

**LAXMI MEMORIAL EDUCATION TRUST (R)**

REGD OFFICE : A.J.TOWERS, BALMATT

MANGALORE - 575 002

**SERVICE RULES FOR  
TEACHING STAFF MEMBERS**

**PART - I**

**1. SHORT TITLE, COMMENCEMENT AND  
APPLICATION :**

a. These rules shall be called the Service Rules for the teaching staff members employed by the Laxmi Memorial Education Trust in its various Colleges / Institutes namely:

- i. A.J.Institute of Medical Sciences, Kuntikana, Mangalore - 4.
- ii. A.J.Institute of Dental Sciences, Kuntikana, Mangalore - 4.
- iii. Laxmi Memorial College of Physiotherapy, Mangalore.
- iv. Laxmi Memorial College of Nursing, Mangalore.

- v. Laxmi Memorial Institute of Nursing, Mangalore.
- vi. Transformational Institute for Managerial Excellence (TIME), Kuntikana, Mangalore - 4.
- vii. Motimahal College of Hotel Management, Falnir Road, Mangalore.

These Service Rules shall also be applicable to the Colleges and Institutes which may be opened by the Management in future.

- b. These rules shall come into force with effect from 1st August 2005
- c. These rules shall apply to all teaching staff members employed by the Management in its various Colleges and Institutes.
- d. 1. These rules supercede all previous rules, including conditions prescribed in letters of Appointment already issued. They apply to all teaching staff members whether appointed in the past or to be appointed in future.
2. The management reserves right to amend, add to, modify, delete, substitute or enlarge any rule, and all such amendments or modifications etc. shall be binding on all concerned.

2

3. The interpretation of any rule by the Management shall be final and binding.

## 2. DEFINITIONS :

- a. **'INSTITUTE / ESTABLISHMENT'** means Laxmi Memorial Education Trust (R), Mangalore and all its Colleges, Institutes and includes all departments, offices, wards, centers, subsidiaries, sections, units, branches, run / owned / managed by the Management.
- b. **'MANAGEMENT'** shall mean and include the Managing Trustee / President or Vice - President or Directors or Board of Trustees of the Establishment/ Institute or other officials namely the Principal / Dean in the case of the College / Institute concerned or any other official vested with the Authority for the supervision and control of the establishment including the power / authority for the observance and enforcement of these Rules.
- c. **'APPOINTING AUTHORITY'** under these rules means and includes the President, Vice-President or Director or any other official or Principal / Dean of the College / Insitute concerned duly authorized by the Managing Trustee / President or Vice-President or Board of Trustees of the Establishment.

3

- d. **'DISCIPLINARY AUTHORITY'** means the Appointing Authority.
- e. **'NOTICE BOARD'** means the Notice Boards maintained in conspicuous places within the establishment / College / Institute premises for the purposes of exhibiting notices to be posted or affixed under these service rules.
- f. **'NOTICE'** means a notice in writing or typewritten required to be served or posted for the purposes of these service rules.
- g. **'MASCULINE'** includes Feminine unless repugnant to the context.
- h. **'SINGULAR'** includes Plural unless repugnant to the context.
- i. **'TEACHING STAFF MEMBER / EMPLOYEE'** means any employee employed by the management in any of its college or Institute for carrying out teaching work which includes practical work, demonstration and other incidental work.
- j. **'ABSENCE FROM WORK'** shall mean unauthorized absence from the work place, late attendance or early leaving the place of work.

- k. **'LEAVE'** means authorized absence with or without pay.
- l. **'MUSTER ROLL / ATTENDANCE REGISTER'** means all registers where the attendance of the teaching staff members are marked and maintained in the establishment / college / institute.
- m. **'YEAR'** means the year commencing on the first day of the calendar year.
- n. **'HABITUAL'** means any act of fault or misconduct or omission committed a minimum of three times within a period of twelve months.

## PART - II

### 3. CLASSIFICATION OF EMPLOYEES / TEACHING STAFF MEMBERS

Employees / Teaching Staff members shall be classified as :

- a. Permanent
- b. Probationer
- c. Temporary
- d. On Contract
- e. Substitute
- f. Part-Time
- g. Trainee

a. **PERMANENT EMPLOYEE:** means one who is appointed against a permanent post and has completed the specified period of probation or extended period of probation satisfactorily and has been confirmed in writing by the Management.

b. **PROBATIONER :** A Probationer employee means one who is provisionally employed to fill a permanent post but has not completed the prescribed period of probation or extension thereof and has not been confirmed in writing in the post in which he has provisionally been appointed. The Probationary period of service shall be normally for a period of one year and it may be extended for further period of 6 months or more not exceeding one year.

After the expiry of the period of Probation, the concerned Employee continues to be in probation until his services are confirmed in writing by the Management.

