

# 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 31<sup>st</sup> 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.

## STAFF HAND BOOK

- 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 31<sup>st</sup> 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.





## **STAFF HAND BOOK**

---

### **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

# STAFF HAND BOOK

## SECTION 2

### RECRUITMENT AND SERVICE CONDITIONS

#### 2.1 Recruitment

- 1) Number of vacancies for both teaching and non-teaching is notified by Principal/Designated Authority based on student strength/resignations or separations of staff members, to the management for approval.
- 2) Screening of applications received is done by the respective Department Head/Principal. The minimum qualification for teaching and technical posts should be as per AICTE.
- 3) Short listed candidates are informed through call letters/over telephones from the office.
- 4) At times, Walk- in interviews is also conducted for immediate postings.
- 5) Recruitments shall be made only after conducting a test/interview/presentation. An interview committee shall be constituted for the purpose of interviewing candidates. The committee shall comprise of the following:

#### For Teaching Posts:

Principal

Head of the Department concerned

Representative of the Trust

An external expert if needed.

#### For Non-Teaching Posts:

Principal

Head of the Department concerned

Representative of the Trust

- 6) The emoluments (Basic Salary, a monthly dearness allowance and other allowances) shall be paid as per management policy considering AICTE norms.
- 7) Management can also decide other allowances for Professor, Principal and Special Posts.
- 8) Direct interview is conducted for senior posts.
- 9) On completion of the interview, the selection committee will record its final recommendations



## STAFF HAND BOOK

with signature of every member present. The selection committee may recommend suitable advance increments for exceptionally outstanding candidates who are to be appointed as Assistant Professor, Associate Professor and Professor. Recommendations of the selection committees will be placed before the Chairman along with details of sanctioned posts, for final approval and subsequent issue of appointment orders by the Chairman.

### 2.2 Appointment on Probation

All appointments of the staff shall begin with a probation of one year, which may be extended or determined as the case may be. In exceptional cases, the period of probation may be dispensed at the discretion of the competent authority.

### 2.3 Approval of Qualification

- 1) A person shall be deemed to have been appointed to the service when his appointment is made to a post in accordance with the existing AICTE norms.
- 2) Every appointee shall be subject to the conditions that his/her desired qualification is approved by the affiliating University.
- 3) At the time of joining all appointee shall submit original certificates, equivalence certificates as demanded by VTU with sufficient number of copies from S.S.L.C onwards. The original certificates will be returned only after the approval of qualification of the appointee by the Principal.
- 4) In later stage, any malpractice in qualification is noticed by any authorities, the candidate/employee shall be terminated with immediate effect and a penalty shall be imposed as decided by the management.

### 2.4 Confirmation of Services

An employee appointed on probation shall continue to do so until his services are confirmed by a letter in writing. After successful completion of probation period, the services may be confirmed by the Management.



## STAFF HAND BOOK

### 2.5 Appointment on Contract Basis

Any appointment beyond the age of 60 shall generally be on contract basis, such appointments being eligible for a consolidated salary, with no accrual of Provident fund, Gratuity or any other statutory terminal benefits.

### 2.6 Service Conditions for the Staff

- 1) Every member of the staff shall agree to abide by all the conditions herein stated and also such conditions as may be stipulated from time to time by the competent authority.
- 2) The number of designations in the respect of teachers shall be as per the AICTE regulations from time to time. As per the current AICTE regulations, there shall be three designations in MIT- Assistant Professor, Associate Professor and Professor.
- 3) Every member of the staff shall employ himself/herself honestly, efficiently and diligently under the orders and instructions and the administrative control of the Principal/Designated Authority or other officers under whom he/she shall, from time to time, be placed. The Principal shall be responsible for the proper and efficient administration and functioning as also for maintaining peace and discipline thereof. The Vice Principal and Deans shall assist Principal in their areas (Academics/Research/Training and Placement, Student Welfare etc.) concerned. All Heads of the Departments shall be responsible for the efficient functioning of the department concerned. HoD's shall work under Principal/Vice Principal/Deans and extend fullest co-operation in the administration, academic, research and welfare activities of the students. The staff members shall work under the instructions and the control of superiors and he/she shall discharge all duties pertaining to the office and perform in such a manner which may be required of him/her or which are necessary to be done in his/her capacity as aforesaid. The job responsibilities of teaching staff will include teaching, laboratory instructions, student assessment and evaluation, R&D and Consultancy activities, developing laboratories, assisting in department administration, assisting in conducting University examinations, organizing curricular/co-curricular/extra-curricular activities, assisting in training and placement activities and brand building of the institution. The organization chart is as follows:



