

**SERVICE RULES OF INSTITUTIONS MANAGED BY
VEERASAIVA VIDYAVARDHAKA SANGHA**

**CHAPTER 1
“DEFINITIONS”**

1. These rules shall be called “VEERASAIVA VIDYAVARDHAKA SANGHA’S INSTITUTION’S SERVICE RULES ”

They shall come into force with effect from _____

2. All the employees of the V. V. Sangha are here after governed by these rules including the faculty members, teachers (fulltime, part-time and guest lecturers) and non-teaching staff employed for unaided courses in grant in aid institutions and unaided institutions.
3. The Managing Committee reserves the right of interpretation and modification of these rules from time to time.
4. The term Institution means the institution managed by Veerasaiva Vidyavardhaka Sangha.
5. “EMPLOYEE” means any person employed by the V. V. Sangha in any one of the categories of posts in its institutions.
6. Managing Committee means the managing committee of Veerasaiva Vidyavardhaka Sangha, Bellary.
7. “GOVERNING BODY” shall mean the Executive Committee or the Governing Body of the respective institutions of the Veerasaiva Vidyavardhaka Sangha, Bellary.

CHAPTER 2

TENURE & CLASSIFICATION OF APPOINTMENTS EXTENSION OF SERVICE, DEPUTATION, RECRUITMENT AND SELECTION COMMITTEE

Employees may be appointed to any one of the following categories of posts:

1. On **“CONTRACT”**, means the tenure of the post is limited for a specified period subject to the terms and conditions laid down in the order of appointment only.
2. **“PERMANENT”**, means, the posts are permanent but the service of the employees shall be confirmed only after the issue of declaration of satisfactory completion of the prescribed period of probation.
3. **“ON PROBATION”**, means the employee, while being appointed to permanent post, is required to fulfill conditions of probation as prescribed in the Probation Rules before being confirmed in his / her post.
4. **“TEMPORARY”**, means the employee is engaged specifically for fixed or limited period, on terms and conditions specified in the letter of appointment.
5. **“CASUAL”**, means the employee is engaged on day-to-day basis on work of a casual nature, his / her wages are fixed on daily basis, and he / she is not entitled to leave or any other benefits of any kind as are available to employees falling under (1) to (3) above.
6. **“HONORARY”**, means the employee engaged to work for not less than four hours per week and for which he is paid an honorarium as per terms and conditions as laid down in such appointment orders.
7. All appointments of the staff shall be made on the recommendation of the staff Selection Committee subject to the approval of the Managing Committee provided that, in case of emergency the Governing Body is empowered to make appointment temporarily for not more than 6 months which has to be approved by the Managing Committee.

8. Only such persons who possess the minimum academic qualifications and experience as prescribed by the competent authorities shall be appointed.

9. Extension of Services :

Under extraordinary Circumstances when suitable qualified persons are not available in any Department in spite of advertisement, in such cases, the Management may, with prior approval of the concerned competent authority concerned, may continue the services of such employees on contract basis for a period not exceeding one year, till suitable persons are appointed.

10. STAFF SELECTION COMMITTEE :

The staff selection committee shall consist of the President, Secretary, Chairman, Principal and subject expert and any other person nominated by the President.

11. A person who has been serving the V. V. Sangha or in its institutions as on the date of promulgation of these rules shall be eligible for confirmation. Wherever the posts do not exist as per the staffing pattern, the posts held by such employees shall be treated as additional and such employees shall be confirmed subject to other conditions (As applicable to other regularly appointed employees) as and when the vacancies arise.

12. APPOINTMENT, CONFIRMATION, TERMINATION :

1. At the time of joining the candidate shall complete the following formalities.
 - i. Submission of Joining Report.
 - ii. Submission of True Attested Copies of Educational Certificates along with originals for verification.
 - iii. Submission of Evidence of date of birth / proof of age/ SSLC Certificate / School Leaving Certificate.
 - iv. Nomination for Provident Fund / Gratuity in prescribed form (if eligible)
 - v. Application for Identity card along with three passport size photographs.

- vi. The date of birth, once furnished and accepted by the Management and entered in the Service Register shall be final and conclusive and under no circumstances, the request for correction of the same will be entertained.
- vii. The Institution may verify the antecedents of the candidate either directly or through. Agency by referring to the previous organization in which the candidate was working. In the event, subsequently if it is found that the candidate had suppressed material information or furnished wrong information, the employee is liable for summary termination of employment.
- viii. All appointments shall be subject to the medical fitness and candidate shall produce Medical Fitness Certificate from the Medical Practitioner nominated by the Institution. The Institution may require employee to be examined by a Medical Officer approved by the Institution for the purpose. If on examination the employee is found suffering from any disease or complaint that is infectious or medically objectionable and detrimental to the healthy functioning of the Institution or to the health of the other employees, students and staff, the Institute may terminate his / her services of the employees for being found medically unfit.
- ix. No person shall be deemed to be in the regular employment of the Institution / Hospital unless and until he has received a letter of appointment from the appointing authority.
- x. On satisfactory completion of probation, the Managing Committee shall confirm the service of the employee by issuing a letter.

13. RESIGNATION: When a permanent employee tenders resignation to the post held by him / her, the following points shall be verified before accepting the resignation.

- 1) Whether the resignation is in the middle of the academic session prescribed by Affiliating University / Council / Board.
- 2) Whether previous notice of three months has been issued by the concerned employee or whether he has paid three months salary in lieu of notice.

- 3) If the resignation is before completion of three years of service, it should also be seen whether the employee has been paid salary for the vacation period and if so such salary drawn for the immediate preceding vacation period is also to be refunded.
- 4) Whether no dues certificate has been obtained from different Departments and Sections of the Institution.
- 5) The Head of the Institution shall forward the resignation letter to the Managing Committee with suitable opinion / remarks for orders / acceptance. The Management has the right to reject the resignation in case the resignation is received in the middle of the academic session in the interest of the students.
- 6) After receiving the orders of acceptance, the same shall be communicated to the employee by Head of the Institution concerned.
- 7) The Managing Committee shall be the competent Authority to accept the resignation of all employees.
- 8) The Managing Committee may decline to accept resignation of an employee against whom the disciplinary proceedings are pending. However, while processing resignation of such employee, the Managing Committee shall keep in view the nature of charges leveled against the employee for whom the disciplinary proceedings are pending and the likely punishment the employee may be imposed in the event of establishment of charges. If the disciplinary proceedings are unlikely to culminate in discharge or dismissal or termination of the employee from service, the Managing Committee may consider accepting the resignation.

14. TERMINATION OF SERVICE:

The Management may terminate the services of an employee.