A permanent Employee on Probation in the new or higher post will be deemed to be on Probation for limited purpose of his performance and suitability in the new or higher post. However, for all other purpose,

he will be entitled to the benefits of the confirmed employee. If his performance at a higher post or new post is not satisfactory he may be reverted to his previous permanent post and thereafter he shall continue to draw the salary of his original post.

c. **TEMPORARY :** A temporary employee is one who is engaged for the work of the establishment for a fixed or specified period of time which is essentially of a temporary nature or who is employed temporarily as an additional employee in connection with any temporary increase in work of permanent nature likely to be finished within the limited period.

d. **ON-CONTRACT' EMPLOYEE :** Is one who is employed on a contract for a stipulated period of time on the lapse of which the contract may be renewed with a mutual consent either on the same or different terms in writing, otherwise the contract is terminated automatically at the end of the contract period. On contract employee shall be entitled only to the benefits specified in the contract of employment in writing.

- e. **SUBSTITUTE** : Substitute is one who is engaged in the post of permanent employee or a probationer who is temporarily absent. Normally, the substitute will be engaged only for a short period.
- f. **PART-TIME EMPLOYEE** : Part-time employee is one who is employed to do the work for less than the normal period of working hours. Part-time employee is ordinarily not entitled to the benefits provided to full time employee. He shall be entitled to such benefits as are determined by the Management.
- g. **TRAINEE** : A Trainee is one to whom facilities are extended for Training or learning work in designated field in the college/institute with or without allowance or stipend and without any obligation of offering employment by the Management.

#### 4. APPOINTMENTS:

All Appointments of employees / teaching staff members will be made in writing by the Appointing Authority / Management for different cadres and classifications of employees.

The Management may constitute a selection committee. The selection is made by interviewing the eligible candidates called for interview after screening the applications of the candidates. A test may also be conducted, if required. The selected candidates will be given the offer of appointment.

The appointment letter shall contain the terms and conditions of Appointment, nature of the post offered, the designation, salary offered etc. The Management reserves the right of offering the pay scale or consolidated salary or stipend in the first instance, at the time of Appointment. Where consolidated salary is offered, at any time thereafter basic wages / salary, dearness allowance and other allowances as per the applicable scale of pay may be given in place of consolidated salary.

Employees selected for employment shall furnish:

Duty joining report in the prescribed format along with the following enclosures:

- a. Certificate of Physical Fitness issued by the Medical Practitioner or the Hospital approved by the Management.
- b. Relieving letter from the previous employer, if any,
- c. Original certificates of qualifications and experience with one set of the copies of these certificates duly attested. The original certificates will be returned immediately after verification.
- e. Two copies of pass - port size photos.
- f. Evidence of date birth / proof of age - Every employee selected for employment by the Management should give a certificate / declaration of the date of birth duly supported by any one of the following:

- a. Certified extract from Register of Births and Deaths.
- b. School leaving certificate.
- c. Matriculation certificate.
- d. Any other document acceptable to the Management.

The Age of the employee verified with reference any of the above shall be the sole evidence of his age for all purpose concerning his appointment and retirement.

It shall be incumbent upon every employee to furnish correct and complete Biodata to the Appointing Authority / Management for purpose of records and also thereafter promptly notify in writing any subsequent changes in the particulars of his Bio-date. However, any false information in the particulars given in the Biodate either at the time of appointment or subsequently may render the appointment null and void.

During the employment, the Management may at any time require an employee to be examined by a Medical Officer or the Hospital approved by the Management. If on such examination, the employee is found suffering from any disease or complaint that is infectious or of any objectionable nature in the opinion of the Medical Officer or is such that it is liable to be continuously or frequently interfere with the employee's normal duties

or with the health of other employees, staff, officers or patients, the management may terminate his services.

#### 5. SERVICE REGISTER :

A Service Register shall be maintained for every employee showing among other things, the correct address, the date of appointment, consolidated pay / the scale of pay on which he was appointed, the increments given from time to time, leave availed of, transfer, promotions, suspensions, punishments etc. The Register shall be opened immediately when an employee is engaged on Probation. Any change in the address should be intimated immediately by the employee.

#### 6. IDENTITY CARD / BADGE:

Every employee will be provided with an Identity Card / Badge, appropriate to his classification and shall wear while on duty and on being required to do so, show it to the person authorized by the Management. The said Identity card / Badge shall carry a signature of the employee concerned. The Identity card / Badge shall be issued duly signed by the Managing Trustee / President or Vice - President or Principal or Dean or any other authorized official of the Management.

The Management may insist on affixing of the Photo of the employee in the Identity Card / Badge. If the employee

loses Identity Card / Badge, the Management shall provide him with another Identity Card / badge on payment of requisite fee.

When an employee ceases to be in the employment of the establishment / College / Institute, he shall surrender his Identity Card / Badge to the Management before his accounts are settled.

