



Rajeev Institute of Technology

2023

EMPLOYEE HANDBOOK V-3

Plot 1-D, Growth Center, Industrial Area, B-M
Bypass Road, Hassan, Karnataka 573201

(08172)-243180

info@rithassan.ac.in

<https://www.rithassan.ac.in>



CONTENTS

Sl. No.	Particulars	Page Number
1	Message from President	2
2	About RIT	3
3	Vision and Mission	4
4	Objectives & Quality policy	5
5	Organizational chart	6
6	Introduction	7
7	Applicability	8
8	Definitions	9
9	Power to Implement and to Amend the Rules	9
10	Power to Delegate	9
11	General Policies	9-10
12	Recruitment, Probationary, Confirmation, Promotion, Termination and Retirement	11-17
13	Working Hours, Holiday, Attendance and Vacation	17-18
14	Salaries and other Benefits	19-20
15	Appraisal	20
16	Leave Policy	20-24
17	Absence from Duty	24
18	Employee's Benefit	25-26
19	Duties and Responsibilities of staff	26
20	Code of Conduct	26-30
21	Disciplinary Procedures and Grievance Redressal	30-31
22	Grievance Handling	31-32
23	Ethical Standard for Teachers	32

1. Message from President

Welcome to Rajeev Institute of Technology!

Rajeev Institute of Technology was established by Visionary and Philanthropist Dr V. Rajeev, the founder of Rajeev Education Trust. From its inception RIT is striving to provide quality education to its students and contribute towards nation building. The institution has provided exceptional opportunities to its students and employees from diverse backgrounds to exhibit their talents.

We are happy to have you as a member of our institution. We strongly believe that our success is built by our employees. Each of you makes a special contribution which is essential in fulfilling our mission to our students and the society we serve. We desire that you will utilise the opportunities provided here to succeed in your career while helping us achieve our goals.

This employee handbook has been prepared to facilitate and implement the Service Rules of Rajeev Education Trust. This employee handbook is intended to acquaint the employees with the policies and procedures of Rajeev Institute of Technology. You are expected to become familiar with the contents of the handbook to maintain a congenial work culture and enable smooth functioning of the institution.

We wish you a successful and rewarding career with us.

Sincerely,

Dr. Rachana Rajeev

President,

Rajeev Education Trust, Hassan

2. About RIT

Rajeev Institute of Technology was started as one in the galaxy of Technical Colleges in the year 2008. Rajeev Institute of Technology in Hassan was established under the aegis of Rajeev Education Trust. It has carved a niche for itself as a premier centre for Technical Education. You'll find that everything at RIT is single mindedly focused on addressing student needs. We are clear that it is our responsibility to help our students realize their goals in an increasingly competitive world. We have consistently produced excellent results and RIT alumni can be found at premier organizations in India and overseas. From academic excellence to leadership qualities, a nurturing environment to cutting edge infrastructure, RIT offers everything you need to succeed.

At RIT, prepare to be constantly challenged, whether it is in the classroom or outside. You can look forward to being trained by stellar faculty, getting hands on experience at leading organizations and building enduring bonds with your peers. All professional education is driven ultimately by practical societal needs. Nevertheless, these needs can be connected to deeper concerns that are the normal subjects of pure academic inquiry. Certainly, academic inquiry in the engineering, social sciences and even many of the natural sciences is driven by interests in practical issues as much as by the pursuit of knowledge for its own sake.

3. Vision and Mission

Our vision

To be an academic institution in vibrant social and economic environment, striving continuously for excellence in education, research and technological service to the society.

Our Mission

- To achieve academic excellence in engineering and management through dedication to duty, offering state- of-the-art education and faith in human values.
- To create and endure a community of learning among students, develop outstanding professionals with high ethical standards.
- To provide academic ambience conducive to the development, needs and growth of society and the industry.