- 1) After giving three months notice or pay in lieu thereof, no such Notice shall be necessary, if the termination is as a result of proved misconduct in the enquiry conducted in accordance with the Rules.
- 2) After giving three months notice or pay in lieu thereof, if the employee is found to be unfit to continue in service on medical grounds or other reasons to the satisfaction of the Managing Committee. In case of medical unfitness, the opinion of the Medical Board as decided by the Managing Committee shall be obtained.

- 3) If the performance of the employee is unsatisfactory The services of a probationer may be terminated by giving one month notice or salary in lieu thereof.
- 4) The Managing Committee may curtail or waive the notice period or payment in lieu thereof, in appropriate cases at the discretion of the management if requested by the employee.

CHAPTER 3

PROBATION RULES

1. These rules shall apply to all the employees appointed on probation for institutions of V. V. Sangha's whether they work in the institutions or deputed for duty elsewhere to any other institutions.
2. The Managing Committee may make rules from time to time modifying, cancelling, substituting or by way of addition or deletion to these rules.
3. The duties of an employee / probationer shall pertain to teaching / departmental work and such other duties as may be assigned to him from time to time which have a bearing on his qualifications and terms of appointment.
4. All employees of the institutions of the V. V. Sangha shall be required to be on probation for a period of two years from the date of joining.
5. This rule, however does not apply to professors and other employees taken on contract basis.
6. The period of probation shall be extended at the discretion of the Management, considering the report of the Head of institution.
7. The employees concerned shall be communicated the reasons for extending the probationary period.
8. At the end of extended period of probation, if the probationer's work is reported to be unsatisfactory, his services may be dispensed with.
9. On successful completion of the probationary period it will be declared by the Management if the employee is found suitable by completing the probationary period and his services shall be confirmed.
10. Such of the members of the staff whose services have once been confirmed in a lower post and promoted to a higher post in which they have to put in a period of probation, will be eligible for the benefits of leave as applicable to confirmed employees.

11. Confirmation of any probationer at the expiry of the probationary period originally fixed if extended, shall be entirely at the discretion of the Management of the Sangha, which depends upon the report of the Head of the Institution.
12. Probationer shall not be entitled to any privilege or claim any compensation if the Management decides to dispense his services during the probationary period.
13. The Institutions under the Society will give 30 days notice or will pay 30 days salary, in lieu thereof, when the services of a probationer are to be terminated.
14. The Probationer, in his turn, shall give 30 days notice or 30 days salary to the Management when he wants to be relieved of his duties at the respective institution.
15. If the notice given by the probationer falls short of 30 days, his pay and allowances for the number of days deficient shall be forfeited by the probationer.
16. The members of the teaching staff, however, shall not ordinarily resign from their posts during the course of any academic year.
17. The Management reserves its right to accept or reject resignation given by the employees.
18. **RETRENCHMENT OF EMPLOYEES:** The employees appointed in a temporary vacancy or in a substitute vacancy will take seniority according to date of appointment among such category of employees appointed in temporary vacancies or in substitute vacancies.

The employees appointed in such vacancies will be absorbed and likely to be confirmed in permanent vacancies arising in the respective category of posts. The employees so appointed, if for any reason cannot be continued for want of vacancy to the category of post to which he / she is appointed, the retrenchment shall be made taking seniority into consideration in such category of posts and the junior most employee in that category of posts shall be retrenched. These rules are applicable for all appointments made hitherto or to be made henceforth.

CHAPTER 4
SENIORITY RULES

1. These rules are applicable for all the employees appointed in the institutions of the Veerasaiva Vidyavardhaka Sangha, Bellary.
2. The Seniority list shall cover all cadres. A provisional seniority list shall be published through the Heads of the Institutions by the Management, inviting objections, if any, within thirty days after deciding the objections the final Seniority list shall be published by the Management, the decision of the Management is final.
3. These rules shall also apply to any person appointed on temporary basis as long as he is treated as such. Their seniority list should be separate from permanent employees.
4. The professional Institutions Schools / Colleges shall have a separate seniority list for Teaching Staff. Common Seniority of Teaching staff shall be maintained where two or more institutions conducting similar courses are established.
5. A common seniority of Non-Teaching employees of all the unaided institutions including Sangha office and unaided staff of aided institutions shall be maintained. Such Non-Teaching employees are liable for transfer to any other institution of the Veerasaiva Vidyavardhaka Sangha.
6. The seniority list of employees whose services have been confirmed shall be determined according to the dates of confirmation, but where the date of confirmation of any two officials is the same their relative seniority shall be determined by inter se in the lower cadre.
7. The seniority list of the existing staff in the institutions under the Veerasaiva Vidyavardhaka Sangha as on the date of promulgation of these rules shall be fixed according to continuous officiation in the cadre. (as well as their date of birth)
8. The seniority of employees in the service of the V. V. Sangha, selected as direct recruits, and promotees shall be fixed according to the length of Service or inter- seniority in the lower posts held by the employees in the same cadre.
9. If the direct recruits other than employees in service of the V. V. Sangha and Promotees are appointed on the same date to the same cadre the promotees shall take precedence over the direct recruits and their seniority will be fixed accordingly.

10. The Seniority of the persons selected in the open selection shall be considered according to the serial order prepared at the time of recruitment on the basis of the merit.
11. The employees reverted on disciplinary ground to a lower category of post and subsequently promoted after some time shall take his place below the last man in that cadre unless specified in the order of promotion to retain his original seniority.
12. The employees, whose probationary period is extended for his unsatisfactory work, shall be placed below the officers who have successfully completed the probationary period in that cadre.
13. The transfer of a person by the Management from one class or grade of service to another class or grade carrying the same scale or scale of pay shall not be treated as first appointment for the purpose of seniority and his / her seniority shall be fixed with reference to the first appointment in that cadre. Such transfers shall be done by the Management provided the service conditions are similar.
14. The cases which cannot be determined by any one of the methods mentioned above shall be determined in such manner as may be decided by the Management.

CHAPTER - 5

NATIONAL AND FESTIVAL HOLIDAYS

The employees have to be present for the flag hoisting ceremony compulsorily on 15th August and 26th January.

CHAPTER - 6

PAY AND ALLOWANCES

1. Regulation of Emoluments: The pay and allowances admissible to the permanent employees shall be at the rates and scales of pay sanctioned by the Management from time to time. All appointments shall be made at the minimum of the relevant pay scale.

