application, is having a permanent or temporary employment in any other department of the Trust and has made

the application without the consent of the head of the institution under which he is employed.

No person shall be eligible for appointment if he/she is or has been a member or associated himself or herself with, anybody/ association which is declared as an unlawful body or association. Or is dismissed from service under Government of India or any other State Government. Is or has been permanently debarred or disqualified by the Union or any State Public Service Commission from appearing for any examinations or selections conducted by it. Or is having qualification of a University or College or School, which is not recognized in India.

Rule-(14) Appointments on Compassionate Grounds Rules

1) Only under exceptional cases, the Managing Trustee, may appoint a person on compassionate grounds.

2) “Dependent of the deceased Trust employee” means,

- a)** In the case of deceased male Trust employee, his widow, son, unmarried daughter and widowed daughter who were dependent upon him and were living with him, and
- b)** In the case of deceased female Trust employee, her widower, son, unmarried daughter and widowed daughter who were dependent upon her and were living with her.
- c)** In the case of deceased male unmarried Trust employee, his unmarried brother, unmarried or widowed sister who were dependent upon him and were living with him, and
- d)** In the case of deceased female unmarried Trust employee, her unmarried brother, unmarried or widowed sister who were dependent upon her and were living with her.

3) “Family” in relation to a deceased employee means his or her spouse and their son, unmarried daughter and widowed daughter, unmarried brother, unmarried or widowed sister who were living with him, at the time of death.

4) “Eligibility for appointment”-

Appointment on compassionate grounds under these rules shall not be claimed as a matter of right and shall not be given as a matter of course.

Dependents of the Trust employee retired on medical grounds may also be given appointment on compassionate grounds, in special cases.

5) “Conditions of Appointment” -

The family of the deceased employee should be in a financial crisis or destitution. Person seeking appointment shall be within the age limit and should have the minimum qualification specified for the post in the relevant rules of recruitment specially made in respect of any service. Appointment shall be confined only to clerical or attender post.

6) “Application for Appointment” -

Dependent of the deceased employee, shall make an application within one year from the date of death of the employee.

If in the case of a minor, he must have attained the age of eighteen years within one year from the date of the death of the Trust employee and he must make an application within one year thereafter.

Rule-(15) “Probation”

1. All appointment by direct recruitment to any service or post shall be on probation for such period, not being less than two years;
2. The Managing Trustee may, reduce the period of probation of a person or fill by promotion a vacancy, which is not likely to last for more than one year. “*Appointed on probation*” means appointed on trial. “*Probationer*” means a Trust employee on probation. The Managing Trustee may issue an order declaring the probationer to have satisfactorily completed his probation or discharge him from service, if not suitable to hold the post.
3. The appointing authority may, at any time during the period of probation, discharge from service of a probationer on grounds arising out of the conditions or on account of his unsuitability for the service. The order of terminating the services of a probationer, whether during or at the end of the period of probation for any misconduct, shall be passed on the orders of the Managing Trustee.
4. A probationer who has been declared as satisfactorily completed his probation shall be confirmed at the earliest opportunity in any substantive vacancy, which may exist or arise. Where more than one probationer is

available, the senior-most probationer on the date of vacancy shall be confirmed.

5. A probationer appointed may draw the increments that fall due during the prescribed period of probation; he shall not however draw any increments after the expiry of such period unless and until he is declared to have satisfactorily completed his probation.

Rule-(16) General Rules Regarding Lien on Appointment:

1. Two or more employees cannot be appointed substantively to the same permanent post at the same time. An employee cannot be appointed substantively except as a temporary measure, to two or more permanent posts at the same time. An employee cannot be appointed substantively to a post on which another employee holds a lien.
2. An employee on substantive appointment to any permanent post acquires a lien on that post and ceases to hold any lien previously acquired on any other post.
3. A Trust employee holding substantively a permanent post retains a lien on that post-
 - (a) While performing the duties of that post.
 - (b) While holding a temporary post or officiating in another post.
 - (c) While on leave.
 - (d) While under suspension unless his lien is suspended.
4. A employee may be transferred from one post to another for following reasons
 - (a) As a penalty imposed for misconduct.
 - (b) On his written request.

Rule-(17) Bar On Creation of New Post etc:

Without the Authority of the Managing Trustee, No new appointment shall be created; no addition pay shall be made to the pay and allowances of any employee; No appointment shall be abolished, no pay and allowances, of any appointment shall be reduced;

No class or grade of employee is created or abolished; and the pay of no class or grade of employee is raised or reduced. When a temporary post is created, which will probably be filled by a person who is already a Trust employee his

pay should be fixed by Managing Trustee with due regard to the character and responsibility of the work to be performed.

Rule-(18) Deputation to Other Departments:

(1) When an employee is permanently transferred or deputed from one department/ institution to another, he will draw pay in the new post at the same stage in which he was drawing in the old post and earn the next increment on the date on which he would have earned it had he continued in the old post.

(2) On his return to the parent department/ institution he will draw the pay he would have drawn but for his deputation to the other department.

(3) However if an employee is deputed to another department on special temporary duty against no sanctioned post, he will continue to draw pay in the grade of the post held by him in his parent department and will continue to retain a lien in his parent department.

Rule-(19) Regulation of Emoluments:

(1) An officiating arrangement is permissible in a post of which either there is no holder or of which the holder is an absentee. When a person is allowed to avail himself of the vacation, an officiating appointment may be made during the vacation for the disposal of day-to-day work.

(2) Instead of appointing an employee to officiate, it is also permissible to appoint him to be in charge of the current duties of a vacant post. In such a case a "*charge allowance*" of additional pay is payable as specified.

(3) The Managing Trustee in special cases may give additional remuneration, to a Trust employee for performance of special duty other than his regular duty.

No grant or increase in pay is given to any Trust employee as a bonus or honorarium for the work done out of office hours and beyond the regular duties of his office.

Rule-(20) Appointment by Transfer within the Service:

The Managing Trustee in the interest of the Trust may transfers any employee from a post in one unit of seniority to an identical post in the same cadre in another unit of seniority or from one Institute to another Institute.

Rule-(21) Combination of Appointments:

Managing Trustee may appoint one Trust employee to hold substantively as a temporary measure, or to officiate in two or more independent posts at a time.

Rule-(22) Provision for Appointment of Retired Government Servant by Contract:

The Managing Trustee can appoint any person who has retired from the service of the Central or State Government to a service or against a post on such terms and conditions and for such period, as may be necessary.

Rule-(23) Promotions: Shall be on the basis of seniority-cum-merit, shall be reviewed with reference to the qualifications and other conditions laid down in the rules of recruitment applicable at the relevant time for such promotion and the ranking in the final seniority.

Rule-(24) Seniority: *(a)* The Managing Trustee should prepare and maintain every year, a separate seniority list of employees for each category of posts in the Institution.

(b) In case the Managing Committee is running more than one Institution, the Managing Trustee shall prepare a common seniority list for all the institution under its control.

(c) No Trust Employee shall, be entitled for promotion to any post or office with retrospective effect.

(d) Where consequent upon the review of promotions, employee promoted to any class of posts or offices is found not entitled to continue in that class or post, he shall be reverted to the class of posts or offices to which he would have been eligible for promotion on the basis of his rank in the final seniority list.

(e) No employee can claim promotion by way of a right. However, management may consider promotion to an employee, if there is a clear vacancy in higher category and the employee is qualified and experienced in

all respects, for that position. While deciding the promotion, employee's qualifications, overall work efficiency, job-knowledge, potentialities for further development, personality, dependability, integrity, honesty, cordiality, age, past record of service *etc.*, will be taken in to account.

Rule - {24 A} The Departmental promotion Committee (DPC)

The managing Trust may constitute a Departmental promotion Committee in each Institution for the promotion of employee against a sanctioned post. The committee so constituted shall consider promotion on merits and recommend names to the Managing Trustee for approval. The decision of the Managing Trustee is final

Rule-(25) Payment of Wages:

Wages are paid by depositing the amount in the employee's bank accounts. Any dispute or complaint regarding calculations of wages shall be brought to the notice of the Management Trustee in writing.

Rule-(26) Deduction from Wages:

Deduction from wages of an employee shall be made for;

- 1) Remaining absent from work: or reporting late for work: or after reporting for work absenting himself from the actual place of work: without permission.
- 2) Taking part into any form of strike or being present at the place of work but refuse to work, report to go-slow, gherao, pen down strike, stoppage of Work or any other form of agitation affecting the regular work.
- 3) Causing damage or loss to the management, acts of commissions and omissions for which, deduction can be made.
- 4) Damage or loss, caused on account of any agitation, negligence or otherwise, to the work or work in progress or raw-materials or machineries or tools and gauges, furniture and fixtures, equipments and instruments, teaching aids/ materials or any other property of the Establishment.
- 5) Standard tax deductions/Tax deduction at source(TDS)/professional Tax
- 6) Provident Fund, Employees State Insurance Fund, as per the applicability.
- 7) House rent if staying in Trust house *etc.*
- 8) Premium for any Insurance Scheme enforced by the Management.

- 9) Security deposit if any.
- 10) Dues to the institution.
- 11) Penalty if imposed by the Authority.
- 12) Excess payment of salary.
- 13) Wrong calculation of salary, increment *etc.*,

Rule-(27) “Advance”: The Managing Trustee may sanction advance to a permanent employee for the purpose of festival and marriage, which shall be recovered from salary in ten equal installments.

Festival advance of Rs.2000/- once in two years.

Marriage Advance of Rs. 20000/- once in service.

The employees should forward the application for advance through concerned Head of the institution to keep deductions update.

Rule-(28) “Increment”:

1.(a) Increment accrue from the day following that on which it is earned. An increment shall ordinarily be drawn as a matter of course unless it is withheld by an order.

(b) An increment which occurs on a day other than the first day of a month shall be advanced to the first day of that month subsequent increment being regulated accordingly.

2.The period treated of non-duty shall not be counted for increment.

3.Where a employee’s pay is reduced as a measure of penalty to a lower stage in his time scale, the authority ordering such reduction shall indicate-

(a) The date from which the penalty will take effect.

(b) The period in terms of years and months for which the penalty shall be operative.

(c) The stage in terms of rupees to which the pay of the employee is reduced.

(d) Whether the employee will earn increments during the period of penalty.

4)The rate of annual increment shall be decided by the Managing Trustee.s

Rule-(29) Compensatory Allowances:

The amount of a compensatory allowance should be so regulated that the allowance is not a source of profit to the recipient. Shall be drawn in fully by

the Trust employee actually performing the duties of the post and shall not be drawn in whole or part by anyone else.

Rule-(30) Charge of Current Duties: The charge allowance is an allowance, for holding additional charge of a post for not more than six months and shall not exceed 5% of the scale of pay applicable to the post of which an employee is placed in additional charge or independent charge subject to maximum of Rs.3000 per month. The Managing Trustee is the competent Authority to make in charge arrangements.

Rule-(31) Compulsory Retirement:

The date of compulsory retirement of a Trust employee shall be the afternoon of the last day of the month in which he attains the age of sixty years. If the date of birth is the first day of a month then it shall be the afternoon of the last day of the month preceding the month in which he attains the age of sixty years. where the date of compulsory retirement of a Trust employee is a general holiday and the day(s) preceding thereto are general holidays, he may be permitted to hand over charge on the afternoon of the last working day before the date of such retirement and may be allowed pay and allowances for the holiday or holidays. Managing Trustee may grant re-employment to any employee beyond the date of his compulsory retirement, if he is physically fit, subject to the condition that such re-employment shall not be granted beyond the age of sixty-two years.

Rule-(32) Deputation for Training or Study:

(1)(a) The Managing Trustee may depute or grant study leave to an employee for higher studies or specialized training in professional or technical subjects having a direct and close connection with the area of his duty. The employee has to give three months notice for permission to avail study leave.

(b) The Managing Trustee may also grant study leave for higher studies which may not be closely or directly connected with his work . Only two employees may be permitted to avail study leave at a time.

(2) A Trust employee who is deputed or granted study leave for higher studies or specialized training shall not be entitled to claim any monetary benefit or seniority by virtue of the higher qualification or training acquired

and have to execute a bond or written agreement for rejoining the duty after completion of leave if vacancy is available.

Rule-(33) Resignation Letter by Employee:

- 1) A regular/ confirmed employee desirous of leaving the Establishment/ Institution's employment shall give three months advance notice in writing to the management and shall continue to work during the entire period of notice. If an employee fails to work during the entire period of notice, the management shall have the right to recover full pay of the notice period.
- 2) On receiving the resignation letter, the management may issue a resignation acceptance letter and relieve the employee from the service. The management reserves the right to accept the resignation an employee and relieve him with immediate effect, without waiting for completion of three month's notice period.
- 3) The resignation once accepted by the management, shall remain irrevocable and final. Any dues payable to either employee or the institution shall be settled within two working days from last day of the notice period subject to his obtaining a no-due certificate from all the concerned departments and clearing outstanding dues, if any, to the institution.
- 4) No, leave, whether earned, casual or other type, shall be allowed to be adjusted against the notice period.
- 5) A probationary or temporarily employee, desirous of leaving the institution employment, may do so, with one month notice to the management.
- 6) In case a employee, fails to return or satisfactorily account for the institution's property/ money etc, which was either in his use or charge or custody, the replacement cost of such property shall be deducted from his wages or any other dues payable to him and in case of inadequacy, legal proceedings shall be initiated to recovery the dues.
- 7) If an employee remains absent from work, without sanction of leave or any intimation in writing, continuously for more than 10 working days, he/ she shall be given an opportunity to explain the cause of his/ her

unauthorized absence and the reasons adduced, if not found satisfactory, his/ her case shall be treated as termination of employment on his/ her own accord and after following due process of law the dues if any, shall be settled.

Rule-(34) Termination of Employment by the Management:

1) The employment of any permanent employee may be terminated, without assigning any reason, by giving one month's notice in writing or making payment in lieu thereof.

2) The employment of any probationary or temporary or contract employee may be terminated, without assigning any reason, by giving one working day's notice.

3) Strike:

An employee either alone or in combination with others, if resort to strike in any form, or any other agitation methods affecting the normal working of the Establishment/ Institutions shall be terminated from the service by giving one weeks' notice.

