



# **SREENIVASA INSTITUTE OF TECHNOLOGY AND MANAGEMENT STUDIES**

**[AUTONOMOUS]**

## **Service Rules and Code of Conduct (Revised)**

**August 2018**



**Sreenivasa Institute of Technology and Management Studies  
(Autonomous)**

**Dr. D. K. Audikesavulu Marg, Bangalore-Tirupati Bye-pass Road,  
Murukambattu, Chittoor, Andhra Pradesh 517127**

**[www.sitams.org](http://www.sitams.org)**



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## **INSTITUTE VISION**

**To emerge as a Centre of Excellence for Learning and Research in the domains of engineering, computing and management**

## **INSTITUTE MISSION**

- M1: Provide congenial academic ambience with state-art of resources for learning and research.**
- M2: Ignite the students to acquire self-reliance in the latest technologies.**
- M3: Unleash and encourage the innate potential and creativity of students.**
- M4: Inculcate confidence to face and experience new challenges.**
- M5: Foster enterprising spirit among students.**
- M6: Work collaboratively with technical Institutes / Universities / Industries of National and International repute**

## **QUALITY POLICY**

**Sreenivasa Institute of Technology and Management Studies strives to establish a system of quality assurance to continuously address, monitor and evaluate the quality of education offered to students, thus promoting effective teaching processes for the benefit of students and making the College a Centre of Excellence for Engineering and Technological studies.**





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## Service Rules and Code of Conduct

### 1. PREAMBLE

- 1.1. The following rules shall regulate the service conditions of all Teaching and Non-teaching staff of Sreenivasa Institute of Technology and Management Studies, either regular or probationary/adhoc appointed in the vacancy of an approved post.
- 1.2. The Rules shall come into force with effect from 01-8-2018.
- 1.3. The Governing Body of Sreenivasa Institute of Technology and Management Studies is the final authority related to the appointments, service conditions, fixing or adoption of pay scales of all employees of the College.
- 1.4. The Governing Body of Sreenivasa Institute of Technology and Management Studies may exclude wholly or partly, from the operation of these rules to the holder of any post or the holders of any class of posts, and prescribe separate rules for such person (s).
- 1.5. The Governing Body of the college may add, amend, alter or change these Service Conditions as and when it seems necessary.

### 2. DEFINITIONS

- 2.1. College/Institution means Sreenivasa Institute of Technology and Management Studies, Chittoor.
- 2.2. Governing Body means the Governing Council of the college
- 2.3. University means Jawaharlal Nehru Technological University Anantapur, Ananthapuramu to which the college/course is affiliated.
- 2.4. Principal means Principal of the College or any other person authorized by the Management to discharge the duties and responsibilities of the Principal, whatever may be his/her designation.



- 2.5. Year means a calendar year unless mentioned otherwise.
- 2.6. Month means a Calendar Month.
- 2.7. Pay means Basic Pay with allowances and half-pay means half of the Basic pay.
- 2.8. Duty: A person is said to be 'on duty'
- a) When he is performing the duties of a post to which he is appointed or undergoing the probation or training prescribed for such post, provided that the performance of such duties is followed by confirmation.
  - b) When he is absent from the duty on authorized holidays or on leave taken in accordance with instructions regulating such leave issued by the Governing Body having been on duty immediately before and immediately after such absence.
  - c) When he is absent during vacation.
  - d) When he is attending Conference/Workshop/FDP/Training Program of learned societies on deputation by the College.
  - e) While he is on joining time.
  - f) When he is absent from headquarters or from his routine work attending to other University work not connected with his usual routine to which he has been specifically deputed in his official capacity either by the Principal or by the Governing Body.
  - g) When he is absent from headquarters on routine work in connection with College duties either remunerative or non-remunerative, provided the duties have been assigned by the Principal or by the Governing Body.

Employee means a person borne on the Teaching or Non-Teaching Staff of the SITAMS, and wherever the word 'he' is used to refer to a male



employee. The word 'she' is to be read in relation to the female employee, as applicable.

### 3. GENERAL CONDITIONS FOR RECRUITMENT

Advertisement for faculty will be given in the prominent news papers by the Principal. Principal, Head of the Department, Two Senior faculty members from department and one subject expert from outside are acted as selection committee for selecting teaching faculty. The merit list as per selection committee is forward to Chairperson for approval.