#### **7. ENTRY AND EXIT :**

No employee shall enter or leave the premises of the college or any department except by the gate or gates, door or doors provided for the purpose. Employee shall take prior written permission from the Head of the department if required, to stay beyond working hours.

#### **8. LIABILITY FOR SEARCH :**

Employees are liable to be searched by any persons authorized by the management at any time and also while entering or leaving the premises of the College provided that only women shall search the women employees.

If acting without malice, any member of the Management suspects that an employee is in wrongful possession of the property not belonging to him, he can detain such an employee for search provided that the search shall

not be made except in the presences of at least one other person where practicable, and the women employees shall not be searched by or in the presence of men except with their consent. Quarters accommodation and such other facilities provided by the College are also liable to be searched in the presence of the employee concerned. Where the employee is absent or refuses to present at the search, the search may be made in the presence of two witnesses.

#### **9. UNAUTHORISED POSSESSION OF GOODS ETC. :**

Any employee found in unauthorized possession of any goods, equipment, implements, article, materials etc., which are in use in the college or kept in stock in the College and are not normally carried on the person, will be deemed to have come into possession may attract disciplinary as well as any other action as deemed fit by the management.

#### **10. ATTENDANCE, ABSENCE FROM WORK ETC. :**

- i. Every employee shall be at work at the assigned place of work and at the notified time for the commencement of his work. He shall report or record each day the time of reporting at the place of work and departure from the place of work in the manner specified by

the Management. An employee failing to report or record the time as above is liable to be marked absent. An employee who is found absent from his proper place of work during the working hour without permission shall be liable to be treated as for the period he is away from his place of work and will not have earned salary and leave for the period of absence. In addition, he will be liable for disciplinary action.

- ii. Any Employee who, after reporting for duty, leaves his place of work during his working hours without permission shall be liable to be treated as absent without leave or permission for the whole day in case his absence is before the rest interval. He will not be paid salary for the full day or half a day as the case may be.
- iii. **LATE COMING:** If an employee reports late for duty by less than half hour either at the commencement of his working hours or after recess more than three times during any calendar month he shall forfeit one day's casual or earned leave or one day's salary in lieu thereof if he has no leave to his credit. If he reports late by half an hour or more on any day, he shall forfeit half a day's casual or earned leave or half a day's salary in lieu thereof if he has no leave to his

credit. The employee reporting late is nevertheless expected to work for the rest of the day failing which he shall forfeit the half day's salary in addition to forfeiture of leave.

#### **11. NO WORK, NO PAY :**

In all cases of absence from duty without leave or permission or in all cases of absence from place of work, the principle of '**NO WORK, NO PAY**', shall apply without prejudice to other provisions of these rules.

#### **12. PENALTY FOR ABSENCE WITHOUT LEAVE OR PROPER CAUSE :**

If employees acting individually or in concert and without reasonable cause absent themselves from work or being present at the work-spot refuse to work or resort to go slow, each one of them shall be liable to a deduction from his salary an amount equal to his remuneration for eight days. Moreover, the Management in such cases shall have the power to initiate disciplinary action.

#### **13. WORKING HOURS :**

- i. Working hours will vary in different departments and areas throughout the college. Howsoever, the college shall operate from 09:00 a.m. to 01:00 p.m. and

02:00 p.m. to 05:00 p.m. everyday, between 01:00 p.m. to 02:00 p.m. will be lunch hour on six days in a week. Sunday shall be a weekly holiday. Besides, an employee may be required to work beyond his working hours if the exigencies of work so demand, and such instructions shall be complied with by all employees.

- ii. All employees shall be required to attend to any emergency or other urgent duties outside their regular hours of work, including on Sunday and holidays, if required. They shall not be entitled to any extra remuneration for such work except to compensatory off day with pay at the Management's discretion.
- iii. Subject to provision of Rules 13 (i) and 3 (ii) above, all employees will be required to work six days a week.

#### **14. TRANSFER :**

All employees are liable to be transferred from one department, section, branch etc., of the college / institute to another department or to any sister concerns from one job to another as required, provided such transfer does not adversely affect the salary and terms of employment of the individual concerned except in case

of transfer requested by an employee for his personal reasons and granted by the management. In the event of refusal to accept transfer, the employee shall be considered absent from work without leave or permission for the period of such refusal and shall not be eligible for any salary for that period. Such employees shall also be liable for disciplinary action.

#### **15. PROMOTIONS :**

The Management is under no obligation to promote any one from one post to another when the minimum qualification of new or higher post have been reached. When a higher post falls vacant and if the Management decides to fill the post, the Management is free to consider all available candidates. The promotion of an employee from a lower post to a higher post or from a lower grade to higher grade shall be at the discretion of the Management and will be determined on the basis of seniority, merit, quality of service, loyalty, conduct, efficiency, ability, health, nature of the job and the individual suitability to the job. This however, does not restrict the right of the Management to fill the post by appointing an external candidate. Temporary posting of an employee to a higher post for any reason shall not be considered as promotion to that post.

