



STAFF - HAND BOOK

Rules and Conditions of Service, 2021

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Section -1 Mission and Identity

The MBA programme run by St. Joseph's College has been approved by AICTE with the name and title, "a Department of Management Studies of St. Joseph's College, Trichy – 2". The MBA programme is also part of an institute on the campus known as St. Joseph's Institute of Management (JIM) which apart from this MBA programme conducts a number of Diploma programmes and certificate courses and envisages to offer in the future other MBA programmes such as MBA in Banking and Financial Management, MBA in Marketing and Retail Management, etc. Thus St. Joseph's Institute of Management is envisioned to develop in course of time into a School of Business Administration and enhance the academic excellence of the college.

Given the status of the present MBA programme as "A Department of Management Studies", it is governed by the rules and regulations of its parent body, "St. Joseph's College (Autonomous)". In the meantime, since it has to maintain a unique identity of its own, as it is being governed by the norms and standards of AICTE (unlike any other department of the College), it is propelled by the need to maintain high standards of professional excellence to meet the demands of corporate world in the global environment. In course of time JIM is expect to develop itself into a School of Management. Hence to promote its individual growth and development, the institute with its MBA department is to be given "a certain amount of autonomy and not treated like any other department of the college". Hence, we need to evolve some norms and guidelines to ensure this autonomy and accountability. In evolving these norms and guidelines, we could make use of the guidelines given in section 15 of the corporate policies of higher education, "the Institutes on the Campus".

Definition

'College' means ' St. Joseph's College (Autonomous), Tiruchirappalli

"Board" means the Governing Board of the Institute.

"Chairman" means the Chairman of the Governing Body or board

'University' means 'Bharathidasan University, Tiruchirappalli, the affiliating University

"Director" means Director of the Institute who is also the Secretary of the Board.

"Administrator" means Financial Controller - the Officer appointed as such to remain in charge of the budget and expenditure of the Institute and to perform such other duties and discharge such other functions as may be laid down from time to time to the overall direction and superintendence of the Director.

"Disciplinary Authority" means the Director in case of minor penalties and the Rector in case of major penalties.

"Faculty" means the employees who occupy teaching positions in the Institute such as Professor, Associate Professor, Assistant Professor and others such as Visiting Fellow, Visiting Faculty, Adjunct Faculty, Guest Faculty, Consulting Faculty and such other posts as the Board may determine from time to time and declare as faculty.

"Month" means a calendar month

"Year" means the Calendar Year

"Staff" means the different categories of staff of the Institute including:

Executives Assistant, Administrative Officer, Accounts Officer, Accountant, Junior Accountant, Librarian, Secretaries, Administrative Executives and Assistants, System Administrator, IT lab Assistant, Office Assistant, Housekeeping personnel, Maintenance and IT Staff including Electrician and A/c Mechanics, And, such other or similar staff or posts or categories or posts by whatever name designated or called and as may be determined from time to time by the Director.

"Misconduct" includes transgression or violation of any rule or instruction or order, negligence of duty, offences involving moral turpitude and acts of omission or commission which are prejudicial to the interest of the Institute

Scope

These shall come into force on 1 June 2021. These rules will supersede all rules in effect till date. In case of any conflict with the existing rules, the older ones will be null and void.

Applicability

These Rules shall apply to the Faculty and staff and to any other employee whom the Board may, from time to time, declare as faculty and staff, irrespective of whether the appointment is prior or after 1. June.2021.

Power to implement rules

The Director may, from time to time, issue such directions or instructions as may be necessary to give effect to and carry out the provisions of these rules and to secure effective control and management

Appointing Authority

Appointments including promotions shall be made by the Director in consultation with the Administrator. The Director's decision is final.