- 3.1. **Appointments:** The Principal of the College shall be the authority competent to appoint any member of the teaching and non-teaching staff on the recommendation of the Staff Selection Committees. The order of appointment shall specifically state whether the member of staff has been appointed on Probation or in a Temporary capacity.
- 3.2. The appointments on probation can be made only to the posts approved by the Governing Body for this purpose, the Governing Body has the right to fix, add, alter or delete any post or posts at any time depending on the requirements of the college.
- 3.3. All teaching staff appointed in the cadre of Assistant Professor and above shall be filled in by open competition. The selection should be based on the recommendation of a Staff Selection Committee, duly constituted as per the norms prescribed by the Government /University/ AICTE.
- 3.4. Appointments to all other teaching and non-teaching posts, temporary and adhoc shall be made by the Governing Body/Principal.
- 3.5. All administrative appointments such as Head of the Departments will be through nomination by the Governing Body/Principal for a specific period, based on the candidate's relevant academic qualifications, relevant experience, performance in college, and administrative capabilities.



- 3.6. The qualifications, experience and pay scales for various teaching posts shall be as decided by the Governing Body from time to time and shall generally be as per the AICTE guidelines.
- 3.7. The qualifications, experience and pay scales for various non-teaching posts shall be as decided by the Governing Body of the College from time to time and shall generally be as per the guidelines of the State Government.
- 3.8. An employee appointed on probation shall be on probation for an uninterrupted period of one year on duty. However, an employee whose probation has not been declared on a lower post and is subsequently selected and appointed to a higher post, the uninterrupted period of probation shall be one year.
- 3.9. The Chairman of the Governing Body upon the recommendation of the Governing Body in the case of Teaching Staff and Non-teaching Staff, by order, may terminate the probation of a probationer, or discharge him from service without assigning reasons giving one month notice or one month's salary in lieu of such notice.
- 3.10. The Principal may extend the period of probation of an employee by a maximum period of one more year each time without assigning any reason.
- 3.11. On successful completion of uninterrupted probation period, probation has been automatically declared, unless otherwise it is notified.
- 3.12. All uninterrupted service shall count for increments in the time scale applicable to the post. An Increment shall be granted by the Principal, based on satisfactory conduct and work performance during the year. The increment of an employee may be withheld by the Principal if his conduct has not been good or if his work performance has not been satisfactory. The employee whose increment is withheld may appeal to the Chairman of the Governing Body for redressal.





- 3.13. The services of all employees on probation and all temporary appointments are terminable with one month notice or one month salary in lieu of such notice. However, as a disciplinary measure, the competent authority, i.e., the Governing Body may discharge the employee without any notice.
- 3.14. The employee who has once tendered his resignation is not entitled to withdraw it unless permitted to do so by the Chairman of the Governing Body.
- 3.15. No employee shall undertake any work, remunerative or otherwise, apart from that falling within the ambit of his job in the Sreenivasa Institute of Technology and Management Studies without the prior permission of the Principal under intimation to the Chairman of the Governing Body.
- 3.16. No employee shall apply for appointments elsewhere except through the Principal of the College and the College may forward not more than two applications in a year.

#### **4. LEAVE RULES FOR REGULAR EMPLOYEES OF THE COLLEGE**

##### **4.1. CASUAL LEAVE**

- a) Casual Leave will be admissible to an employee of the college for a total period not exceeding 12 days in a calendar year. If any employee joins the college in the middle of the calendar year, the quantum of casual leave admissible to him / her will be on prorata basis. It may be granted for a period not exceeding 10 days at a time, including holidays. Any balance period of casual leave shall lapse with the calendar year (1<sup>st</sup> January to 31<sup>st</sup> December of a year).
- b) Casual leave should not be combined with any kind of regular leave discussed in the following sections or with vacation.
- c) Casual leave requires advance sanction and the employee has to make alternative arrangements for his / her work.