#### **16. NATIONAL AND FESTIVAL HOLIDAYS:**

All employees will be granted ten days of National and Festival holidays in a calendar year with pay. The list of National and Festival holidays shall be notified by the management every year before the commencement of the calendar year concerned. Those employees who are required to work on any of the national or festival holidays shall be eligible to avail compensatory off day with pay on any subsequent day.

#### **17. ABANDONMENT OF SERVICE:**

If an employee remains absent for 10 days continuously without prior sanction of leave or permission, he shall be deemed to have abandoned the employment and his service shall stand terminated automatically with effect from the date on which the absence commenced.

If an employee remains absent beyond the period of leave originally granted or subsequently extended, he shall be deemed to have abandoned the employment and his service shall stand terminated automatically with effect from the date on which the absence commenced unless he (a) returns within 10 days (Ten only) of expiry of the leave and (b) gives a satisfactory explanation for his inability to return on the expiry of leave. In such case, the management if satisfied with the explanation to continue the service of the concerned employee.

#### **18. EXCLUSIVE SERVICE :**

No employee of the college / Institute at any time during his tenure of service in the college / institute work for any other employer or engage himself directly or indirectly in any profession, occupation or avocation outside the college without the prior written permission of the management.

#### **19. DUTIES AND OBLIGATIONS OF THE EMPLOYEES :**

- i. Every employee shall at all times be courteous and considerate to the patients, visitors, the public, staff and students.
- ii. Every employee shall carry out the work assigned to him by his superiors conscientiously, faithfully and diligently in accordance with the specific or general instructions of his superiors and shall maintain discipline at all times in the department or workplace or premises or hospital. He shall also co-operate with his superiors and co-employees.
- iii. Employees shall always be neatly dressed in clean cloths while on duty and shall keep their workplace clean at all times to maintain the cleanliness of the College.

- iv. Employees who have been provided with uniforms shall wear them while on duty. Those not wearing them are liable to be sent out and marked absent besides rendering themselves liable for disciplinary action. Uniform provided by the College are the property of the college and shall not be worn other than during duty time.

Employees shall take proper care of the machines, tools, materials, equipment, furniture and other properties of the college.

- v. Employees shall promptly report to their Superiors / Duty Medical Officer any injury sustained to themselves or to any of their colleagues in the course of their duty.
- vi. Employees shall promptly report any accident or hazard noticed by them inside the college premises.

#### **20. PROPERTIES OF THE COLLEGE / INSTITUTE :**

- a. Every employee shall take sufficient care of the property, stock of medicines, materials, instruments equipment, machines, furniture, cash etc., of the college and shall take all reasonable precautions to safeguard them against accident, damage or loss. Where damage or loss is attributed to the negligence, mishandling or misuse on the part of an employee, such an employee

20

shall be liable for disciplinary action and / or any other action as may be deemed fit by the management and the management shall be entitled to recover the value of such breakage, damage or loss from the employee.

- b. Employee shall promptly report any occurrence or defect, which might endanger lives or persons in the college / hospital or might result in any damage to the property of the college / hospital or that of any others.
- c. Every employee shall be expected to take normal precautions against hazards and shall make proper use of safety devices and preventive measures as prescribed and provided by the management.

#### **21. LOSS OF PERSONAL PROPERTY :**

The management shall not in any way be responsible for any loss or damage to any personal property of employees brought into the college premises or in their possession in the accommodation provided by the college.

#### **22. CODE OF CONDUCT FOR EMPLOYEES :**

No. employee shall -

- a. Engage himself in any other work or business for himself or for any other person during working hours except that of the college.
- b. Leave the place of work without permission from his superiors.

21

- c. Interfere with other employees work, disturb them or cause annoyance to them at work.
- d. Disturb the peaceful atmosphere in the college by demonstrating, shouting, loud talk or horse-play.
- e. Indulge in any act prejudicial to the interest of student or peaceful working of the college or indulge in quarrels, abuses, fight, violence or any other disorderly or indecent behaviour in the college premises.
- f. Remove college property or properties from one place to another or outside the college without proper authorization.
- g. Tamper with the college records, notices or any documents.
- h. Disfigure or damage or write on walls and on other college property.
- i. Divulge to any unauthorized person any information pertaining to the Medical treatment of any patient of the hospital.
- j. Communicate directly or indirectly any official document or information to any employee or any other person to whom he is not authorized to communicate such document or information except in accordance with any general or special order of the college in the performance of the duties assigned to him.
- k. Eat in the places other than those specifically assigned for the purpose.