Section -2 Roles and Responsibilities of the Staff

Job Description of System Administrator

1. Incharge of all the IT related works and wares (hard and soft)
2. Maintains the servers, firewall and WiFi
3. Creates users profiles with the permission of the Director
4. Installs and configures the client computers
5. Monitors networks and virus console.
6. Maintains the printers and teaching equipments by checking every week on which he maintains a service logbook.
7. Teaches the technical team about the use of acoustic system and computer and LCDs.
8. Explores and develops learning systems
9. Identifies the requirements of software for learning and takes steps to acquire or develop the same.
10. Develops e-systems and software for online testing and functional systems.
11. Ensures that all systems are functional and fault free.
12. Maintains computer lab, networks and other related equipments.
13. Supports special events such as seminar, conferences, and trainings with systems, networks and software.
14. Maintains, updates and improves JIM web site.
15. Any material / notices to be put on the website is done through the permission of the Director before he uploads.
16. Takes photos for important events and stores for easy retrieval.
17. Ensures monthly back up of accounts and other matters in the office and faculty of the institute.
18. Maintains the computer system in placement and the office of the institute once in two days.
19. Operates the computer systems and acoustics in the class rooms or Auditorium, if his assistance is sought by Director or other faculty.
20. Repairs the Laptop of students and staff during their stay in the institute.
21. Submits to the chair for accreditation and documentation various events as soft copies.
22. Aably assisted by Senior Assistant for photos and for organizing media persons.
23. Maintains the entire classroom along with Librarian for lectures such as blackboards / white boards, computer and LCD monitor.
24. Maintains CCTVs inside the campus.

Job Description of Librarian

1. Incharge of maintenance, preservation and updating of all related materials to library and takes care of the entire library
2. Purchase relevant text books and renews subscription of Journals and Magazines including e-resources
3. Searches standard reference materials, including on-line sources to answer referred questions
4. Assists in furnishing or locating the information requested
5. Keeps records of circulation and materials
6. Checks books in and out of the library
7. Explains the use of library facilities, resources, equipment and services to all students.

8. Reviews and evaluates resource materials, such as book reviews and catalogues, in order to select and order print, audio-visual and electronic resources. The same is communicated to the faculty.
9. Organizes collections of books, publications, documents, audio-visual aids and other reference materials for access and obtains the feedback from faculty and students.
10. Evaluates materials to determine outdated or unused items and are to be discarded.
11. Develops information access aids such as indexes and annotated bibliographies, web pages, electronic pathfinders and on-line tutorials.
12. Compiles lists of books, periodicals, articles and audio-visual materials on particular subjects.
13. Assembles and arranges for display of materials.
14. Ensures the collection of books and materials borrowed.
15. Collects the books and resource needed for the faculty and initiates to buy them.
16. Ensures the timely supply of text books and other materials to the students.
17. Photo copies the resources and question papers as per request from the management and the faculty.
18. Maintains the library premises, the equipments and systems neat and orderly.
19. Selects the books recommended by the faculty and the Director and gets their feedback before buying them.
20. E-book and E-Journal collection for faculty, Research Scholars and Students.
21. Collection of case studies from other management libraries.
22. Assists the technical staff whenever help is needed.
23. Stock verification of Library is done in the month of April by a third party.

Job description of Executive Assistant - Academics

1. Assists Dean-Academics in scheduling classes and organising programs and Dean students in organizing students' programmes.
2. Helps in designing and printing invitations and publicity material.
3. Arranges sessions, informs faculty and helps Dean-Academics in matters related to learning at the institute.
4. Supports in Assessment of AOL and faculty and other specific programs.
5. Ensures the availability of Halls and equipment's by requesting the Administrator.
6. Helps Chair-Placement in preparing details for placement process and documenting the same.
7. Helps in preparation and deciphering/ Designing of Placement Brochure.
8. Helps the MDP Coordinator in designing, registering and conducting the programmes.
9. Keeps all the confidentiality matters of Placement, MDP and Training and of the institute carefully.
10. Coordinating any other work given by the Director and Administrator
11. Journal publishing - Design, printing.
12. Taking care of documentations of all the programme in the institute

Job Description of Executive Assistant - Administration

1. Maintains all certificates of MBA students in the assigned filing cabinets.
2. Computerizes letters, Communications to be displayed on the faculty, staff and students' notice board and files them according to the topics.