#### **4.2. SPECIAL CASUAL LEAVE**

- a) Special casual leave not counting against casual leave mentioned above may be granted to any employee when he / she is prevented from attending to his / her duties on account of prevalence of any infectious disease in his / her house. It may be granted for a period not exceeding 7 days at a time on the strength of certificate issued by the Health authorities. If this period is exceeded, the employee should take other eligible leave due and admissible under the regular leave rules. If the employee himself/herself catches the infection he / she should take only the leave to which he/she is eligible as no special casual leave is admissible to the infected employee himself / herself.
- b) Special casual leave may also be granted to an employee who is prevented from attending to his / her duties for want of transport facilities owing to a local or regional or state-wide "Bandh" or the like, provided the employee is staying at a distance of more than 5 Kilometers in radius from his / her headquarters in normal circumstances.
- c) Special casual leave not exceeding 6 working days commencing from the date of operation shall be granted to an employee when he / she undergoes sterilization operation under the family planning scheme, once during the service period, subject to the production of a medical certificate from the doctor who performs the operation to the effect that the operation has been performed.
- d) When a male employee's wife undergoes a non-peripheral tubectomy operation under the family planning scheme, the employees shall be granted special leave not exceeding 7 days commencing from the date of operation subject to the production of a medical certificate from the doctor who performs the operation to the effect that the operation has been performed on his wife.
- e) Special casual leave may be granted to an employee at the discretion of the Principal for attending Seminars / Symposia / Workshops, etc.
- f) Special casual leave may be granted to an employee not exceeding 6 working days for his/her marriage on submission of valid marriage invitation.
- g) Special casual leave cannot be combined with ordinary casual leave or with any other leave or with vacation.





#### **4.3. EARNED LEAVE / VACATION**

- a) All the teaching and non-teaching staff members belong to the vacation category.
- b) The teaching staff members are declared as Vacation Staff shall be eligible for vacation limited to 45 days in an academic year provided, he / she has put in a minimum service of 12 months. In case of employees appointed in the middle of the academic year, they shall be eligible for vacation proportionately. Any faculty having service less than 6 months are not eligible for vacation.
- c) The Non-teaching staff members of the college shall be eligible for 10 days vacation in an academic year. When they are retained during vacation, they would be compensated with a quantum of earned leave equal to the un-availed vacation in the year.
- d) The teaching and Non-teaching staff who have put in more than 2 years of service shall be credited with 3 days of Earned Leave for every year of completed service.
- e) An employee will however, cease to earn such leave when the earned leave due amounts to 240 days.
- f) The grant of earned leave at a time shall not exceed 120 days. This limit may however be relaxed by the competent authority who may grant earned leave in excess of 120 days for special reasons.
- g) If the faculty member is required to be on duty during vacation period, half the period of vacation not availed will be credited towards his / her earned leave.

#### **4.4. HALF-PAY LEAVE**

- a) The half-pay leave admissible to an employee on regular establishment will be 20 days for each completed year of service, only after putting in two years service.
- b) The half-pay leave due may be granted to an employee on medical certificate.
- c) Half-pay leave can be accumulated upto a maximum of 240 days in the entire service.

#### **4.5. STUDY LEAVE:**

Study Leave shall be sanctioned to the faculty members who have completed two years of service for pursuing higher studies.



#### **4.6. EXTRA-ORDINARY LEAVE**

- a) Extra-ordinary leave may be granted in the special circumstances mentioned below:
  - i) When no other leave is admissible.
  - ii) When other leave being admissible, the employee applies in writing for extra-ordinary leave.
- b) Such leave is not debited against any leave account. No salary is admissible during such leave.

#### **4.7. ACADEMIC LEAVE**

- a) Academic leave not exceeding 12 days in a calendar year may be granted to the teaching staff member of the college for academic purpose such as external examiner, spot valuation and attending meetings of Board of Studies of Jawaharlal Nehru Technological University.
- b) When the teaching staff member is on vacation, he / she cannot avail academic leave.
- c) The academic leave cannot be combined with any other kind of leave.

#### **4.8. MATERNITY LEAVE**

- a) Women employees whose servicers are confirmed are eligible for 75 days of paid maternity leave once in the entire service period only. Maternity leave is available after 2 years of satisfactory service in the college. She has to report back to the college immediately after the 75 day period is over.
- b) If unable to report back, then, it will be treated as LOP, an extension can be given only till the beginning of the next semester.
- c) If they resign within one year of their rejoining then she has to pay all the benefits received during the maternity period.
- d) Maternity Leave due to miscarriage is not considered.
- e) Maternity leave is given only once during the service period.