FIXATION OF PAY

1. When an employee is promoted to a post or appointed to an ex-cadre post and such promotion or appointment involves assumption of duties involving higher responsibilities than those of the post held by him/her, his/her initial pay in the time scale of the higher post shall be fixed at the stage next above the pay in the time scale of the lower post at the time of such fixation.
2. An increment / promotion may be withheld from an employee by the institution if his/her conduct/performance has not been satisfactory and such withholding of the increments on the said ground shall not be treated as punishment. However, reasons for withholding the increment may be intimated to the employee in writing. The employee may seek review of such decision by representing to the authority higher to the one who is empowered to sanction the increment.
3. All leave except extraordinary leave (Leave without Allowances) count for increment in the time scale applicable to a post in which an employee was placed at the time of proceeding on leave.
4. Extra ordinary leave (Leave without Allowance) on medical grounds duly supported by medical certificate shall count for increment.
5. The period spent on probation shall count for increment.
6. Time passed while on suspension does not count for increments, if the period of suspension is treated as such.
7. Period of unauthorized absence not regularized but treated as such shall not count for increments in the time scale.

CHAPTER – 7

ATTENDANCE, DUTIES AND CONDUCT

I. ATTENDANCE, ABSENCE FROM WORK, LATE COMING ETC

1. Every employee shall be available at the assigned place of work and at the notified time for the commencement of this work. He shall report or record each day the time of reporting at and departure from the place of work, in the manner specified by the management. An employee failing to report or record the time as above is liable to be marked absent. An employee who is found absent from his proper

place of work during the working hours without permission shall be liable to be treated as absent from the period he is away from his place of work and will not have earned leave salary for the period of absence. In addition he will be liable for disciplinary action.

2. Any employee who after reporting for duty, leaves his place of work during his working hours without permission shall be liable to be treated as absent without leave or permission for the whole day in case his absence is before the rest interval. He will not be paid salary for the full day or half a day as the case may be.
3. If any employee reports late for duty either at the commencement of his working hours or after recess three times during any calendar month he shall forfeit one day's casual or annual leave or one day's salary in lieu thereof if he has no leave to his credit. If he reports late by an hour or more on any day, he shall forfeit half a day's salary in lieu thereof if he has no leave to his credit. The employee reporting late is nevertheless expected to work for the rest of the day failing which he shall forfeit half a day's salary in addition to forfeiture of leave. Habitual late comers shall be liable for disciplinary action.
4. All employees shall mark their attendance in their respective Attendance Register maintained in the office of the school or College as the case may be.
5. On arrival for duty, the employee shall put his initials against the appropriate date. The Attendance Register will not be available for such initialing after lapse of fifteen minutes from the time fixed for the commencement of duty.
6. No employee reporting fifteen minutes late from the time fixed for commencement of duty will be allowed to attend duty unless permission is given by the Head of the Institution.
7. All employees are expected to be at their allotted place of work throughout their duty timings.
8. Any employee found absent from his/her place of work during working hours without prior permission of the Head of the Institution is liable to be treated as absent for the day.

II DUTIES OF TEACHING STAFF

1. Teachers must see that he/she is conscientious in giving his/her attention to the students.

2. No teacher is permitted to inflict corporal punishment on a student.
3. Teachers are expected to record, wherever required by the Regulation, Registers and all Academic marks of their students from time to time in particular at the reopening of the school / and at the end of the term / semester for Institutions / Colleges. Each year teacher must supply any statistical and other data required by the Head of the Institution.
4. In addition to normal class room duties, the teacher shall co-operate carefully and faithfully with the Head of the Institution and other Members of the Teaching staff in promotion of an atmosphere of academic excellence and in the performance of the extra duties and devoting extra time which is required for the welfare of the students or the Institution in general.
5. No teacher shall undertake private tuition or any other assignment in any other Institutes / Govt. Departments / NGOs etc without explicit permission from the Management.
6. Teachers shall follow the duties / workload as prescribed by affiliated Universities / Boards or the Regulatory bodies like A.I.C.T.E / M.C.I / U.G.C etc. Management shall have the final say in assigning duties / workload.

III CODE OF CONDUCT FOR EMPLOYEES

No employee shall -

1. Knowingly or willfully neglect his/her duties;
2. Propagate through his/her teaching lessons or otherwise, communal or secretarian outlook or incite or allow any student to indulge in communal or secretarian activity;
3. Discriminate against any student on the ground of religion, caste, creed, language, place of birth, social and cultural back ground or any of them;
4. Indulge in or encourage any form of malpractices connected with the examination or other activities of the Institution;
5. Make any sustained negligence in correcting class work or home work done by the students;
6. While being present in the Institution/College/School absent himself/herself except with the prior permission of the Head of the Institution from the class which he is required to attend.
7. Remain absent from the Institution/College/School without leave or prior permission of the Head of Institution/ College/School; Provided that where

such absence without leave or without the prior permission of the Head of the Institution/College/School is due to reasons beyond the control of the teacher (serious emergencies), it shall not be deemed to be breach of the Code of conduct, if, on return to duty, the teacher has applied for and obtained, post facto approval for the leave.

8. Accept any job of a remunerative or any non remunerative character from any source other than the Institution/ College/School or give private tuition to any student or other person or engage himself / herself in any business unless permitted by the Management.
9. Prepare or publish any book or books, whether directly or indirectly without the permission of the Management.
10. Ask for or accept (except with the previous sanction of the management) any contribution, or otherwise associate himself/herself with the raising of any funds or make any other collections, whether in cash or in kind, in pursuance of any object whatsoever, except subscription from the members of any association of teachers.
11. Engage himself/herself as a selling agent or canvasser for any publishing firm or trader.
12. Enter into any monetary transactions with any students or parent nor shall he/she exploit his/her influence for personal gains.
13. Accept or permit any member of his/her family or any other person acting on his/her behalf to accept any gift from any student, parent of any person with whom he/she come into contact by virtue of his/her position in the Institution/ College/School.

Explanation: a. The expression 'gift' shall include free transport boarding, lodging or any other service or any other pecuniary gain. The management will take disciplinary action against any employee who indulges in following activities:

1. Theft, fraud and dishonesty in connection with the property of the Institution.
2. Demanding, accepting or offering bribe or any illegal gratification whatsoever.
3. Drunkenness, fighting, riotous or disorderly or indecent behavior within the premises of the institution.
4. Wilful insubordination or disobedience, whether alone or in combination with others to any lawful and reasonable order of a superior.