Rule-(35) "Honoraria"-

1. The Managing Trustee may grant or permit a Trust employee to receive an honorarium as remuneration for work performed which is occasional in character and either so laborious or of such special merit as to justify a special reward. An honorarium should not be given unless the work has been undertaken with the prior consent of the Managing Trustee.

2. No honoraria should be paid in respect of any work which is regarded as part of the legitimate duties of the employee and for attending meetings.

3. An employee is eligible to receive honoraria for work, which is in the interest of the public or as award of merit with the permission of the management.

4. In case of all employees, the Managing Trustee can sanction the acceptance of remuneration for work as examiners for examinations conducted by the Education Department and other Examining Bodies set up by Government,

University Boards, Bangalore, Tumkur, Rajiv Gandhi University of Health Sciences , Visvesvaraya Technical University or Election duty or Census work or Court commission etc.

5. An employees whose duties involve the carrying out of scientific or technical research shall apply for Scholarship or grants with the permission of the Managing Trustee.

CHAPTER II

LEAVE RULES

These rules will be applicable to all employees employed on regular basis at the institution of the Trust. Any kind of leave is not a matter of right and it is purely at the discretion of the management or authority authorized by the management.

Rule-(36) Types of Leaves:

These rules will cover the following types of leaves:

1. Casual Leave
2. Earned Leave
3. Compensatory off (Non-teaching staff) or compensatory casual leave (Teaching staff)
4. Special Casual Leave
5. Permission Leave
6. Restricted holiday
7. Leave without pay
8. Maternity leave
9. Extra ordinary leave

Rule-(37) Casual Leave:

1. Casual Leave is primarily intended to meet urgent and unforeseen personal work and as such, cannot be claimed as a matter of right or privilege. Casual leave is a period spends without attending the duty to attend emergency work and is conditional with pay.
2. **Eligibility:** Casual Leave may be granted a maximum of twelve days for regular employees Probationers/ Consolidated salaried employees or Trainees in a calendar year.
3. **Calculation of Leave:** In case of new entrant who has not put in at least one year of service, casual leave is to be granted in proportion to the service rendered by him i.e. one day for every completed month of service.

4. Procedure of Availing Leave: Employee, who intends to avail Casual Leave, shall submit an application, in the prescribed form/ card, to the sanctioning/ granting authority, to the head of the department, at least a day in advance. In case of emergency, a message must be sent, preferably in writing, to the Head of the Department/ competent authority.

5. Employee shall satisfy himself that the leave applied by him, is sanctioned before proceeding on leave.

6. Any employee stays away from work, when the leave applied, has not been sanctioned or the same is refused, he shall be marked absent from work and the entire period, shall be treated as unauthorized absence, without pay and such act shall be considered as misconduct and he will be liable for disciplinary action.

7. Conditions For Granting Leave:

Casual leave will have to be earned first, before seeking sanction. The credit of leave shall be given only after its earning. The sanctioning authority may grant or refuse the leave applied based on merit of each case and exigencies of work. Casual leave shall be granted for a period of minimum half a day and maximum three days, at a time. Casual Leave shall not be granted, in anticipation of leave to be earned during his future service. Casual Leave cannot be clubbed with any other leave except the weekly holidays and other general holidays.

8. Encashment: Any portion of un-availed casual leave shall not be allowed to encash.

Rule-(38) Earned Leave:

Earned leave means leave earned in respect of periods spent on duty; primarily meant to meet for health and social obligations.

1. Quantum of Leave for Non Vacationed Department:

Earned leave is eight days half yearly and sixteen days yearly.

2. Calculation and Accumulation:

a) Earned leave is to be calculated i.e. from 1st January to 30th of June (1st half year) and from 1st July to 31st December (2nd half year). Further, if any employee is appointed in the middle of the half year, earned leave shall be

calculated at the rate of one for actual completed month of service. However he shall be allowed to avail earned leave only after first or second half year.

b) While calculating the leave, half a day or more shall be treated as one full day.

c) An employee shall be allowed to accumulate one hundred and twenty days Earned leave, at a time.

d) Any days of un-availed leave, beyond one hundred and twenty days, shall stand lapsed.

3.Procedure For Availing Leave:

An employee shall submit an application, in the prescribed form/ card, to the sanctioning/ granting authority, through the head of the department, at least seven days in advance.

The sanctioning authority may grant or refuse the leave applied, based on exigencies of work and genuineness of the reason specified in the application. An employee shall be intimated about the sanction or refusal of such leave, before the leave commences.

After proceeding on leave, if an employee desires an extension thereof , he shall send a written application, well in advance, so that intimation of sanction or refusal, can be sent to him , before the expiry of leave originally granted.

No request, made through telephone or personal message, for sanction or extension of leave, will be considered. Every request for leave, must be made in writing.

In case of an accident or hospitalization or an emergency, the management shall accept a telephonic or personal message. However, messages shall be followed by an application, within three days thereof and if an employee desires the entire period of absence to be treated against balance leave at his credit, the management may consider the same. In case of failure to send message followed by an application duly recommended by competent authority, the entire period of absence shall be treated as unauthorized absence from work without pay and be liable for disciplinary action.

An employee shall satisfy himself that the leave applied by him is sanctioned and he receives the intimation, before proceeding on leave. Any employee

stays away from work, when the leave applied has not been sanctioned or the same is refused, he shall be marked absent from work and entire period shall be treated as unauthorized absence, without pay and such act shall be considered as misconduct and he will be liable for disciplinary action.

4. Encashment:

Any un-availed Earned leave shall not be encashed.

5. Limit For Sanction:

An employee shall be allowed to avail leave, for minimum of four days at a time. In an exceptional case of no casual leave at the credit of an employee the earned leave may be adjusted for one day and above.

6. Other Conditions:

No Earned leave shall be granted, in anticipation of leave to be earned during his future service. No Earned leave shall be adjusted against any notice period, when the employee wishes to leave his employment.

Any employee remaining absent from work, beyond the period of sanctioned or subsequently extended leave, shall be liable for disciplinary action. On termination of employment, no wages shall be paid, for the un-availed quantum of leave, calculated till the date of his last attendance.

7. The leave at credit of a Trust employee at the close of the previous half year shall be carried forward to the next half year subject to the condition that the leave so carried forward plus the credit for the half year does not exceed one hundred and twenty days. Earned leave shall be credited to the leave account of a Trust employee at the rate of one day for each completed calendar month of service in the half of the calendar year in which he is appointed.

8. The credit for the half year in which a Trust employee is due to retire or resigns from service shall be accounted at the rate of one day for each completed calendar month of service up to the date of retirement or resignation.

9. Earned Leave to Trust Servants in Vacation Department:

The leave account of a Trust employee serving in vacation department shall be credited in advance with earned leave in two installments of 5 days each on the first day of January and July of every calendar year.

10. Where a Trust employee retires on attaining the normal age of retirement, the Managing Trustee may grant cash equivalent of leave salary for earned leave, if any, at the credit of the Trust employee as on the date of his/her retirement subject to a maximum of 120 days and twenty years of continuous service in the Trust institute.

Rule-(39) Compensatory Off or Compensatory Casual Leave:

1. Condition of Granting Leave:

The employees of clinical and essential departments services who work on general holidays declared by the Government of Karnataka or by affiliated University, shall be granted compensatory casual leave in proportion to the service rendered by him i.e one day for every general holidays of work performed and shall be availed within one week.

2. Procedure for Availing Leave: An employee, who intends to avail Compensatory leave shall submit an application to the sanctioning authority Director HR&IT at least two days in advance and shall avail within one week. Compensatory off or leave cannot be clubbed with earned leave or permission leave.

3. Accumulation and Encashment: Any portion of un-availed compensatory off or compensatory leave shall not be allow to accumulate and encashed.

Rule-(40) Special Leave:

1. An employee specially teaching staff who attends the conferences or workshops or seminars or examination duties shall be allowed 15 days in a calendar year, as special leave. Ten days marriage leave may be granted to the employee for his/her marriage as special leave with pay.

2. Procedure for Availing Special Leave: An employee shall submit an application along with call/ invitation letter and other related papers to the sanctioning/ granting authority, at least seven days in advance. He shall also submit certificate to the effect that he has attended the conference or

workshop or seminar or examination duties for which he was called/ invited and allowed by the Institution.

The sanctioning authority may grant or refuse (*during exigency of work*) the special leave applied by the employee.

Rule-(41) Permission Leaves:

The employees of clinical and essential departments who work on Sundays shall be granted permission leave in proportion to the Service rendered by him/her i.e. one day for every Sundays of work performed and should be availed within a week. Any portion of un-availed permission leave shall not be encashed.

Rule-(42) Restricted Holiday (RH)

A regular employee may be allowed to avail two restricted holiday in a calendar year, as declared by the statutory body.

Rule-(43) Leave without Pay

As a matter of policy, no leave without pay shall be considered, in general, to any employee. However, in case of special circumstances, based on merit of each case, at the sole discretion of the management, and there being no casual or earned leave to his credit, leave without pay may be considered, on an application being made by an employee, at least a week in advance. Maximum of ten days leave without pay may be sanctioned.

Rule-(44) National and Festival/ General Holidays:

1) National and festival holidays shall be observed by the establishment/ institutions in conformity with the State Government or concerned University or Board. Management reserves the right to call any employee for work, on any holiday and in such cases, the employee shall not refuse to work.

2) *General holidays:* The establishment/ institutions being educational institutions are also covered under the General Holiday circular by the Government of Karnataka or Rajiv Gandhi University of Health Sciences or Bangalore/ Tumkur University or Visvesvaraya Technical University.

Rule-(45) Essential Services:

1) The following services shall be treated as essential service and shall be maintained at all times, as required by the management, during holidays, closer, strike, lock-out, work stoppage and any other type of agitations.

Watch and ward/ Fire fighting.

Power/ Water supply.

Hospital.

Maintenance of pollution control measures, animal house, sanitary work and disposal/ bio-waste.

Hostel/ Mess, Canteen.

Clinical, Para-medical and Technical Services.

Ambulance service.

Medical College & Hospital.

2) Leave For Employee In Essential Services:

No employee, in essential services, shall remain absent from work, under any circumstances, unless his leave is granted or the absence is permitted by his superiors. An employee, requiring leave for any reason, with or without wages, shall apply well in advance to enable the management to make suitable alternative arrangement to ensure smooth working in his absence.

In case, of any employee remains absent without sanction of leave, his absence will be considered as a serious misconduct and he will be liable for disciplinary action.

Rule-(46) Leaves While Under Suspension:

(1) Leave of absence for a definite period is not admissible to an employee who has been suspended from duty and without obtaining the permission of the authority competent to fill up the appointment; an employee under suspension should not leave the station where his office is situated.

(2) No payment of subsistence allowance shall be made unless the employee continues to reside in the station where his office is situated or in the station in which he is permitted by the authority. Which made the order of suspension.

Rule (46 A) Extra Ordinary Leave

The Managing Trustee in an exceptional case like higher study or health may sanction Extra Ordinary Leave without pay, if the employee is not having any kind of leave at his/her credit.

Rule-(47) Leave- General Rules:

Leave cannot be claimed as a matter of right. Discretion is reserved to the authority empowered to grant leave or refuse or revoke leave at any time.

1) “Completed year of service” and “One year’s continuous service” means continuous service of the specified duration and includes periods spent on duty as well as on leave including extraordinary leave.

2) A Trust employee who absents himself from duty without sanction of leave will not be entitled to any salary for the days of absence.

a. When a Trust employee has attended office late after the expiry of the grace period of [ten minutes] from the appointed time of commencement of office but before 2.00 p.m. he shall forfeit casual leave for half a day on each day of such late attendance. If however, the Trust employee has no casual leave at his credit, he shall forfeit a day’s earned leave.

b. Where a day’s duty of a Trust employee is divided into two parts, unauthorized absence for any one part shall be forfeiture of half a day’s pay and allowance.

3) Any kind of leave under these rules may be granted in combination with or in continuation of any other kind of leave (except casual leave).

4) General holidays and Sundays within the leave period are considered as leave days.

Rule-(48) Maternity Leave:

A female permanent Trust employee may be granted maternity leave by an authority competent to grant leave for a period of one hundred and twenty days from the date of its commencement. During such period, she shall be paid leave salary equal to the pay drawn immediately before proceeding on leave. Maternity leave shall not be admissible to a female servant who has two or more living Children. Maternity leave may be combined with a vacation or any kind of leave. Maternity leave shall not be debited against the leave account. Before availing maternity leave, the female employee shall execute an agreement of return on duty after completion of leave and shall refund four months’ salary if not return on duty.

Maternity leave may also be granted in case of miscarriage including abortion, subject to the condition that the total leave granted in respect of this to a

woman teacher in her career is not more than 45days, and the application for leave is supported by a medical certificate

Rule-(49) Procedure Relating to Leave:

The leave account of an employee shall be maintained, and the entries therein attested, by the head of the institution in which he is employed. An application for leave or for an extension of leave must be made through the immediate departmental superiors if any or to a authority competent to grant such leave or extension.

On each first working day of the month, the Head of institution shall submit to the management, the details of all kind of leave availed or absent from the work without permission by the employee.