- l. Smoke / drink alcohol or gamble in the college premises.
- m. Bring liquor or other intoxicants to the college, consume any intoxicants in the college premises or report for the work in an unfit condition because of previous indulgence or under the influence of any intoxicant.
- n. Be in possession of firearms, other weapons or any other article in the college premises, detrimental to the security of the college or persons.
- o. Do any act in contravention of or in derogation to any rules or instruction notified by the Management to the employees in normal manner.
- p. Enter or stay in the college premises outside the duty hours except for bonafide reasons or if required by the Management.
- q. Give to the press, radio or general news media any comment, talk, news or articles regarding the college without the prior written permission of the Management.
- r. Contest in elections to legislative bodies and to local bodies such as corporation, municipality, panchayat etc., or participate in any political activities without prior written permission of the Management.

### **23. UNAUTHORISED PRESENCE IN THE PREMISES :**

An employee who has been granted leave, laid-off, suspended, discharged, dismissed or has resigned or is not working

for any reason, shall leave the college premises forthwith unless required to stay back by the management. Employees suspended, discharged, dismissed or who have resigned shall not enter the college premises without permission from the Appointing Authority or any other person authorized by him in this regard.

#### **24. PAYMENT OF SALARY AND ALLOWANCES :**

All employees will be paid their salary on the fifth day of the following month. If the salary day is a Sunday, or other holiday, the salary will be paid on the following working day.

#### **25. STOPPAGE OF WORK OR CLOSURE :**

1. The management may at any time in the event of disturbance in the city, fire catastrophe, breakdown of machinery, epidemic, civil commotion, failure of power supply, water supply, or non - availability of equipment or machines, violent incidents or riotous activity by employees, or other causes beyond their control, stop work in any department or departments wholly or partially for any period without notice or without compensation in lieu of notice.
2. In the event of any such stoppage, the employees affected will be notified as soon as practicable as to when work will be resumed and whether they are to

24

remain or leave the premises, and all employees affected by such stoppage shall obey any instructions by the Management in this regard.

#### **26. SERVICE OF NOTICE:**

1. Any matter required to be notified under these rules and any notice by the Management to the employees in the college shall be displayed on the notice board. Such matter or notices shall be deemed to have been communicated to all employees.
2. Employees are bound to receive and acknowledge any notice or letter intended for such employee. Refusal on the part of the employee to accept the letter of communication will absolve the management from the obligation to delivery the notice or communication a second time, provided a copy thereof is exhibited on the notice board. Such refusal will render the employee liable for disciplinary action.
3. In case of an employee who is absent, any notice or letter or communication intended for such an employee shall be sent to him by registered post with acknowledgement due, to the last known address of the employee and the same shall be deemed to have served on him.

Where such a registered communication or letter or

25

notice is returned undelivered for any reason, a copy thereof shall be displayed on the notice board and such display shall be deemed to be adequate service of communication with or notice on the employee.

4. any matter required to be notified under these rules and any notice of communication by the management to the employees will be in English.
5. Every employee shall furnish his correct residential address to the Management and change thereof promptly.

#### **27. MEDICAL FITNESS :**

The Management may whenever necessary refer any employee to be examined for medical fitness by a Doctor or a Panel of Doctors of the College / Institute. Failure to submit himself for the Medical Examination as required by the management will render the employee liable to be deemed as permanently medically unfit and consequent discharge from service.

#### **28. RETIREMENT :**

Every employee shall retire on completion of 58 years of age which shall be the age of superannuation. However, the management reserves its right to extend the service of any employee who has completed 58 years, on fresh terms and conditions.

#### **29. SETTLEMENT OF ACCOUNTS :**

An employee separating from the service of the college / institute shall settle all his outstanding accounts and loans due to the college and due to such organization which have been routed and submitted through the college, if any, before final separation and hand over any document, cash equipment and other properties of the college in his custody and obtain a clearance certificate to that effect. Should he fail to do so, the management shall be empowered to recover all such outstanding amounts, loans and values of the properties of the college from any amount due or in any manner as deemed expedient.

#### **30. FURNISHING OF SECURITY, BOND ETC. BY THE EMPLOYEES :**

The Management may prescribe from time to time the amount of security deposit to be given by any person appointed as an employee in the college / institute for faithful discharge of his duties and the manner in which such security deposit should be furnished. The security deposit collected shall bear no interest. The said amount shall be refunded to the employee when he leaves the services of the college / institute. The Management shall

have the discretion to exempt any employee from furnishing the security deposit. The Management shall have the right to demand a service bond from any employee to ensure fixed period of service by the concerned employee.

### **31. INCREMENTS :**

Unless otherwise agreed upon in the letter of appointment, increment will be given with effect from the date from which it is due at least after one year of confirmed service at the sole discretion of the management and also depending upon the prosperity of the establishment.

The Management at its discretion may grant or give additional increment to any employee of the college / Institute depending on the extraordinary performance, efficiency, ability, conduct of the concerned employee. No employee shall have the right to demand additional increment.

The management reserves its right to evolve different scales of pay for different categories of employees and fix annual increment from time to time.