3. Informs officials of the meetings and schedules as per the instruction of Director.
4. Supports Chair-Exam in all duties related to the conduct of Formative Assessment, records the marks of Formative assessment and marks for Summative and marks for semester Exams.
5. Personal Assistant to the Director; hence all appointments are routed through him or her.
6. Preserves all documents (soft and hard copies) intact.
7. Assists accountant in collecting fees of different types and helps in maintenance of the office.
8. Keeps the documents in order and confidential.
9. Obtains comments from the guests and visitors in the note about their comments preference of the Institute.
10. Birthday celebration – information is communicated to faculty and staff and greeting message sent
11. Classroom computer cupboard keys must be received and returned and recorded in the register.
12. Regular Documentations of correspondence
13. Refreshments of students, faculty and staff are monitored and informs the Administrator about its variation or difficulties
14. Assists Dean for Students in organizing student's programmes and PT Association Meetings and preparation for student mentoring
15. In – charge of arranging staff meeting twice in a month
16. Maintenance and filing of Director's Record
17. Coordinator/ In charge of convocation work
18. Incharge of ID Card, Uniform, Medical Checkup, Insurance
19. Maintenance of Research Scholar Record
20. Preparing Bonafide Certificate for Students
21. Purchase and Stock Maintenance Details
22. Maintenance of Hostel Record
23. Supervises the preparation and cleanliness of Halls, Auditorium, Library and class – rooms for regular academic and co-curricular programmes.

Job Description of Accountant

1. Maintains the books of Accounts, Receipts and Payments and all documents related to accounts section and submits it to the Administrator at the end of each month and settles all accounts.
2. Deposits cash in the Bank and withdraws money according to the instructions of the Administrator
3. Assists Junior Assistant
4. Prepare order forms for purchase and withdrawal of cheques or issue of cheques from the office of the society of St. Joseph's College.
5. Collects tuition, examination and other related fees.
6. Maintains TDS for the works done.
7. Maintenance of the acquittance registers of staff and faculty.

8. Prepares the Salary bill, the overtime duty records and maintains them, and releases salary before 28th of every month.
9. In the event of doubts, meets Administrator for clarifications and keeps the Director in the loop.
10. Present all quotations called by the Administrator and then the finalized quotation is used to execute the order.
11. Updates the computer system as well as knowledge in the financial management of accounts by seeking the guidance from the office of Auditor and that of the accountant of the Society of St. Joseph's College.
12. Informs the status of income and expenditure according to the proposed budget at the end of every month.

Office Assistant cum Computer Operator

1. Offers secretarial assistance to the Director
2. Provides documents required by the management and the faculty
3. Numbers, files and maintains all the inward and outward communication for easy reference
4. Collects student attendance, feeds into computer every hour and gives the list of absentees/On duty to the Director and Dean of Students
5. Maintains the attendance of the staff, leave records etc.
6. Receives the guests/clients /students and informs the respective people
7. Offers typing assistance when required to the Director/administrator and the faculty
8. Collects questing papers in advance and aligns for printout
9. Maintenance of all Certificates of MBA students in the assigned filing cabinets.
10. Computerizes letters, communications to be displayed on the staff and students notice boards and files them according to the topics.
11. Computerizes course materials, question papers and reports in accordance with the requirements of the academic and co-curricular programmes and as per direction of the Director, Administrator and Deans.
12. Assists accountant in collecting fees of different types.
13. Keeps the documents in order and confidential.

Job Description of Junior Assistant

1. Assist in all duties related to the conduct of Formative Assessment, records the marks of Formative assessment and marks for Summative and marks for semester Exams.
2. Checks with the accountant of JIM the list of students who have paid the examination fees.
3. Ensures the question papers received in advance and helps in scheduling assessment.
4. Prepares the documents to be submitted by the Director for the Examination Committee and awards committee a week in advance.
5. Assists Chair Admission and Training for the conduct of Entrance Tests for JIM as well as other assignments.