#### **4.9. LEAVE SALARY**

- a) An employee on earned leave is entitled to leave salary equal to the pay drawn in his / her post before the day the leave commences.
- b) An employee on half-pay leave is entitled to leave salary equal to half the rates of pay.
- c) An employee on extra-ordinary leave is not entitled to any leave salary.
- d) To be eligible for any leave salary, the employee has to rejoin duly after expiry of leave.

### **5. LEAVE RULES FOR EMPLOYEES APPOINTED ON TEMPORARY AND ADHOC BASIS**

#### **5.1. CASUAL LEAVE**

- a) Casual Leave will be admissible to an employee of the college for a total period not exceeding 12 days in a calendar year. If any employee joins the college in the middle of the calendar year, the quantum of casual leave admissible to him / her will be on prorata basis. It may be granted for a period not exceeding 10 days at a time, including holidays. Any balance period of casual leave shall lapse with the calendar year.
- b) Casual leave cannot be combined with any other kind of leave or with vacation.
- c) Prior sanction is required for availing casual leave.

#### **5.2. EARNED LEAVE**

- a) The teaching staff and other members of the staff declared as Vacation Staff shall be eligible for vacation limited to 22 days in an academic year. In case of employees appointed in the middle of the academic year, they shall be eligible for vacation proportionately.
- b) If the faculty member is required to be on duty during vacation period, half the period of vacation not availed will be credited towards his / her earned leave.
- c) The Non-teaching staff members of the college shall be eligible for 5 days vacation in an academic year. When they are retained during vacation, they would be compensated with a quantum of earned leave equal to the un-availed vacation in the year.





### **5.3. HALF-PAY LEAVE**

- a) The half-pay leave admissible to an employee will be 10 days for each completed year of service, only after putting in two years service.
- b) The half-pay leave due may be granted to an employee on medical certificate.

### **5.4. EXTRA-ORDINARY LEAVE**

- a) Extra-ordinary leave may be granted in the special circumstances mentioned below:
  - i) When no other leave is admissible.
  - ii) When other leave being admissible, the employee applies in writing for extra-ordinary leave.
- b) Such leave is not debited against any leave account. No salary is admissible during such leave.

### **5.5. ACADEMIC LEAVE**

- a) Academic leave not exceeding 6 days in a calendar year may be granted to the teaching staff member of the college for academic purpose such as external examine, spot valuation and attending meetings of Board of studies of Jawaharlal Nehru Technological University.
- b) When the teaching staff member is on vacation, he / she cannot avail academic leave.
- c) Leave cannot be combined with any other kind of leave.

### **5.6. MATERNITY LEAVE**

- a) Maternity leave is admissible only to married women employees appointed on regular basis.
- b) The leave may be sanctioned upto 30 days on full pay and half pay for another 15 days.
- c) The leave is not admissible in case of a woman employee, who has two or more surviving children.





### 5.7. LEAVE SALARY

- a) An employee on earned leave is entitled to leave salary equal to the pay drawn in his / her post before the day the leave commences.
- b) An employee on half-pay leave is entitled to leave salary equal to half the rates of pay in (a) above.
- c) An employee on extra-ordinary leave is not entitled to any leave salary.
- d) To be eligible for any leave salary, the employee has to rejoin duly after expiry of leave.

### 6. TRAVEL ALLOWANCE AND DAILY ALLOWANCE

Employees of the college when deputed to any out station shall be entitled to T.A., D.A., and other expenditure they incur as per rules.

**Note:** It is a fundamental principle that T.A., and D.A., is not a source of profit and not allowance is granted to cover the expenses of family members accompanying them when travelling on duty.

For the purpose of claiming D.A., the absence of the employees from the headquarters till he returns to the headquarters shall be taken. D.A. shall be regulated as follows:

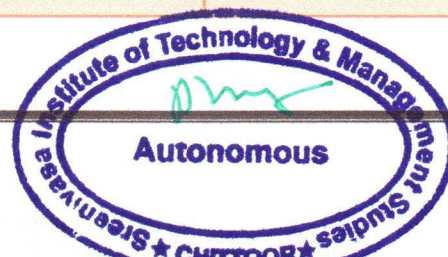
Absence of less than 6 hours	No D.A.
Absence of more than 6 hours but less than 12 hours	Half D.A.
Absence of more than 12 hours	Full D.A.