**Rule-(50) SANCTIONING AUTHORITY:
CASUAL LEAVE**

College: SHRIDEVI INSTITUTE OF MEDICAL SCIENCES AND RESEARCH HOSPITAL

Sl. No	Post	Quantum of Leave	Sanctioning Authority
1	<i>Medical Director</i>	1 day and above	Managing Trustee
2	<i>Dean/Principal/Vice Principal</i>	1 day and above	Medical Director
3	Department :		
	1) Head of the Department	1 day and above	Medical Director
	2) Teaching Staff <i>Professor/Associate Professor</i> <i>Asst. Professor</i> <i>Tutors/Demonstrators</i>	1 Day and Above	Medical Director
	3) Non-Teaching Staff <i>Technician/FDA/SDA/Attendrs</i>	Up to 2 Days More than 3 days	Director HR&IT Medical Director
4	Library Staff		
	1) Chief Librarian	Up to 2 days	Director HR&IT
	2) Asst Librarian	3 Days and Above	Medical Director

	<i>FDA/SDA/Attenders</i>		
5	Physical Education Director	Up to 2 days 3 Days and Above	Director HR&IT Medical Director
6	Administrative Staff 1) <i>Office Superintendent</i> 2) <i>FDA/SDA/Attenders/Drivers</i>	Up to 2 Days More than 3 days	Director HR&IT Medical Director
1	Hospital: Medical Superintendent/ Dy Medical Supt.	1 day and Above	Medical Director
2	1) Head of the Department 2) Teaching Staff <i>Professor/Associate Professor</i> <i>Asst. Professor</i> <i>Tutors/Demonstrators</i> 3) Non-Teaching Staff <i>Technician/FDA/SDA/Attenders</i>	1 Day & Above 1 Day 2 Days and Above More than 3 days Up to 3 days More than 3 days	Medical Director HOD Principal Medical Director Director HR&IT Medical Director
3	Causality Medical Officer	up to 3 Days More than 3 days	Medical Superintendent Medical Director
4	1) Nursing Superintendent / Deputy Nursing Superintendent / Asst Nursing Superintendent. 2) Staff Nurse/ Nursing Sister	up to 3 Days More than 3 days up to 3 Days More than 3 days	Medical Superintendent Medical Director Vice Principal Medical Director
5	1) <i>Medical Record Officer/</i> <i>Asst. Medical Officer</i> 2) <i>FDA/SDA</i>	up to 3 Days More than 3 days	Director HR&IT Medical Director

6	Technicians	Up to 3 Days	Director HR&IT
		4Days and Above	Medical Director
7	Administrative Staff <i>a. Manager/Office Superintendent</i> <i>b. Public Relation Officer/ Insurance coordinator</i> <i>c. Receptionist</i> <i>d. Accounts Officer / FDA/SDA/office assistants</i> <i>e. Floor Supervisors</i> <i>f. Maintenance Dept- Electrical, Plumber, Blacksmith</i>	4Days and Above	CEO/ Medical Director
8	Central Stores <i>1) Stores & Purchase Officer</i> <i>2)FDA/SDA/office assistants</i>	Up to 3 Days	Vice Principal
		4 Days & above	CEO/Medical Director
9	Blood Bank <i>1) Officer</i> <i>2) Supervisor/Technicians/Nurse/ Attender</i>	Up to 3 days	Vice Principal
		4 Days and above	Medical Director
10	Pharmacy <i>1) Chief Pharmacist</i> <i>2) Pharmacist</i> <i>3) Other staff</i>	Up to 3 days	Vice Principal
		4 days and above	Medical Director/CEO

Casual Leave:

College: Engineering/Polytechnic / Degree College & Post Graduate/Pre-University Education

Sl. No	Post	Quantum of Leave	Sanctioning Authority
1	<i>Principal/Vice Principal/Director</i>	Up to 3 Days More than 3 Days	CEO/Medical Director Managing Trustee
2	<i>Department :</i>		
	1) Head of the Department 2) Teaching Staff <i>Professor/Associate Professor</i> <i>Asst. Professor</i> <i>Senior Lecturer/Lecturer</i> 3) Non-Teaching Staff <i>Technician/FDA/SDA/Attenders</i>	Up to 3 Days More than 3 Days	Principal CEO/Medical Director
3	<i>Library Staff</i> 1) Chief Librarian 2) Asst Librarian <i>FDA/SDA/Attenders</i>	Up to 3 Days	Principal
		More than 3 Days	CEO/Medical Director
4	<i>Physical Education Director</i>	Up to 3 days	Principal
		4 days Above	CEO/Medical Director
5	<i>Administrative Staff</i> 1) Office Superintendent 2) FDA/SDA/Attenders/Drivers	Up to 3 Days	Principal
		More than 3 days	CEO/Medical Director
6	<i>Placement Officer</i>	Up to 3 Days	Principal

		More than 3 days	CEO/Medical Director
7	<i>Purchase and Stores Officer</i>	Up to 3 Days	Principal
		More than 3 days	CEO/Medical Director

Casual Leave:

College: Industrial Training Institute

Sl. No	Post	Quantum of Leave	Sanctioning Authority
1	<i>Principal</i>	1 day and Above	CEO/Medical Director
2	<i>Trade- Teaching Staff</i> 1) Training Officer	Up to 3 days	Principal
	2) Junior Training Officer (JTO)	4 days Above	CEO/Medical Director
	3) <i>Non-Teaching Staff Workshop Attenders</i>		
3	<i>Administrative Staff</i> <i>FDA/SDA/Attenders</i>	Up to 3 Days	Principal
		4 days and above	CEO/Medical Director

Casual Leave:

College: Primary & Higher Secondary School

Sl. No	Post	Quantum of Leave	Sanctioning Authority
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1	Head Master	1 day and above	CEO/Medical Director
2	Teaching Staff <i>Assistant Master/ Mistress Physical Education/ Craft Teacher</i>	Up to 3 days	Head Master
		4 days and above	CEO/Medical Director
3	Administrative Staff <i>FDA/SDA/Attenders</i>	Up to 3 Days	Head Master
		4 days and Above	CEO/Medical Director

Casual Leave:

College: Nursing / Paramedical

Sl. No	Post	Quantum of Leave	Sanctioning Authority
1	Principal	1 day and above	CEO/Medical Director
2	Department :		
	1) Teaching Staff <i>Professor/Associate Professor Asst. Professor/ Senior Lecturer/ Tutor/Lecturer/Clinical Instructor/ Lab Asst.</i>	Up to 3 days	Principal
	2) Non-Teaching Staff <i>Instructor/ Asst. Instructors</i>	4 days and above	CEO/Medical Director
3	Library Staff	Up to 3 days	Principal

	1) Chief Librarian 2) Asst Librarian <i>FDA/SDA/Attenders</i>	4 days and above	CEO/Medical Director
4	Physical Education Director	Up to 3 days	Principal
		4 days and Above	CEO/Medical Director
5	Administrative Staff 1) Office Superintendent	Up to 3 days	Principal
		2) FDA/SDA/Attenders/Drivers	4 days and Above CEO/Medical Director

Casual Leave: College: Distance Education

Sl. No	Post	Quantum of Leave	Sanctioning Authority
1	Administrative Staff 1) Coordinator 2) FDA/SDA/Attenders	1 day and above	CEO/Medical Director
		Up to 3 days	Coordinator
		4 days and above	CEO/Medical Director

Casual Leave: TRUST OFFICE

Sl No	Post	Quantum of Leave	Sanctioning Authority
	Admission Staff		
	1. Chief Account Officer	1 day and above	Managing Trustee
		Up to 3 days	CEO/Medical Director
		4 days and above	Managing Trustee

	2. Director HR & IT	Up to 3 days	CEO/Medical Director
		4 days and above	Managing Trustee
	3. Liaison Officer	Up to 3 days	CEO/Medical Director
		4 days and above	Managing Trustee
	4. Chief Accounts Officer	Up to 3 days	CEO/Medical Director
		More than 4 days	Managing Trustee
	5. Accountant	Up to 3 days	Chief Accounts Officer
		4 days and above	CEO/Medical Director
	6. Director Admission & Admission Account	Up to 3 days	CEO/ Medical Director
		4 days and above	Managing Trustee
	7. Staff working under Director Admission & Admission Account	Up to 3days	Director Admission & Admission Accounts
		More than 3 days	CEO/Medical Director
	8. Network Administrator and all Staff IT	Up to 3 days	Director HR & IT
		4 days and above	CEO/Medical Director
		1day &above	Director HR & IT

9. <i>FDA/ SDA/ Attenders</i>		
10. <i>Facility Manager</i>	1day &above	Director HR & IT
11. <i>All Technical Staff, Electrician, Plumbers</i>	1 day and above	Director HR & IT
12. <i>Head of Civil Department</i>	1 day and above	CEO/Medical Director
<i>Staff Civil Department</i>	1 day and above	Director HR & IT
13. <i>Cleaning Supervisors/sweepers Gardeners/ Watchman</i>	1 day and above	Director HR & IT

Casual Leave: HOSTELS

Sl. No	Post	Quantum of Leave	Sanctioning Authority
1	<i>Administrative Staff</i> 1)Chief Warden/Warden 2)Deputy warden/Manager	1 day & above	CEO/Medical Director

2	Accountant / Store Keeper Supervisor	Up to 3 days	Chief Warden/warden
	Head Cook/ Assistant Cook Assistant/ Helpers/ Sweepers	4 days and above	CEO/Medical Director

Vehicle Drivers and Cleaners

1	Ambulance Driver	Up to 3days	Director HR &IT
	Cleaner	3days and above	Medical Director
2	Driver of Managing Trustee	1 day and above	Managing Trustee
3	All other Drivers	1 day and above	Director HR &IT

Earned Leave: College: SHRIDEVI INSTITUTE OF MEDICAL SCIENCES & RESEARCH HOSIPTAL

Sl. No	Post	Quantum of Leave	Sanctioning Authority
1	<i>Medical Director</i>	1 day and above	Managing Trustee
2	<i>Dean/Principal/Vice Principal</i>	1 day and Above	Medical Director
3	<i>Department :</i>		
	1) Head of the Department	1 Days & above	Medical Director

	<p>2) Teaching Staff <i>Professor/Associate Professor</i> <i>Asst. Professor</i> <i>Tutors/Demonstrators</i></p> <p>3) Non-Teaching Staff <i>Technician/FDA/SDA/Attenders</i></p>	<p>1 Days & above</p> <p>Up to 4 Days</p> <p>5 days & above</p>	<p>Medical Director</p> <p>Director HR&IT</p> <p>Medical Director</p>
4	<p><i>Library Staff</i></p> <p>1) Chief Librarian</p> <p>2) Asst Librarian <i>FDA/SDA/Attenders</i></p>	<p>Up to 4 Days</p> <p>5 days & above</p>	<p>Director HR&IT</p> <p>Medical Director/CEO</p>
5	<p><i>Administrative Staff</i></p> <p>1) Section Officer/ Office Superintendent</p> <p>2) FDA/SDA/Attenders/Drivers</p>	<p>Up to 4 Days</p> <p>5 days & above</p>	<p>Director HR&IT</p> <p>Medical Director/CEO</p>
6	<p><i>Hospital:</i></p> <p>Medical Superintendent/ Dy Medical Supt. Casualty Medical Officer</p> <p>Nursing Superintendent / Deputy Nursing Superintendent / Asst Nursing Superintendent.</p> <p>Staff Nurse/ Nursing Sister</p> <p><i>Medical Record Officer/ Asst. Medical Officer</i></p> <p><i>FDA/SDA</i></p>	<p>1 day and above</p> <p>Up to 4 Days</p> <p>5 days & above</p> <p>Upto 4 Days</p> <p>5 days & above</p> <p>Up to 4 Days</p>	<p>Medical Director</p> <p>Director HR&IT Medical Director/ CEO</p> <p>Director HR&IT</p> <p>Medical Director</p> <p>Director HR&IT</p>

	<i>Technicians</i>	4 Days & above	Medical Director/CEO
7	<i>Administrative Staff</i> A. Manager B. Public Relation Officer/ Insurance Co-ordinator C. Receptionist D. Accounts Officer / FDA/SDA/office assistants E. Supervisors F. Maintenance Dept- Electrical, Plumber, Blacksmith	Up to 4 Days 5 days & above	Vice Principal CEO/Medical Director
8	<i>Central Stores</i> 1) Stores & Purchase Officer 2) FDA/SDA/office assistants	Up to 4 Days 5 days & above	Vice Principal CEO/ Medical Director
9	<i>Blood Bank</i> 1) Officer	Up to 4 Days & above	Medical Director
	2) Supervisor/Technicians/Nurse/ Attender	Up to 4 Days & above 5 days & above	Director HR&IT CEO/ Medical Director

10	<i>Pharmacy</i> 1) <i>Chief Pharmacist</i> 2) <i>Pharmacist</i> 3) <i>Other staff</i>	Up to 4 Days	Vice Principal
		5 days & above	CEO/Medical Director

Earned Leave:

College: Engineering/Polytechnic/Degree College & Post Graduate/Pre-University Education

Sl. No	Post	Quantum of Leave	Sanctioning Authority
1	1) <i>Principal/Vice Principal/Director</i>	1 day and Above	CEO/Medical Director
2	Department :		
	2) <i>Head of the Department</i> 3) <i>Teaching Staff</i> <i>Professor/Associate Professor</i> <i>Asst. Professor</i> <i>Senior Lecturer/Lecturer</i> 4) <i>Non-Teaching Staff</i> <i>Instructor/ Asst. Instructors/</i> <i>System Administrator/ Technical</i> <i>Helpers</i>	Up to 4 Days 5 days & above	Principal Medical Director/ CEO
3	<i>Library Staff</i> 1) <i>Chief Librarian</i> 2) <i>Asst Librarian</i> <i>FDA/SDA/Attendees</i>	Up to 4 Days 5 days & above	Principal CEO/Medical Director

4	<i>Physical Education Director</i>	Up to 4 Days 5 days & above	Principal CEO/Medical Director
5	<i>Administrative Staff</i> 1) <i>Office Superintendent</i> 2) <i>FDA/SDA/Attenders /Drivers</i>	Up to 4 Days 5 days & above	Principal CEO/ Medical Director
6	<i>Placement Officer</i>	Up to 4 Days 5 days and above	Principal CEO/Medical Director
7	<i>Purchase and Stores Officer</i>	Up to 4 Days 5 days & above	Principal CEO/Medical Director

Earned Leave:

College: Industrial Training Institute

Sl. No	Post	Quantum of Leave	Sanctioning Authority
1	<i>Principal</i>	1 day and Above	Medical Director/CEO
2	<i>Trade- Teaching Staff</i> 1) <i>Training Officer</i> 2) <i>Junior Training Officer (JTO)</i> 3) <i>Non-Teaching Staff</i> <i>Workshop Attenders</i>	Up to 4 Days 5 days & above	Principal Medical Director/ CEO
3	<i>Administrative Staff</i> <i>FDA/SDA/Attenders</i>	Up to 4 Days	Principal

		5 days & above	CEO/Medical Director
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Earned Leave: College: Primary & Higher Secondary School

