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VIVEKANANDA INSTITUTE OF TECHNOLOGY

AN INSTITUTE OF JANATHA EDUCATION SOCIETY

Recognised by GOK, Affiliated to VTU & Approved by AICTE, New Delhi.

SERVICE RULES OF JES EMPLOYEES



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SERVICE RULES OF JES EMPLOYEES

INDEX

Sl. No.	Description	Page No.
1	General	1
2	Service Rules of Employees of JES	2-6
3	Conduct and Disciplinary Proceedings	6-10
4	Discipline and Penalties	10-11
5	Suspension	11-13
6	Service Register	14
7	Confidential Reports	14-17
8	Verification of Stock	17-18
9	Powers and Duties	18-22
10	Leave Facilities	23-24

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JANATHA EDUCATION SOCIETY (R.)

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Website www.vivekanandajes.org

E-mail : secretaryjes@gmail.com

Ref No JES / 1031 / 2011-12

Date 30-01-2011

SERVICE RULES OF EMPLOYEES OF VIVEKANANDA INSTITUTIONS

OF JANATHA EDUCATION SOCIETY

Title and Commencement

These rules may be called "service rules of employees of Vivekananda institutions of Janatha education society (as approved by JES)"

They shall come into force with effect from 01.12.2011 as approved by the managing committee of JES.

They shall apply to all the officials and employees of JES and all the educational institutions run by the JES.

I GENERAL:

Each education institution under the J.E.S shall have a duly constituted Governing council.

The administration of the institution shall vest solely in the governing council constituted for that institution.

The constitution, power and responsibility of the governing council shall be as specified by the J.E.S in conformity with the guidelines issued by state Government./DPI/DTE/AICTE/UGC/University as the case may be, from time to time.


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II SERVICE RULES OF EMPLOYEES OF J.E.S

1. Employees of all educational institution falling under JES and employees working in JES Offices shall be deemed to be the employees of JES
2. All employees of JES shall be liable for transfer from one institution to another institution to an equivalent post, without detriment to their emoluments and seniority and other conditions of service.
3. All regular appointments in the institutions shall be made after due publicity both for teaching and non-teaching staff by a duly constituted selection committee, subject to the approval of the concerned Governing Council/ Managing Committee.
4. Temporary appointments on consolidated salary for a specific period may be made by the president of the managing committee subject to the revision by the MC. The service of the incumbents so appointed temporarily on consolidated salary against permanent basis may continue for one year

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after which their service may be regularized on permanent basis, subject to satisfactory completion of service during the preceding year. Their scale of pay on regularization shall be on par with the scale of pay being paid to other permanent teaching staff of the same cadre.

5. The pay and allowance of all employees shall be as prescribed by the society taking into consideration the recommendations of U.G.C. / AICTE / State Govt. / Bar Council as the case may be.
6. Eligibility, Qualification and Experience for appointment of Teaching staff shall be as prescribed by UGC/ AICTE/ State Govt. as the case may be from time to time.
7. Qualification and Eligibility for Non-Teaching posts shall be as prescribed by the society only.
8. Rules of promotion to the higher post shall be as prescribed by UGC/ State Govt. / AICTE from time to time for teachers.

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9. All teaching staff shall be full time employees of the concerned institution / colleges, except those appointed on part time or Honorary basis. They shall devote their entire time to the work of the institution / college and they should be present in the college during the prescribed working hours, whether they have teaching work or not.
10. All the members of the teaching staff should take full and effective part in extra curricular activities assigned to them from time to time by the management of the respective institution.
11. Educational Tours, Excursions, Training camps etc., being an integral part of curriculum, the staff members must be prepared to undertake those duties whenever assigned to them by the management.
12. All communication from the employees to the Society/ Governing Council / Managing Committee / State Govt.,/AICTE/ UGC etc., shall be made through the Principal / Head Master of the institution, they are serving.



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13. All the employees of the society shall apply for posts outside the society only with the permission of the Chairman of the Managing Committee of their institutions.

14. The age of superannuation shall be as prescribed by the state Govt. / University as the case may be.

15. The employees shall be eligible for leave as shown below:

- i. Casual leave of 12 days in a calendar year for all employees.
- ii. Earned leave at the rate of one day for every 20 days of completed service for all non-teaching employees.
- iii. Half pay leave of 20 days for every completed year of services for all teaching staff. They are not eligible for earned leave.