**APPROVED RATES OF TRAVELLING AND DAILY ALLOWANCES**

<b>Grade</b>	<b>T.A.</b>	<b>D.A.</b>
<b>Chairman / Vice Chairman</b>	Air Fare + Incidentals of ₹.300/- each way <b>(OR)</b>  I Class A.C. + Incidentals of ₹ 300/- each way <b>(OR)</b>  For journey performed by Road mileage @Rs.16/- per K.M.	Actual Hotel charges + ₹.2000/- per day
<b>Grade-I Members of Governing Council / Principal</b>	Air Fare with the prior permission of the Management <b>(OR)</b>  I Class Railway Fare / 2 tier A.C. <b>(OR)</b>  Sleeper class + 1/3 1 <sup>st</sup> Class Railway Fare as incidentals each way <b>(OR)</b>  Road charges @ ₹ 16/- per K.M.	Actual Hotel charges + ₹ 1000/- per day
<b>Grade-II Professors , Associate Professors, assistant Professors and Administrative Officer</b>	I Class Railway Fare <b>(OR)</b>  Sleeper class + 1/3 1 <sup>st</sup> Class Railway Fare each way	Actual Lodging charges subject to a maximum of ₹ 1000/-  ₹.500/- per day
<b>Grade-III Rest of the Employees</b>	II Class Railway Fare	Actual Lodging charges subject to a maximum of ₹.600/-  ₹ 300/- per day
	Note: If a staff member incurs conveyance charges during outstation work, the actual will be reimbursed limited to ₹ 100/- per day	Note: Chairman and members of the Governing Council are entitled for a sitting fee of ₹ 1000/- for attending the meetings







## 7. RESIGNATION, TERMINATION & RELIEF

- 7.1. The services of teaching staff that have satisfactorily completed their period of probation are liable to be terminated by the College by giving three months notice or three months salary in lieu of such notice.
- 7.2. The services of teaching staff or non-teaching staff on temporary/adhoc appointments are liable to be terminated by the College by giving one month notice or one month salary in lieu of such notice.
- 7.3. Teaching staff who have completed their period of probation can resign from service by giving either three months notice or by paying three months salary in lieu of such notice to the College. If their resignation is for the purpose of higher studies, the notice period is reduced to 45 days instead of three months. (The timing of resignation should be such that the incumbent will be relieved at the end of the academic year/semester.)
- 7.4. Teaching staff or non-teaching staff, who are on temporary/adhoc basis can resign from service by giving either one month notice or by paying one month salary in lieu of such notice to the employer or till completion of the academic work whichever is later.
- 7.5. In the case of teaching staff, who have completed probation and are seeking employment elsewhere, two applications per year will be forwarded subject to the condition that they will be relieved at the end of the academic year/semester only. In addition, all applications will be forwarded for admission to higher studies. However, the Management has the discretion to relax the rule in inappropriate case basing on the merits and demerits of the case.
- 7.6. In the case of teaching staff members who are on probation, no application seeking employment elsewhere will be forwarded.



- 7.7. In the case of teaching staff members who are appointed on temporary/adhoc basis and are seeking employment elsewhere two applications per year will be forwarded, subject to the condition that they will be relieved at the end of the academic year/semester only. In addition, all applications for admission to higher studies and All India Service Examinations will be forwarded.
- 7.8. In the case of non-teaching staff, no application seeking employment elsewhere will be forwarded during the probation period. After completion of probation two applications per year will be forwarded subject to the condition that they will be relieved at the end of academic year/semester only.
- 7.9. In the case of non-teaching staff (whether they are on probation or regular basis) all applications for admission to higher studies will be forwarded
- 7.10. If the employee resigns after giving due notice and works for part of the notice period and then wishes to be relieved immediately, he/she can do so by paying for the remaining part of the notice period.
- 7.11. If the College issues termination notices to any employee and wishes to terminate the employee within the notice period, the employer can do so by paying for the remaining part of the notice period.
- 7.12. In all the above sub-clauses of this article, notice period does not included like vacation or earned leave or leave on loss of pay granted to the employee.





## 8. DISCIPLINARY ACTION

8.1. All employees are liable for disciplinary action for disobedience or misconduct or dereliction/negligence of duty. However, such disciplinary action is initiated and after a fair opportunity has been provided to the employee to defend himself.

As part of the disciplinary action, the following penalty punishments for valid and sufficient reasons may be imposed upon the employees.