Sl. No	Post	Quantum of Leave	Sanctioning Authority
1	Head Master	1 day and Above	CEO/Medical Director
2	Teaching Staff <i>Assistant Master/ Mistress Physical Education/ Craft Teacher</i>	Up to 4 Days 5 days & above	Head Master CEO/ Medical Director
3	Administrative Staff <i>FDA/SDA/Attenders</i>	Up to 4 Days 5 days & above	Head Master CEO/Medical Director

Earned Leave: College: Nursing / Paramedical

Sl. No	Post	Quantum of Leave	Sanctioning Authority
1	Principal	1 day and Above	CEO/ Medical Director
2	Department :		
	1) Teaching Staff <i>Professor/Associate Professor Asst. Professor/ Senior Lecturer/ Tutor/Lecturer/Clinical Instructor/ Lab Asst.</i>	Up to 4 Days 5 days & above	Principal CEO/ Medical Director
	2) Non-Teaching Staff <i>Instructor/ Asst. Instructors</i>		

3	Library Staff 1) Chief Librarian 2) Asst Librarian FDA/SDA/Attenders	Up to 4 Days	Principal
		5 days & above	CEO/Medical Director
4	Physical Education Director	Up to 4 Days	Principal
		5 days & above	CEO/Medical Director
5	Administrative Staff 1) Office Superintendent 2) FDA/SDA/Attenders/Drivers	Upto 4 Days	Principal
		5 days & above	CEO/Medical Director

Earned Leave: College: DISTANCE EDUCATION

Sl. No	Post	Quantum of Leave	Sanctioning Authority
1	Administrative Staff 1) Coordinator 2) FDA/SDA/Attenders	1 day and above	CEO/Medical Director

Earned Leave: TRUST OFFICE

Sl. No	Post	Quantum of Leave	Sanctioning Authority
1	Administrative Staff a. Chief Executive Officer	1 day & above	Managing Trustee
2	b. Director HR & IT C Liaison Officer Chief Accounts Officer Director Admission And Admission Accounts	Up to 4 Days	CEO/Medical Director
		5 days & above	Managing Trustee
3	c. Accountant	Up to 4 days	CEO /Medical Director
4	d. Network		

5	<i>Administrator and all Staff IT</i>	5 days and above	Managing Trustee
	<i>e. Office superintendent/FDA/SDA/ Computer operator</i>		
6	<i>Attenders/security</i>		
7	<i>f. Facility Manager</i>		
	<i>g. All Technical Staff, Electrician,</i>		
8	<i>Plumbers/Driver</i>		
9	<i>h. Civil Department</i>		
10	<i>i. Cleaning Supervisors/sweepers</i>		
	<i>j. Gardeners</i>		

Earned Leave: Civil Department

Sl. No	Post	Quantum of Leave	Sanctioning Authority
1	<i>Head of Civil Department</i>	1 day & above	<i>CEO/Medical Director</i>
2	<i>JE/AEE & all Staff helpers Electricians</i>	1 day & above	<i>Director HR&IT</i>

Earned Leave: HOSTELS

Sl. No	Post	Quantum of Leave	Sanctioning Authority
1	<i>Administrative Staff a) Chief Warden</i>	1 day & above	<i>CEO/Medical Director</i>

2	b) Deputy Warden c) Manager d) Accountant e) Supervisor f) Head Cook/ Assistant Cook g) Assistant/ Helpers/ Sweepers	Up to 4 Days 5 days & above	<i>Director HR&IT</i> <i>CEO/Medical Director</i>
Drivers and Cleaners			
1	Driver of Managing Trustee	1 day & above	Managing Trustee
2	Ambulance Driver	Up to 4 Days & above	Director HR&IT
3	All other Drivers	Up to 4 Days	Director HR &IT
4	Carpenter/Maintenance staff/ Civil Department	Up to 4 Days	Director HR& IT

CHAPTER III

DISCIPLINE

Classification, Control and Appeal Rules

Rule-(51) Classification of services:

All the employees of the Trust and Trust Institutions are classified as follows for the purpose of Discipline.

Category 1: Medical Director, Chief Executive Officer, Head of the Institution, Director, Principal, Medical Superintendent, Dean, Vice Principal of the Medical College, Head of the Department and Civil department head.

Category 2: Teaching staff includes, Medical, Engineering, paramedical Nursing, Degree & P.U. College Polytechnic and School. Chief Accounts Officer, Director Admission & Admission Accounts ,Coordinator, Librarian, Liaison officer, placement officer.

Category 3: Technical staff includes Medical, Engineering, College, School, Hospital, Laboratory, Staff, Nurse, Polytechnic, ITI, Physical instructor, Warden, Hostel Manager, P.R.O., Facility Manager.

Category 4: Non-teaching and Administrative Staff includes Accountant, Superintendent, Manager, First division Assistant, Second division Assistant, Drivers, Attenders, Watchman, Electrician and Hostel Staff and all Staff of the Trust Office supervisor, Store supervisor.

Rule-(52) Control:

(1) The Managing Trustee as a measure of control may impose any of the penalties on the employee specified in the Rule except after;

a. Informing the employee in writing of proposal to take action against him her and of imputation of misconduct or misbehavior on which it is proposed to take action and giving him/her a reasonable opportunity for making such representation as he may make against the proposals;

b. The Managing Trustee may consider such representation or explanation, if any, as the case may be.

(2) The record of proceedings should be a "*speaking order*".

Rule-(53) Provisions Relating to Disciplinary Proceedings:

The Managing Trustee may, appoint any authority to make an inquiry into the conduct of any employee in respect of the following matters,

1. Summoning and enforcing the attendance of any person and examining him on oath.
2. Requiring the discovery and production of any document.
3. Receiving evidence on affidavit.
4. Issuing notice for the examination of witnesses or documents.
5. Any other matter, which may be specified in such notification. If any disciplinary proceeding against employee for misconduct or corruption is proved, it shall presume, unless the contrary is proved, that such employee is guilty of such misconduct.

Rule-(54) Nature of Penalties:-

One or more of the following penalties may be imposed on employee, namely.-

1. Minor Penalties:

- a) Fine;
- b) Censure;
- c) Withholding of increments;
- d) Withholding of promotion.

2. Major Penalties:

- a) Recovery from pay of the whole or part of any pecuniary loss caused by negligence or breach of orders. "*Pecuniary loss*" shall mean loss and interest from date of causing such loss at rate of 8% per annual, on the total loss caused by the employee.
- b) Reduction to a lower stage in the time scale of pay for a period with a specific direction as to whether or not the employee will earn increments of pay during the period of such reduction.
- c) Reduction to a lower, grades or service.
- d) Compulsory retirement;
- e) Removal from service.

Rule-(55) Disciplinary Authorities:-

The Managing Trustee, Chief Executive Officer & Medical Director is the Disciplinary Authority.

Rule-(56) Suspension:-

The Managing Trustee or the Medical Director or Chief Executive Officer empowered by the Managing Trustee in his behalf may place any employee under suspension.-

- 1) Where there is prima facie evidence of gross dereliction of duty against him.
- 2) An order of suspension made or shall continue to remain in force until it is modified or revoked by the authority competent to do so.
- 3) Where a employee has been suspended by an authority other than the Managing Trustee and final orders in the inquiry pending against him have not been passed within a period of three months from the date of order of suspension, the Managing Trustee shall examine the case and take a decision whether to continue the said employee under suspension or not, as it deems fit.

Rule-(57) Authority to Institute Proceedings:-

- (i) The Managing Trustee may Institute disciplinary proceedings against any employee
- (ii) Appoint a Disciplinary Authority (Medical Director /Chief Executive Officer) to institute Disciplinary proceedings against any employee on whom that Disciplinary Authority is competent to impose under these rules any of the penalties specified.

Rule-(58) Procedure for Imposing Major Penalties.-

- 1) The Disciplinary Authority may itself inquire into the truth of misconduct or misbehavior against an employee or appoint any authority to inquire into the truth thereof and shall draw up.
 - (a) Articles of charge.
 - (b) A statement of all relevant facts including any admission or confession made by the employee;
 - (c) A list of documents by which and list of witnesses by whom, the articles of charge are proposed to be sustained;

(d) Shall serve to employee a copy of the same for his written statement of his defense.

2) (a) On receipt of the written statement of defense the Disciplinary Authority may itself inquire or appoint, an Inquiring Authority for the purpose. If the articles of charge have been admitted by the employee in his written statement of defense, the Disciplinary Authority shall record its findings on each charge after taking such evidence as it may think fit.

(b) The Disciplinary Authority by an order, appoint other employee to be known as the "*presenting officer*" to present on its behalf the case in support of the articles of charge.

3) The Disciplinary Authority shall, where it is not the Inquiring Authority forward to the Inquiring Authority.

(a) A copy of the articles of charge and the statement of imputations of misconduct or misbehaviors.

(b) A copy of the written statement of defense, if any, submitted by the employee.

(c) A copy of the statements of witness, if any.

(d) A copy of the order appointing the "*Presenting Officer*".

(4) The employee shall appear in person before the Inquiring Authority on such day and at such time within ten working days from the date of the receipt by him of the articles of the charge.

(5) If the employee who has not admitted any of the articles of the charge in his written statements of defense or has not submitted any written statements of defense appears before the Inquiring Authority, such Authority shall ask him whether he is guilty or has any defense to make and if he pleads guilty to any of the articles of charge, the Inquiring Authority shall record the plea, sign the record and obtain the signature of the employee thereon.

(6) The Inquiring Authority shall return a finding of guilt in respect of those articles of charge to which the employee pleads guilty.

(7) The Inquiring Authority shall, if the employee fails to appear within the specified time or refuses to admits, direct the Presenting Officer to produce the evidence by which he propose to prove the articles of charge, and shall adjourn the case to a later date not exceeding ten days.

(8) On the date fixed for the Inquiry, the oral and documentary evidence by which the articles of charge are proposed to be proved shall be produced by or on behalf of the Disciplinary Authority. The witness shall be examined by or on behalf of the presenting officer and may be cross-examined, but not on any new matter, without the leave of the Inquiring Authority. The Inquiring Authority may also put such questions to the witness as it thinks fit.

(9) The Inquiring Authority may, in its discretion, allow the presenting officer to produce evidence not included in the list given to the employee or may itself call for new evidence or recall and re-examine any witnesses and in such case the employee shall be entitled to have, if he demands it, a copy of the list of further evidence proposed to be produced and an adjournment of the inquiry for three clear days before the production of such new evidence, exclusive of the day of adjourned. The Inquiring Authority may also allow the employee to produce new evidence, if it is of the opinion that the production of such evidence is necessary in the interests of justice.

(10) The evidence on behalf of the employee shall then be produced. The employee may examine himself in his own behalf if he so prefers. The witness produced by the employee shall then be examined and shall be liable to cross-examination, re-examination and examination by the Inquiring Authority according to the provisions applicable to the witnesses for the Disciplinary Authority.

(11) The Inquiring Authority may, after the completion of the production of evidence, hear the presenting officer and the employee, or permit them to file written briefs of their respective case, if they so desire.

(12) If the employee to whom a copy of the articles of charge has been delivered, does not submit the written statement of defense on or before the date specified for the purpose or does not appear in person before The Inquiring Authority or otherwise fails or refuses to comply with the provisions of this rule at any stage of the inquiry be *made ex parte*.

(13) After the conclusion of the inquiry, a report shall be prepared and it shall contain-

- a.** The articles of charge and the statement of the imputation of misconduct and misbehavior:

- b.** The defense of the employee in respect of each articles of charge;
- c.** An assessment of the evidence in respect of each article of charge;
- d.** The findings on each article of charge and the reasons there of.

If in the opinion of the Inquiring Authority the proceedings of the Inquiry establish any article of charge different from the original articles of the charge, it may record its finding on such article of charge.

Provided that the finding on such article of charge shall not be recorded unless the employee has either admitted the facts on which such article of charge is based or has had a reasonable opportunity of defending himself against such article of charge.

(14) The Inquiring Authority, shall forward to the Disciplinary Authority the record of inquiry which shall include.-

- (a)** The report prepared by it.
- (b)** The written statement of defense, if any submitted by the employee;
- (c)** The oral and documentary evidence produced in the course of the inquiry;
- (d)** Written statement, if any, filed by the presenting officer or the employee or both during the course of the inquiry; and
- (e)** The orders, if any made by the Inquiring Authority in regard to the inquiry.

Rule-(59) Action on the Inquiry Report:

(1) The Disciplinary Authority, may, for reasons to be recorded by it in writing , remit the case to The Inquiring Authority for further inquiry and report. The Inquiring Authority shall thereupon proceed to hold the further inquiry according to the provisions of rule.

(2) The Disciplinary Authority shall, if it disagrees with the findings of The Inquiring Authority on any article of charge record its reasons for such disagreement and record its own findings on such charge if the evidence on record is sufficient for the purpose.

(3) If The Disciplinary Authority having regard to its findings, on all or any of the articles of charge is of the opinion that one or more of the penalties should be imposed on the employee, it shall, make an order imposing such penalty.

Rule-(60) Communication of orders:

Orders made by the Disciplinary Authority shall be communicated to the employee along with the copy of report of the inquiry. It is not necessary to supply copies of the said inquiry if the Disciplinary Authority exonerates the employee.

Rule-(61) Joint Inquiry:

Where two or more employees are concerned, in any case the Disciplinary Authority may order for joint inquiry in a common proceeding.

Rule-(62) Appeals: No appeal shall lie against any order made by the Managing Trustee. On orders of the Chief Executive Officer and Medical Director, appellate authority is Managing Trustee

Rule-(63) Review: The Managing Trustee may at any time either on its own motion or otherwise after calling for records of the case, review any order passed under these rules and,

1. Confirm, modify or set aside the orders.
2. Impose any penalty or set aside, reduce, confirm or enhance the penalty imposed by the order.
3. Remit the case to the Inquiring Authority.

Rule-(64) Service of Order, Notice etc: Every order, notice and other process made or issued shall be in person on the employee concerned or communicated by registered post. Where the employee refuses to receive or avoid such order or notice, the same may be served by affixing a copy on the notice board of the office or affix notice upon some conspicuous part of the employees' house in which he is known to have last resided or by publication in two daily newspapers having wide circulation.