4. Quality Policy and Objectives

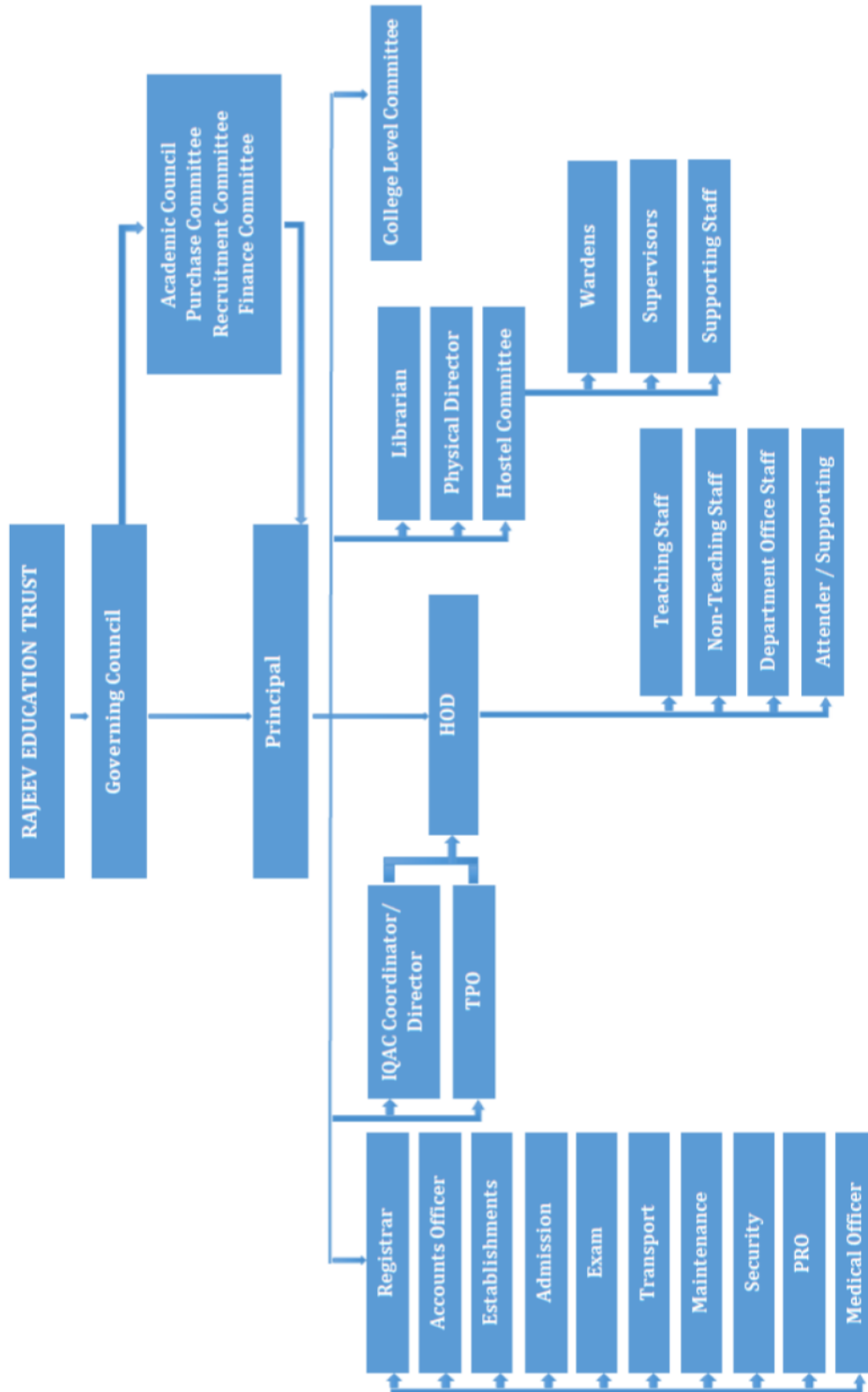
Quality Policy

At RIT, we are dedicated to achieving academic excellence, providing high-quality technical education, training, expertise in various industries, and engineering programmes; doing so will enhance students' natural talents, potentials, and thought processes of the students. We are dedicated to upholding the standards and continuously enhancing the efficiency of the quality management system.

Quality Objectives

- Develop technical, managerial human resource of excellence suitable for global standards.
- Ensure quality academic synergy for shaping technical, management education to meet industry requirements.
- Contributing to the academic standing and overall knowledge development of the students.
- Disseminating technical knowledge in the region through continuing education programmes.
- Inculcating moral and ethical values among the students and staff.
- To establish Research & Development Centre for specialised management, engineering and technology studies.
- To foster strong community relationships and get the younger generation involved in local community service.

5. Organizational Chart



6. Introduction

Every organization/institution has a set of rules & regulation that are created to represent good administration. RIT has no motto of restricting any individual/Employee freedom/liberties while framing any rules or regulation/code of behavior. Instead Institution wants to outline the rules that make sure the rights of every employee are protected and that there shall be best possible understanding and Co-operation possible. The purpose of this hand book is to serve as a reference for the Employer-Employee interaction .Regarding this hand book there are certain aspects to keep in mind.

Foremost it only includes broad/wide/general information's and recommendations. The guidelines in this handbook must be understood & followed by every employee. It is not meant to be thoroughgoing/definitive/detailed or include all possible applications of or can have exceptions to the general policies and procedures described/explained.

Mainly this handbook does not create an employment agreement or admit/grant/allow or compulsory/mandatory right on behalf of any employee. Neither this hand book nor any other institutional document grants any contractual right, express nor did indirect (imply) to continue working for the institution. It also does not guarantee any fixed terms and conditions of employment. Meanwhile your employment is not for a set period of time and may be terminated by the institution with or without prior notice or you may resign at any time with prior notice. Subsequently, the procedures, practices, policies and benefits described here are subject to change or can be discontinued at any time. Institution will make best effort to notify employee of any change as they occur. In conclusion some of the topics discussed here are covered in-detail in official documents because this handbook only gives outline of those subjects, you should refer to that document (official document) for specific information.

