

# **SRI SIDDHARTHA INSTITUTE OF TECHNOLOGY**

## **MARALUR, TUMKUR**

Service rules of employees of the Institute as resolved in the Governing Body meeting dated 28.08.2010.

For the purpose of these rules the following abbreviations shall hold good:

1. "Society" means Sri Siddhartha Education Society.
2. "Governing Body" means the Governing Body of Sri Siddhartha Education Society.
3. "Institute" means Sri Siddhartha Institute of Technology abbreviated as SSIT.
4. "Governing Council , means Governing Council of SSIT.
5. "Employee" means an employee of SSIT both permanent and temporary employee.
6. "State Government" means Government of Karnataka.
7. "AICTE" means All India Council for Technical Education.
8. "DTE" means Director of Technical Education, Govt. of Karnataka;
9. "Secretary" means Secretary of the Society.
10. "Chairman" means Chairman of the Governing Body.
11. "Principal" means Principal of SSIT.
12. "SSAHE" means Sri Siddhartha Academy of Higher Education.

### **CHAPTER-I**

Governing Council, Constitution & Responsibilities:

a) Constitution:

01	Secretary SSES	Chairman
02	AICTE Nominee	Member
03	Industry Nominee	Member
04	Industry Nominee	Member
05	SSAHE Nominee	Member
06	Alumni Nominee	Member
07	State Govt. Nominee	Member
08	Registrar SSAHE	Member
09	Dean(Aca)	Member
10	Dean(Exams)	Member
11	Principal	Member Secretary

b) **Functions and Responsibilities of Governing Council**

- To review the academic activities and performance of the Institution and suggest remedial measures, if required.
- To organise and evaluate the teaching programs in the college, to determine the teaching requirement of the college and suggest remedial measures.
- To approve the appointment of faculty members recommended by the staff Selection committee of the Institution in accordance with the norms prescribed by AICTE and the University.

- To consider and execute the important communications and policy decisions received from the university, Government, AICTE etc.
- To monitor the student and faculty development and deployment programs, Placement and Industry-Institute interaction activities in the Institute and suggest Remedial measure wherever necessary.
- Taking decisions regarding the increase in intake, introduction of new programs or discontinuing of any program.
  
- To fix the admission, tuition fee structure or any other fees to be charged from students applicable in accordance with the relevant regulations of the University.
- To pass the annual budget of the college
  - To approve the income and expenditure of the college annually
  - To consider the annual report, annual accounts and the financial estimates
  - To implement the recommendations of the Governing Council
  - To amend and approve policies from time to time.
  - To maintain its own records of its proceedings
- General supervision and control of the affairs of the college.

#### **RULES REGULATING CONDITIONS AND SERVICE OF EMPLOYEES OF SSIT**

(As approved by the Governing Body in the meeting held on 28.08.2010)

#### **CHAPTER-II**

1. All appointments in the Institute shall normally be made after due publicity and on the recommendation of the staff selection committee, subject to the approval of the Governing Council.
2. Temporary appointments are made on consolidated salary for a short period by the Secretary subject to ratification by the governing Council.
3. Management may at its discretion fill up the vacancies by deputed officers from the Government of other Institutions.
4. Scales of pay and allowances shall be as prescribed by AICTE/State Govt. from time to time as modified and adopted by the Governing Council.
5. No person shall be appointed to Teaching post, who do not possess the minimum qualification and experience prescribed by AICTE/State Govt. However, no teacher who has been appointed permanently before these rules coming into force shall be disqualified from holding the post consequent upon the Changes in the rules.
6. Rules of promotion to higher posts of both Teaching and Non-Teaching cadres shall be as prescribed in the C & R rules of the Institute from time to time.
7.
  - a) Every person appointed against a permanent post shall be on probation for a period of two years which may be extended by the Governing Body by one or more years at its discretion
  - b) It is open to the Governing Council to discharge the incumbent from duties during the period of probation, if found unsuitable for the post.
  - c) The period of probation shall count for increment if found satisfactory by the Management.