Rule-(65) Dismissal, Removal and Suspension:

1. The pay and allowances of a Trust employee who is dismissed or removed or compulsory retired from service cease from the date of such dismissal or removal or compulsory retirement.
2. A Trust employee under suspension shall not seek any employment, business, profession or vocation and shall not leave the station without the permission of the Managing Trustee. Or the authority who has passed suspension order.
3. A employee who is placed under suspension shall be entitled 50% of the total pay, as subsistence allowance. If the suspension is revoked and on inquiry if the employee is found not guilty then the 50% of balance pay shall be given to the employee. If the employee is found guilty during the enquiry then 50% balance pay under suspension shall be forfeited to the trust.
4. Where the dismissal, removal or compulsory retirement of a Trust employee is set aside by a Court of Law and such Trust employee is reinstated without holding any further enquiry, the period of absence from duty shall be **regularised** and the Trust employee shall be paid pay and allowances in accordance with the directions, if any of the Court.

Rule-(66) Retrenchment of employees:

(1) An employee in an Institution may be retrenched by the Managing Trustee on the following grounds.

(a) Where the teacher pupil ratio falls below the Standard Staffing Pattern specified.

(b) Due to changes relating to curriculum or student strength the workload of a teacher in a particular subject does not warrant his continuation in a particular institution.

(c) Closure of school due to lack of infrastructural facilities, dispute within the management or between management and teachers or any other reasons which may be recorded in writing.

(d) The employee does not possess the required educational qualification.

(2) The procedure to be followed for retrenchment of an employee of a Institution shall be as follows:

(a) Where retrenchment is due to the employees becoming surplus, the junior- most employee in terms of seniority list maintained in accordance in the particular cadre and subject, shall be retrenched.

(b) Accord approval to retrench the employee so proposed by giving one month's notice or one month's salary in lieu of the same.

Rule-(67) MISCONDUCT:

- 1) The following acts of an employee shall be treated as misconduct:
- 2) Providing false information or failure to provide full particulars in the institution's employment application or candidate's own application in respect of his name, parents/ spouse's name, date of birth, residential address, particulars of family, cast, education, training particulars of past employment, references or any other information., as sought in the application.
- 3) Being in a state of drunkenness or under the influence of alcoholic liquor or any other intoxicants or drugs, possessing or selling or making business in alcoholic liquor or any other intoxicants or drugs, within the premises of the Establishment/ Institution.
- 4) Refusal to be searched at the entry or exit gate or any other place by the security staff/ superiors or by any other persons authorized by the management.
- 5) Punching, swiping or recording attendance by any other means, other than the one prescribed by the management or by proxy for another employee, or getting his/ her attendance marked by others, by proxy, or interfering with record of attendance of self or others.
- 6) Failure to display the card or failure to produce the identity card, whenever asked by the security staff or by any other superiors.
- 7) Failure or refusal to wear uniform, use of any protective gears/ equipments, while on duty or misuse or non-maintenance of uniform, shoes, protective gears and equipments.
- 8) Unauthorized use or handling of Institution's properties like plant, machineries, instruments, equipments, motor-vehicles, documents, records, registers etc.,

- 9) Failure or negligence to observe safe working methods, practices, instructions, safety rules, regulations or interference with any safety devices, equipments or wears.
- 10) Non-co-operation by self or with others in faithful discharge of duty or performance of work.
- 11) Failure or refusal to carry out an order of transfer, to work on any alternative job or machine, to perform overtime work, to work on a holiday/ weekly-off day or to report for out-station work.
- 12) Failure or refusal to observe instructions or orders of superiors and to maintain work related records as instructed by the superiors.
- 13) Failure to report for duty at the place of work or at the fixed working hours, remaining absent from the place of work, leaving work or work-spot without permission from the superiors.
- 14) Habitual late attendance on duty.
- 15) Habitual absence from work without sanction of leave, for 10 continues working days or more, in a year, or extending the sanctioned leave for more than 8 days without permission.
- 16) Negligence of duty or slow down in work or instigation thereof.
- 17) Failure to report to the doctor/s appointed by the institution, for medical check-up, whenever asked by the management.
- 18) Failure to produce the certificate of sickness and fitness, issued by the ESIC medical officer or in case non-ESIC employees, by any other doctor within two days of its issue to the Head of the department.
- 19) Drunkenness, fighting or riotous, disorderly, indecent or undisciplined behavior while on duty or in the premises of the Establishment/ Institution, or a conduct likely to cause breach of peace or endanger the life or safety of others.
- 20) Indulging in violence or assault or instigation thereof, murder or any attempt or threat thereof against any employees or others, either within or outside the premises of the Establishment/ Institution.
- 21) Threatening or abusing or insulting or assaulting any superior, co-employees or others.

- 22) Unauthorized possession of any lethal weapons; bootlegging, drunkenness or a conduct which violates common decency or morality of the community; within the premises of the Establishment/ Institution.
- 23) Canvassing for union membership or collection of any union fees, within the premises of the Establishment/ Institution.
- 24) Holding union or any other meetings inside the premises of the Establishment/ Institution.
- 25) Distributing or exhibiting any hand bills, pamphlets, posters, news papers or any other written or printed matters; or displaying by means of any signs or writings or other visible representation; or playing any recorded cassettes, floppies or mikes within or outside the premises of the Establishment/ Institution; against Establishment/ Institution's interest or reputation.
- 26) Shouting slogans against the management or the Establishment/ Institution or others, within the premises of the Establishment/ Institution.
- 27) Use of abusive language, in any form, against any superiors, managerial personnel or any other employee or others.
- 28) Making public statements, which are false, vicious or malicious against the institution or managerial personnel or others.
- 29) Failure to show due consideration, courtesy and respect to any superiors or managerial personnel or others, while in the premises of the Establishment/ Institution or outside.
- 30) Organizing, instigating, participating, abetting or acting in furtherance thereof any picketing or wrongful confinement or restraint of any superiors or managerial personnel or other employees or others, within the premises of the Establishment/ Institution or at their residence or at any other place.
- 31) Going on strike either alone or with others of any provision of agreement or instigating thereof.
- 32) Causing damage to Establishment/ Institution's property or to any medical or other Establishment/ Institution; or abetment or instigating or action thereof.
- 33) Commission of any act subversive of discipline or good behavior within the premises of the Establishment/ Institution or elsewhere.

- 34) Breach of any standing orders or any other laws applicable to the Establishment/ Institution or employees.
- 35) Theft, fraud, miss-appropriation or dishonesty in connection with the employer's business or property or mismanaging the Accounts.
- 36) Collection of any money for any reason, within the premises of the Establishment/ Institution without the permission of the management.
- 37) Money lending, borrowing; or betting; or gambling within the premises of the Establishment/ Institution. Or conducting private coaching classes or tuitions within or outside the premises of the Institutions.
- 38) Organizing or collecting or running or engaging or canvassing for any trade, business or sale of tickets, lotteries, raffles or chit funds or any other schemes within the premises of the Establishment/ Institution.
- 39) Fraud or theft or misuse or lending or sale of canteen coupons.
- 40) Taking or giving bribe; indulging in any corrupt practices or illegal gratification.
- 41) Unauthorized handling, interfering, tampering, falsification, defacement or manipulation or destruction of records in any form or any other property of the Institution.
- 42) Refusal to accept any written communication; any communication relating to his terms and conditions of employment or disciplinary or other matters issued by the management.
- 43) Disclosing any information relating to institution's activities or organizational or managerial or commercial or financial or any other matters of importance, to any one without the permission, in writing, by the Management.
- 44) Abruptly stopping the work, resulting in or causing loss or damage to the patients/ students/ others or plant or machinery or medical or other equipments/ instruments or any other property of the Institution.
- 45) Misuse or abuse of any facilities and amenities provided by the institution or failure to account for the same.
- 46) Sleeping or dozing while on duty.
- 47) Reading books, magazines etc, while on duty, which are not connected with the work.

- 48) Smoking/ chewing pan or other stimulants or spitting within the Institution's buildings and surroundings thereof or other places wherever it is prohibited except residential quarters and guest houses.
- 49) Spreading or encouraging casteism, racism regionalism, communalism or any other illegal feelings.
- 50) Carrying unauthorized persons or passengers or unauthorized use of Institution's vehicles.
- 51) Sub-letting or unauthorized use or occupation of Institution's residential or other buildings, or lands.
- 52) Refusal to give or giving false witness or failure to furnish full details in an enquiry.
- 53) Conviction in any court of law, for any criminal offence or offence involving moral turpitude.
- 54) Use of mobile/ cell phones or any other communication instruments audio-video gadgets etc, except on official purpose being inside the premises, class-rooms or any other place where the case of such instruments are prohibited.
- 55) Urinating and excreting within the premises other than specified place.
- 56) Sexual harassment which includes such unwelcome sexually determined behavior (whether directly or by implication) as:-
 - a) Physical contact and advances;
 - b) A demand or request for sexual favours;
 - c) Sexually colored remarks;
 - d) Showing pornography;

Any other unwelcome physical, verbal conduct of sexual nature.

Rule: (68) Inquiry and Disciplinary Authority

NAME OF THE INSTITUTION	NAME OF THE POST	ENQUIRY OFFICER	PRESENTING OFFICER	DISCIPLINARY AUTHORITY
	Medical Director	CEO	Principal, Paramedical	Managing Trustee

SIMS & RH	Dean	Medical Director	Principal, Nursing	Managing Trustee
	Principal	CEO	Principal, Nursing	Managing Trustee
	Vice Principal	CEO	Principal, Nursing	Managing Trustee
	Medical Superintendent	Medical Director	Associate Professor	Managing Trustee
	Head of the Department	Vice Principal	Director HR/IT	Managing Trustee
	Professor	Vice Principal	Director HR/IT	Managing Trustee
	Associate Professor	Vice Principal	Director HR/IT	Managing Trustee
	Assistant Professor	Vice Principal	Principal Nursing	Managing Trustee
	Senior Resident	Vice Principal	Assistant Professor	Medical Director
	Junior Resident /Tutor	Vice Principal	Senior Resident	Medical Director
	Causality Medical Officer	Medical Superintendent	Senior Resident	Medical Director
	Lady Medical Officer	Medical Superintendent	Senior Resident	Medical Director
	Epidemiologist Cum Lecturer	Vice Principal	Assistant Professor	Medical Director
	Statistician cum Lecturer	Vice Principal	Assistant Professor	Medical Director
SIMS &	Physical Education Director	Vice Principal	Office Superintende nt	Medical Director

RH	Technician	Director HR/IT	Tutor	Medical Director
	Second Division Assistant	Vice Principal	Office Superintendent	Medical Director
	First Division Assistant	Vice Principal	Office Superintendent	Medical Director
	Steno Typist	Vice Principal	Office Superintendent	Medical Director
	Lab / Dissection Hall Attendant	Director HR/IT	Librarian Medical College	Medical Director
	Office Superintendent	CEO	Librarian Medical College	Medical Director
	Account Officer/ Manager	CEO	Librarian Medical College	Medical Director
	Drivers	Director HR/IT	Librarian Medical College	Medical Director
	Attender	Director HR/IT	Librarian Medical College	Medical Director
	Pharmacist	Vice Principal	Junior Resident	Medical Director
SIMS & RH	Asst Pharmacist	Vice Principal	Junior Resident	Medical Director
	Medical Record Officer	Director HR/IT	PRO	Medical Director

SIMS & RH	Statistician	Medical Superintendent	PRO	Medical Director
	Coding Clerks	Medical Superintendent	PRO	Medical Director
	Record Clerks	Medical Superintendent	PRO	Medical Director
	Medical Social Worker	Director HR/IT	PRO	Medical Director
	Child Psychologist	Medical Superintendent	Nursing SUPTD.	Medical Director
	Dietician	Medical Superintendent	PRO	Medical Director
	Cashier	Director HR/IT	Office suptd.SIET	Medical Director
	Health Educator	Director HR/IT	PRO	Medical Director
	Chief Librarian	Principal	PRO	Medical Director
	Asst Librarian	Principal	PRO	Medical Director
	Artist	HOD - Anatomy	PRO	Medical Director
	Modeler	HOD - Anatomy	PRO	Medical Director
	Sr Technician	Vice Principal	Nursing suptd.	Medical Director
	Jr Technician	Vice Principal	PRO	Medical Director

SIMS & RH	Speech Therapist	HOD ENT	Nursing Suptd.	Medical Director
	Audio Visual Technician	HOD ENT	Network. Admin	Medical Director
	Nursing Superintendent	Vice Principal	PRO	Medical Director
	Dy Nursing Superintendent	Vice Principal	PRO	Medical Director
	Asst Nursing Superintendent	Vice Principal	Junior Resident	Medical Director
	Nursing Sister	Vice Principal	Junior Resident	Medical Director
	Staff Nurse	Vice Principal	PRO	Medical Director
	Public Health Nurse	Vice Principal	Office suptd. medical college	Medical Director
	Supervisor	Vice Principal	PRO	Medical Director
	Photographer Senior	Vice Principal	PRO	Medical Director
	Photographer Junior	Vice Principal	PRO	Medical Director
	Dental Mechanic	Vice Principal	Nursing Suptd.	Medical Director
	Dental Technician	Vice Principal	PRO	Medical Director
	Dhobi/Washer man/women	Vice Principal	PRO	Medical Director
	Packer	Vice Principal	Insurance Coordinator	Medical Director

SIMS &	Radiographer Technician	HOD	Medical Engineer	Medical Director
	Health Visitor	HOD Community Medicine	PRO	Medical Director
	Operation Theater Asst	Medical Superintendent	Medical Engineer	Medical Director
	ECG Technician	Medical Superintendent	Medical Engineert	Medical Director
	Matron	Medical Superintendent	Junior Resident	Medical Director
	Dark Room Assistant	Director HR&IT	Junior Resident	Medical Director
	Cataloguer	Director HR&IT	PRO	Medical Director
	Binder	Director HR&IT	PRO	Medical Director
	Audio Visual Assistant	Director HR&IT	Network Admin.	Medical Director
	Carpenter	Director HR&IT	JE civil	Medical Director
	Black Smith	Director HR&IT	JE	Medical Director
	Receptionist	Director HR&IT	Facility Manager	Medical Director
	Stretcher Bearer	Director HR&IT	Insurance Coordinator	Medical Director
	Ayah	Director HR&IT	Nursing Suptd.	Medical Director

