

STAFF HAND BOOK

CHAPTER 4 SERVICE AND CONDUCT RULES

GENERAL

1. These rules will be called as "Moodlakatte Institute of Technology, Kundapura Service and Conduct Rules" and shall come into force with effect from 01/01/2015.
2. These rules are in supersession of earlier existing rules on the subject.
3. Unless otherwise exempted, these rules will apply to every employee of MITK.
4. These rules are subject to modification by MNBS Trust from time to time.

All approval, sanctions, appointment, separation, transfer and any other act involving changing conditions of service of any employee or having financial implication shall all be done by the chairman only, whom may however specially delegate any such act to a trustee or Principal of the institution as deemed fit.

DEFINITIONS

- a) "Academic Year" means the year beginning on such a date as the university or the prescribed authorities by notification specify.
- b) "Chairman" means the Chairman appointed by the Trust.
- c) "Appointed on probation" means an employee who is appointed on probation and on the successful completion of which the management may confirm the employee in the post.
- d) "Appointing authority" means the chairman or any other person duly authorized on his behalf.
- e) "Calendar Year" means the period commencing from first day of January of a year to 31st of December of same year.
- f) "College" means Moodlakatte Institute of Technology".
- g) "Competent Authority" means and includes the Chairman, the Trustees, the Governing Council, or any authority empowered by the Trust for specific purposes.
- h) "Continuous Service" means service of employee which occurs without break during the entire tenure of such service.

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- i) "Contract Employee" means a person appointed for specific period and on specific terms and condition.
- j) "Disciplinary authority" means and include the appointing authority of the Trust- the Chairman, the Trustees or any such authority empowered by the Trust with powers to suspend, initiate disciplinary action or impose any of penalties listed in the rules.
- k) "Emoluments" means the aggregate of salary including DA and such other allowances like HRA, Conveyance etc.
- l) "Employer" means and includes Trust or any other authority appointed by the Trust.
- m) "Family" means and include the legally wedded spouse, dependent children and dependent parents of employee.
- n) "Financial Year" means period commencing from first day of April of a year and ending on 31st march of succeeding year.
- o) "Institute" means Moodlakatte Institute of Technology, Kundapura.
- p) "Management" means and includes Board of Trustees, the chairman and any other person empowered with authority of managing the affairs of Moodlakatte Institute of Technology, Kundapura.
- q) "MNBS Trust" means Moodlakatte Nagarathna Bhujanga Shetty Trust.
- r) "Non-teaching staff member" means a staff member appointed purely for administrative, clerical and unskilled jobs.
- s) "Principal" means principal of MITK.
- t) "Trustee" means any of the Trustees of MNBS Trust.
- u) "Salary" means aggregate of basic pay and DA.
- v) "Service" means service in MITK in whatever capacity and includes from the day of joining the institution till the cessation of employment.
- w) "Teaching Staff" means a staff member appointed for the purpose of teaching or training students and shall also include the Principal.
- x) "Vacation staff" means staff who are eligible for vacation.



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SECTION 1

APPLICATION AND IMPLEMENTATION OF SERVICE RULES

5. APPLICATION

- a) These rules shall apply to the Academic, Administrative, Technical, Ministerial and Non-Technical employees of MITK.
- b) These rules shall apply to all such other persons to whom they may be made applicable by the competent authority and subject to such other conditions as the said authority may decide to impose.

6. POWER TO IMPLEMENT SERVICE RULES

The Chairman shall be the Appointing Authority and Disciplinary Authority. The Chairman may delegate his authority to such other authority/committee/person(s) for these purposes from time to time as deemed fit.

7. POWER TO AMEND/MODIFY/RELAX SERVICE RULES

The chairman may, at any time issue such directions/guidelines and modify, revoke, suspend or change any/all these rules in accordance with law for the smooth running of the Institution.

8. INTERPRETATION OF SERVICE

The chairman shall be the final authority in relation to the application or Interpretation of these rules and whose decision on all matters hereunder shall be final and binding on all concerned.