6. Prepares the AICTE, NIRF and NAAC Documents according to the Instruction of the Chair.
7. Coordinate with Chair Exam to conduct Examination internal and semester.
8. Assists Admissions Chair, students in sending communication or sending students to various colleges.
9. Helps chair, Publication and Research, Chair, Branding and Strategy and other coordinators namely for Accreditation, Industry – Institute and Shepherd.
10. Keep the documents of your session updated.
11. Aply assisted by the Junior Assistant and Accountant and Vice Versa whenever help is needed.
12. Obtains all documents from the faculty as required.
13. In charge of receiving the guests and their hospitality.

Job Description of Electrician

1. Maintains all Electrical Systems, Power Supply and Genset and Electrical accessories, Water coolers, Air conditioners.
2. Monitors regular supply of water and electricity.
3. Switch on the Water cooler
4. Maintains and provides Audio – Video systems in JIM for different academic and curricular activities in the respective venues.
5. Keeps record of annual maintenance of Generator, Water coolers, Johnson Lift, R.O. Units, Air conditioners, Fire extinguishers.
6. Reminds the Administrator of the renewal of Annual Maintenance of Air–Conditioners, R.O Plants, Generators, Lift, Water Coolers, Coffee – Maker and other units in JIM.
7. Assists Administrator in the maintenance and buying of equipments, tools and other materials related to academic and co-curricular programmes.
8. Registers all capital investments at the end of March and reports to the Administrator about the damage or breakage and the need to buy them or repair them.
9. Takes stock of all movable properties of the institute annually during the month of March.
10. Aply assisted by System Administrator to conduct programmes in the Auditorium, when Electrician engaged with other works.
11. Distributes the stationary, articles and other materials needed for teaching and learning at the request of faculty.
12. Informs Administrator, the status of water and other materials needed
13. Within campus
14. Makes sure that the physical arrangements and requirements are addressed as and when needed.
15. Maintains and monitors Digital Bell.
16. At the end of every academic year physical verification of all materials purchased are checked and verified by a person appointed by the Administrator.

Job Description – House Keeping

1. Take charge of the work immediate leaving of security
2. Clean all the floor’s toilet
3. Clean all the class rooms, auditorium, faculty room, office room

4. Makes sure that the physical arrangements and requirements are addressed as and when needed for common programs
5. Alternative day ensure to clean the library and computer lab
6. Monthly once cleaning of all the doors
7. Maintain with cleanness for institute guest rooms
8. Maintain and clean entire campus and ensure plastic free campus
9. Inform the requirements of guest rooms to Administrator
10. Ensure opening and closing all doors and windows
11. Take care of all sports equipment in the respective stock room

Job Description – Security /Guard

1. Be present at 6.00 pm and check thoroughly all class rooms that electrical equipment on off Mode.
2. Keep roaming the institute premises during Night.
3. Have taken dinner between 08.15 PM to 9.00 Pm.
4. Check intruders and outsiders.
5. Be in the premises till 7.30 am. If Gardner is on leave, have to leave only at 08.00 am.
6. Water the lawn in the evening.
7. Inform the administrator If vehicles are parked in parking place without his permission.
8. Attend the meeting twice in a month.
9. Have to work along with other coworkers.
10. Leave can be availed on rotation basis.
11. Gather all the chairs in between trees, kiosks and replace them in order in the evening.
12. Re arrange the chairs morning at 7.00 am.
13. Make sure that no person or vehicle trespasses within the premises.
14. Treat people coming to the institute and guide them to office with great respect.

Job Description – Gardner

1. Maintain with due care all the trees, herbs, creepers and plants.
2. Cultivate plants on seasonal basis.
3. Use water sparingly.
4. Maintain all the Gardens beautifully.
5. Chop branches of trees before the Monsoon season.
6. Keep clean the drinking water sump and make sure to pump the drinking water into the upper water tank
7. Have an eye on the people coming to the institute.
8. Motor bikes and cars of faculty and students should be parked in order in the parking slot and should be watched over.
9. Help other outsiders to park their vehicles in a specific place.
10. Join along with other co-workers in day to day works.
11. Can avail leave on rotation basis and receive payment for working days and on holiday if you work.
12. Re arrange and replace chairs along with watchman in kiosks.
13. Respect people coming to the institute and direct them to office with simile.
14. Watch the parking place, verify and check whether boys and girls have vehicle pass sticker issued by the Institute.