RH	Stores & Purchase Officer	CEO	PRO	Medical Director
	Stores Asst	Director HR&IT	Medical Engineer	Medical Director
	Public Relations Officer	CEO	Office suptd.Medical	Medical Director
	Insurance Coordinators	CEO	Office Suptd.Polytechnic	Medical Director
	Blood Bank officer	Vice principal Medical	Medical Engineer	Medical Director
	Blood Bank Technician	Vice Principal	JMedical Engineer	Medical Director

Name of the Institution	Name of the Post	Enquiry Officer	Presenting Officer	Disciplinary Authority
SIET	Principal	CEO	Principal Polytechnic	Managing Trustee
	Vice Principal	CEO	Principal Polytechnic	Managing Trustee
	Head of the Department	CEO	Principal Polytechnic	Managing Trustee
	Professor	CEO	Principal Polytechnic	Managing Trustee
	Associate Professor	Vice Principal Medical	ITI Principal	Medical Director
	Asst Professor	Vice Principal Medical	ITI Principal	Medical Director
	Senior Lecturer	Director HR&IT	ITI Principal	Medical Director
	Lecturer	Director HR&IT	ITI Principal	Medical Director
	System Administrator	Director HR&IT	JE	Medical Director

Instructors	Director HR&IT	JE	Medical Director
Asst Instructors	Director HR&IT	Electrical Eng.	Medical Director
Technical Helpers	Director HR&IT	JE	Medical Director
Chief Librarian	CEO	Facility Manager	Medical Director
Asst Librarian	Vice Principal Medical	Facility Manager	Medical Director
Physical Education Director	Vice principal Medical	Facility Manager	Medical Director
Office Superintendent	CEO	Facility Manager	Medical Director
First Division Assistants, Accountant	Director HR&IT	Store In charge.	Medical Director
Second Division Assistants	Director HR&IT	Facility Manager	Medical Director
Attenders	Director HR/IT	Facility Manager	Medical Director
Drivers	Director HR&IT	Facility Manager	Medical Director
Placement Officer	CEO	Medical Engineer	Medical Director
Stores & Purchase officer	CEO	Office Superintendent.. Polytech.	Medical Director
Facility Manager	CEO	Office Superintendent. Engg.	Medical Director

Name of the Institution	Name of the Post	Enquiry Officer	Presenting Officer	Disciplinary Authority
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**Polytechnic
&
Degree
College &
PG**

Principal	CEO	Facility Manager	Managing Trustee
Vice Principal	CEO	Facility Manager	Managing Trustee
Head of the Department	CEO	Facility Manager	Managing Trustee
Professor	CEO	Facility Manager	Managing Trustee
Associate Professor	Director HR/IT	Facility Manager	Medical Director
Asst Professor	Director HR/IT	Facility Manager	Medical Director
Senior Lecturer	Director Hr/IT	Facility Manager	Medical Director
Lecturer	Director Hr/IT	Office Superintendent	Medical Director
System Administrator	Director HR/It	Network Admin.	Medical Director
Instructors	Director HR/IT	JE	Medical Director
Asst Instructors	Director Hr/It	Office Superintendent	Medical Director
Technical Helpers	Director HR/IT	Electrical Engineer	Medical Director
Chief Librarian	CEO	Facility Manager	Medical Director
Asst Librarian	Director HR/IT	Mess manager	Medical Director
Physical Education Director	Director HR/IT	Mess manager	Medical Director
Office Superintendent	CEO	Mess Manager	Medical Director
First Division Assistants	Director HR/IT	Network Admin.	Medical Director

Second Division Assistants	Director HR/IT	Facility Manager	Medical Director
Attenders	Director HR/IT	Electric Engineer	Medical Director

Name of the Institution	Name of the Post	Enquiry Officer	Presenting Officer	Disciplinary Authority
ITI	Principal	Chief Executive Officer	JE	Managing Trustee
	Training officer	Director HR & IT	Electrical Engineer	Medical Director
	Junior Training Officer	Director HR & IT	JE	Medical Director
	Workshop Attender	Director HR & IT	JE	Medical Director
	First Division Assistants	Director HR & IT	Facility Manager	Medical Director
	Second Division Assistants	Director HR & IT	Facility Manager	Medical Director
	Attenders	Director HR & IT	Facility Manager	Medical Director

Name of the Institution	Name of the Post	Enquiry Officer	Presenting Officer	Disciplinary Authority
Primary & High School	Head Master	Chief Executive Officer	Warden Girls Hostel	Managing Trustee
	Assistant	Director	Engg. College	Medical

	Master/ Mistress	HR & IT	Superintendent	Director
	Physical Education / Craft Teacher	Director HR & IT	Engg. College Superintendent	Medical Director
	First Division Assistants	Director HR & IT	Engg College Superintendent	Medical Director
	Second Division Assistants	Director HR & IT	Engg College Superintendent	Medical Director
	Attenders	Director HR & IT	Engg College Superintendent	Medical Director
Name of the Institution	Name of the Post	Enquiry Officer	Presenting Officer	Disciplinary Authority
Nursing & Paramedi cal Sciences	Principal	CEO	Principle P.U. College	Managing Trustee
	Professor	CEO	Principal Degree college	Medical Director
	Associate Professor	Vice Principal Medical college	ITI Principal	Medical Director
	Asst Professor	Director HR/IT	Medical Engineer	Medical Director
	Lecturer	Director HR/IT	Insurance Coordinator	Medical Director
	Senior Tutor	Director HR/IT	Facility Manager	Medical Director
	Clinical Instructor	Director HR/IT	Insurance Coordinator	Medical Director
	Tutor	Director HR/IT	Facility Manager	Medical Director
	Lab Assistant	Director	Nursing Suptd.	Medical

		HR/IT		Director
	Instructors	Director HR/IT	Network Admin.	Medical Director
	Asst Instructors	Director HR & IT	Facility Manager	Medical Director
	Chief Librarian	Director HR & IT	Office Superintendent Medical College	Medical Director
	Asst Librarian	Director HR & IT	Office Superintendent Medical College	Medical Director
	Second Division Assistants	Director HR & IT	Office Superintendent Medical College	Medical Director
	First Division Assistants	Director HR & IT	Office Superintendent Medical College	Medical Director
	Attenders	Director HR & IT	Office Superintendent Medical College	Medical Director
	Physical Education Director	Director HR & IT	Office Superintendent Medical College	Medical Director
	Office Superintendent	Director HR & IT	Office Superintendent Medical College	Medical Director
	Drivers	Director HR & IT	Office Superintendent Medical College	Medical Director

Name of the Institution	Name of the Post	Enquiry Officer	Presenting Officer	Disciplinary Authority
Distance Education	coordinator	Chief Executive Officer	Engg Office Superintendent	Medical Director
	Second Division Assistants	Director HR & IT	Engg Office Superintendent	Medical Director

	First Division Assistants	Director HR & IT	Engg Office Superintendent	Medical Director
	Attenders	Director HR & IT	Engg Office Superintendent	Medical Director
TRUST OFFICE				
Name of the Institution	Name of the Post	Enquiry Officer	Presenting Officer	Disciplinary Authority
Trust Office	Chief Executive Officer	Medical Director	Director Admission And Accounts	Managing Trustee
	Director HR & IT	C E O	Medical Engineer	Managing Trustee
	Liaison Officer	Chief Executive Officer	Office Superintendent Polytechnic	Managing Trustee
	Chief Accounts Officer	Chief Executive Officer	Principal Nursing College	Managing Trustee
	Director Admission And Accounts	Chief Executive Officer	Principal Nursing College	Managing Trustee
	Accountants	Chief Executive Officer	Principal Nursing College	Managing Trustee
	First Division Assistants	Director HR & IT	Office Superintendent Polytechnic	Medical Director
	Second Division Assistants	Director HR& It	Office Superintendent Polytechnic	Medical Director
	Network Administrator & All IT Staff	CEO	JE	Medical Director
	Facility Manager	Director HR & IT	Polytechnic Librarian	Medical Director
	All Technical Staff, Electrician,	Director HR & IT	JE Electrical	Medical Director

Trust Office	Plumbers			
	Civil Department	CEO	Network Admin.	Medical Director
	Cleaning Supervisors	Director HR & IT	PRO	Medical Director
	Technical Staff	Director HR & IT	PRO	Medical Director
	Gardener	Director HR & IT	PRO	Medical Director
	Helpers	Director HR & IT	Polytechnic Librarian	Medical Director
	Attenders	Director HR & IT	Polytechnic Librarian	Medical Director
	Drivers	Director HR & IT	Polytechnic Librarian	Medical Director
	Security	Director HR & IT	Mess Manager	Medical Director

Name of the Institution	Name of the Post	Enquiry Officer	Presenting Officer	Disciplinary Authority
Hostel	Chief Warden/warden	Chief Executive Officer	P.U. Principal	Medical Director
	Deputy Warden	Director HR & IT	ITI Principal	Medical Director
	Manager	Director HR & IT	Store Keeper Medical College	Medical Director
	Accountant	Director HR & IT	Store Keeper Medical College	Medical Director
	Supervisor	Director HR & IT	Store Keeper Medical College	Medical Director
	Head Cook	Director HR & IT	Store Keeper Medical College	Medical Director
	Assistant Cook	Director HR & IT	Store Keeper Medical College	Medical Director
	Assistants	Director HR & IT	Store Keeper Medical College	Medical Director
	Helpers	Director HR	Store Keeper	Medical

		& IT	Medical College	Director
	Sweepers	Director HR & IT	Store Keeper Medical College	Medical Director

CHAPTER IV

MISCELLANEOUS

Rule-(69) “Grievance Procedure”

A “*grievance*” means any complaint or dissatisfaction of an employee relating to the working conditions; welfare; amenities; wrong marking of attendance, calculation of wages/ salary, allowances or overtime or deductions; unfair treatment; wrong calculation, refusal to grant leave; assignment of work; transfer or increment or fixation of salary/ scale or promotion etc.

An employee, who has a grievance to be redressed, shall approach his departmental head, who shall immediately, on its receipt, investigate the matter personally and give a replay to the employee within two working days. If the employee is not satisfied with the decision, he may request the departmental head to forward the complaint to the Chief Executive Officer, who on receipt of such grievance, shall investigate the matter and provide an opportunity to the employee, within seven working days from the date of its receipt and shall pass order & send report to the Mananging Trustee for approval. All head of the Institutions shall keep separate register for employee’s complaint.

Rule-(70) “Death Gratuity”

The Managing Trustee may sanction Death Gratuity to the family of a Trust employee who dies while in service subject to the conditions specified below-

On death after completion of one year service but before completion of three years' service, a gratuity equal to rupees ten thousand and on death after completion of five years service but before completion of ten years' service, a gratuity equal to rupees twenty thousand and on death after completion of not less than ten years continues service a gratuity equal to rupees thirty thousand may be sanctioned .

Rule-(71) "Library Services" Shall be as per the norms of the RGUHS, MCI, AICTE, VTU, Tumkur University Boards ect, applicable to the concerned Institution. For providing library facilities the number of books in the library shall be commensurate with the strength of the students. The books may include textbooks of varied interest.

The books shall also include reference books, textbooks, maps, dictionary and such other books as may be necessary for reference to the Teachers. The library and the reading room shall be open for the students at least one hour before commencement of the classes and one hour after close on all the working days.

For Superintendence and development of the library every Institution shall appoint a librarian with necessary qualifications or a teacher with attitude and qualification may be placed in additional charge of library and it will be the duty of such person to maintain the library.

Rule-(72) "Curricula"

Prescribed Curricula of the Institutions is as per the Prescribed Curricula by the Medical Council of India or All India Council for Technical Education or Bangalore/ Tumkur, Rajiv Gandhi University of Health Sciences, Visvesvaraya Technical University or Prescribed by the State Government/ University Board *etc.*, in respect of concerned educational institutions.

Rule-(73) "Attendance and Late Coming"

Every employee shall personally record his attendance, according to the procedure and manner laid down by the management, from time to time and is responsible for correct recording of attendance. Failing which he/she is

liable to be marked absent from work, for the day and wages shall be deducted accordingly.

If an employee records his/her attendance falsely, by any means or causes his attendance to be recorded by others or he records the attendance of other employee, by proxy, both he and the other employee, shall be liable to be suspended from work with disciplinary action. Every employee shall be at his assigned place of work at least five minutes prior to the commencement of his work and start work at the time fixed.

Any employee, after recording his attendance, if found to be absent from the actual place of work without permission, he shall be marked absent and wages shall be deducted in units of not less than half a day and further, he shall be liable for disciplinary action.

Any employee reporting late for duty shall not be allowed for work, unless permission is granted by the Head of the department or any other competent authority. However such permission is subject to deduction of leaves at credit or wage deduction in unit's of not less than half a day as deemed fit. Besides, habitual late comers shall be liable for disciplinary action.

Biometric attendance is compulsory for all employees of the Trust and its institutions.

Rule-(74) "Medical Examination and Health Service"

Every Institution shall arrange for Medical Examination of the students by medical practitioner of the Trust with a minimum qualification of M.B.B.S. After the examination, the Medical Officer shall make entries in the health records of every student.

It shall be the duty of the Head of the Institution to maintain the health records and make facilities for medical checkup.

The Head of the Institution shall get the approval of the Medical Director for appointing a doctor, for Medical Examination and to provide medicines to the students.

The expenses in respect of Medical Examination of the students and the medicine given to students shall be met out of the medical fees collected from the students.

The head of the Institution shall maintain accounts of all such expenditure and shall submit it for verification to the Competent Authority at the time of inspection.

Every Institution head shall give proper attention to all factors relating to health of students and make them health conscious. In addition to these provisions and subject to other rules made in this behalf, the institutions shall give particular attention-

To the personal and social hygiene of students; For making provision, in the timetable for intervals of rest; To take measures for safety; To provide pure drinking water; To take steps to stop sale of unhygienic or harmful food, drinks or eatables in or near the premises of the institution. The Principal shall be held personally responsible for safety of the students and female employees and shall draw action plan to execute, calling monthly meetings of parents, student, staff representatives and inviting Police Persons for guidance.