## **PART III**

### **32. DIFFERENT KINDS OF LEAVE :**

#### **i. ANNUAL LEAVE WITH WAGES/EARNED LEAVE :**

That every employee of the college is eligible for 30 days of earned leave in a calendar year provided that he completes one year of service in the college and in each completed year of service work for at least 240 days. That the earned leave for a particular calendar year shall be enjoyed in the subsequent calendar year. That the earned leave for each employee shall be calculated at the end of the calendar year and shall be credited to his leave account in the beginning of the subsequent calendar year.

That the earned leave may be accumulated up to maximum period of 60 days.

That normally the earned leave will not be granted for a period less than 10 days and that the number of times in which the earned leave may be taken during the calendar year shall not exceed four times. But the Management at its discretion may allow an employee to avail this kind of leave for more than

four times in a calendar year in urgent or unforeseen circumstances. That an employee who desires to go on earned leave shall apply not less than 10 days before the date from which the leave is to commence, except in urgent or unforeseen situation. That no leave or extension thereof shall be deemed to have been granted unless an order to that effect is passed and communicated to the employee concerned.

That encashment of leave shall not be allowed. However, whenever the service of an employee is terminated or he/she tenders resignation, the earned leave to his / her credit shall be encashed by him/her.

That the weekly holiday falling between the first and the last day of any period of earned leave shall be counted as part of the leave.

## ii. CASUAL LEAVE :

Every confirmed employee of the Establishment is entitled to casual leave to the extent of 15 days in a calendar year, either for private reason or on account of sickness or on account of unforeseen circumstances. The casual leave will be earned by the employee at the rate of  $1\frac{1}{4}$  for each completed month of service. No employee is allowed to take casual leave

for more than four days at a time excluding holidays and weekly holidays. If it is extended for more than four days, the excess leave or absence will be treated as leave on loss of pay or unauthorized leave. No encashment of casual leave will be allowed at any situation. Casual leave shall lapse at the end of the calendar year if not availed by the employee.

## iii. MEDICAL LEAVE :

Every confirmed employee is eligible for 10 days of Medical leave in a calendar year with full pay. The Medical leave cannot be extended to the subsequent calendar year. It shall lapse at the end of the calendar year.

## 33. LEAVE PROCEDURES :

- a. All leave applications should be submitted through the immediate superior of the concerned employee. Immediate superior shall have the right to recommend leave. Leave shall be sanctioned by the Head of the Department of the concerned Dept. / Section.
- b. Employee shall inform the management his/her leave address before availing leave of any kind other than casual leave.
- c. Leave of all kinds are subject to sanction by the

Management and granting of leave will depend upon the circumstances, volume or necessity of work in the Establishment. Hence, leave cannot be claimed as a right.

- d. Any employee who desires to avail earned leave shall apply in the prescribed manner / form at least 10 days in advance to the person empowered by the Management or to the immediate superior official. The official authorized to sanction the leave shall issue orders on the application within a week of its submission or three days prior to the commencement of the leave applied or whichever is earlier.
- e. If the leave applied for is sanctioned / granted, leave pass shall be issued to the concerned employee. If the leave is refused or postponed, the fact of such refusal or postponement and the reasons thereof shall be recorded in the register maintained for the purpose and a copy of that order shall be supplied to the concerned employee.
- f. If the employee of the College after proceeding on leave, desires an extension thereof, he/she shall apply sufficiently in advance to the person empowered by the management who shall send a reply either granting or refusing extension of leave to the concerned

employee if his/her address is available and if such is likely to reach him/her before the expiry of the original leave granted to him/her.

- g. If any employee of the College who stays away when leave or extension of leave has been applied for and refused shall be considered as unauthorized absent and accordingly necessary disciplinary action will be initiated as deemed fit.
- h. In case of casual leave, ordinarily the previous permission from the person empowered by the management in the College shall be obtained before such leave is taken. But, when this is not possible, the person empowered by the Management shall, as soon as practicable be informed in writing of the absence and of the probable duration of such leave/absence.
- i. An employee of the College can avail leave of absence without pay under special circumstances if no leave of any kind is in his/her credit, with the prior permission of the Management. The procedures laid down in the preceding clauses above are applicable when leave of the absence without pay is applied for. No employee shall avail leave of absence without pay for more than 15 days in a calendar year.

## PART - IV

### 34. TERMINATION OF SERVICES :

- a. The services of any permanent employee can be terminated with proper reasons by the Management, after giving him/her three month's notice in writing in that behalf or on payment of three month's salary in lieu thereof.
- b. Any permanent employee who wishes to resign from the services of the Establishment shall give 3 month's notice in advance and such resignation shall ordinarily be accepted. Any such employee who is desirous of being relived before the notice shall pay the salary in lieu of notice period.
- c. The service of any temporary or casual or probationer or part-time employee may be terminated without notice and assigning any reasons whatsoever.
- d. The services of a trainee may be terminated by either party in accordance with the terms and conditions of the agreement executed by them.
- e. If any employee of the Establishment is charge-sheeted for any acts of misconduct, the Management can reserve its right to accept the resignation and relieve him/ her from service until the enquiry into his/her misconduct is completed and appropriate action is taken in that regard.