5. Material misrepresentation of facts made in the application for employment.
6. Anywhere within the establishment, causing or threatening to cause mental and / or physical pain or injury to other employees either alone or in collusion with others.
7. Committing any harm likely to endanger the property of the institution.
8. Sabotage.
9. Conviction for any criminal offence involving moral turpitude.
10. Refusal to accept any communication or charge sheet from the establishment.
11. Not attending before any enquiry authority / committee.
12. Not producing any required documents etc. when summoned.
13. Habitual negligence or neglect of work.
14. Drinking Liquor, Smoking, Chewing tobacco / Gutaka / Pan Masala / and any other prohibited material / within Institution premises.
15. Habitual indiscipline or loitering
16. Refusal to work on another assignment.
17. Habitual irregularity in attendance for any reason whatsoever.
18. Leaving the Institution before time without permission.
19. Engaging or abetting in abusing and causing physical violence with another employee at anytime within the premises.
20. Habitual absence without leave or overstaying, leave or absence without leave.
21. Holding of unauthorized meetings, within the premises of the Institution or Establishment.
22. Discourteous behaviour
23. Causing sexual harassment.
24. Wearing indecent dress and indecent exposure of the body

CHAPTER - 8

SUSPENSION

- i. The Managing Committee may place an employee under suspension:
 1. Where a disciplinary proceeding against the employee is contemplated or is pending or;
 2. Where a case against the employee in respect of any criminal offence is under investigation inquiry or trial.

- ii. An order of suspension shall be in writing and shall take effect from the date of the order or such other date as may be specified therein.
- iii. An order of suspension made under this Rule shall remain in force until it is modified or reversed by the authority which made the order or by any authority to which that authority is subordinate.
- iv. No work No Pay:
In all cases of absence from duty without leave or permission or in all, cases of absence from place of work, the principle of 'no work no pay' shall apply without prejudice to the other provisions of these rules.

CHAPTER - 9
RETIREMENT ON SUPERANNUATION AND
APPOINTMENT ON CONTRACT BASIS

- 1. The age of retirement on Superannuation of employee is 60 years.
- 2. The employees who are otherwise fit to continue after completing 60 years of age may be granted extension, forfeiting their seniority.
- 3. No employee shall, however, be retained in service after the age of 65 years except under extraordinary circumstances as determined by the management.
- 4. The extension of service shall be granted for not more than one year at a time.
- 5. The appointment after the superannuation shall not be in the time-scale pay but on consolidated pay decided by the management.
- 6. An employee may be compulsorily retired by the Appointing Authority or any higher authority, after he has completed 25 years of service or after he has attained 55 years of age, if such retirement is considered by such Authority necessary in the interest of the institution provided that the employee concerned is given notice of three months before the date of retirement, or in lieu of such notice, a sum equivalent to the amount of his salary for a period of three months. Ordinarily this provision shall not be made applicable to employees unless the continuance of such employee is found unsuitable in the interest of the Institution.
- 7. An employee has the right to retire from the service of the institution after he / she completes 15 years of service or after he / she has attained 55 years of age.

CHAPTER - 10

- I. **Leave rules:** These rules shall apply to all the full –time employees of unaided institutions who are appointed on any time-scale.

Definition:

- a) Leave includes earned leave, maternity leave, duty leave and casual leave.
- b) Earned leave means leave earned in respect of period spent on duty and it shall not exceed 18 days per year for Non teaching staff and 10 days for teaching staff subject to a maximum limit of 90 days at a time after which the employee shall cease to earn such leave.
- c) Extra ordinary leave means the leave granted in exceptional circumstances without pay.
- d) Sanctioning authority for purpose of sanctioning leave means, Head of the Institution for casual leave and chairman for other types of leave.

II Right to leave:

- a) Leave cannot be claimed as a matter of right. Sanctioning authority may refuse or revoke leave at anytime subject to the exigencies of the circumstances.
- b) Leave shall always be applied for in advance and got sanctioned before it is availed of, except in cases of emergency and for satisfactory reasons.
- c) Absence on account of participation in a strike shall be treated as a break in service and entail lapse of all kinds of benefits under extraordinary circumstances the management may relax the conditions If an employee substantiates the genuineness of his request.
- d) An employee who remains absent from duty without leave for a period of 90 days is liable to be dismissed or removed from service.
- e) An employee who over-stays the sanctioned period of leave without proper authority shall be deemed to be absent from duty and such absence will be liable for punishment under relevant disciplinary rules.
- f) Part-time employees, daily wagers and casual employees will not be entitled to any kind of leave except casual leave.

III. Commencement and termination of leave:

- a) Leave ordinarily begins from the date on which leave as such is actually availed of and ends on the day preceding the day on which duty is actually resumed.

- b) Sunday and other holidays may be prefixed or suffixed to the casual leave with prior permission of the sanctioning authority and subject to maximum limit of 8 days of absence on leave.

IV. Resuming duty on return from leave on medical ground:

An Employee, who is granted leave on medical grounds, shall produce a medical certificate of fitness before resuming duty issued by a Registered medical practitioner or any other doctor nominated by the society.

V. Resuming duty before the expiry of the leave:

Except with the permission of the authority which has sanctioned the leave, no employee on leave shall resume duty before expiry of the period of leave granted.

VI. Recall to duty: It shall be within the competence of the leave sanctioning authority to recall any employee who is on leave before the expiry of the sanctioned leave in the exigencies of the circumstances.

VII. Vacation can be availed of in combination with or in continuation of any other kind of leave.

VIII. No earned leave shall be admissible to an employee, who is on probation, during the probationary period.

IX. EARNED LEAVE ADMISSIBLE TO STAFF:

EARNED LEAVE:

1. In case of permanent employees they shall be entitled for earned leave at the rate of one and a half day for each completed month of service.
2. The credit for the half year in which an employee is due to retire or resigns from service shall be afforded at the rate of one and a half days for each completed month of service ignoring the fraction of a month.
3. When an employee is removed from service or dies while in service, the credit of earned leave shall be allowed at the rate of one and a half days for each completed month of service ignoring the fraction of month.
4. When an employee is dismissed from service on account of disciplinary proceedings he will forfeit all the claims.

5. Leave account of an employee shall be credited with earned leave in advance in two installments on 1st January and 1st July of every calendar year. The maximum amount of earned leave that may be granted to employees at a time shall not exceed 120 days.
6. The encashment of earned leave shall be restricted to the extent of 120 days only at the time of retirement.
7. The members of the teaching staff shall be entitled to 10 days of earned leave but they are entitled to get 5 days of earned leave for half a calendar year and the same shall be calculated on 1st January and 1st July. But they are entitled to encashment of earned leave subject to maximum of 120 days only at the time of retirement.

X. Duty leave:

- a) Duty leave is the leave granted to an employee for invigilation at the time of examinations, valuation of answer books sponsored by the concerned universities or SSLC or PUC Board of government of Karnataka and conferences / Seminars / Symposia / refresher courses granted by the Governing Body subject to the maximum of 30 days in a year.
- b) Such duty leave shall be treated as duty for all purposes.