Principal

Moodlakatte Institute of Technology
Moodlakatte, Kundapura - 576217
Udupi Dist, Karnataka

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SECTION 3

LEAVE RULES

3.1 GENERAL

- 1) **Leave is a privilege and not a right:** It may be refused or revoked by the authority empowered to grant it.
- 2) **Leave Application:** The application shall be submitted on prescribed form well in advance and should be sanctioned before availing of the leave. The staff members should make alternate arrangements/internal adjustments among the staff members of his/her or any other department.
- 3) **No leave can commence unless it has been sanctioned:** Mere submission of leave applications does not authorize an employee to avail the leave applied for. Availing of leave without getting the same sanctioned by the authority makes the employee liable to disciplinary action besides penal deductions.
- 4) **No leave will be sanctioned over telephone/Email/SMS** except in case of extraordinary circumstances/sudden illness etc. This shall, however, be regularized immediately on joining the duty in writing by applying on the specified separate application form. The cases of such post facto sanction of leave shall be accounted for separately.
- 5) **Continued absence** of more than three days, or repeated irregularity without intimation of any kind may render an employee liable to disciplinary action including termination of services besides penal deduction.

3.2 TYPES OF LEAVE

1) Casual Leave (CL)

- Every employee of the institute is entitled to twelve (12) casual leave in one calendar year.
- A minimum of half ($\frac{1}{2}$) day or a maximum of three (03) days of CL can be availed of at a time.
- CL can be pre-fixed/suffixed with all types of holidays except Vacation Leave (VL) and Earned Leave (IEL).
- CL will not be carried forward to next calendar year and will lapse at the end of the

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ensuing calendar year.

2) Restricted Holidays (RH)

Every employee of the institute is entitled to two (2) restricted holidays in one calendar year. RH will be given to employees for two main festivals whichever they want to avail in one academic calendar year.

3) Medical Leave (ML)

- Employee can avail three (3) days of ML in case of sickness of own and not his/her dependents.
- ML may be combined with CL but not with other leave.
- ML will not be carried forward to next calendar year.

4) Earned Leave (EL)

- All the employees with one year experience are eligible for earned leave (EL).
- Employee must apply for EL at least three days in advance.
- EL can be availed only in a block of 3 days or more.

Teaching Staff

- The EL admissible to a faculty shall be nine (9) days in a calendar year.
- Earned leave is not encashable and can be accumulated up to a maximum of 36 days and leave beyond 36 days will automatically lapse.
- During academic sessions, faculty members may avail EL only in extremely important cases. A maximum of three (3) days of EL in one block shall be granted during the academic teaching sessions in a semester under exceptional circumstances

Teaching Staff with Administrative Roles

- Teaching staff with Administrative roles (Principal/Deans/HoD's) are non-vacation staff and they are eligible for 30 days of EL in a calendar year.
- Earned leave is not encashable and can be accumulated up to a maximum of 120 days and leave beyond 120 days will automatically lapse.

Non-Teaching Staff

- Earned Leave shall be of 20 days in a calendar year for all non-teaching permanent employees.

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- **Earned leave** is not encashable and can be accumulated up to a maximum of 80 days and leave beyond 80 days will automatically lapse.

5) Vacation Leave (VL)

- During the period when semester is closed, vacation teaching Staff can avail Vacation Leave for 30 (15 days in odd semester and 15 days in even semester) days.
- VL cannot be pre-fixed/suffixed with any other type of leave.

6) On Duty Leave (ODL)/Special Casual Leave (SCL)

- The Principal is empowered to grant ODL/SCL.
- ODL/SCL will be given to staff members:
 - To attend University Examinations work
 - To attend FDP/Workshops
 - To participate as resource person/guests in other organization
 - To present paper in Conferences
 - For Ph.D work
 - For any work assigned by Management

7) Compensatory Holiday

- A compensatory Leave is granted in lieu of duty performed by an employee on a holiday.

8) Maternity Leave

Maternity Leave with full salary shall be granted to women employees for confinement subject to the following conditions:

- A woman employee is entitled to avail 84 days Maternity leave, only twice during entire service.
- Permanent Woman employees who have put in not less than 2 years of continuous full time service in the Institution shall become entitled for Maternity Leave.
- Such employee should or should have served the Institution for a period not less than five

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years, failing which she shall repay the salary paid during maternity leave.