NOTE:

- a. Leave is not a matter of right. It should be availed without detriment to their duties.
- b. Heads of departments are to be considered as non-teaching employees for the purpose of leave.

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16. All employees of society are eligible for provident fund scheme, as per rules prescribed by State Govt. / Provident Fund Commissioner as per the Provident Fund Act.

17. Teaching staff is expected to assist the principal in the administration whenever called for.

III CONDUCT AND DISCIPLINARY PROCEEDINGS:

The following rules of conduct are applicable to all the teaching and non-teaching staff of the society, whether on duty or on leave.

1. Every employee shall at all times maintain absolute integrity and devotion to duty.
2. No employee shall be a member of or assist or subscribe in any manner to any political party or movement.
3. No employee shall contest for any election to any local body or Legislature or parliament without the permission of the Governing Council/ Managing Committee.

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4. Without the prior approval of the managing committee, no employee shall participate in editing or managing of any news paper or periodical or participate in Radio Broadcasting or T.V. Program or contribute any article or letter to any news paper.

NOTE: However no such sanction is necessary if such broadcast or contribution is of a purely literary, artistic, religious or scientific character.

5. No employee shall in any communication to the press or public utterances making any statement of fact or opinion adversely criticizing his superiors or the members of the Managing committee on the Society. Also he should not make any public statement as to bring down the reputation or discredit to any institution run by the society.

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6. No employee shall, except, with the prior approval of the managing committee accept contribution to or otherwise associate himself with the raising of any funds in pursuance of any object whatsoever.
7. No fulltime employee of the society, except with the prior sanction of the managing Committee engages directly or indirectly in any trade or business or employment. He/She is also not expected to undertake part time work in any organization.

NOTE:

- i. An employee may however take part in the promotion of or management of a co-operative society on literary or scientific organization or a charitable institution.
- ii. Lending and borrowing money between employees is strictly prohibited.

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8. Any employee who is subject to legal proceedings which involves moral turpitude shall report the matter immediately with full details to the principal or the Chairman of governing council. The matter shall be brought to the notice of the Governing Council and Managing Committee to take such disciplinary action as may be necessary.
9. No association or union of employee shall be formed without the prior approval of the society/ Governing Council.
10. No employee shall associate himself in any strike or incitement to strike or organized refusal of examination work on strike for pay hike etc.
11. The teaching staff should be on time for their academic work, attendance Registers, Sessional marks registers and Sessional Records shall be maintained, preserved with great care and caution.

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12. All teachers should prepare lesson planning, at the beginning of the semester/ year and maintain notes of lessons which shall be inspected by the Heads of Departments from time to time, for verifying the progress of academic work.
13. Teaching staff is prohibited to undertake Private Tuition.

IV DISCIPLINE AND PENALTIES

1. Managing Committee / Governing council on recommendation of any other authority empowered by it in this behalf herein after called the "Disciplinary Authority" may for good and sufficient reason impose one or more of the following penalties on employees as detailed below:

Fine (in case of peons, attenders and other menial staff)

- i. Censure (warning)
- ii. Withholding of increment.
- iii. Withholding of promotion.

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- iv. Recovery from his pay the whole or part of any pecuniary loss caused to the institution by the negligence or breach of orders of the administrator under whom he works.
- v. Demotion to a lower post or stage of pay or lower scale of pay.
- vi. Dismissal from service.
- vii. Retirement from service.

Such penalties may be imposed by the Disciplinary Authority after conducting a detailed and thorough enquiry as prescribed in the K.C.S (CCA) Rules of Karnataka Government.

V SUSPENSION:

1. An employee accused of a serious misconduct in the opinion of the Governing Council may be kept under suspension for a specified period, during which enquiry shall be conducted, after framing charges.

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The Chairman of the Governing Council may issue suspension order subject to ratification by the Managing Committee.

2. Suspension is not a punishment by itself.
3. After enquiry by the duly constituted authority, if the employee is exonerated from the charges framed against him, he shall be reinstated without detriment to his seniority or salary.
4. Managing Committee is the ultimate authority for imposing the penalties stated above.
5. However, any employee on whom penalties except (i) or (ii) are imposed can appeal to the president of J.E.S for reconsideration.
6. After the conclusion of the enquiry the disciplinary authority shall submit a detailed report on each of the charges to the Managing Committee / Governing Council for consideration and for imposing suitable penalty, if necessary.