Section -3 Rules and Regulations

General

3.1 All rules, orders, and instructions hitherto in force pertaining to the subject matter of any of the provisions of these Rules are hereby repealed.

3.2 These Rules shall apply to all staff of the Institute and shall not apply to:

Persons in casual employment.

Persons subject to discharge from service on less than one month's notice.

Persons for whose appointment and other matters covered by these Rules, special provision is or has been made by or under any other Rules, contract, or agreement for the time being in force in regard to the matters covered by such Rules, contract or agreement.

3.3 Notwithstanding anything contained in sub-rule, the Director, may, by order, exclude from the operation of all or any of the provisions of these Rules any particular staff if he/she is satisfied that the operation of such provision causes undue hardship to the staff concerned or such exemption or relaxation is otherwise in the interest of the Institute.

3.4 The strength of staff under different categories shall be as may, by order, be determined by the Director from time to time keeping in view the needs and requirements of the Institute and the AICTE regulations.

3.5 The scales of pay of the different categories of posts shall be as determined by the Board from time to time.

3.6 The Director shall, from time to time, assess the requirements of the Institute as regards various categories of posts and determine the vacancies to be filled up. After the vacancies to be filled up are determined, the Director shall proceed to fill up the same and discuss with Administrator.

3.7 Intimation of vacancies along with prescribed qualifications and experiences shall be notified in the Office Notice Board in addition to other methods decided under 2.8

Appointments

3.8 The details of the procedure to be followed, in the matter of filling up of vacancies, such as an advertisement, or suitable notification inviting applications, the constitution of Selection Committee, the manner of conducting an interview, assessment of merit etc., shall be decided by the Director, as appropriate. Explanation: Regarding questions as to the commitment and loyalty of staff to the causes of the Institute, the decision of the Director shall be final

3.9 All appointments shall be made by the Director discussed with Administrator

3.10 The appointment shall initially be made for a period of two years during which period the concerned staff shall be on probation. The probation may be extended for one more year if the staff does not demonstrate the expected performance.

3.11 Every person appointed to any post shall be on probation for a period of two years. At the end of the probation period, an evaluation will be done and a probation period evaluation form will be administered by the concerned administrator.

3.12 All staff shall, at all times, maintain absolute integrity, the decorum of conduct, devotion and commitment to duty and to the objects of the Institute.

3.13 Every staff shall, at all times, carry out the orders and act according to the instructions of his/her superiors so far as his/her official duties are concerned

3.14 No staff shall, by any expression or implied act of omission or commission do anything which shall have the effect of compromising the interest and the aims and objects of the Institute and of embarrassing or is capable of embarrassing the relationship of the Institute with any Agency or authority in relation to such aims and objects.

3.15 No staff shall, with a view to ventilating his/her grievance, whether such grievance is individual or general in character or for any other reason, take recourse to cessation of work, acting singly or in combination with others or refusal to work with others under a common understanding with other persons who are or have been so employed to work or accept employment.

Grievances

3.16 All grievances, if any, should be sorted out and settled in a peaceful manner, by representation and negotiation, wherever necessary

3.17 Making false statements, committing fraud and misrepresentation and thereby obtaining the unfair or unintended or unearned advantage of facility or gain or putting the Institute to wrongful loss.

Tampering with the records or papers or documents of or disclosing information relating to such records of papers or documents which may come into his/her possession in course of his/her work/duties. Threatening or intimidating or using force or any form of violence against any staff or person inside or outside the premises of the Institute.

Theft, fraud or dishonesty in connection with or damage or breakage to any business or property of the Institute or of the property of another person working in the Institute or any other property lying in the premises of the Institute.