If you have any queries/questions about the matter/contents of this hand book, please contact the principal

7. Applicability

The procedures laid down in this service rules shall apply to all the regular and probationary employees of the institute/s, unless otherwise stated specifically. These rules shall not apply to persons employed on temporary/ part time/ contractual or on the rolls of sub-contractors or on daily wages.

8. Definitions

With these rules and regulations, unless the context otherwise requires,

- a. **Trust:-**Means “Rajeev Education Trust, Hassan” registered with the office of the Sub-registrar Hassan on 23-12-1998.
- b. **Management:-**Means the Board of Trustees or the President or any other person expressly authorized by the Board of Trustees to implement the programmes or orders of the Trust.
- c. **Governing body:-**Means a group of persons constituted by the trust for managing or carrying out certain works of the institution.
- d. **Institution:-** Means any particular / all educational institutions under Rajeev Education Trust, Hassan.
- e. **Controlling body:-** means, concerned university/advisory body under the control of Govt. to regulate the conduct of educational programme.
- f. **Employee :-**Means a qualified person employed in the institute for discharging the duties of teaching /non-teaching/any other work related to the affairs of the institution with a view to being considered as a regular employee.
- g. **Temporary employee:-**Means a qualified person employed in the institute for discharging the duties of teaching/non-teaching/other work for a specific period on consolidated pay or on daily wages.
- h. **Contractual Employee/s:-** Means person/s employed by the management/ Institution directly or through agencies for carrying out works of smaller magnitude on Lump sum basis or on daily wages.
- i. **Probationary employee:-** Means a qualified person provisionally employed in the institute for discharging the duties of teaching / non-teaching or other works related to the affairs of the institute, with a view to being considered as a regular employees and serving but not completed the prescribed period of probation.
- j. **Casual:-** Means person employed for work of a casual nature.

- k. **Regular employee:-** Means a qualified person employed for teaching/ non-teaching or other works related to the affairs of the institute, and who has successfully completed the prescribed probationary period of 2 years or such period as stipulated and confirmed by the Head of the Institution / Management.
- l. **Service:-**Means the period during which an employee is on duty as well as on leave authorized by the institution /management, but does not include any period of unauthorized absence
- m. **Salary:-** Means basic pay and other allowance applicable and as adopted by the management or consolidated pay without any allowances.

9. Power to Implement and to Amend the Rules

The power to implement these rules and regulations rest with the Management. The Management shall have absolute right, liberty and powers to introduce new rules or amend, modify or repeal any rules in force at any time at its discretion.

10. Powers to Delegate

The Management may delegate to the President /Secretary or to any member of the Trust or the Head of the institution, any or all the functions wholly or partly, permanently and such delegate shall be the management for the purpose of interpretation of the rules to the extent and for the duration as may be authorized by the management.

11. General Policies

a. Equal Employment Opportunity and Anti Discriminatory Policy

RIT is committed to a policy of equal treatment and opportunity in every aspect of its relations with its faculty, administrators, students, and staff members, without regard to race,color,religion, national origin/ancestry, sex, sexual orientation, disability (including anyone having a positive HIV/AIDS status or perceived as having such), age, pregnancy (including pregnancy related medical conditions), marital or familial status, or any other category that is or may become protected by law, is strictly prohibited.

This policy requires that all such persons be treated in all respects without any discrimination of any kind whatsoever, except based on merit and qualifications. We reaffirm our commitment to this policy and to our dedication to comply with all employment laws applicable to the college and its personnel.

Anyone who is found, after appropriate investigation, to have engaged in discrimination, harassment, sexual harassment, or retaliatory acts toward another individual will be subject to appropriate disciplinary action, up to and including expulsion and/or termination.

b. Conflict of Interest Policy

Employees must not engage in activities that conflict with the interests of RIT or impede their job performance at the college. If an employee has any questions about the application of this policy, he or she should contact the head of the institute. Please note that written approval must be obtained through the Head of the Institute prior to engaging in any outside employment. Any violation of the above rules may result in appropriate disciplinary action, up to and including immediate discharge.

c. Policy on Outside Employment

No employee whether stipendiary / or on probation or under regular service of the institution shall undertake a part time job, which is likely to affect or influence him/her in the discharge of his/her official duties, for any consideration of cash or in kind.

However, an employee with the written permission of the management may undertake honorary work of a social or charitable nature or occasional work of a literary, artistic, or scientific character, subject to the condition that such work does not interfere with his/her official duties.

d. Sexual Harassment Policy

RIT is dedicated to fostering a positive work environment where employees can do their jobs without worrying about discrimination, gender bias, or sexual harassment. All of the college's employees, according to RIT, have a right to respect. If it involves employees, sexual harassment at work or elsewhere is a serious crime and punishable. To address complaints of sexual harassment on its campus, RIT has adopted the Visvesvaraya Technological University (Prevention, prohibition, and redress of sexual harassment of women employees and students) Regulations 2019.

e. Confidential information

Every employee shall maintain secrecy regarding the affairs of the institution and its constituents and shall not directly divulge any information of a confidential nature or of the institution staff to a member of the public unless required to do so by law/ judicial enquiry or unless instructed to do so by management. Employees who improperly use or disclose confidential information will be subject to disciplinary action, up to and including termination of employment and legal action, even if they do not actually benefit from the disclosed information.