Rule-(75) “Residential Accommodation Provided/ Allotted by the Institution”

- 1) An employee, if allotted a residential accommodation, either belonging to or arranged by the institution, shall occupy the same and follow strictly in accordance with the conditions stipulated in the letter of allotment and as a licensee only. The management may deduct from salary a maximum of 10% of basic as license fee.
- 2) In case a employee, who has been provided/ allotted a residential accommodation, fails to hand over the vacant possession of the same, immediately upon resignation, retirement, termination, discharge, dismissal etc. or for any other reason, including for non-settlement of final due., the management shall reserve the right to break-open such accommodation/ quarter and take possession of the same, after giving seven days notice.
- 3) On breaking open such accommodation/ quarters, no claim of whatsoever nature, preferred by the employee, shall be accepted by the management.

Rule-(76) “Duties and Obligations of Employees”

- 1) Every employee shall report for work regularly, punctually and be present at the place of his work, at least five minutes before the commencements of

working hours, keep the place of work and surroundings clean, carry out all instructions given by his/ her superiors, complete the allotted work on time, achieve the required standards of quality and quantity of work, ensure economic and efficient working by maintaining order, discipline and cordial relationship with all, not to leave the place of work before the closing hours and during inspection/ examination or any other work, until the same is completed.

2) Every employee shall be responsible for regular and proper maintenance, safe keeping, correct use, handling and return in good conditions any of the Establishment/ Institution's properties including plant and machineries, medical and other instruments and other equipments, furniture and fixtures tools and gauges, stationaries, papers, files floppies, compact discs, UCB drives, books, documents, drawings, photographs, models, teaching aids/ materials etc., and they shall not take out of the premises, without the permission, in writing from the Heads of the department/ institutions or any other officer authorized by the management and a valid gate pass signed by them. He shall not pass or cause to be passed or discloser or divulges any information relating to the institution whether technical, research, financial, administrative or any other matters, to anyone.

3) Strictly observe the safety rules, regulations and instructions and adopt safe working methods and practices to prevent any accident, fire, damages of loss. In this respect a employee shall at once report to his/ her superiors or the head of the department any defect, damage, accident, fire, theft, pilferage, fraud, mischief, cheating, etc., which may come to his knowledge either directly or indirectly who in-turn should intimate the same to the head of institution.

4) All employees shall be truthful, honest, courteous, decent and respectful in their behavior and shall always conduct themselves in a dignified, friendly and pleasing manner. They shall resolve all disputes, demands, differences whether with the management or other employees, through discussion and never indulge in telling lies or using abusive language or quarrelling or instigating or violence or force, intimidation or corruption or defamation of the institution.

- 5) Employee shall promptly inform to Trust & the head of the department in writing any change in his personal or family status, residential address, educational qualifications, special achievements etc,.
- 6) Employee shall not at any time commit any act or behave in a manner which is detrimental or against the interest of the institution and shall not undertake any assignment, work, consultancy either for remuneration or otherwise, with anyone. He shall also not engage himself in any other employment, vocation, business or selling and buying of household articles, ornaments, clothing, money lending and borrowing, conducting chit funds or any other acts for gain or otherwise inside the premises of the Establishment/ Institution.
- 7) No employee shall accept bribe, illegal gratification, compliments, gifts, donation or other pecuniary offers from anyone.

Rule-(77) “Identity Cards/ Badges”

- 1) An employee shall be provided with identification card/ badge which, he shall wear while on duty or in the premises of the Establishment/ Institution. The card/ badge shall be the property of the institution and shall be non transferable.
- 2) The identity card/ badge shall be shown to the security staff or other superiors, while entering or leaving the premises of the establishment, or at any other times, within the premises of the establishment.
- 3) Any loss, damage or defacing of identity card/ badge, shall immediately be reported, in writing, to the Director HR&IT. The employee shall obtain a duplicate identity card/ badge on payment of its cost, as fixed by the Chairman and return the damaged or the defaced card/ badge immediately to the Director HR&IT.
- 4) The employee shall be responsible for safe custody of the identity card/ badge and shall return it to the personnel department or any other authority authorized by the management, upon termination/ leaving the employment. The settlement of final dues, if any, shall be made, only on receipt of the identity card/ badge and other Establishment/ Institution’s properties.

Rule-(78) “Entry and Exit”

- 1) All employees shall enter and leave the premises of the Establishment/ Institution only from the specified gates.
- 2) No employee shall be permitted to enter the Establishment/ Institution, if he/she is found to be under the influence of alcoholic liquor or any other intoxicants.
- 3) No employee after entering the Establishment/ Institution shall leave the place of his work, during working hours, unless he obtains a written permission from the head of the department. In case a employee leaves the place of his work or premises of the Establishment/ Institution, without permission, the period of absence, shall be treated, as unauthorized absence from work and wages shall be deducted in units of not less than half a day and further, the employee shall be liable for disciplinary action.

Rule-(79) “Hours of Work”

The period and hours of work, shall be notified from time to time in accordance with the provisions of the applicable Acts, Rules and shall be displayed on the notice board. The period and hours of work shall be subject to change, at any time based on exigencies of work and the employees shall comply with all such changes, as instructed or notified by the management.

Rule-(80) “Shift Working”

- a) More than one shift may be worked in the Establishment/ Institution/ Section at the discretion of the management, based on exigencies of work, power supply position or for any other reason and in such a case, a employee shall report for duty in the assigned shift, as notified or informed, either in writing or orally by his superiors.
- b) The employee shall be liable to be transferred from one shift to another and no employee shall refuse such transfer.

Rule-(81) “Weekly Holiday”

- 1) Every employee shall be granted a weekly day of rest, with wages, provided, he/she has worked in the Establishment/ Institution for a

continuous period of six days in a week. The days, on casual, earned leave and holidays declared, shall be treated as days worked.

2) The management reserves the right to require any employee, to work on a weekly or other holiday and the employee so required shall not refuse to work. Refusal to work on weekly or other holidays shall be considered as misconduct and the employee shall be liable for disciplinary action.

3) An employee who could not be allowed a weekly or Festival or Government Holiday, on a specified day, shall be granted a compensatory holiday, as soon as possible, within one week by the Director HR&IT.

4) A notice shall be displayed, on the Notice board, showing the names of such employees who are required to work on weekly day of rest or other holidays. In case of urgency, where notice cannot be displayed, the employee shall be orally informed by Head of the department or any other superiors as soon as possible.

Rule-(82) “Overtime Work”

The Managing Trustee, in case of exigencies of work, reserves the right to require any employee, to work overtime, on any day, including weekly or any other holiday and the employee so required, shall not refuse to do the overtime work. Refusal to work overtime shall be considered as misconduct and he/she shall be liable for disciplinary action.

Rule-(83) “Transfer”

1. All employees may be liable to be transferred from one Department/ Section to another or one Station to another or one Establishment/ Institution to another, provided his existing terms and conditions of employment are not adversely affected.

2. Employee who is transferred, from one Station to another or one Establishment to another shall be given reasonable notice for reporting to work. Refusal to accept any transfer or report for duty at the transferred place, within the period of notice shall be considered as a misconduct and be liable for disciplinary action in addition to **“NO WORK NO PAY”**.

Rule-(84) “Alternative Work”

Depending upon the exigencies of work or non-availability of regular work in a Department/ Section or temporary increase in work in other Department/ Section, the Management Trustee, may require any employee, to work in an alternative job or employment, either in the same Department/ Section or in any other Department/ Section, provided, his existing emoluments are not adversely affected. Refusal to accept such alternative work, shall amount to misconduct and be liable for disciplinary action in addition to **“NO WORK NO PAY”**.

Rule-(85) “Search”

1. All employee shall be liable to be searched, at the gate, while entering and leaving the Establishment/ Institution or Department/ Section or at any other place, by the security staff or by the any other superiors, to ensure that they are not in wrongful or unauthorized possession of any property belonging to the Establishment/ Institution or any article prejudicial to the security and safety of the Establishment/ Institution or its employees or others or any intoxicants, alcoholic, drinks or inflammable/ corrosive/ explosives items or any weapon etc. the female employees however, shall be searched by a female security or female staff.

2. Any lockers, cupboards, toolboxes, drawers or any other place used by the employee shall be liable for search at any time, by security staff or by other superiors similarly, any belongings, suitcase/ briefcase, purses, bags, lunch boxes etc., of the employee or cycle/ vehicle, shall be liable for search by the security staff or other superiors while entering or leaving the gate of the premises or any department/ section or at any other place.

3. Any employee found to be in possession of any articles, money property or any other material, not belonging to him, shall be liable to the detained and such articles, money property or any other material, shall be seized and the unauthorized possession shall be considered as a serious misconduct and be liable for disciplinary action.

No employee shall take inside the Establishment/ Institution anything, which is prejudicial to the security, safety and health of the Establishment/ Institution or the employees or others.

Rule-(86) Damage or Loss to Personal Properties of Employee:

The institution shall not, in any way, be responsible for any damage caused or loss incurred to any personal property of any employee, including cycles/ vehicles, helmets, personal computers, mobile/ cell phones or other valuables like **jewellery**, cash etc.

Rule-(87) Certificate of Employment:

Every permanent employee, who leaves employment, retires, or is terminated, may be issued a certificate of employment along with the settlement of his final dues.

Rule-(88) Language:

Any notice, order, charge-sheet, communication or intimation to a employee, be given in writing and shall be in English or Kannada.

Rule-(89) Prohibition of Private Tuition:

On and after the date of commencement of these Rules, no institution shall permit any of its employees to give private tuition nor shall such employee impart such tuition to any person.

Rule-(90) Accounts, Audit, Inspection and Returns:

Accounts: Every educational institution shall maintain accounts in such manner and containing such particulars as may be prescribed.

Utilisation of funds and movable property of institutions:

- (1) All the money received or held by or on behalf of every institution shall be utilized for the purposes for which they are intended, and shall be accounted by the Managing Trustee in such manner as may be prescribed.
- (2) All the money received or held by or on behalf of every institution shall be deposited in a Bank.

(3) The surplus fund of every such institution shall be invested in such manner as may be prescribed and shall be utilized towards educational development only.

Rule-(91) “Annual audit of accounts”- (1) The accounts of every educational institution shall be audited at the end of every academic year in such manner, after following such procedure and by such authority, officer or person as may be prescribed for different classes of educational institutions.

(2) (a) The Managing Trustee, Medical Director & Chief Executive Officer shall have full access to the account books user ID & Password and other documents required to be maintained by the educational institution.

(b) The Institute shall, within such time as may be prescribed, submit report together with the comments to the Managing Trustee.

Rule-(92) Furnishing of returns, etc: Every educational Institute shall within such time or within such extended time as may be fixed by the Management in this behalf furnish to the Managing Trustee such returns, statistics and other information, month and year wise.

Rule-(93) Furnishing of list of properties:

(1) Every educational institution shall, maintain a register of the properties, both movable and immovable owned or possessed by it.

(2) The Head of Institution shall, on or before the prescribed date of thirty-first March of every year, furnish to the Managing Trustee a copy of such list. The Head of Institution should verify, each year, the stock of equipments, furniture, books etc certify the same.

Rule-(94) Parent-Teacher Committee: (1) It shall be the duty of the Head of every Educational Institution, to constitute a Parent-Teacher Committee within thirty days of the commencement of each academic year.

(2) The Parent-Teacher Committee for each educational institution shall consist of the following-

a) Three representatives of the parents of the students who have studied upto S.S.L.C. or above of whom one shall be a woman and they shall be selected from among the willing parents;

b) The Head of the institution;

- c)** Three class teachers in the institution selected by rotation;
- d)** The Secretary of the Governing Council of the Educational Institution.

The committee shall hold office, for the period until the next committee is constituted.

(3) The functions of the Parent-Teacher Committee shall be as follows-

- (a)** To redress the grievances of the students and their parents, if any;
- (b)** To devise such action programmes as could be conducive for a healthy student-teacher, teacher-management, parent-management relations;
- (c)** Any other activity conducive to the welfare of the students.
- (d)** Action plan for the safety of the students particularly girls

(4) The nominee of the managing Trustee shall be the Chairman of the Parent-Teacher Committee.

(5) The Head of the Institution shall be the Member-Secretary of the Parent-Teacher Committee. He shall call for all the meetings of the committee, draw up proceedings of the Board and give effect to the decisions of the committee under the orders of the Chairman of the Committee. All the proceedings of the committee shall be authenticated by the Chairman. The correspondence and other secretarial activities shall be carried on by the Member-Secretary.

(6) Every decision of the Parent-Teacher Committee shall be taken by an ordinary majority of the elected members present and voting. In case of equality of votes, the Chairman shall have a casting vote.

(7) The Parent-Teacher Committee shall meet at least once in three months in the premises of the educational institution. If the Chairman is unable to attend such quarterly meeting, he shall authorize some other member to chair such meeting.

(8) Meeting notice shall be dispatched to the members of the Parent-Teacher Committee at least ten days in advance. The quorum for the meeting shall be one-third of the total members of whom at least one shall be a parent-member.

(9) The first meeting of every duly constituted Parent-Teacher Committee shall be held on the day of its constitution. An order constituting the committee shall be issued by the Managing Trustee.

(10) Meetings of the Parent-Teacher Committee shall be held during working hours and within the premises of the institution.

Rule-(95) General Delegation of Financial Powers to Medical Director (who shall be a Trustee)

- 1) To sanction the investigation by the Accountant the arrear claims of Trust employees.
- 2) To sanction promotions, permanent or officiating, and other arrangements involving alterations in the pay of Employees, not sanctioned by Concerned Authority within one year from the date of due .
- 3) To sanction payment of arrear claims on account of contingent charges (including supplies and services), T.A. for attending meetings and monthly recurring grant-in-aid,
- 4) To sanction refunds of revenue including fees, fines, etc., admissible under the Rules.
- 5) To declare stores as obsolete, surplus, unserviceable, and dispose them of fixing responsibility for loss on part of individual employees.
- 6) To sanction permanent advances for contingent expenditure to drawing officers upto the amount advised by the Managing Trustee.
- 7) Purchase of Vehicles, Ambulance.
- 8) Sanction of employment of unskilled workers
- 9) To authorize employees to attend seminar, University, office work .
- 10) To sanction the acceptance of remuneration by employees for work of examination. In accordance with Scale.
- 11) To sanction change arrangements in posts which are vacant.
- 12) To sanction maternity leave to married female employees
- 13) To sanction death gratuity to dependents of deceased employee.
- 14) To sanction D.A/ T.A.
- 15) To sanction Temporary Advance or withdrawals from the General Provident Fund.
- 16) To order casual and emergent purchase of store without reference to the store purchase Department.
- 17) Repairs of instruments.
- 18) Repairs of Vehicles.