8. Any permanent member of the Teaching staff or Non-Teaching staff shall give three months' notice or three month's pay in lieu thereof, if he / she Chooses to leave the job.
9. Service of Temporary Staff may be terminated without any notice by the Governing Council.
10. For those who are on probation, a notice of one month is sufficient if they choose to leave the job.

#### **CHAPTER4 –III**

Duties, Responsibilities and conduct rules of employees.

1. Principal's Duties and responsibilities:
  - a) Principal of the Institute shall be the Chief Executive Officer of the Institute and Member Secretary of the Governing council. He shall convene and arrange for all meetings and furnish detailed information on all subjects in the agenda. He shall be in charge of the minute's book of Governing Council and its sub committees.
  - b) The Principal shall be the executive head of the Institute and shall be responsible for the proper administration of the institute and deal with all matters assigned to him in a manner conducive to the efficiency and economy.
  - c) The principal shall take necessary steps to regulate and control the functions of all the staff.
  - d) The principal shall deal with all correspondence other than those which affects the finance and policy matters of the institute, which shall go through the Secretary for final approval.
  - e) Principal shall exercise administrative and financial powers delegated to him by the orders of Governing Council from time to time.
2. Conduct and responsibilities of employees (Both Teaching and non-Teaching)
  - a. Every employee shall at all times maintain absolute integrity and devotion to duty.
  - b. No employee shall be a member of or in any manner connected with any political party or subscribe or assist in any other manner any political party without the specific permission of the Governing Body. He shall not contest any election to parliament or state legislature or any other local bodies.
  - c. Without obtaining prior sanction of governing body, an employee cannot conduct or participate in editing or managing any newspapers or other periodicals. No employee can participate in a Radio broadcast, or contribute any article or any letter either anonymous or in his own name, to any newspaper or periodicals without the approval of Governing body. However, no such approval is necessary if such a broadcast or contribution is of a purely literacy, artistic or scientific in nature.
  - d. No adverse criticism in public by any employee about their superiors or governing body shall be made.
  - e. No employee shall indulge in accepting contributions to or otherwise associate himself with the raising of any fund in pursuance of any objective whatever.

- f. No full time employee shall without sanction from governing body engage directly or indirectly in any trade or business or employment or engage in private tuition.
- g. Lending and borrowing of money between employees is forbidden.
- h. An employee who becomes the subject of legal proceedings for insolvency or against whom any criminal proceedings are instituted which involve moral turpitude shall report immediately, the full facts, to the principal, who should bring it to the notice of the Governing Body for taking suitable disciplinary action as the Governing Body deems fit.
- i. No association or union shall be formed by the employees without bringing all details of such organisation to the Governing Body and without obtaining the permission of the Management.
- j. No employee shall engage himself in any strike or incitement, there to for fulfilling their demands.
- k. All full time members of Teaching and Non-teaching staff should be present in the premises of the Institute during the working hours.
- l. Teaching staff should be on time for their academic work. They should maintain and preserve carefully, the attendance registers, lesson planning, session records and any other records prescribed by the Principal/SSAHE and produce the same whenever required before the HoD or the Principal / SSAHE.
- m. Attendance and sessional records should be maintained by the Teaching staff as directed by SSAHE.
- n. Teaching work load for each teacher shall be as prescribed by AICTE /SSAHE. However, in the exigencies of circumstances, teachers of each Department should share the workload so as to cover the entire workload even if it exceeds the prescribed work load.
- o. All employees should also perform any duty connected with the Institute assigned to them by the concerned HoD or the principal whether within the working hours or thereafter. Deviation from the above functions on parts of the employees shall be deemed as dereliction of duty.
- p. All teachers should accept and discharge duties assigned to them by SSAHE connected with examinations, academics, administration, etc., as deemed necessary.