12. Recruitment, Probationary, Confirmation, Promotion, Termination and Retirement

a) Recruitment

a. *Classification of employees:*

The employees are classified as follows.

- i. Teaching staff (Faculty)
- ii. Non-teaching Staff including supporting technical staff, and ministerial staff.

b. *Planning:*

- i. The management represented by its president shall fix up the number of post in each section / department of the institution in all categories from time to time in consultation with the head of the institution, prescribe qualification, mode of recruitment, scale of pay etc for each category of post, which may be reviewed and revised by the President from time to time.
- ii. The Management may constitute a selection committee consisting
 - a. The President of the trust,
 - b. Head of the institution,
 - c. Concerned department head's
 - d. University nominee
 - e. Subject expert/s if necessary
 for recruitment of staff / employees in each section/ department.
- iii. The head of the institution will obtain the information regarding the staff requirement from all the heads of the department and arrive at the number of staff required for the departments for smooth management of the affairs of the section of the institution.

c. *Recruitment:*

- i. The Management represented by the President or selection committee constituted if any with consultation with head of the institution shall prepare a job description and job specification for the candidate to be recruited.
- ii. The Selection Committee/President may hold interview whenever necessary to recruit the candidate.
- iii. The Management represented by the President or selection committee if any, in consultation with head of the institution, may consider following things while short listing and selecting the candidates:
 - Qualification
 - Experience
 - Aptitude test
 - Classroom demonstration

- Personal interview
- iv. The Management represented by its President shall finalize the selection of candidates and release / cause to release the appointment order.
- v. The President if he considers it necessary in the exigencies of work may with the assistance of the head of the institution conduct walk- in-interview to recruit teaching staff in exceptional circumstances.
- d. Qualification:** for teaching staff, will be as prescribed by the controlling bodies under the govt. and for non-teaching staff as prescribed by the state Govt/Controlling bodies.
- e. Age:** The age of a person at the time of his /her appointment in the institution shall be at the discretion of the management (president), but in any case, shall not be less than 21 years for Teaching Staff and 18 years for non -teaching staff.

f. Employment of Near Relatives:

As a general rule it is the policy of the Trust to avoid employment of two or more members of the same family or close relations. Any exception to this policy must be approved by the management / governing body and normally allowed only if a replacement cannot be found for recruitment.

g. Joining Formalities:

At the time of joining, the appointee should furnish the following to the personnel department of the institution/principal.

- Joining report
- Acceptance letter
- Medical fitness certificate
- Proof of date of birth
- Original certificate supporting qualification/experience
- Two passport size photographs
- Contact number and address
- Copy of Aadhaar Card.
- Copy of PAN Card
- Names and address of two persons for contacting in case of any emergency and other necessary documents.

h. Orientation:

- Every teacher of the college shall be briefed by the principal or his nominee on the day of his/her joining.
- The head of the department will brief him/her about the department and will introduce the new incumbent to all the teaching and non-teaching members of the institute.

- The HOD will take him/her round the campus and explain to him/her the various code of conduct to be observed in availing the facilities of the college.
- The HOD will also ensure that all the registration formalities, including submission of joining report etc are fulfilled by obtaining the assistance of the office team.
- The HOD will introduce the new faculty member to the first class, he/she is going to handle in every section of his/her assignment.

i. Commencement of service:

Except as otherwise provided by or under these regulations, the service of an employee shall be deemed to commence from the working day on which the employee reports for duty in the institution, provided he /she reports in the forenoon, otherwise his/her service shall commence from the following day .In the case of batch of persons appointed, the seniority of persons will be as per the merit order in the proceedings of the Management /Selection Committee.

b) Probationary

- a. Employees who are appointed to a clear vacancy in the institution, other than for a specific period shall be required to be on probation for a period of two years.
- b. The probationary period may be extended, if the employee's performance is not satisfactory.
- c. Relaxation in the period of probation may also be considered to such extent as may be decided by the management in consultation with the head of the institution in deserving cases.
- d. The services of an employee on probation may be terminated, if found not satisfactory, either by giving two months' notice to the party or by giving compensation equal to two months' salary in lieu thereof.
- e. The President of the Trust, as representative of management, shall confirm the successful completion of probation of the employees.

c) Confirmation of Employment.