- i) Censure.
- ii) Withholding of Increment.
- iii) Recovery from pay of the whole or part of any pecuniary loss caused to the college by negligence or breach of orders.
- iv) Suspension.
- v) Reduction to a lower rank in the seniority or a lower post or to a lower stage in the time scale.
- vi) Dismissal from the college service.

8.1.1. The discharge of a person appointed on probation, during the period of probation or of a person engaged under contract in accordance with the terms of his contract or a person appointed otherwise than under contract to hold a temporary appointment on the expiry of the period of the appointment, does not amount to removal or dismissal within the meaning of this rule.

8.1.2. The penalty under 8.1 may be imposed in addition to any other penalty, which may be inflicted in respect of the same negligence or breach of orders.

8.1.3. The removal of an employee from the college service shall not disqualify him from future employment but the dismissal of a person from the college service shall ordinarily disqualify him from future employment in the college.



8.2. Following are the valid reasons for which the penalty/punishment may be imposed on an employee:

- i) Irregularity in observing the college timings.
- ii) Irregularity and/or irresponsibility in attending to duties in the college.
- iii) Unauthorized absence from work.
- iv) Insubordination including failure to follow the specific instructions of the superior.
- v) Instigation of staff/students against the administration and/or management.
- vi) Participation in the strike, meetings or rallies directed against the administration and/or management.
- vii) Misappropriation of college funds.
- viii) Conviction in the Court of law.
- ix) If the employee is suffering from an incurable infectious disease or is declared insane by a panel of doctors approved by the Governing Body.
- x) Participation of the employee in any act or movement calculated to bring the college into disrepute.
- xi) If the employee indulges in any public criticism of the College administration or Management amounting to defiance and insubordination or causes or is likely to cause embarrassment to the administration in its relation to the staff or students or its relation to the Government or the University.

8.3. The competent authority, which may impose any of the penalty/punishments prescribed in 8.2, shall be the Chairman of the Governing body (on the recommendations of the Principal) and Appellate authority shall be the Governing Body.

8.4. In order to the withholding of an increment, the withholding authority shall state the period for which it is withheld and whether it shall have the effect of postponing future increments. It shall be further stated in the order that the period for which increment has been stopped will be exclusive of any interval spent on leave before the period is completed.



8.5. **Procedure:** Before any of the penalty specified under 8.1 (iv) to (vi) above are imposed against an employee of the college, it is necessary to give him a reasonable opportunity to show cause against the disciplinary action which is proposed to be taken against him. This can be done by intimating to the person concerned the grounds on which it is proposed to impose the penalty and by directing him to show cause why it should not be imposed.

8.5.1. The enquiry related to any disciplinary action may be made by a Committee of three members appointed by the Chairman and consisting of the Principal and two other Senior Members.

8.5.2. No order of dismissal, removal or reduction shall be imposed on any employee of the college (other than an order based on facts which have led to this conviction in a criminal court) unless he has been informed in writing of the grounds on which it is proposed to take action and has been afforded an adequate opportunity of defending himself. The grounds on which it is proposed to take action shall be reduced to the form of a definite charge or charges, which shall be communicated to the person charged together with a statement of allegations in passing order in the case. He shall be required within a reasonable time to put in a written statement of his defense and to state whether he desires an oral enquiry to be conducted or only to be heard in person. If he desires an oral enquiry or if the authority concerned so directs, an oral enquiry shall be held. At that enquiry, oral evidence shall be heard as to such of the allegations as are not admitted, and the person charged shall be entitled to cross-examine the witnesses and to give evidence in person. If no oral enquiry is held and if he desires to be heard in person, a personal hearing shall be given to him. The proceedings shall contain a sufficient record of evidence and a statement of the finding and the grounds thereof.



8.5.3. The requirement of rule 8.5.2 shall not apply where the person concerned has absconded, or where it is for other reasons impracticable to communicate with him.

8.5.4. All or any of the provisions of rule 8.5.2 may, in exceptional cases, and for special and sufficient reason to be recorded in writing, be waived, where there is a difficulty in observing exactly the requirements of the rule and those requirements can be waived without any injustice to the person charged.

8.5.5. Where the authority holding the enquiry is not competent to award a penalty, his or its duty ends with the recording of his or its findings on the charges and it is not part of the function to make any suggestion regarding the penalty to be awarded or the further disposal of the case.