#### **CHAPTER – IV**

##### **Discipline and Penalties:**

- a) The Governing Body or any other authority empowered by it on its behalf, there in called the “Disciplinary authority” may for good and sufficient reasons and after due enquiry impose one or more of the following penalties on employees as detailed below:
  - 1. Fine in the case of class IV employees.
  - 2. Censure
  - 3. With holding of increments.
  - 4. With holding of promotion
  - 5. Recovery of loss to the institute due to the negligence of the employee.
  - 6. Reduction to a lower time scale of pay, grade or post.

7. Compulsory retirement
  8. Dismissal from service, etc.
- b) No order shall be passed imposing any of the penalties specified in classes (4) to (8) except after an enquiry in the manner stated below:
1. Definite charges should be framed on the basis of allegations on which enquiry is proposed to be held and a copy of the charge sheet with a statement of allegations shall be furnished to the employee and he shall be required to submit his explanation within a specified period either in writing or in person.
  2. After receipt of the explanation the disciplinary authority may appoint a committee or an enquiry officer for conducting the enquiry. The committee shall report the finding of the enquiry to the disciplinary committee for taking further action in the matter.
  3. An employee may present his case before the committee by himself or through another employee of the institute. No lawyer is allowed in the enquiry.
  4. The institute may appoint a presiding Officer to present the case before the committee on behalf of the disciplinary authority.
  5. After the enquiry is over the committee shall submit a detailed report of its findings to the disciplinary authority who will carefully consider the report before imposing any of the major penalty from (4) to (8). Disciplinary authority shall furnish all the details to the employee indicating the penalty and ask for explanation in the matter in writing against the proposed penalty. He may be permitted to make a personal presentation, if desired. The disciplinary authority shall take into consideration the explanation of the employee before passing final orders.
  6. In case of imposition of minor penalties (1) to (3) the employee should be informed of the allegation and action proposed to be taken and give an opportunity to the employee to submit his explanation that he may wish to make. The disciplinary authority shall consider such explanation before passing orders of punishment.
  7. The Governing Council shall be the final authority in respect of disciplinary measures and there shall not be any appeal against its decision.

## **CHAPTER – V**

### **Cadre and Recruitment Rules:**

- a. For appointment of Teacher there shall be staff selection committee comprising of
  1. The Chairman / Secretary of Governing Council as chairman.
  2. SSAHE / AICTE nominees.
  3. Subject expert.
  4. Concerned Head of the department.
  5. Dean academics.
  6. Principal as member Secretary.

- b. Qualification and experience and scale of pay of candidates should be as prescribed by AICTE / SSAHE. Age of super annuitant shall be as per state Government / AICTE / SSAHE suitably adopted by the management.
- c. For Non-Teaching posts the selection committee shall be as constituted by the management. Qualification, experience, Scale of pay etc., shall be as prescribed by state government from time to time.

#### **CHAPTER – VI**

Staff pattern and mode of recruitment.

The following staff pattern and recruitment rules shall be adopted consistent with the prescription of AICTE / SSAHE / State Government.

#### **TEACHING – POSTS.**

Sl No.	Name of the Post	Number	Qualification	Mode of recruitment
1	Principal	1	AS per AICTE	Direct recruitment or selection from among the professors of the institute.
2	Professors	As per Norms	As per AICTE	50% Direct recruitment and 50% by promotion from the cadre of Associate professor of the concerned branch possessing the minimum qualification.
3	Associate Professors	As per Norms	As per AICTE	50% Direct recruitment and 50% by promotion from the cadre of Assistant Professor of concerned branch possessing the minimum qualifications.
4	Assistant Professors	As per Norms	AS per AICTE	By direct Recruitment

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#### **NON-TEACHING POSTS (Workshops or Labs)**

Sl No.	Name of the Post	Scale of Pay	Qualifications	Mode of recruitment
1	Workshop foremen	As per State govt.	Diploma in Mech. Engg. With 5 yrs of experience	Promotion from the cadre of instructor.
2	Instructor	As per State govt.	Diploma in relevant branch.	By promotion from the cadre of Asst. instructor having diploma or by direct recruitment
3	Assistant Instructor	As per State govt.	Diploma or ITI Certificate	By promotion from the cadre of mechanic
4	Mechanics	As per State govt.	ITI Certificate	50% direct recruitment & 50% by Promotion from the cadre of helpers / Attenders
5	Helper / Attender	As per State govt.	7 <sup>th</sup> Standard	Direct recruitment