- 4) Every member of the staff shall devote his/her whole time to the duties of the said employment and shall not, either directly or indirectly, carry on or be concerned/involvement in any trade, business, private tuition or the like of a remunerative kind or of an honorary nature without the specific written permission of the Chairman or his nominee.
- 5) Any staff member, on appointment, except on contract, shall be on probation for a period of one year.
- 6) A service file for keeping the record of service of staff shall be maintained by Principal in respect of each employee of the College. All activities of an employee in his/her official

## STAFF HAND BOOK

position shall be recorded in this service file.

### 2.7 Performance Appraisal of Employees and Increments

- 1) Staff Members are eligible to the increments based on performance, at the end of 12 month in service in the Institution. The increments will be in effect at the beginning of every academic year or as decided by the Management.
- 2) Additional Increments may be given to staff members based on their contributions and results achieved at the discretion of the Management.
- 3) Annual Staff Performance Appraisal Systems consists of
  - A. Self-Appraisal
  - B. Appraisal by Students
  - C. Appraisal by Head of Department
  - D. Appraisal by Management

All the staff members are required to submit their Self-Appraisal Report at the end of every academic year in the prescribed format. The report will be evaluated by APEC. The Management, Principal will discuss results of the appraisal with each employee. Sustained good performance will be a requirement for internal promotion and increments. Selection to higher posts etc. Results of the appraisal will find a place in the Personal file. The non-performance will be suitably dealt with. The attainment of any two of the following as mandatory for every faculty for each academic year for increments.

1. Paper publication -Journal/conference,
2. Patent -Apply/sanction,
3. Project -Apply/sanction
4. Testing/consultancy
5. Conduct/co-ordinate -Conference/seminar/FDP /Hackathon/Workshop/any similar event.

### 2.8 Promotion Policies

- 1) Promotions shall not be claimed as a matter of right by any employee.
- 2) All promotions shall be considered on the basis of merit-cum-seniority basis against the vacancies available in the next higher grade or as decided by the management from time to time.



## STAFF HAND BOOK

- 3) Promotions shall be effected after due interview of eligible shortlisted candidates by an interview committee comprising of the following members:

### For Teaching Posts:

Principal  
Head of the Department concerned  
Representative of the Trust  
An external expert if needed.

### For Non-Teaching Posts:

Principal  
Head of the Department concerned  
Representative of the Trust

- 4) The Committee shall consider promotion of teaching staff to the next higher position on the basis of the guidelines given in this chapter and as per AICTE norms, **subject to the condition that there has not been any disciplinary action taken against such candidate for promotion, for any misconduct he/she has committed during the service.**
- 5) The staff shall be considered for promotion to the next higher level position, subject however, he/she had completed the three years of service after probation in the current position and should have obtained AICTE prescribed qualification.
- 6) Special preference shall be given to the faculty who is undergoing Ph.D and completing the course work and comprehensive viva voce for Ph.D and on publication of 5 International Journal papers, being in the authors' area of specialization for the promotion to the post of Associate professor with **Minimum** of 5 years of experience in teaching/research/ industry or (Equivalence for PhD is based on publication of 5 International Journal papers, being in the authors' area of specialization) and subjected to condition that, they fulfill the AICTE requirement within four years from the date of promotion.
- 7) Minimum of 10 years teaching/research/ Industrial experience of which at least 5 years should be at the level of Associate Professor and possessing a Ph.D. degree in the relevant discipline or Minimum of 13 years' experience in teaching and/or Research and/or Industry with PhD



## STAFF HAND BOOK

shall be eligible to be appointed and designated as Professor, subject to other conditions of academic performance as laid down by the AICTE.