XI. Encashment of Earned Leave:

Earned leave is creditable to a maximum of 120 days and can be encashed only at the time of retirement.

XII. Extra ordinary leave:

- a) Extra ordinary leave shall be treated as leave without pay.
- b) It may be granted when any other kind of leave is not admissible or when other leave being admissible the employees specifically apply in writing for grant of extra ordinary leave.
- c) The period of extra ordinary leave shall not be counted for increment except when such leave is granted on medical grounds or when the employee is deputed for higher studies.
- d) Extraordinary leave can be granted at the discretion of the sanctioning authority subject to the fact that such leave shall not exceed six months in respect of illness and 2 years for prosecuting higher studies or training such a leave for prosecuting higher studies shall not be granted to any employee

unless he / she has put a minimum satisfactory service of 5 years. Provided that, after completing the higher studies / training the employee shall serve the institution for a minimum period of 5 years, provided further that in case of any doubt whether the extra – ordinary leave taken is for prosecuting higher studies or not, the decision of the management shall be final.

XIII. MATERNITY LEAVE:

- a) A female employee may be granted maternity leave on full pay for a period of 90 days provided she joins duty and continues in service after such leave for at least 2 years. In case of miscarriage including abortion the same shall be limited to 15 days only. And she will have to serve the institution for at least one year after rejoining on expiry of such leave.
- b) The application for such leave shall be supported by a medical certificate from the Registered medical practitioner or from a doctor prescribed by the Society.
- c) A female employee having two living children shall not be entitled to maternity leave under this rule.
- d) If the female employee does not return to duty on the expiry of maternity leave, the salary paid for the period of maternity leave shall be recovered.

XIV. CASUAL LEAVE:

- a) Casual leave not exceeding 15 days in each calendar year may be granted to a Regular employee and employee on consolidated pay. Such leave at a time shall not exceed 5 days and 8 days inclusive of holidays.
- b) An employee who has put in less than one year of service may be granted casual leave at the rate of one day for every completed service of one month.
- c) This rule shall not be applicable for any absence from duty in pursuance of a strike.
- d) No employee shall have a right to the grant of casual leave. The sanctioning authority may refuse or revoke casual leave at any time in the exigencies of service.
- e) Casual leave should be got sanctioned from the sanctioning authority before proceeding on leave provided that, where an employee is unable to attend due to illness or other sufficient cause may be granted by the sanctioning authority after satisfying the absolute need for being on leave without prior permission.

- f) Casual leave cannot be granted in continuation of any other kind of leave. It may be combined with Sundays or other authorized holidays but it should not exceed 8 days with all prefixes and suffixes.
- g) Leave without allowance cannot be granted in continuation of casual leave.
- h) Casual leave could be availed of for half a day either in the morning session or in the afternoon session on any working day. Casual leave may be either prefixed or suffixed but the intervening Sundays and other holidays shall not be treated as Casual Leave. However members of teaching staff are not entitled for half a day casual leave.
- i) Leave without allowance shall not be granted in continuation of casual leave. In case where leave without allowance is granted in continuation of casual leave, casual leave already granted if any, shall be cancelled and the leave without allowance should commence from the date on which the casual leave commenced.

XV. SPECIAL CASUAL LEAVE:

Special Casual Leave not exceeding 30 days in each calendar year may be granted to the employees who are chosen by any University/PUC Board as examiners, for attending the examination. They will not be eligible for TA & DA from the Institution.

XVI. EXTRAORDINARY LEAVE (LEAVE WITHOUT PAY):

1. Extra ordinary leave (leave without salary) may be granted to an employee in the following circumstances.
 - i. When no other leave is admissible or
 - ii. When other leave is admissible, but the employee concerned applies, in writing for grant of extraordinary leave.
2. When an employee is undergoing treatment for Cancer / mental illness / pulmonary tuberculosis / pleurisy of tuberculosis origin / Leprosy, the Management may at its discretion sanction so much of extraordinary leave (Leave without salary) as is required for the treatment of such illness if the application is supported by the Medical Certificate issued by the Medical specialist treating the concerned disease.

XVII. EMPLOYMENT DURING LEAVE:

An employee who is on leave shall not take any employment or accept any work profession in any capacity either honorary or otherwise, without obtaining permission in writing from the Chairman. Any violation of the Rule attracts disciplinary action against such employees.

XVIII. PART-TIME EMPLOYEES:

Part-time employees are not entitled to any kind of leave except casual leave which shall be limited.

XIX. PREFIXING AND AFFIXING OF HOLIDAYS:

The leave under these rules may be either prefixed or suffixed or both by holidays but the intervening Sundays or holidays shall be included in other than casual leave.

XX. LEAVE FOR EMPLOYEES ON CONTRACT BASIS:

For the members of the staff who are appointed on contract basis leave will be allowed as follows:

1. Recalling from Leave: The management may recall any employee who is on leave. If an employee is recalled he shall be eligible for usual travelling allowance and the unexpired portion of the leave can be availed by him subsequently.
2. Extension of Leave: The application for extension of leave shall be submitted well before the expiry of the leave giving reasons for the extension so that the decision regarding sanction is conveyed to the employee in case the extension of leave is not sanctioned and the employee will be obliged to report for duty on the expiry of the leave originally sanctioned.

CHAPTER - 11

GENERAL

- 1) No leave other than casual leave will be granted to an employee once notice of resignation is given by him. In such cases, the employee should be on duty for the full period of notice required under the rules and the casual leave taken during the above mentioned period will be treated as duty. When a notice of termination of the services of an employee is given by the

management, the employee will be permitted to avail of what ever leave he is entitled to during the period of the notice of termination of services subject to his reporting for duty on the last day of the notice of the termination of the service, for getting himself properly relieved of his duties.

- 2) Leave at credit cannot be treated as a set off for short notice of resignation.
- 3) Leave at the credit of an employee shall lapse on the date of compulsory retirement.

Note: - Aided institutions will be governed by the rules framed by the State Government.

CHAPTER – 12

GRANT OF INCREMENTS, FIXATION OF PAY ON PROMOTION

1. Annual increments prescribed in the pay scales of the Sangha shall be sanctioned as a matter of course; they shall not be with-held except as a disciplinary measure imposed in accordance with the procedure prescribed for adjudication of such measures.
2. When an employee is promoted or appointed to a higher post, his pay will be fixed at the next stage in the pay scale of the Higher Post and his pay shall be re-fixed when his increment accrues in the Lower Post held by him.
3. The increments shall be with held as a disciplinary measure, if an adverse report is received against the employee and it is decided by the concerned authority after necessary inquiry that as a matter of punishment, the increment should be withheld.
4. The period for which the increment should be withheld has to be decided by the authority who is competent to give the punishment.
5. Unless it is mentioned definitely in the order with-holding the increments that it will have cumulative effect, the employees will be eligible to draw the next increment on the date on which it would ordinarily fall due if no punishment has been given. E.g., if an employee who is appointed on 1.1.1973, is given punishment with holding the increments for three months and if no clause is added that it will have cumulative effect, the increment that is due on 1.1.1974 will be withheld for three months, but the next increment which falls due on 1.1.1975 will be given to him with effect from 1.1.1975.