At the end of the probationary period, the employee and the Head of the Institute may discuss his/her performance, at which time the Head of the Institute will provide a performance review to the employee. Provided the employee's job performance is "satisfactory" at the end of the probationary period, his/her service at RIT will be confirmed.

d) Promotion

Promotion to higher post may at the discretion of the management be considered on the basis of merit cum seniority from among the staff, subject to the following conditions:

- a. There shall be a vacancy existing in the higher cadre.
- b. The staff should possess the qualification (and experience if any) prescribed by the controlling body.
- c. In case where the requirement of experience is not prescribed by the controlling body, the management would consider staff who have completed at least 2 (two) years of service in the institution, for promotion.
- d. Leave facility for an employee who has completed 2 (two) years of service in the institute and promoted to higher post will be as for regular employees even during the probationary period after promotion and all the leave at credit of the employee before his/her promotion will be carried forward.
- e. Weightage for past experience in teaching in similar capacity in other institution will be considered to such extent as may be decided by the management; while reckoning the period of service stipulated.

e) Resignation and Termination

i) Resignation:-

Every employee of RIT has the status of “employee-at- will,” meaning that no one has a contractual right, express or implied, to remain in the College’s employ. The College may terminate an employee’s employment, or an employee may terminate his/her employment, with or without cause, and with or without prior notice as stipulated in the letter of appointment. However, no employee will be relieved from the duty in the following instance expect in case of dismissal due to misconduct: -

1. During academic term days.
2. During the period between 1st September and 30th April of every Academic Year in line with NBA requirement.

When an employee tender’s resignation to the post held by him/her the following points shall be verified before accepting the resignation.

1. Required notice or salary equivalent to the notice period has been paid.
2. In case the employee prefers to pay salary equivalent in lieu of notice period, Alternative arrangement is made, and satisfactory knowledge transfer is done.

3. If the resignation is before completion of TWO 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 immediately preceding vacation period is to be refunded.
4. No dues certificate has been obtained from different Department/section of the Institution.
5. Only if all the above conditions are fulfilled, the Head of the institution shall forward the resignation letter to the Management with suitable opinion/ remarks for orders/acceptance.
6. 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.
7. After receiving the orders/ acceptance, the same shall be communicated to the employee by Head of the institution concerned.
8. An employee who has submitted his/her resignation and serving the notice period can avail Casual Leave and Earned Leave in his/her credit, but the notice period will be extended by that many days he/she availed such leave. Further, such employee is not eligible for any other type of leave.

ii) Termination:

The Management shall be competent to terminate the service of an employee,

1. In case of abolition of post/s due to closure of the institution or reduction in the number of sections of class or discontinuance of a teaching subject/reduction in the sanctioned strength of students, the management may terminate the service of the staff by giving 2 (two) months' notice in writing or by paying 2 months' salary in lieu thereof.
2. Who is incapacitated to discharge his/her official duties by giving two months' notice in writing or by paying two months' salary in lieu thereof. The management shall examine the condition of incapability and its decision will be final and binding.

Immediate Termination

3. Any employee guilty of gross misconduct may be terminated immediately and without warning. The following are some examples of grounds for immediate dismissal for gross misconduct of an employee; this listing is not exhaustive.
 - Conviction of a crime
 - Wilful violation of an established policy or rule

- Falsification on the College's employment application, time sheets, or other College records or documents
- Fighting or other serious breach of acceptable behaviour
- Violation of the Alcohol or Drug Policy
- Theft or other dishonest conduct
- Harassment of other employees, including sexual harassment.
- Violation of the College's Conflict of Interest Policy
- Violation of the College's Outside Employment Policy
- Violation of the College's Confidentiality Policy

f. Retirement and Re-Employment:

- i) Every employee (both Teaching & non-teaching) shall retire from service on attaining superannuation i.e., 58 (fifty-eight) years of age or on completion of 30 (thirty) years of service under the Trust, whichever is earlier.
- ii) The employees in all categories of posts shall retire from service on superannuation with effect from the afternoon of the last day of the month in which their date of retirement falls except those whose date of birth is 1st of that month.
- iii) The management may in the interest of the institution make re-employment of any employee after the date of superannuation for such period and remuneration as deemed fit.
- iv) Following guidelines are laid down for re-employment in the institution after attaining superannuation
 - a) Whenever a regular employee (teaching & non-teaching) is going to attain superannuation, the administrative section of the institution shall serve a notice of 3 months in advance informing the date of superannuation to the employee under intimation to the head of the department/administrative officer and the head of the institution. In the case of the head of the institution, the notice shall in addition to the incumbent, shall be sent to the management also.
 - b) The head of the department, upon getting such information may, if he desires re-employment of the employee, shall submit a report immediately to the head of the institution, justifying the necessity of re-employment. In case recommendation favouring re-employment, the report shall indicate the workload, the physical and mental condition of the employee and the tenure of re-employment desired.

- c) The head of the institution, if he is convinced, shall submit proposals indicating among other things the following to the management for re-employment
1. Tenure of re-employment shall not be more than 11 months at a time.
 2. Consolidated salary to be paid
 3. Non applicability of leave facility except casual leave
 4. The management, may at its discretion issue/cause to issue orders of re-employment or reject the proposal.
 5. in the case of the head of the department the head of the institution shall offer his own justification, if re-employment is desired
 6. in the case of the head of the institution the management will determine the necessity of re-employment
 7. such re-employed staff are not entitled for any kind of leave except casual leave unless permitted otherwise.