9) Extra-ordinary Leave /Loss of Pay Leave

- Extra-ordinary Leave on Loss of Pay may be granted to an employee by the Principal in special circumstances, where no other leave is admissible.
- An employee who fails to rejoin duty on expiry of Extra-ordinary Leave shall be deemed to have resigned and shall cease to be in service.
- Extra-ordinary Leave on Loss of Pay shall not be counted as service for the purpose of confirming a probationary employee. An employee availing loss of pay leave will be liable for extension of probationary period for a period equivalent to period of loss of pay leave.
- Loss of Pay will be calculated from the last day of attendance to the date of rejoining for duty after availing Loss of Pay Leave, for the purpose of pay.



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SECTION 4

TA/DA AND INCENTIVES FOR CONFERENCES/PUBLICATIONS

4.1 TA/DA

The Management shall provide DA/TA for official duties at a rate determined by the Management from time to time. The rate of DA and mode of transportation allowed are dependent on the basic salary and designation.

- 1) Reimbursement of Travel expenses shall include
 - a) Actual Cost of Ticket/Fare paid within the permitted mode of travel
 - b) Accommodation charges within the prescribed limit.
 - c) DA as applicable.
- 2) Travel advance may be paid to employees at their request in writing and advance shall not be more than approximate expenses likely to be incurred.
- 3) Each journey shall be accounted for separately and shall not be set off against another.
- 4) DA is admissible from the time of commencement of journey till return to the institution/usual place of residence upon completion of itinerary.
- 5) All TA/DA bills shall be submitted to the Principal in prescribed format within a maximum period of 7 days from the date of return of journey.
- 6) Travel on academic work such as examination works, valuation and other duties assigned by the University or statutory bodies for which expenses are reimbursed by such bodies shall not be entitled for claiming TA/DA from the Institution.

4.2 INCENTIVES FOR CONFERENCES/PUBLICATIONS

As a part of the continual quality improvement policy of the college, it has been decided to give incentives to the staff members publishing papers in conferences and journals as per the following guidelines, subject to budgetary allocation.

- Rate of incentives

- International conference: 50 % of the registration fee, with a ceiling of two papers per year.
- National Journal (SCI or Scopus or WOS indexed): 50% of publication fee for open access publication or Rs.2000 for free publication, with a ceiling of one

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paper per year.

- International Journal (SCI or Scopus or WOS indexed): 50% of publication fee for open access publication or Rs.3000 for free publication, with a ceiling of two papers per year.
- International Journal (WOS Q1-Q2): Rs. 6,000/-, with a ceiling of two papers per year.
- To claim the above incentives, a hard copy of the paper published in the proceedings/journal clearly indicating the affiliation of the author as a staff member of MITK has to be submitted along with the application.
- Faculty members who are pursuing PhD on part time external basis may claim only 50% of the declared incentives when they mention the author affiliation as research scholar.
- Prior permission shall be obtained from competent authority for sending papers.
- In the case of conferences, oral presentation is needed and poster presentation will be having only 50% weightage.
- In case of more than one author for the free publication paper, the first author will get the full credit and the subsequent authors can claim 50 % of the incentive.
- In any case the number of authors per paper shall not exceed four to claim this incentive.
- To prepare the manuscripts of text books, author may claim an advance amount of Rs.10000 which shall be paid back to the college within 12 months.



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SECTION 5 CODE OF CONDUCT

5.1 GENERAL

For the development and progress of the college, all members of the staff should work as a team and they should also maintain a cordial relationship in the department and with other departments.

5.2 CODE OF CONDUCT

- a) An employ shall at all times
 - i. Maintain absolute integrity, discipline and devotion to the duty.
 - ii. Do nothing which is unbecoming of an employee of an educational institution.
- b) An employ shall
 - i. Be punctual in attendance in respect of his work and any other work connected with the duties assigned to him by his/her superior staff.
 - ii. Abide by the rules and regulations of the Institution and show due respect to the constituted authority.
- c) No employee shall
 - i. Knowingly or willfully neglect his/her duties.
 - ii. Propagate communal or sectarian outlook or incite or allow any student or colleague to indulge in communal or sectarian activity.
 - iii. Discriminate against any person on the ground of caste, creed, language, and place of origin, social and cultural background.
 - iv. Indulge in or encourage any form of malpractice connected with examinations or any institutional activity.
 - v. Make any sustained neglect in correcting the assignment of students.
 - vi. Absent himself/herself from duties of the institution without prior permission of superiors.
 - vii. Behaving in a manner unbecoming of a staff member.
 - viii. Engage in private tuitions except with specific written permission from the Principal.
 - ix. Prepare or publish any book without prior permission from the competent authority.
 - x. Enter into any monetary transactions with any colleague or outsiders, using the identity of the college.