6. The employee, if he/she so desires, may submit an appeal to the Managing Committee for cancellation of the punishment. The authority to award the punishment to a particular employee shall be the appointing authority and managing committee shall be the Appellate Authority. The decision of the Managing Committee shall be final.
7. **SERVICE COUNTING FOR INCREMENTS IS SUBJECT TO THE FOLLOWING CONDITIONS.**
 - a. The increment due to all employees shall be paid to them even if they are on leave, on the due date, excepting on loss of pay. However, the period spent on loss of pay shall count for increments on medical grounds.
 - b. Period of training to undergo a course of instruction or for higher studies which are beneficial to the institutions, with the consent of the Management, shall count for earning increments equal to the period of such training or such course, even if he/she is on loss of pay during that period.
 - c. Service on deputation, period of leave counts for increments in the post (permanent or officiating) on which there is lien.
 - d. Periods of suspension do not count for increments, unless the authority competent to impose punishment orders that it shall count.

CHAPTER - 13

DESERTION OF SERVICE

1. If an employee remains absent for ten consecutive days without prior sanction of leave or permission he shall be deemed to have deserted the employment and his service shall stand terminated automatically with effect from the date of absence.
2. If an employee remains absent beyond the period of leave originally granted or subsequently extended, he shall be deemed to have deserted the employment and his service shall stand terminated automatically with effect from the date of absence unless he (a) returns within ten days of expiry of the leave and (b) gives a satisfactory explanation for his inability to return on the expiry of leave.

With reference to clause & 1 and 2 above the employee shall be served with a recall notice and in the event he fails to respond or the notices are returned undelivered another notice shall be sent. If there is no response to the second recall notice, subsequently a final order shall be passed in accordance with the provisions regarding desertion of service.

CHAPTER - 14
VACATION & PAYMENT OF SALARY DURING VACATION

1. The Tutorial Section of the Educational Institution will remain closed for the mid-term and summer vacation for the period prescribed by the respective Head of the Institution College/School. However, the office section of the institution will be kept open.
2. The following procedure shall be followed for the payment of vacation salary to the teaching staff.
 - a. For all Teaching staff members, who have not completed one year service and not relieved but continued in service as on date of the commencement of annual summer vacation, 15 days salary of the vacation period shall be paid in the succeeding months.
 - b. The balance of 15 days salary of each month of the Institution / College / School after vacation in three monthly instalments.
3. The payment of salary for the vacation period is subject to the following conditions:
 - a. Such teaching staff members shall be present on duty on the last working day of commencement of vacation and the first working day on re-opening after vacation.
 - b. They should have deposited all their education certificates (Original with the Head of Institution before draw of the vacation salary
 - c. The Head of the Institution shall record a certificate in the bill that they have secured the original certificates from the employee for whom vacation salary is drawn in this bill and kept in safe custody.
 - d. They shall refund the vacation salary drawn for the first year in case they resign from service before completion of the second academic year. Similarly, they shall refund the vacation salary drawn for the second year in case, they resign before completion of the third academic year. Thus, they shall continue in service for three years in order to avail the full benefit of the vacation salary.

In case, they desire to take back the original certificates within three years of service they have to deposit one month's or two month's salary as the case may be in addition to the "Vacation Salary" drawn for the preceding vacation period. Such deposits will be refunded on returning the original certificates.

4. The above mode of payment of salary is not applicable to those members of the teaching staff who have completed three years of service as on the date of commencement of summer vacation.

EVALUATION OF PERFORMANCE

The management can conduct compulsory examinations/Tests, Training and Orientation programmes etc. for updating knowledge, skill to enhance the efficiency and performance of the employees of the institution from time to time. Employees who fail to meet the required standard may be subjected to demotion, stoppage of increments and withholding promotions. The employee may be subjected to any one of the actions or multiple of the above said actions.

PROMOTION

Promotions shall be made strictly on the basis of following conditions :

- 1) The employees should compulsorily pass the examination as prescribed and conducted by the Management for various posts. The successful candidates will be promoted in order of merit secured in the said examinations subject to availability of posts. Their service seniority will be taken into account when their merit is similar.
- 2) Availability of vacancies in the higher cadre.
- 3) Completion of minimum 5 years of service in the lower cadre by the employee.
- 4) Satisfactory performance appraisal report for the past five years preceding the date of promotion.

CHAPTER 15

The Management may formulate its own scheme for VRS (Voluntary Retirement Scheme) and CRS (Compulsory Retirement Scheme) from time to time.

CHAPTER 16

MISCELLANEOUS PROVISIONS

1. JOINING TIME:

- i. When an employee is transferred from one institution to another under the same Management, he/she should join the Institution to which he/she is transferred immediately. If he/she is relieved in the forenoon,

he/she must join in the afternoon. Similarly, if he/she is relieved in the afternoon he/she must join in the forenoon of the following immediate working day, in the case of outstation transfer the employee has to report for duty at the place of posting after availing maximum 5 days joining time.

- ii. An employee who does not join his/her post within the limit of joining time is entitled to no salary, after the end of the joining time. Absence from duty after the expiry of joining time will render the employee liable for disciplinary action for misconduct except where the employee establishes to the satisfaction of the President that he/she was unable to join duty for reasons beyond control.

2. DEPUTATION OF EMPLOYEES FOR HIGHER STUDIES

No employee shall have right to claim for deputation for higher studies. However, if any employee applies for sponsoring his/her candidature for higher studies, permission at the discretion of the Managing Committee be given for higher studies subject to the following conditions

1. The higher studies, shall be voluntary and at his/her own wish and will.
2. No leave with salary shall be granted for the period of study.
3. No salary is payable by the Institution for the duration of the study.
4. In exceptional circumstances Managing Committee may depute an employee on specific recommendation of Head of the Institution with full/partial salary. The terms and conditions fixed by Managing Committee for Bond etc, shall be binding on the employee.
5. If any employee is having an accumulated leave at the credit of employee shall be sanctioned.
3. **SERVICE CERTIFICATE:** Every permanent employee shall be entitled to a Service Certificate at the time of leaving the service of the Institution. Such Certificate shall be valid if it is issued and signed by the Head of the Institution.
4. **IDENTITY CARD:** Every employee will be provided with an identity card and he shall show it on demand to any person authorized by the management for inspection. When an employee ceases to be in the employment of the Institution, he shall surrender his identification card to the management before his accounts are settled. If an employee loses or damages his identity card during his service, he shall pay a fee as prescribed by the management from time to time to meet the cost of replacement.