- 8) No teacher other than those with a Ph.D. shall be promoted, appointed or designated as Professor.
- 9) The following information is required in the CV for reappointment and promotion of candidates:

Educational background

Academic and other relevant employment history

Awards and appreciation if any

Research and/or creative works, publications journal, conference proceedings, text book publications etc.

Teaching accomplishments: List classes taught with results, List any textbooks, study guides, manuals, workbooks, or electronic media, produced for student or class use, mentor list etc.

- 10) Those who are promoted shall be fitted in the Scale of Pay applicable to that category.
- 11) All decisions on promotions shall be taken up in the month of August every year.
- 12) All cases of promotions satisfying the above norms and those prescribed by the AICTE will be considered, subject to the requirement of the department and discretion of the Management.

### 2.9 Deputation to Higher Studies

- 1) In case of teaching staff deputed for full time higher studies, study leave may be granted with half/full salary as determined by the Management. The staff has to execute a bond of serving the Institution for a period determined by the Management and agreed upon by the staff member. In case, a staff member breaks the bond, he/she has to pay back all salary paid during deputation period and a penalty not exceeding the salary paid during deputation period.
- 2) In case of teaching staff deputed for Part time higher studies, one day special casual Leave per week may be availed. The staff has to execute a bond of serving the Institution for a period of two years after completing the studies. In case a staff member breaks the bond, he/she has to



## STAFF HAND BOOK

pay back all the salary paid for SCL during deputation period and a penalty not exceeding the salary paid for SCIL during deputation period.

- 3) The deputation for higher studies shall be restricted to one staff member per department at a time.

### 2.10 Resignation

A member of the staff shall effect cessation of his/her service by giving one month notice or one month basic salary in lieu thereof. But during the close of academic year, one month notice is not needed for separation from service of MIT. The resignation shall come into force from the date from which the appointing authority accepts the resignation or the date of relief whichever is earlier. Normally they will not be relieved in the middle of a semester. However, the management reserves the right to waive the notice period or the compensation thereof.

### 2.11 Retirement from Service

- 1) All teaching and non-teaching staff shall retire on completing the age of superannuation, which is 60 years for teaching staff and 58 years for non-teaching staff.
- 2) When a faculty member completes the age of superannuation on a day falling during the academic year, he/she shall retire on the 1<sup>st</sup> of May of the succeeding year.
- 3) If the retiring employee has accumulation of annual leave to his/her credit, the same can be availed in the period preceding his/her retirement by making application to the Principal and appropriately sanctioned by him.
- 4) The age of superannuation as mentioned above shall not be applicable to the Professors of Emeritus and Special Category appointments.



# STAFF HAND BOOK

## 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



## STAFF HAND BOOK

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.

## STAFF HAND BOOK

---

- **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



## STAFF HAND BOOK

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.



Principal

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

# STAFF HAND BOOK

## 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

Page 40



## STAFF HAND BOOK

---

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.



*Principal*

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

## STAFF HAND BOOK

### 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.



## STAFF HAND BOOK

- 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.



*Principal*

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

# STAFF HAND BOOK

## 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) Merno and Censure.
  - 2) Warning in writing, with recovery of monies, where financial loss is involved in the act.
  - 3) Suspension from work without remuneration.



## STAFF HAND BOOK

- 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

## STAFF HAND BOOK

---

### SECTION 7

#### TERMINAL BENEFITS

##### 7.1 PROVIDENT FUND


Employees are eligible for Employees Provident Fund benefits as per the provision of "Employees Provident Fund and Miscellaneous Provisions Act, 1952" and scheme framed thereunder by the Government of India from time to time.

##### 7.2 GRATUITY

Employees are eligible for Gratuity benefits as per the provision of "Payment of Gratuity Act, 1972" and the rules framed thereunder by the Government of India.

##### 7.3 EXCEPTION TO THE ABOVE BENEFITS

Employees who are appointed on contract basis or who have crossed the age of superannuation (60 years) are not eligible for the above benefits

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