8.5.6. Any member in the college service may be placed under suspension by the competent authority pending enquiry into grave charges, where such suspension is deemed to be necessary for the interest of the college.

8.6. During the period of suspension, pending enquiry, he may be paid half pay with full allowances during the first six months and not exceeding three-fourths of the pay with full allowances after six months towards subsistence allowance.

8.7. Every employee of the college shall be entitled to one appeal as hereinafter provided, against an order passed by an authority imposing upon him any of the penalties specified in rule 8.1.

8.8. In the case of an appeal under rule 8.7. the appellate authority shall consider.

- a) 'whether the facts on which the order was based have been established'
- b) 'whether the facts established afford sufficient ground for taking action' and
- c) 'whether the penalty is excessive, adequate or inadequate, and after such consideration, shall pass such order as it thinks proper'.



8.9. Every person preferring an appeal shall do so separately and in his name to the appellate authority specified in rule 8.3.

8.10. Every appeal preferred under these rules shall contain all material statements and arguments relied on by the appellant, shall contain no disrespectful or improper language and be complete in itself. Every such appeal shall be addressed to the authority to whom the appeal is preferred and submitted through the Head of the Department to which the appellant belongs or belonged and through the authority against whose order the appeal is preferred.

8.11. An appeal may be withheld by an authority not lower than the authority against whose order it is preferred if,

- i) It is an appeal in a case in which under these rules no appeal lies, or
- ii) It does not compare with the provisions of rule 8.10
- iii) It is not preferred within sixty days after the date of the service of the order appealed against and no reasonable cause is shown for the delay, or
- iv) It is a repetition of a previous appeal and is made to the same appellate authority by which such an appeal has been decided and no new facts or circumstances are adduced which afford grounds for a reconsideration of the case, or
- v) It is addressed to an authority to which no appeal lies under the provision of rule 8.3.

8.12. The authority by whom an order imposing a penalty specified in 8.1 may be reversed or altered in cases in which no appeal is preferred, shall be the appellate authority prescribed in rule 8.3.

8.13. Every appeal which is not withheld under these rules shall be forwarded to the appellate authority against whose order, the appeal is preferred with a reasonable statement.



8.14. An appellate authority may consider for any appeal admissible under these rules which has been withheld by a subordinate and he may pass such orders thereon as he considers fit.

8.15. Nothing in these rules shall operate to deprive any employee of any right of appeal, to which he is otherwise entitled in respect of any order passed before they come into force. An appeal pending at the time, these rules came into force or preferred thereafter, shall be deemed to be an appeal under these rules, and rule 8.8 shall apply as if the appeal is against an order appealable under these rules.

## 9. RETIREMENT FROM SERVICE

9.1. All teaching and non-teaching staff retires on completing the age of superannuation, which is 62 years for teaching and 60 for Non-Teaching.

9.2. Teaching staff members with Ph.D. will be on rolls of the institution in any department from the date of completion of 62 years till 65 years & will be in the designation of the Professors cadre only after retirement from service of 62 yrs.

9.3. For all the employees of the organization (both teaching & non-teaching staffs), irrespective of the designation. The age of compulsory retirement of a college employee shall be on the afternoon of the last day of the month of the completion of service.

9.4. However, under exception cases & under the sole discretion of the management, the exceptionally good employees will be given permission to work on consolidated basis or on per day basis or on hourly basis from 65 to 70 years in the emeritus cadre/visiting professor cadre (left to the sole discretion of the management).





9.5. After the retirement period, if the management wants to continue the employee's services, it will be done on a consolidated basis or per day/hour basis.

9.6. If the retiring employee has accumulation of annual leave to his/her credit, the same can be availed in the period preceding his/her retirement by making application to the Principal and appropriate sanction by him/her.

9.7. The age of superannuation as mentioned above shall not be applicable to the professors of Emeritus and Special Category Appointments.

## 10. RETIREMENT BENEFITS

10.1. The employees, who are coming under the purview of the Employees Provident Fund Legislation, shall be enrolled on the date of their joining the College.

10.2. The college shall contribute 12% of the pay subject to the ceiling of Rs 780 per person, towards the Employer's contribution to the EPF Scheme.

10.3. The College shall deduct 12% of the pay from the salary of the individual employee every month, towards his/her contribution in addition to the Employer's Contribution to the EPF Scheme.