13. Working Hours, Holiday, Attendance and Vacation

The working timings of the employee are determined and notified by the institute from time to time based on work/service requirements, fulfilment of institutes obligation to students and such other expediencies. The institute will observe national holidays / festival holidays as may be notified. Employees will be available for work on said holidays and those working on the holidays may be granted compensatory off (as per convenience of management).

Working Hours for Teaching & Non-Teaching Staff

Working Days	Working Hours	Break Time	Holiday
Monday to Friday	9.00 AM to 5.00 PM	15 Mins Tea Break 45 Mins Lunch Break	All Sundays
Saturday	9.00 AM to 1.00 PM	15 Mins Tea Break	

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attendance and punctuality are vital attributes for all employees. It is important for employees to attend work regularly and to arrive at work on time. College employees who are frequently absent, late or leave their offices early decrease the value of their services and disrupt the orderly functioning of the college. Regular attendance and punctuality are important factors in job success and promotion. They also cause undue hardship on co-workers as well as students.

- All employees shall mark their attendance in Bio-metric device and/or attendance registers maintained in the office of the college.
- In case of Electronic Attendance monitoring, it will be reckoned after 10 minutes to accommodate an allowance of 10 minutes on all working days for both in and out time.
- The attendance register will not be available for marking after lapse of 10 minutes from the time fixed for the commencement of duty.
- Further an allowance of 60 minutes in a month will be permitted during regular working hours for personal reasons. When college is working on relaxed hours, the allowance of 60 minutes will not be applicable.
- All employees on duty to be at their designated place of work during the working hours.
- Employees going out of campus on official duty/Personal work shall record the reason along with out and in timing in the movement register which will be available with Principal Office.
- Any employee not found at his/her place of work during working hours for more than 30 minutes without prior permission of the Principal/Head of the department or section is liable to be treated as absent for the duty.
- An employee who expects to be late or absent is required to call the Head of the Department as promptly as possible, but not more than one hour after his/her scheduled starting time so as to make alternate arrangements.
- Employees who are frequently absent or who repeatedly disregard their working hours will face the disciplinary action by the College.
- Month wise conversion of 'Absence during working hours' into 'Applicable Leave' is calculated as follows:

Duration of Absence during working hours	Applicable Leave
90 Min in a month (not during relaxed working hours)	Considered as grace period.
From 91 Min to 4 hrs. in a Month	Half day CL or LOP as the case may be.
From 4.01 hrs. to 8 hrs. in a Month	Full day CL or LOP as the case may be.
Beyond 8 hrs.	Total hours will be converted to number of days CL or LOP as the case may be.

If an employee has recorded a single punch, substantial evidence of his presence should be submitted in order to consider his presence.

14. Salaries and other Benefits

i) Salary:

- The scales of pay for various teaching and nonteaching positions will be as adopted by the management, with due regard to the pay scale prescribed for the post by the controlling bodies/ state govt.
- D.A may also be as adopted by the management, keeping in view the rate of D.A being given by the state govt.

ii) Increment:

- Staff members are eligible to annual increment prescribed, on completion of 12 months satisfactory service.
- The first annual increment, will be allowed to be effective from the month of April after the completion of 12 months satisfactory service and further increments regulated accordingly.
- Staff whose probationary period is extended beyond the prescribed period, their annual increment will stand postponed till the date of satisfactory completion of the probationary period and regulated as mentioned in the above para.
- Additional increment may be considered to staff members based on their contribution.

iii) Special Pay:

Employees/s who are entrusted with additional work; and if such work entails substantial increase in the workload, the head of the institution may propose to the management, special pay to such employee/s, and the management may at its discretion approve payment of special pay to such extent as it may deem appropriate.

iv) Higher Remuneration:

The institute is authorized to pay higher remuneration on a case- to-case basis depending on the merit of the case. When offering an employee more than the minimum remuneration, the Management will review the salaries of similar positions in order to avoid creating any disparity among salaries of similar staff.

v) Payroll Deductions:

It is mandatory that all staff must present their deduction scheme to the Administration by the end of May, and final proof for savings by the end of December of each calendar year in

order to finalize tax deducted at source for the year. Failing to provide requisite details will be treated as no savings and TDS will be done as per Income tax regulation.

vi) Other Benefits:

Other Benefits as per applicable statutory acts will be provided.

vii) Emergency Pay Rationalisation

In case of undue financial constraints due to external unforeseen factors like Pandemic, Disaster, Recession etc, the Management can temporarily rationalize pay of its employees to tide over the situation till the situation returns to normalcy.

15. Appraisal

The performance of all faculty and staff members is evaluated every year to determine individual progress, training needs, and potential pay increases. Pay increases are not automatic, and they depend on factors such as the staff member's demonstrated job proficiency. Job proficiency is determined by performance reviews, goals set and achieved, feedback from customers and peers, an attendance record, an attitude at work, and a willingness to take on new challenges.