Involvement including commission, and abetment or conviction on any offense in a court of law, including moral turpitude. Double or part-time employment in any organization/institution or under any person other than the Institute Notwithstanding anything contained in the foregoing provisions, it shall be competent for the Director to lay down, in addition to the above, special rules of conduct for staff employed on special duties such as security guard.

Performance

As a first step to assessing and monitoring the performance of employees, every employee shall fill in a daily work log of what all works they do in a day. The same has to be submitted to the reporting superior at the end of the month.

A performance review exercise is conducted twice a year in line with the 360-degree appraisal where the performance of the individual is appraised by himself, his colleagues, subordinates and superiors.

A final feedback regarding areas of growth and areas of improvement are communicated to the employee at the end of the academic year. The purpose of the review process is to reflect on the achievements and challenges faced by the employee during the course of the year. It also forms the basis of deciding the increments and charting growth map for all employees. The institute recognizes the outstanding performance of some of its staff by providing opportunities for an upward movement.

Increment

3.19 Increment: Annual increment normally commences on July 1st of a year. The first annual increment of a staff joining service shall be given on satisfactory completion of the period of probation, provided that if the period of probation has been extended, the first annual increment shall be given at the end of such extended period with cumulative effect.

Subsequent increment shall be allowed after confirmation of the staff annually for satisfactory performance. Provided that the staff will be allowed to cross the expected performance level in a time scale of pay only if his/her performance is extraordinarily good. Increments in pay, to such extent and from such date, may be granted by the Director if he/she shows outstanding performance. The Director will be the sole judge of what constitutes outstanding performance or extraordinarily good.

Increment (s) may be granted in favour of a staff who obtains any extra degree or qualification which will have the effect of increasing his/her efficiency or improving the performance of the duties of his/her post. Where a staff working on a particular scale of pay is appointed to another post carrying another scale of pay, then his/her pay, on joining the new post, shall be fixed at the minimum of the new scale, if the minimum is more than the basic pay drawn by the staff. If the basic pay drawn by the staff is more than the minimum of the new scale, then his/her pay in the new scale shall be fixed at a stage in the new scale next above the basic pay drawn by the staff.

Holidays

3.20 Holidays: National and festival holidays as notified in the Institute's calendar are allowed to all staff. Sundays will be weekly off days unless otherwise specified. The above holidays are different from academic holidays which are allowed to students and teaching staff. Eight hours of work constitute a working day for all staff. The usual timings are from 830 am to 1.00 pm and from 2.00 pm to 6.00 p.m. except in case of those who are on special duties, characteristics of their work such as those who are on evening or night duty.

Working Schedule

The working schedule of such staff shall be as may be prescribed by the Director consultation with Administrator. Every member of the staff is expected to be responsible for completion of the work that is a part of his/her duties or that is expressly assigned to him/her duties by his/her superior(s).

Where in exigencies or circumstances, additional work is assigned to any staff or the work is required to be completed at a stretch, he/she will have to complete it and will, later on, be permitted to either take time off on another occasion (compensatory off) or avail monetary benefit. However, monetary benefit or compensatory off is at the sole discretion of the Administrator.

Where the duty requires that it has to be performed continuously without break and in shifts, then the concerned staff shall have to perform the duty beyond his/her duty till his/her reliever in the other shift joins and in such an eventuality he/she will be either permitted to take time off equivalent to extra time engaged on other occasions (compensatory off) or avail monetary benefit. However, monetary benefit or compensatory off is at the sole discretion of the Administrator.

Overtime should be approved by the respective head of department followed by approval from the Director and Administrator. Overtime will be calculated and paid at the end of every month.

Notwithstanding anything contained in the foregoing provisions, in exigencies of requirements, any member of staff can be called upon to attend office duty at any other time in a working day or in a holiday for which he/she will be permitted to take time off subsequently without any overtime allowances.

Attendance and Punctuality

Your punctuality at work will be observed. All staff members are responsible to report to work on or before the scheduled work time and leave on or after the scheduled work time. Violations of the stated work hours, excessive tardiness and falsifying time sheets will be subject to progressive disciplinary action up to and including termination of employment.