5. **LIABILITY FOR SEARCH:** Employees are liable to be searched by any person authorized by the management at any time and also while entering or leaving the premises of the Institutions provided that the women employees shall be searched only by women. If, acting without malice, any member of the management suspects that any employee is in wrongful possession of the material not belonging to him, he can detain such an employee for search provided that the search shall not be made except in the presence of at least one person wherever it is practicable and that women employee shall not be searched by or in the presence of men except with their consent. Quarter's accommodation and such other facilities provided by the Institutions are also liable to be searched in the presence of the employee concerned. Where the employee is absent or refuses to be present at the search, the search may be made in the presence of two witnesses.

6. UNAUTHORIZED POSSESSION OF MATERIALS ETC

Any employee found in unauthorized possession of materials, equipment, implants, articles, materials etc., which are in use in the Institutions or kept in stock in the Institution and are not normally carried on the person will be deemed to have come into possession of such materials etc by improper means. The management may confiscate such materials etc and such unauthorized possession may attract disciplinary action as well as any other appropriate action as deemed by the Management.

CHAPETER – 17

SERVICE OF NOTICE:

1. Any matter required to be notified under these rules and any notice by the Management to the employees in the college shall be displayed on the notice board. Such matter or notices shall be deemed to have been communicated to all employees.
2. Any notice or letter of communication intended for an employee may be delivered to him / her personally in the premises of the institution and the employee is bound to receive and acknowledge the same. Refusal on the part of the employee to accept the letter or communication will absolve the management from the obligation to deliver the notice or communication a second time, provided a copy thereof is exhibited on the Notice Board. Such refusal will render the employee liable for disciplinary action.

3. In the case of an employee who is absent, any notice or letter or communication intended for such an employee sent to him / her by registered post with acknowledgement due to the last known address entered in his / her service register of the employee shall be deemed to have served on him / her. It is mandatory on the part of the employee to update the change in address. Where such a registered communication or letter or notice is returned undelivered for any reason, a copy thereof shall be displayed on the notice board, and such display shall be deemed to be adequate service of communication, letter or notice on the employee.
4. Any matter required to be notified under the rules and any notice of communication by the Management to employees will be in Kannada / English.

CHAPTER – 18

REIMBURSEMENT OF TRAVEL EXPENSES AND DAILY ALLOWANCE:

1. Reimbursement of travel expenses including accommodation charges and Daily Allowance is granted in accordance with the rules laid down by the Managing Committee from time to time.
2. Subject to limits prescribed in the schedules appended below, reimbursement of travel expenses shall include the following :
 - a. Actual cost of ticket or fare paid for the journey within the permitted mode of travel.
 - b. Accommodation charges, if any within the prescribed limit.
 - c. Daily allowance as applicable.

CHAPTER 19

MAINTENANCE OF SERVICE REGISTERS

1. A Service Register shall be maintained for every permanent employee of the institution under the Veerasaiva Vidyavardhaka Sangha showing among other things, the date of appointment, the increments given from time to time leave availed of, transfers, promotions, suspensions, punishments etc.
2. The Register shall be opened immediately when an employee is employed on probation basis.
3. The Service Register should be kept up to date with relevant entries and signed by Head of the Institution & Chairman.

4. The entries shall be verified by the Heads of Institutions by 1st April of every year, and certified that entries are made correctly. The employee is allowed to go through the entries of his Service Register once in a year and the signatures shall be obtained in the Service Register for having seen the correctness of entries made in the Service Register.

CHAPTER – 20

MAINTENANCE OF ANNUAL PERFORMANCE REPORTS

ANNUAL PERFORMANCE REPORTS:

1. Head of the institution should maintain the annual performance reports of all the employees of his institution by 30th April every year and should forward to the Secretary, V. V. Sangha through Chairman of the institution.
2. The Annual Performance Report shall have two sections –
 - a. The First section shall contain self assessment report by the concerned employee
 - b. The Second section shall contain the assessment report of the concerned head of the institution.
3. The Secretary of the Sangha in turn shall forward the Annual Performance Reports of all the employees of the concerned institution to the Reviewing Authority consisting of Chairman of the concerned Institution, 3 Retired Principals and the Executive officer of the Sangha.
4. The above mentioned Reviewing Authority shall call for remarks of the employee and the head of the institution if the reports contain adverse remarks.
5. The Reviewing Authority after proper verification of the adverse remarks, the Reviewing authority shall forward the recommendations to the Managing Committee.
6. The Managing Committee shall be accepting Authority about all the annual performance reports and decision of the managing committee shall be communicated to the concerned employee through the head of the institution only in respect of adverse reports.
7. The Secretary of the Sangha shall be the custodian of the processed annual performance reports.
8. **LEAVING HEAD QUARTERS:** No employee shall, without the written permission of his/her leave sanctioning authority, ordinarily leave his/her

headquarters, that is to say, the city/town/village at which he/she is posted for regular duties connected with the institution.

9. **CHANGE OF ADDRESS:** whenever any change occurs in the residential address of an employee, he must immediately intimate such change to his leave sanctioning authority, in writing, for recording the appropriate sections of the administrative office of the institution.
10. **MISCONDUCT:** Any act of commission or omission by an employee contrary to the above regulations shall amount to misconduct, as also any of the following.
 - a. Theft or fraud or dishonesty in connection with the property of the institutions.
 - b. Habitual breach of any standing order, rule or habitual negligence of duties assigned to the employee.
 - c. Wilful damage to the property of the institution.
 - d. Refusal to accept a charge sheet, order or any other communication issued or sought to be served according to the rules or directions of the competent authorities.
 - e. Conviction in a Court of Law where moral turpitude is established.
 - f. Creating disturbance or nuisance on the premises or in the immediate neighborhood of the premises of the institution (including its residential sector) by drinking, gambling, quarrelling, sexual harassment or otherwise.
 - g. Use of abusive or obscene language on the premises of the institution, or towards persons officially connected with it.
 - h. Insubordination.
 - i. Intimidating other employees by threats, pressures or other means with a view to preventing them from discharging their duties.
 - j. Distributing or sticking notices, hand bills or leaflets of any kind on the premises or in the immediate neighborhood of the premises of the institutions without the permission of the head of the institution.
 - k. Any other act of conduct likely to adversely effect the institutions in any manner or degree what so ever.
 - l. Sexual harassment in the working place.