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7. Before giving any major punishment namely (vi) & (vii) above, the Managing Committee / Governing Council shall give a show cause notice to the concerned employee giving him an opportunity for submitting any representation in writing against the penalty proposed, which shall be considered by the Managing Committee imposing the penalty.
8. During enquiry, the Delinquent/ charge sheeted employee is not permitted to engage a lawyer as of right. However, he may take the assistance of another employee of this institution with the approval of the president of the Managing Committee / Governing Council.
9. Any Employee absenting himself from duties without approval of the competent authority for more than three months continuously shall be liable to be dismissed from the services of the society and will not be entitled to any service benefits.

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VI SERVICE REGISTER

A service Register shall be maintained in respect of every member of the staff, teaching and non-teaching, permanent or temporary employed for more than one year (period) and particulars affecting the employee's service conditions such as qualification, date of appointment, leave taken, leave of pay, subsequent promotions or demotions, increments if any shall be recorded therein under the attestation or authentication of the head of the institution.

The annual increment as they accrue shall be recommended by the head of the institution in the prescribed form and sanctioned by the Governing Council and the Managing Committee.

VII CONFIDENTIAL REPORTS:

The confidential report in the Service Register shall be maintained for every teaching and non-teaching staff to record the personal views of the principal regarding the services rendered by the staff, their character and conduct; remarks in the reports should be recorded once a year.

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1. No member of the staff shall leave the service without giving three months' notice if he or she is permanent or one months' if he or she is temporary or on probation provided always that in case the member does not give the requisite notice he/ she may be required to pay an amount not exceeding the salary, pay and allowance for the period of notice. The above does not apply to case covered by the five year agreement or special contracts of appointment.
2. Study leave to teaching staff for acquiring higher qualifications may be granted at the discretion of the Governing Council and the Managing Committee: such leave shall however be without salary during the period of leave. The period for which the Governing Council and Managing Committee shall retain the lien in the post shall be determined in each case.

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3. The employee whose lien is retained shall execute an agreement to serve the institution for a period of not less than the period of study leave from the date of joining duty after study leave. Such agreement will specify the penalty recoverable in the event of the employee's failure to abide by the terms and conditions of the agreement. The rules in Karnataka Civil Service Rules shall generally be kept in view in these matters.
4. The age of Retirement of teaching and non-teaching staff of J.E.S institution shall be as prescribed by the Government or University. Notwithstanding these rules the Governing Council and the Managing Committee may grant extension of service in individual case.

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5. If the service of a member of the staff is terminated for reasons other than punishment, like reduction in strength of staff or closure of department, one month's notice or three month's notice shall be given according to whether the incumbent is temporary or permanent as the case may be.

VERIFICATION OF STOCK:

Arrangement for the annual verification of stock of furniture, library books and other articles of equipment belonging to each institution and office shall be made by the Heads of the Institutions and this shall be periodically checked by the committee appointed for the purpose with reference to stock register maintained in each institution in the prescribed forms and the results of such verification are recorded, covered, registered under the signature of the committee members. In the case of excess or deficiency, the authority checking that stock shall record the reasons for such variation.

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This excess or deficiency statement may be sent to the JES office for consolidation.

POWERS AND DUTIES:

The head of the institution shall be responsible for the efficient management, maintenance of discipline and internal administration of his institution and for the effective functioning of the curricular and extra curricular activities relating to his institution.

It shall be his duty to enforce the prescribed course of study for various classes allocating workload among the staff, preparing time tables, conducting periodical tests and examinations etc., as laid down in consultation with the Governing Council.

He will also attend to work relating to promotion of pupils to higher classes organize Physical Education class and games and supervise teaching work and also exercise general control over the work for each term see that it is completed as scheduled. He should also exercise control over and regulate the work of clerks, librarians and other non-teaching staff under his charge.

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He shall be the custodian of all the cash before credit to bank or disbursement to the staff, records, furniture, library books and other equipment relating to his institution.

He must maintain all the accounts and other registers prescribed by the department of public institution or of collegiate education in good and up to date conditions and carry on the correspondence on all routine matters with the department or University relating to his institution.

Bills for all the grants due from the departments of public institution or university as the case may be shall be prepared in time and amount released get credited to account opened in banks. All fees and other subscriptions due from students should be collected on the due dates and credited to proper accounts without allowing them to fall into arrears.