34

- f. The services of an employee of the Establishment found guilty of any acts of misconduct may be terminated by the management in accordance with the provisions of these service rules.
- g. On termination, discharge or dismissal or resignation of the services of any employee, he/she shall obtain a service termination slip from the Management, testifying that nothing belonging to the Establishment is due by him/her. If the employee fails to return the Establishment's property, the cost of such property may be deducted from the salary and / or any other payments due to him/her.
- h. Where the services of an employee of the Establishment are terminated by the Management, the salary earned by him/her shall subject to the foregoing causes, be paid to him/her before the expiry of the second working day from the date on which his/her services are terminated.
- i. An employees of the Establishment may be discharged from service on the grounds of mental or physical unfitness when so certified by a competent authority.

### 35. MISCONDUCTS :

The following acts shall, without being exhaustive constitute acts of misconducts, whether done by the employee

35

alone or in combination with others and shall render the employee liable for disciplinary proceedings and /or appropriate punishments.

- 35(01) Theft, fraud and dishonesty in connection with the Establishment's property.
- 35(02) Demanding, accepting or offering bribe or any illegal gratification whatsoever.
- 35(03) Willful insubordination or disobedience, whether alone or in combination with others to any lawful and reasonable order of a superior.
- 35(04) Drunkenness, fighting, riotous or indecent behaviour within the premises of the establishment.
- 35(05) Sleeping while on duty
- 35(06) Material mis-statements made on employment in the application for employment.
- 35(07) Anywhere within the Establishment, causing or threatening to cause mental and/or physical pain or injury to other employees, either alone or in with others.
- 35(08) Committing any act likely to harm or endanger the establishments property or likely to interfere with his/her work and/or earning capacity of any other employees employed in the establishment.

- 35(09) Sabotage.
- 35(10) Conviction for any criminal offence involving moral turpitude.
- 35(11) Refusal to accept any memo, or notice or charge -sheet whenever issued by the management or by the authorized person of the management.
- 35(12) Habitual negligence or neglect of work.
- 35(13) Smoking while on duty.
- 35(14) Refusal to work on another job, from one shift to another from one section to another section.
- 35(15) Refusal to obey the order of transfer issued by the Management.
- 35(16) Habitual irregularity for any reason whatsoever.
- 35(17) Gambling within the premises of the Establishment.
- 35(18) Defalsification of records belonging to the establishment.
- 35(19) Willful damage or loss to the Establishment's property or goods or tools or instruments.
- 35(20) Holding unauthorized meetings within the Establishment.
- 35(21) Discourteous behaviour towards superiors or visitors.
- 35(22) Act subversive of discipline.
- 35(23) Striking work either singly or in combination with other employees in contravention of law.

- 35(24) Slowing down of work either singly or in combination with others.
- 35(25) Loitering while on duty or absence without permission from the place of work.
- 35(26) Endangering life and safety of other employees of the Establishment.
- 35(27) Habitual absence or absence without leave.
- 35(28) Failure to wear uniforms, or wearing unclean uniforms or lack personal cleanliness while on duty.
- 35(29) Laziness, inefficiency or careless work.
- 35(30) Obtaining leave or attempting to obtain leave on false pretences.
- 35(31) Improper or discourteous behaviour towards members of the public in the establishment and or shouting loud talking or making noises in the premises of the Establishment.
- 35(32) Failure to report any disease an employee may have which may endanger any other person.
- 35(33) Unauthorized handling of any machine, apparatus or equipment.
- 35(34) Misusing or mishandling any machine, apparatus or equipment.

- 35(35) Using the premises of the Establishment for personal gains.
- 35(36) Refusing to perform overtime work whenever demanded by the Management.
- 35(37) Delaying in the performance of work or go slow in work or instigation thereof.
- 35(38) Habitual late coming and/or early going.
- 35(39) Any act amounting to sexual harassment to the co-employee or visitors of the establishment.
- 35(40) Violation of these service rules or other rules that may be in force from time to time.