- 19) Sanction for purchase of books, magazines, and journals, books for departmental libraries and for granting prizes,
- 20) To sanction hire charges of taxi, Transport of goods *etc.*,
- 21) Sanction of purchasing of notebooks, vouchers, files *etc.*, booklets, leaflets.
- 22) Sanction of staff for office work.
- 23) To sanction of purchase of Mathematical and Scientific instruments.
- 24) Sanction of purchasing of furniture, cots and bed sheets, ect for hospital, hostel.
- 25) Hospital equipments and medicine.
- 26) Hiring of private buildings for Staff, Students and Office *etc.*,
- 27) Purchasing of Electrical equipments.
- 28) To sanction the repairs of Electrical equipments.
- 29) Sanction expenditure to take part in sports, symposium, exhibition, and seminar.
- 30) To accept the lowest tenders/ quotations for perchance of stores ordered directly by the Departments.
- 31) Sanction fees, remuneration to advocates *ect.*
- 32) lease out canteen building for running hostels, restaurants, cycle stand.
- 33) To sanction local purchase of stationery articles for offices.
- 34) To sanction charges for shifting telephones from one office building to another, Network, Internet *etc.*,
- 35) To sanction repairs of Trust buildings, hostels, hospital *ect.*
- 36) To sanction repairs to Computer, duplicators and calculating machines *ect* for office.
- 37) To sanction expenditure for participating in exhibition or other similar important state exhibitions within the state.
- 38) To sanction expenditure for participating in District and other exhibitions within the State.
- 39) To sanction charges in connection with the publication of hand books and leaflets, invitation cards *ect.*
- 40) To sanction refund of wrong or excess credit provided:-
 - (i) Each claim is supported by recommendation of concerned HOD/ Principal/ Head/ Account Officer/ Director Admission& Admission Accounts / CEO/ Director HR & IT.

(ii) The claim is preferred within 1 year of original credit,

(iii) If it is clearly established that it was a case of wrong or excess credit.

- 41) To authorize Employees to proceed on duty beyond the limits of their charge but within the State.
- 42) To authorize Employees to proceed on duty beyond the limits of their charge outside the State within India.
- 43) To sanction the acceptance of remuneration by Employees under their control for work at examiners for various examinations conducted by Government Departments or bodies set up by Government or the Universities within the State, in accordance with the scales sanctioned.
- 44) To sanction in charge arrangements in posts which are vacant or the incumbents of which are absentees and the filling up of which requires the sanction of Managing Trustee.
- 45) To sanction the extension of joining time to employees-
For reasons beyond their control;
- 46) To sanction the retirement of employees , when they attain the age of 60 Years.
- 47) To sanction allowance to employees reinstated after dismissal or removal from service, for the periods of such dismissal or removal where it involves extra cost.
- 48) To sanction leave to employees if refused by the respective head of Institution.
- 49) To sanction the deputation of employees from one Institution to other Institution belonging to the Trust.
- 50) Any unforeseen expenditure towards Institutions.
- 51) Wave off any expenditure incurred by the employee or student of the institutions towards Hospital/ Medical Care.
- 52) Any purchase pertaining to running of Mess or maintenance of Hostels.
- 53) To accord administrative approval to any work to be executed by the Civil department.
- 54) To order the casual and emergent purchase of stores

General Delegation of Financial Powers

To Chief Executive Officer

Under emergency and in case of natural calamity or non availability of the Managing Trustee or Medical Director, the Chief Executive Officer can sanction any amount not exceeding Rupees Five lakhs on the recommendation of the concerned Head of the Institution and Chief Accounts Officer subject to ratification by the Managing Trustee.

Delegation of Financial Power To the Head of Institute

Rs.5000/- per month for Office expenditure, guest, examination, *etc*, Subject to condition of submission of vouchers to the Trust Office every month and the amount should not be used for personal use.

Rule- (96) “Assessment Report”

Every Employee of the Trust Institution, Starting with First Division Assistant and up to the Head, must submit Annual Performance Report in the prescribed form, immediately after completion of the academic year ending with 31st March. Following are the Reporting, Reviewing and Accepting Authorities.

1) Shridevi Vidya Mandir and Natya Saraswathi School

- | | |
|--|---------------------------|
| <i>For Staff</i> | <i>For Head Master</i> |
| • Reporting Authority - Head Master | - Chief Executive Officer |
| • Reviewing Authority - Chief Executive Officer | - Medical Director |
| • Accepting Authority - Managing Trustee | - Managing Trustee |

2) Shridevi Independent P.U. college

- | | |
|--|---------------------------|
| <i>For Staff</i> | <i>For Principal</i> |
| • Reporting Authority - Principal | - Chief Executive Officer |
| • Reviewing Authority - Chief Executive Officer | - Medical Director |
| • Accepting Authority - Managing Trustee | - Managing Trustee |

3) Shridevi Degree college and Post Graduation

- | | |
|------------------|----------------------|
| <i>For Staff</i> | <i>For Principal</i> |
|------------------|----------------------|

- **Reporting Authority** - Head of the Department - Chief Executive Officer
- **Reviewing Authority** - Principal - Medical Director
- **Accepting Authority** - Managing Trustee - Managing Trustee

4) Shridevi Nursing College

For Staff

For Principal

- **Reporting Authority** - Principal - Chief Executive Officer
- **Reviewing Authority** - Chief Executive Officer - Medical Director
- **Accepting Authority** - Managing Trustee - Managing Trustee

5) Shridevi Distance Education Study Centre

For Staff

For Coordinator

- **Reporting Authority** - Chief Executive Officer - Chief Executive Officer
- **Reviewing Authority** - Medical Director - Medical Director
- **Accepting Authority** - Managing Trustee - Managing Trustee

6) Shridevi Institute of Para-Medical Sciences

For staff

For Principal

- **Reporting Authority** - Principal - Chief Executive Officer
- **Reviewing Authority** - Chief Executive Officer - Medical Director
- **Accepting Authority** - Medical Director - Managing Trustee

Medical college: - SIMS&RH

a) For Teaching

- **Reporting Authority** - Concerned HOD
- **Reviewing Authority** - Principal, Medical College
- **Accepting Authority** - Medical Director

b) For HOD

- **Reporting Authority** - Principal medical college
- **Reviewing Authority** - Medical Director
- **Accepting Authority** - Managing Trustee

c) For Principal and Vice Principal

- **Reporting Authority** - Dean
- **Reviewing Authority** - Medical Director
- **Accepting Authority** - Managing Trustee

d) Medical Director

- **Reporting Authority** - Dean
- **Reviewing Authority** - Chief Executive officer
- **Accepting Authority** - Managing Trustee

e) Dean

- **Reporting Authority** - Medical Director
- **Reviewing Authority** - Chief Executive Officer
- **Accepting Authority** - Managing Trustee

f) All Technical Staff of Medical College

- **Reporting Authority** - Concerned HOD
- **Review Authority** - Vice Principal, Medical College
- **Accepting Authority** - Medical Director

g) All Administrative Staff of Medical College

- **Reporting Authority** - Director HR&IT
- **Reviewing Authority** - Chief Executive Officer
- **Accepting Authority** - Medical Director

Hospital

a) All Clinical and Technical staff including Staff Nurse

- **Reporting Authority** - Concerned HOD
- **Reviewing Authority** - Vice Principal
- **Accepting Authority** - Medical Director

b) All HODS

- **Reporting Authority** - Vice Principal
- **Reviewing Authority** - Medical Director
- **Accepting Authority** - Managing Trustee

c) Medical superintendent

- **Reporting Authority** - Dean
- **Reviewing Authority** - Medical director

- **Accepting Authority** - Managing Trustee

d) All Administrative Staff including Front Office, PRO Marketing, Medical Insurance, Electrician, Ambulance Services, Stores, Pharmacy.

- **Reporting Authority** - Director HR&IT
- **Reviewing Authority** - Chief Executive Officer
- **Accepting Authority** - Medical Director

e) Librarian & physical instructor

- **Reporting Authority** - Vice Principal
- **Reviewing Authority** - Principal
- **Accepting Authority** - Medical Director

7) Shridevi Institute of Engineering & Technology & Polytechnic College

a) Principal/Director

- **Reporting Authority** - Chief Executive officer
- **Reviewing Authority** - Medical Director
- **Accepting Authority** - Managing Trustee

b) All HODS

- **Reporting Authority** - Principal
- **Review Authority** - Chief Executive Officer
- **Accepting Authority** - Managing Trustee

c) All Teaching staff and Technical staff

- **Reporting Authority** - Concerned HOD
- **Review Authority** - Principal
- **Accepting Authority** - Managing Trustee

d) Librarian

- **Reporting Authority** - Principal
- **Reviewing Authority** - Director HR&IT

- *Accepting Authority* - Managing Trustee

e) Assist. Librarian/ Physical instructor

- *Reporting Authority* - Principal
- *Reviewing Authority* - Director HR &IT
- *Accepting Authority* - Managing Trustee

f) All Administrative staff

- *Reporting Authority* - Principal
- *Reviewing Authority* - Director HR&IT
- *Accepting authority* - Managing Trustee

8) Shridevi Institute of Industrial Training Centre

a) Principal

- *Reporting Authority* - Director HR&IT
- *Reviewing Authority* - Chief Executive Officer
- *Accepting Authority* - Managing Trustee

b) All Teaching and Non-Teaching Staff

- *Reporting Authority* - Principal
- *Review Authority* - Director HR&IT
- *Accepting Authority* - Managing Trustee

11) Shridevi Institute of Management Studies

a) Director

- *Reporting Authority* - Chief Executive officer
- *Reviewing Authority* - Medical Director
- *Accepting Authority* - Managing Trustee

b) All Teaching And Non Teaching Staff

- *Reporting Authority* - Director MBA
- *Reviewing Authority* - Director HR &IT
- *Accepting Authority* - Managing Trustee

TRUST OFFICE

a) Accounts Officer/Director Admission and Admission Accounts

- *Reporting Authority* - Chief Executive Officer
- *Review Authority* - Medical Director
- *Accepting Authority* - Managing trustee

b) All other Administrative staff including Administrator/ Facility manager, Accountant / office superintendent, FDC/SDC ect

- *Reporting Authority* - Director HR&IT
- *Reviewing Authority* - Chief Executive Officer
- *Accepting Authority* - Managing Trustee

c) Civil/ Electrical/ IT/ Store

- *Reporting Authority* - Director HR &IT
- *Reviewing Authority* - Chief Executive Officer
- *Accepting Authority* - Managing Trustee

d) IT/ Net work

i) Director HR &IT

- *Reporting Authority* - Chief Executive Officer
- *Reviewing Authority* - Medical Director
- *Accepting Authority* - Managing Trustee

ii) All staff of HR &IT

- *Reporting Authority* - Director HR &IT
- *Reviewing Authority* - Chief Executive Officer
- *Accepting Authority* - Managing Trustee

e) All Vehicles Staff & Maintenance staff

- *Reporting Authority* - Director HR&IT
- *Reviewing Authority* - C E O
- *Accepting Authority* - Medical Director

f) All Other Employees

- *Reporting Authority* - Director HR & IT
- *Reviewing Authority* - Chief Executive Officer
- *Accepting Authority* - Medical Director

f) Hostel Chief Warden/Warden

- *Reporting Authority* - Chief Executive Officer
- *Reviewing Authority* - Medical Director
- *Accepting Authority* - Managing Trustee

g) All other Hostel Staff

- *Reporting Authority* - Director HR&IT
 - *Reviewing Authority* Chief Executive Officer
 - *Accepting Authority* - Medical Director
-

Form of Annual Performance Report Applicable to the Trust employee

(To be recorded in single: Original only)

(Report for the year/period ending.....)

Part 1

Personal Data and Self-Assessment

(To be furnished by the Trust employee reported upon)

- Name of the Trust employee

- Post held during the year
- Date of Birth
- Educational Qualification
- Period spent on leave/training, during the period of report
 - a. Leave
 - b. Training
 - c. Qualification acquired during the year

Assigned duties -

- a. Objectives set for him/her if any
- b. Objectives achieved
- c. Special achievements, if any
- d. Constraints, if any

Place:

Date:

Signature

**Name and Designation
Of the Trust employee**

Part 2

Report

(To be made by the Reporting Authority)

- **Knowledge of work**
 - a. Attitude towards work
 - b. Willingness to assume responsibility
 - c. Initiative and planning ability
 - d. Decision making ability
 - e. Communication skill (through words written and oral expression)

- f. Inter-personal relation, motivation and team work
- g. Supervision, co-ordination and leadership
- h. Integrity
- i. State of Health
- j. Grading (Outstanding / very good / good / average / below average)

Place:

Signature

Date:

**Name and Designation
Of the Reporting Authority**

Part 3

Review

(To be made by the Reviewing Authority)

1) Whether self-assessment and the report of the Reporting Authority acceptable, if not give reasons.

2) Remarks of the Reviewing Authority, if any

Note: (1) Adverse remarks and/or advisory remarks should be indicated recording a specific note to that effect immediately below such remarks.

(2) When a Trust employee is graded outstanding, the exceptional qualities and performance noticed as well as the grounds for such grading should be indicated.

Place:

Signature

Date:

**Name and Designation
Of Review Authority**

Part 4

Acceptance

(By The Accepting Authority)

1. Remark on the whole.

Note:

(1) Adverse remarks and/or advisory remarks accepted/ not accepted.

Place:

Date:

Dr. M. R. Hulinaykar
Managing Trustee
Sri Shridevi Charitable Trust ®
Sira Road, Tumkur.

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by NARENDRA
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