16. Leave Policy

The rules for various categories of leaves are mentioned in the subsequent paragraphs.

- Leave cannot be claimed as a matter of right. The head of the institution reserves the right to sanction the leave.
- All types of leave applications for teaching faculty should be recommended by the HOD of the respective department. The HOD must make sure that necessary arrangements are made to meet that faculty's obligations to the department for the proposed leave period before recommending it to the sanctioning authority.
- No leave shall be granted beyond the date on which an employee is due to retire upon attaining the age of superannuation.
- All leaves shall be availed of only with the prior permission of the Head of the Institution, except in emergency cases.

- A leave record shall be maintained for each employee, either in physical or electronic form, and the same shall be made available for the employee to keep track of his leave status.
- Serving the institute earns you leave. The number of days listed for various types of leave is based on one year of full service rendered. Any unauthorised absence, suspension, LOP, etc., will reduce the "Number" on a pro-rata basis.
- The sanctioning authority may recall an employee to duty before the expiration of his or her leave.

Kinds of leave admissible

- i. Casual Leave
- ii. Earned Leave
- iii. Maternity Leave
- iv. Compensatory Leave
- v. Special Casual Leave
- vi. R H Leave
- vii. Vacation Leave
- viii. Special Leave
- ix. Medical Leave

Definition

- a. **Casual Leave:** Leave of shorter period allowed to employees to take care of their urgent and unforeseen matters.
- b. **Earned Leave:** Leave earned by an employee in respect of service rendered for a certain period in the institute.
- c. **Maternity Leave:** Leave allowed for Married women employees during confinement(both pre-natal and post-natal period put together)
- d. **Compensatory Leave:** Leave allowed to an employee in compensation to a holiday/Sunday on which he/she was put on duty.
- e. **Special Casual Leave:** Leave allowed to teaching staff, when they are assigned any work of special nature by the university/institution, (Like invigilation work, Paper valuation, Seminars etc.) Which necessitate them to be absent in the college.
- f. **R H Leave:** Leave allowed for employee for observing festivals for which a general Holiday is not declared.

- g. **Vacation Leave:** Leave allowed for teaching employees in regular service during the period when there will be no teaching activities in the institution between two academic sessions, (viz. semesters/years).
- h. **Special Leave:** Leave allowed to an employee to tide over a difficult situation arising due to the outbreak of a pandemic or occurrence of any other natural disasters.
- i. **Pay:** Means, for the purpose of these rules, the amount drawn monthly by the employee as pay, Special pay, Personal pay and such other emoluments.

Eligibility of leave

i. Casual Leave:

- a. All regular employees (teaching and non-teaching) are eligible for a period of 15 days in a calendar year. Employees on probation are eligible for 12 days in a calendar year on pro-rata basis.
- b. Un availed casual leave during the year will be treated as medical leave. A minimum of 3 Casual Leave and a Maximum of 7 Casual Leave will be converted to Medical Leave in an Academic Year.
- c. A minimum of half (1/2) day or a maximum of Three (3) days of CL can be availed of at a time.
- d. C.L. cannot be combined with any other kind of leave except Sundays and holidays, provided the period of absence shall not exceed 5 days in the aggregate.
- e. Intervening holidays will be treated as a leave. For example, if an employee is taking casual leave on Saturday and Monday then Sunday will also be treated as casual leave.

ii. Earned Leave:

- a. All non-vacation confirmed employees are eligible for 20 days of Earned Leave for each year of successful completion of service after confirmation of service.
- b. If any staff member is prevented from availing vacation in the interest of the college by the orders of the Principal/Designated Authority, such vacation may be converted into Earned Leave (EL) at the rate of 1:2, i.e., one day of EL for every two days of eligible vacation not availed. Such consideration rests solely at the discretion of the Principal/Designated Authority.
- c. Earned Leave cannot be claimed in fractions and should be claimed for minimum 3 days.
- d. Earned Leave at the credit of an employee is carried forward and can be accumulated.
- e. Earned leave cannot be combined with casual leave/ vacation leave/ prefixed or suffixed with general holidays. Encashment of E.L is not admissible.

iii. Maternity leave:

- a. Maternity leave may be granted to married regular female employees (who have completed one year of post probationary period) for a period not exceeding 3(three) months at a time during her confinement (both pre-natal and post-natal periods put together) and only for two occasions in the entire period of her service in the institution; provided she does not have any living child.
- b. During maternity leave, leave salary equal to 50% of Gross Pay last drawn is admissible subject to statutory deduction.
- c. Payment for maternity leave will be at the discretion of the management.

iv. Compensatory leave:

- a. This leave is granted to an employee at the rate of one day for every day when they perform non-remunerative duties assigned to them by the principal, on a holiday.
- b. It is not granted to any remunerative duties assigned, like university examination work or any other remunerative duties.
- c. Compensatory Holiday lapses if it is not availed within 3 months from the date on which it originates.
- d. An Employee can avail 1 day of Compensatory Holiday if he/she has worked for full day, else they can avail half day CH
- e. Compensatory Holiday cannot be combined with any other kind of leaves.