**NON TEACHING POSTS (Office, Ministerial and Library)**

1	Registrar	As per State govt.	Graduate	By direct recruitment /recruitment among the faculty of SSAHE /promotion from the cadre of office superintendent
2	Office Superintendent	As per State govt.	Graduate	By promotion from the cadre of FDAs /Direct recruitment
3	FDA's / Steno	As per State govt.	Graduate, for Steno senior shorthand and Typewriting/ Computer knowledge	50% by promotion of SDA's 50% by direct recruitment
4	SDA's	As per State govt.	PUC/Typewriting/ Computer knowledge	By Direct recruitment
5	Peons, sweeper, Scavenger, Gardener	As per State govt.	7 <sup>th</sup> standard	Direct recruitment
6	Librarian	As per State govt.	M.Lib.Sc.,	By promotion from Asst. Librarian having M.Lib.Sc.,/Direct recruitment
7	Assistant Librarian	As per State govt.	B.Lib.Sc.,	Direct Recruitment
8	Director of Physical education	As per State govt.	M.P.Ed.,	Direct Recruitment
9	Medical Officer (Part time) 1 Male, 1 Female	Negotiable	M.B.B.S	By Negotiation
10	Security	----	----	By Authorized Agencies

**CHAPTER – VII**

Leave and Retirement Benefit Classification:

1. All Teaching posts except HOD's and Principal are vacation staff.
2. All Non-Teaching posts are Non vacation staff.
  - a. Leave benefits for permanent non vacation staff
    1. Casual Leave : 15 days in calendar year
    2. Earned Leave : 30 days per year of completed service
    3. Commuted / Medical Leave : 10 days per completed year of service

- b. Leave benefits for permanent vacation staff
  - 1. Casual Leave : 15 days in a calendar year
  - 2. Earned Leave : 10 days per completed year of Service
  - 3. Sabbatical Leave : 1 Year for permanent staff who had completed 7 years of confirmed service as a teacher
- c. All temporary and part time staff will be eligible only for 15 days of casual leave in a calendar year.
- d. Maternity and paternity leave as per State Government norms for all staff.

**Note :**

- 1. Leave cannot be claimed as a matter of right
- 2. Absence of teachers on university work or deputation to summer schools, winter schools, seminars, workshops etc., will be treated as on OOD (Maximum allowed per month is 2-3 days and 30 days per year).
- 3. A vacation shall be as declared by SSAHE. However, The teaching staff shall avail vacation after completing all academic work, such as submission of attendance and sessional marks, etc., of the subjects handled by them.
- 4. Principal can ask the teachers to be present in the institute three days after the start of the vacation and three days before commencement of the next semester.
- 5. If the teachers are deprived from availing the vacation for more than seven days, they shall be adequately compensated by crediting equivalent EL to their leave account.

**B. Retirement Benefits:**

- 1. Contributory provident fund as per state government / central government rules In this regard. At present 12% of basic pay from both parties, subject to limitations, is being effected.
- 2. Group saving linked insurance benefits existing in the Institute.

**C. Incentive up to 2% of R&D grant for successfully carrying out the project by the faculty members.**

- The fees for the children of staff members will be (offered UG/PG seat) at < CET fees depending on their service and financial conditions.
- Recruitment as per the existing practice/procedure.
- Promotion as per the recommendations by the superior authority.
- Encouragement for faculty to publish papers, participation in Conference, workshop etc. and to complete on-line courses offered by MOOC, NPTEL etc. by extending financial support to meet the registration fee specified.

**Note:**

- a. Duties and responsibility of each cadre of post will be prescribed separately.
- b. All the above rules are subject to modification by the Governing Council from time to time.