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- xi. **Act as an agent** for any company/firm for gaining monetary benefits using the identity of the college.
 - xii. Accept any gift using the identity of the college.
 - xii. Cause or incite any other person to cause damages to the institutional properties.
 - xiii. Behave or incite any student, colleague or any other employ to behave in a disorderly manner in the institution premises.
 - xiv. Be guilty of any violence or any conduct which involves moral turpitude.
 - xv. Be guilty of misbehavior or cruelty towards any visitor, teachers, students or any other employee.
 - xvi. Organize or attend any meeting in the institution without prior permission of the Principal.
 - xvii. Organize any political campaign or activity.
 - xviii. Join any organization which are prejudicial to the interest of sovereignty or integrity of India or public order of modesty.
 - xix. Resort to or instigate or abet any form of strike by the employees.
 - xx. Bring or attempt to bring political influences to bear upon any superior authority to further his interests in respect of matters pertaining to the service in the institution.
 - xxi. Engage directly or indirectly in any trade or business without the permission from the Management.
- The breach of any condition mentioned above shall be deemed to be a breach of the Code of Conduct.



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SECTION 6

DISCIPLINE & DISCIPLINARY ACTION

6.1 DISCIPLINARY ACTION

- 1) Any teacher who is violating the code of conduct defined in chapter 5 of this manual will be subjected to appropriate disciplinary action by the Principal/Chairman.
- 2) There shall be Internal Complaints Committee (ICC) chaired by a senior women faculty member to look into the sexual harassment/discrimination complaints of women staff and staff of third gender. In case of such complaints, ICC shall conduct proper enquiry and submit a report with recommendations of actions to the Principal. The Principal shall, in consultation with the Management has to make sure that the actions recommended by ICC are implemented.
- 3) If a teacher commits an act of misconduct or misdemeanor by violating the code of conduct, anyone can report in writing to the Principal.
- 4) The Principal shall hold a preliminary enquiry on the matter, by calling the person on whom the report is given, as quickly as possible.
- 5) If the Principal is satisfied with the facts of the Complaint on such enquiry, he shall proceed with the disciplinary process, depending upon the veracity of such violation such as detailed enquiry etc.
- 6) He shall proceed with issuing a Show Cause Notice, fully describing the office and the action proposed to be taken, giving sufficient time for the accused teacher for giving his/her explanation.
- 7) On receipt of the explanation, or after the expiry of the time stipulated for submission of explanation, the Principal shall go through the merit of the explanation and decide on the course of action, which may include a punishment.
- 8) The course of action for disciplining a teacher shall be under the following categories:
 - 1) Memo and Censure.
 - 2) Warning in writing, with recovery of monies, where financial loss is involved in the act.
 - 3) Suspension from work without remuneration.

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- 4) Dismissal or discharge from service.
- 9) Any staff member receiving more than two memo or warning will be given punishments. Where the punishment proposed is in these categories, Principal/ chairman shall constitute a one man court of domestic enquiry to go into details in the presence of the accused, giving fair opportunity to the accused to present his/her case, observing principle of natural justice.

6.2 GRIEVANCE PROCEDURE

- 10) The Principal shall constitute a Grievance Committee to redress the Grievance of the teaching and non-teaching staff.
- 11) The Grievance Committee shall be composed of among the ranks of Head of the Departments, Principal, Dean and Chairman.
- 12) The Principal shall announce the Committee and the names of members at the beginning of every academic year.
- 13) The grievance committee shall: have a member secretary, to monitor the proceedings meet once every month on a stipulated day and time
- 14) Any teaching or non-teaching staff having a grievance, he or she shall make a representation to the Committee.
- 15) The member Secretary of the Grievance Committee shall include such grievance as an item of the agenda in the next weekly meeting, unless the seriousness of the grievance warrants a meeting to be commissioned immediately.
- 16) The grievances shall be redressed immediately by the committee and by the Chairman.
- 17) The Member-Secretary shall record and maintain the minute's the meetings.



Principal