11. SUSPENSION:

- a. The Management or any authority authorized by the management may keep an employee under suspension if the management satisfies that there is prima facie case against such employee.
- b. Every employee under suspension shall be entitled to draw subsistence allowance during the period of suspension at the rate of 50% of the pay drawn immediately prior to the date of suspension for 6 months and 75% the pay thereafter.
- c. Subsistence allowance is payable subject to the condition that the employee under suspension shall not accept any employment elsewhere and do any profession during the period of suspension.
- d. He/she shall reside in the Headquarters during the period of suspension.
- e. He/she may leave the headquarters with prior permission of the Management or any authorized authority.
- f. When an employee who has been placed under suspension, pending enquiry is reinstated the period of suspension shall be treated as:
 - i. If he/she is fully exonerated the period of suspension will be treated as on duty and he shall be paid the pay and allowances he/she would be entitled to draw if he/she were to be on duty less the subsistence allowance already drawn.
 - ii. In all other cases he/she will receive such portion of the salary as determined by the Management or the competent authority.
 - iii. The management or the competent authority shall specify in the order whether the suspension period is confirmed or otherwise.

12. PENALTIES:

The following penalties may, for good and sufficient reasons, be imposed upon any employee.

MINOR PENALTIES:

- a. Censure.
- b. Fine not exceeding 7 days basic pay in respect of Group D employees.
- c. Withholding increments or promotion to the next higher grade.
- d. Recovery amounting to not more than two months salary, either from salary or such other payments as may be due to the employee of the whole or part of any pecuniary loss caused by him to the institution by negligence or breach of orders.

MAJOR PENALTIES:

- a. Recovery of the description as in (d) above, but amounting to more than two months salary.
- b. Reduction to lower post or grade or to a lower stage in the employee's increment scale.
- c. Compulsory retirement of an age below the prescribed age for normal superannuation.
- d. Removal from service which does not disqualify an employee from being considered for future employment (in the institution)
- e. Dismissal from service, which debar the employee from future employment in any capacity in the institution.

13. DISCIPLINARY AUTHORITIES:

All penalties shall be imposed on employees by the Chairman or by such authority with the due approval of the Managing Committee to whom the power in this respect has been duly delegated in conformity with the provision of the By-Laws of the Sangha.

14. PROCEDURE FOR IMPOSING PENALTIES:

- a. No order imposing any of the minor penalties specified above shall be passed except after the employee is informed in writing of the proposal to take action against him, and of the allegations on which it is proposed to be taken, and he is given an opportunity to make any representation. In this connection, he may make representation and the same shall be given due consideration by the Disciplinary authority, before arriving at a decision.
- b. No order imposing any of the major penalties specified above shall be imposed except in accordance with the essential elements of the procedure prescribed by the Government of Karnataka to regulate the adjudication of major penalties.
- c. The procedure for placing employees under suspension during the period of investigation shall be similarly regulated. No employee shall be placed under suspension except where a major penalty is likely to be imposed.
- d. The procedure prescribed in (a) and (b) above shall not be required if the employee admits his guilt in writing.

15. RIGHT OF APPEAL:

- a. An employee, on whom a major or a minor penalty of the description mentioned above has been imposed, shall have the right of appeal to the Managing Committee.
 - b. The appeal must be filed within 30 days from the date of receipt of the order by which the major or minor penalty has been imposed.
 - c. The appeal must be written in polite language and be free from any statement which is not strictly relevant to the subject matter of the appeal.
 - d. The appeal shall contain all material statements, explanation and argument, and shall be complete in itself. It shall specify the relief prayed for.
 - e. The appeal shall be submitted to the appellate authority through the Head of the institution in which the appellant is working.
16. If there are any rules in force framed by the Government in respect of the Aided Institutions, these rules shall be made applicable to employees of such Aided institutions as amended from time to time.

CHAPTER 21

HANDING OVER CHARGE AND ISSUE OF DISCHARGE CERTIFICATE

1. An employee, before leaving service, shall hand over the charge of his post to a duly authorized employee and shall return to the institution all books, furniture etc., issued to him for his personal use. An employee will be relieved from service only after he/she submits no dues certificate obtained from all the sections of the institution.
2. The Head of the Institution shall give a Discharge Certificate on an application, to an employee who leaves after due notice or to an employee whose services are terminated.

CHAPTER - 22

GENERAL

1. No employee of the Institution shall address any communication to the members of the Managing Committee / Governing Body or meet them for official purpose, without the prior permission of the Head of the Institution, in writing.

2. No employee shall seek employment outside the institution without the prior permission, in writing from the Secretary.
No member of the teaching staff of an institution is allowed to give private tuition or engage himself in private tuition classes.
3. An employee may be required to work not only in the institution but also in any other institutions affiliated to it.
4. Urgent work cannot be postponed because of holidays or for other reasons.
5. Every employee must attend office punctually. For every three days late attendance without permission, an employee shall forfeit a day's casual leave. If he has no casual leave to his credit, disciplinary action may be taken against the employee concerned for such late attendance without permission.
6. No employee shall contest for election to an outside body e.g., a University Body without prior permission of the Managing Committee. No employee shall be a member of any political body or shall contest election for any political or legislative body.
7. No employee shall either during his employment in the Institution/College or after his termination, disclose or divulge to any person whatsoever any information relating to the institution which he may become possessed of while in the service of the institution except when compelled to do so by a competent court of law.
8. An employee who is detained in custody, on a criminal charge, shall be kept under suspension with immediate effect, if he/she is convicted; his/her services shall be deemed to have been terminated.
9. **“HOLIDAY”** means permission to remain absent from duty but urgent work will not be postponed on account of holidays and no employee of the institution will leave the headquarters without the previous permission of the Head of the Institution. For this purpose an employee should reside within the municipal limits or the limits defined by the Managing Committee / Governing Body and whenever he / she goes beyond these limits, however short the period may be, he/she must take the prior permission of the concerned authority.
10. An employee is liable to be transferred from one institution to another institution of the Society on the same salary or a higher salary but not a lower salary except it be (a) by way of punishment (b) at the employee's written request provided the nature of duties will conform to the terms and conditions of appointment.

CHAPTER 23

INTERPRETATION OF RULES AND REGULATIONS

In case of any doubt or apprehension in interpreting the above mentioned rules and regulations the management shall take final decision in the matter of interpretation in consultation with the legal advisor and the decision of the managing committee shall be binding on all the employees.

If any bonafide mistake committed under mistaken impression is brought to the notice of management by the concerned authorities, the management has a power to rectify the bonafide mistake and restore the earlier position.