Leave

3.21 Leave of any kind cannot be claimed as a matter of right, but will be granted according to exigencies of circumstances. Leave taken without sanction will entail loss of emoluments besides inviting disciplinary action.

Sanctioned leave beyond what is due at the credit of the staff will be treated as extraordinary leave without pay.

Every member of the staff on confirmation will be eligible to get 15 days of medical leave per year with full pay. Such leave beyond three days will be granted only on medical certificate from a medical practitioner recognised by the Institute.

Leave up to a maximum period of one year (i.e. 365 days) without pay may be granted by the Institute to any staff in case of terminal sickness or other serious ailment requiring prolonged treatment.

Annual leave up to a maximum of 20 days and casual leave up to a maximum of 12 days in a year will be admissible to all staff, excluding weekly off. All kinds of leave will be sanctioned by the Administrator, in suitable cases, with the approval of the Director.

Maternity leave with full pay will be admissible to a confirmed female staff according to the Maternity Benefit Act, 2017 which allows 26 weeks of paid leave.

A Leave Application form must be used for applying for leave. Detail instructions for admissibility of different kinds of leave, the manner of applying for the same, and for all ancillary matters may be issued by the Administrator with the approval of the Director.

Other Benefits

3.22 Other Benefits: All staff shall be eligible to get dearness allowance from time to time as per rates applicable to the similar class of staff under the State Government. They are also eligible for house rent allowance as per the rules of the Government.

All staff shall be eligible to be members of the Provident Fund Account in accordance with the Rules of the Institute in this regard.

Confirmed staff members are eligible for a medical allowance or any other medical benefit as the Institute provides from time to time.

Reimbursement of expenses incurred by staff for official purposes shall be made only after due review and approval by Director through the administrator.

Expenses for travel undertaken by staff for official purposes shall be provided/reimbursed only after due review and approval by the Director.

Resignation

3.23 Resignation: If an employee, at any time after confirmation, intends to resign, he/she shall give 1 month notice in writing or 1 month salary including all allowances to the Institution.

Notice period is applicable only for working months (Vacation cannot be included). This is applicable even for confirmed employees. When a staff member resigns from work, she/ he has to fill up the staff releasing form and complete all the formalities before or on the last day of working. The I-Card, Library cards, books, equipment's etc., should be returned to their respective departments. There should be a 'No Due' statement from each department before you leave from the organization.

Termination

3.24 Termination: due to unsatisfactory performance - Employees with unsatisfactory performance ratings are liable to be terminated from service, serving a notice period of one month. Termination due to medical unfitness - Employees who are deemed to be medically unfit for their positions by

an approved medical authority shall be terminated from service. Terminations due to disciplinary measures - Employees who have committed major misconduct are liable to be terminated by a decision of the Director. In such cases, the employee will be terminated with immediate effect. Termination due to activities, in word or deed against the organization – Employees found to be involved in activities, either in word or in deed, that are against the interests and values of the organization shall be subject to termination from service. Note: Employees are entitled to their final settlements, as specified under the resignation final settlement rules in all cases of termination.

Sexual Harassment

3.24 Sexual Harassment at the Workplace: The Institute is committed in dealing with and doing away with any instance of Sexual Harassment. For this, a Complaints Committee for Sexual Harassment at the Workplace has been formed. Complaints Committee for Sexual Harassment means a Committee constituted by the management to look after the allegation of sexual harassment at the workplace. The said Committee has been constituted according to the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013. “Sexual Harassment” means and includes such unwelcome sexually determined behavior (whether directly or by implication) as

- a. Physical contact and advances
- b. A demand or request for sexual favour
- c. Sexually colored remarks
- d. Showing pornography
- e. Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

Retirement

3.25 Retirement: The age of retirement of the employees of the Institute shall be 60 years. Any changes in retirement age/tenure or any other term and condition notified by AICTE will be applicable to the employees of the Institute from time to time.

If any question arises relating to the interpretation of these Rules, it shall be referred to the Director, who shall give his decision and such decision shall be final.