**Note:** The above list is illustrative and not exhaustive

### **36. DISCIPLINARY ACTION FOR MISCONDUCT :**

- i. That any employee of the Establishment found guilty of any acts of misconduct detailed above shall be liable to be punished with any of the following punishments:
  - a. Warning
  - b. Withholding of increments
  - c. Suspension without salary for a period not exceeding four days
  - d. Fine in accordance with the provision of Act, law applicable to the establishment
  - e. Demotion
  - f. Discharge from service without compensation
  - g. Dismissal from service

ii. The Management may institute a departmental enquiry in cases of commission of acts of misconduct by an employee. When the Management decides to hold an enquiry against an employee on certain charges of misconduct, the employee concerned will be informed in writing of the alleged misconduct, and will be given an opportunity to explain the circumstances alleged against him/her except when the misconduct is admitted unconditionally in writing. In case of unconditional admission of misconduct by the concerned employee, the management shall punish the concerned employee without holding any departmental enquiry against him/her. In other cases where the charge sheeted employee denies the charges or fails to submit the explanation in writing, the Management shall hold the departmental enquiry against the concerned employee. During the departmental enquiry, the charge sheeted employee will be permitted to have the assistance of any of his/her co-employee if he/she desires and submits in writing. The Management reserves its right to appoint any person including an outsider as the Enquiry officer.

The charge sheeted employee will be afforded with full opportunity to defend his case at the departmental enquiry. If however the charge sheeted employee chooses not to participate at the enquiry, the enquiry will be held *ex parte*.

iii. The charge sheeted employee shall attend and be

present at the enquiry as and when decided and notified either by the Management or the Enquiry Officer.

- iv. Where a disciplinary proceeding against an employee of the Establishment is contemplated or is pending or where criminal proceedings against him/her in respect of any offence are under investigation or trial and the Management is satisfied that it is necessary or desirable to place the concerned employee under suspension pending enquiry, the Management may by order in writing suspend him/her with effect from such date as may be specified in the order.
- v. The employee on suspension pending enquiry shall be paid subsistence allowance at the following rates:
- At the rate of 50% of the salary which the employee was entitled to immediately preceding the date of suspension for the first ninety days of suspension.
  - At the rate of 75% of the salary for the remaining period of suspension if the delay in the completion of the disciplinary concerned is not directly attributable to the conduct of such employee under suspension. If the delay is attributable to the employee concerned, the rate of subsistence allowance shall be reduced to 25% of the salary after first 90 days.
- vi. The payment of subsistence allowance under these service rules shall be subject to the employee concerned not taking up any employment during the period of suspension.

vii. If, on the enquiry, the employee concerned is found guilty of the misconduct and it is considered that only an order of dismissal would meet the ends of justice, the Management will pass an order accordingly. Before passing such order, the copy of the enquiry report and 2<sup>nd</sup> show cause notice shall be issued to the employee and he shall be given the opportunity to submit his representation.

When such order is passed, the employee concerned shall be deemed to have been absent from duty during the period of his/her suspension pending enquiry and he/she shall not be entitled for remuneration for such period, but the subsistence allowance already paid to him/her shall not be recovered.

If the penalty other than dismissal or removal is imposed on him/her, the punishing authority / Management shall by order decide as to how the period of suspension shall be treated and the decision of the authority/Management shall be final.

viii. If, on the enquiry, the employee concerned is found not guilty of the misconduct, he/she shall be deemed to have been on duty during the period of the suspension pending enquiry and he/she shall be entitled for salary he/she would have received, if he/she had not been so suspended.

Provided the subsistence allowance already paid shall be deducted from the salary payable to him/her. [42]

ix. Where an employee has been convicted for a grave criminal offence involving moral turpitude by a Court of law or that the Management is satisfied for the reasons to be recorded that continuation of service of such employee is against the interest of the Establishment, he/she may be discharged or dismissed from the Service without observing the procedures detailed in the forgoing paras.

## PART - V

### 37. PROVIDENT FUND & MATERNITY BENEFIT :

- a. All eligible employees shall be covered under the Provident Fund & Family Pension schemes as per the provisions of Employees Provident Funds & Miscellaneous Provisions Act, 1952 and the schemes framed there under.
- b. Every eligible female employee who is confirmed in service of the establishment / Institute is entitled for Maternity Benefit as per the provisions of the Maternity Benefit Act 1961.

### 38. COMPLAINTS :

All complaints arising out of employment, service, working conditions including those relating to unfair treatment or wrong full exaction on the part of the Management or Officials shall be submitted to the President / Managing

Trustee or Medical Director in case of Hospital or Principal /  
Dean in case of College or Institute.

**39. SERVICE CERTIFICATE :**

Every permanent employee shall be entitled to a Service Certificate at the time of his/her termination or resignation or retirement from service and such a certificate shall state the reasons for the termination of his/her service.

**36. CONSEQUENCE TO TERMINATION / DISCHARGE / DISMISSAL / RETIREMENT / RESIGNATION :**

Every employee on termination or discharge or dismissal or resignation or retirement from the services of the Establishment / Institute shall hand over all the monies, files, register, documents, papers and other properties of the Establishment / institute in his / her possession or control and shall hand over the possession of the flat / house / accommodation or quarters in his / her possession, if any, to the Management. The accounts of such employees will be settled only after he / she comply with the above conditions.

**41. DISPLAY OF SERVICE RULES :**

Copies of these rules in English will be issued to the heads of the departments of the College / institute and the same will be available for all the employee for information and compliance.