10.4. The College shall pass on the annual statements pertaining to the EPF details of the Employee, as released by the EPF Authorities, to the concerned employee.

The College shall endeavor to correspond with the EPF Scheme authorities to obtain the accumulations with interest from the EPF organization and present the payment to the employee at the time of his/her retirement.

10.5. The College shall also pay to the employee the following benefits at the time of his /her retirement:

a. Gratuity, if any, payable under Payment of Gratuity legislation.

b. Arrears of Salary, if any, payable.



## 11. VISITING/ADJUNCT FACULTY

1. Visiting faculty will be paid Rs.1000 per contact hour.
2. No TA and DA will be paid while vision the SITAMS.
3. Accommodation will be provided on visiting days in SITAMS guest house.

## 12. CODE OF CONDUCT

- 12.1. Every employee shall be governed by this code and is liable for consequences in the event of any breach of rules by him/her.
- 12.2. Every employee shall at all times, maintain integrity, be devoted to his duty and be honest and impartial in his/her official dealings. An employee shall, at all times be courteous and polite in his/her dealings with the Management, with other members of staff, students and with members of the public. He shall exhibit utmost loyalty and shall, always act in the interests of the College.
- 12.3. An employee shall be required to observe the scheduled hours of working during which he/she must be present at the place of his/her work. No employee shall be absent from duty without prior permission. Even during leave or vacation, no employee shall leave head-quarters except with the prior permission of higher authority. Whenever leaving the station, an employee shall inform the Principal in writing through the respective HOD or the Principal directly if the employee happens to be a HOD, the address at which he/she would be available during the period of his/her absence from the headquarters.
- 12.4. No employee shall take part in politics or be associated with any party or organization which takes part in political activity, nor shall subscribe in the aid or assist in any manner any political movement or activity.





- 12.5. No employee shall make any statement, publish or write through any media which has the effect of adverse criticism of any policy or action of the College or detrimental to the interests of the College.
- 12.6. No employee except with the prior permission of the competent authority engages directly or indirectly in any trade or any private tuition or undertakes employment outside his official assignment, whether for any monetary gain or not.
- 12.7. An employee against whom an Insolvency Proceedings commenced in the Court of law shall forthwith report full facts thereof to the College.
- 12.8. An employee against whose Criminal Proceedings are initiated in the Court of law shall immediately inform the competent authority of the College regarding the details thereof.
- 12.9. No employee shall, except with prior permission of the competent authority, has recourse to any court of law or the press for the justification of any official act of the College which has been the subject matter of adverse criticism or attack of defamatory character.
- 12.10. Whenever an employee wishes to put forth any claim or seeks redressal of any grievance he/she must forward his / her case in writing through proper channel to the competent authority and shall not forward any such advance copies of his/her application to any higher authorities unless the competent authority has rejected his claim or refused redressal of the grievance or has delayed the matter beyond a reasonable time.
- 12.11. No employee who has a living spouse shall contract another marriage without first obtaining the permission of the Governing Council notwithstanding that a subsequent marriage is permissible under personal and religious law for the time being applicable to him/her and violation of this rule will lead to the removal from the service of the college.



- 12.12. An employee who commits any offense or dereliction of duty or does an act detrimental to the interests of the college is subject to an enquiry and punishment by the competent authority. However, any employee aggrieved with the decision of the competent authority may appeal against such punishment or decision within 15 days of the receipt of the orders of the decision to the Governing Council and the decision of the Governing Council thereon, is final and binding on the employee.
- 12.13. No employee shall engage in strike or incitement thereto or similar activities such as absence from work or neglect of duties or participate in hunger strike etc., Violation of this rule will amount to misconduct and attract deterrent punishment.
- 12.14. The staff members shall not involve themselves in activities not related to their work, during working hours. The habit of reading an irrelevant magazine, papers, books, etc. during working hours is to be avoided.
- 12.15. Staff Members are strongly encouraged to take up consultancy projects but only with the permission of the Management.
- 12.16. The staff members are prohibited from accepting valuable gifts in any form from the students/parents/companies having business transactions with the College.
- 12.17. The staff members shall not interfere in any matter not connected to their job requirement.
- 12.18. The details of student's feedback forms and performance appraisal reports given by the superiors shall be treated as confidential. Every employee shall be governed by these rules and liable for consequences in the event of any breach of the rules by him/her.