The annual budget relating to his institution shall be prepared and sent to the Governing Council and Management Committee, JES well in time.

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He may call for any of his institutions assistants for consultation regarding institution matters and to form a committee for over all improvement and for discussion of general educational problems.

Heads of the institutions shall see that their sub-ordinates shall not collect any amount unauthorized from the students for any purpose, whatsoever unless such collection is authorized by the higher authorities for any genuine reason and for bonafide use.

Even when such authorization is given, only the issue of proper receipts duly authorized should make the collection valid; any violation of this rule shall invite disciplinary action against all those who violate the rules.

FINANCE

In all the matters relating to finance the Governing Council and the Managing Committee shall be the supreme authority. No expenditure shall be incurred unless there is a specific sanction by competent authority and provision in the budget as approved by the Governing Council and the Managing Committee of JES.

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All contributions and donations shall be credited to separate account in the name of JES and the society is competent to utilize it to cover the deficit expenditure or for specific purpose as the case may be.

Consumption of intoxicating drinking and drugs:

An employee of Janatha Education Society shall strictly abide by any law relating to intoxicating drinking or drugs.

Taking due care that the performance of his duties is not affecting in any way by the influence of intoxicating drinks and drug.

Not appear in a public place in a state of intoxication.

No employee shall involve in any of the following acts.

Theft, fraud or dishonesty in connection with Janatha Education Society property.

Habitual breach of any standing Order or Rule related work

Refusal to accept a charge sheet order or other communication issued or brought to be served by the authority according to rules.

Confiscation in a court of law where moral turpitude is involved.

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INTERPRETATIONS:

If any question arises relating to the interpretation of rules, it shall be referred to the Managing Committee whose decision there shall be final.

UNAUTHORISED COMMUNICATION OF INFORMATION:

No employee shall except in accordance with any general or special order of the Governing Council or Managing Committee communicate directly or indirectly any official document or any part thereof or information relating to the affairs of the Janatha Education Society and its institution to any employee or any other person to whom he is not authorized to communicate such document or information.

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JANATHA EDUCATION SOCIETY

Sub: To consider Amendment to Service rules.

Ref: C&R rules Implemented by JES wef 01-12-2011 as per MC Decision dated 09-07-2011.

With respect to captioned reference decision, it is to be noted that Service rules for employees belonging to various institutions run by JES was implemented wef 01-12-2011.

After implementation it was noticed that some of the provisions incorporated in the new rules especially concerning leave facilities were difficult for effective implementation. In this context it is to be noted that hitherto we were following rules that were similar to KCSR.

Further it is noticed that for some staff (both teaching and non-teaching) who are working in grant in aid institutions, salaries are being paid by JES. It will be difficult to sanction leave for those staff as we will be following different yardsticks for staff working in the same institutions.

In this context the employees of all Institutions have given representation seeking restoration of leave facilities as being given before the implementation of JES rules.

Further the following provisions in the new rules need reconsideration;

SL NO	TYPES OF LEAVES	KCSR Rules we are following at present for Grant in Aid Institutions	JES Rules implemented wef 01-12-2011
1	CASUAL LEAVE	15 Days in a Calendar year. Credited in the beginning of the year (for both teaching & non-Teaching employees). Maximum of 7 days leave can be availed at a stretch	12 Days in a calendar year (for both teaching & non-Teaching)

2	EARNED LEAVE	<p>30 days in a calendar year. 15 days on 1st January for the period January to June and 15 days on 1st July for the period July to December (non-teaching) only principal considered as non-teaching staff for purpose of Leave.</p> <p>Maximum ceiling is 300 days.</p> <p>ONE month Leave Encashment is allowed once in TWO years</p>	<p>(18) 1 day for every 20 days of completed service (Non-teaching), i.e. 18 days of EL in a calendar year.</p> <p>Teaching staff are not eligible of Earned Leave.</p>
3	HALF PAY LEAVE.	20 days for every completed year of service for all teaching and non teaching staff.	20 days for every completed year of service Only for teaching staff
4	MATERNITY LEAVE	180 Days with salary benefits for married lady employee for 2 children only	<u>Proposed 90 days Maternity Leave with salary benefits for married lady employee for 2 children only.</u>
6	SUPERANNUATION Age for staff.	60 Years	<u>Proposed that superannuation may be fixed at 58 Years.</u>

Antyaprasad
Secretary

[Signature]
11/12/2012

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