

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.



Principal

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SECTION I 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
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