v. Special Casual Leave:

- a. Special Casual Leave may be granted to an employee for a period not exceeding 30 days in any one Calendar Year split into 15 days each from Jan to June and July to December for the following purposes. The period of absence more than 30 days should be treated as regular leave of any kind. Special casual leave cannot be carried forward for the next year. Special Casual Leave can be combined with CL and EL. Half Day SCL cannot be combined with any other kind of leave.
- b. SCL can be granted for a maximum of 3 days for the purpose of external examinership for practical examination. SCL can also be granted for an employee who will be attending the meetings of the statutory bodies of VTU / other Institutes.
- c. Special casual leave can be granted to an employee who is perusing Ph.D. for meeting the guide, for attending pre-registration interview, entrance exam, course work exam, comprehensive viva, Open seminar 1 &2, Doctoral committee meeting, thesis submission & Ph.D. Final Viva.

- d. Those who are availing Special casual leave should mandatorily submit SCL Application Form along with attendance certificate as applicable.

vi. On Official Duty (OOD):

- a. All staff members shall be credited 15 days of OOD in the month of January.
- b. A staff member can avail OOD only if he/she is deputed by the Head of the Institution for any official work.
- c. Those who are availing OOD should mandatorily submit OOD application Form along with attendance certificate as applicable.

vii. R.H Leave:

All regular employees may be granted R.H Leave to a maximum of 2 days in calendar year for observing festivals for which no general holidays are declared.

viii. Special Leave:

An employee (Regular/ under Probation) requiring to be absent from official duties on account of his/ her suffering due to natural calamities like the covid- 19 pandemic or any other natural disasters may at the discretion of the management be allowed leave up to a maximum period of 14 (Fourteen) days, irrespective of the leave at the credit of the employee. The employee shall submit relevant and valid documents while applying for the special leave under this clause.

ix. Vacation Leave:

- a. Vacation is applicable to only for the confirmed Teaching Faculty members.
- b. These rules govern the availing of vacation for each semester. The maximum duration and number of days shall be decided by the Principal/Designated Authority. However, Employees who are on probationary period are eligible to get 50% of Vacation leave availed by Confirmed Staff.
- c. There shall be 2 slots of vacation in each semester. Principal shall by way of circulars decide the faculty members to avail the vacation in each slot.
- d. Principal shall ensure that at any point of time at least 50% of the teaching faculty members are available in each department for smooth functioning of the college during the vacation.
- e. Any unused part of VL cannot be carried over to the next academic year.
- f. A faculty member becomes eligible for vacation only after rendering a continuous service of one full academic year.

x. Medical Leave:

- a. All confirmed employees who have successfully completed one year of post probationary period are eligible to carry forward the accumulated (not used) Casual Leave to the next years and this accumulated leave can be availed at the time of medical emergency.
- b. A minimum of 3 Casual Leave and a Maximum of 7 Casual Leave will be converted to Medical Leave in an Academic Year.
- c. In order to avail Medical Leave submission of Medical Certificate is a must.
- d. A minimum of 2 Medical Leave must be availed at a time.

Sanctioning authority

- i. The head of the institution is competent to sanction all the admissible leave applied for through proper channel. The leave may be refused or reduced or advised to be postponed depending on the exigencies of work.
- ii. Approval of the president/ secretary shall be obtained for sanctioning leave
 - a. for more than 30 days on medical ground as well as for other reasons even if there is leave at credit of the employee.
 - b. on medical ground if there is no leave at credit or the leave available falls short of the requirement.
- iii. The president/secretary of the Trust is the competent authority to sanction leave to the head of the institution.

17. Absence from Duty

- a. An employee shall not absent himself/herself from his/her duties without obtaining prior permission of the competent authority. In case of emergency a message or a letter be sent on the day of absence or at least the next working day giving reasons for his/her absence.
- b. If the employee absents continuously for a period of 7 (seven) days or more without prior permission or communication, disciplinary action can be initiated against employee.
- c. If the employee fails to report for duty or fails to furnish convincing reasons for 7 or more days of absence, a final notice informing that if he/she fails to comply with the rules, the management will without any further notice take action to appoint another person in his/her place, and terminate the service of the absent employee.

18. Employee's Benefit

- a. **ESI:** RIT is also registered under ESIC in order facilitate the employees whose Gross Salary is under Rs.21,000/- Currently the employees contribute at the rate of 1.75% of the wages and the employer contribute 4.75% of the wages paid/payable in respect of employees in every wage period.
- b. **Group Accident Insurance:** RIT is providing Accidental Insurance Coverage for all its staff members up to five lakh rupees. Since day one all the staff members are covered under this policy. The coverage under the insurance is both on campus as well as off campus.
- c. **Gratuity:** All the employees of RIT who have completed 5 year of service will be benefited as per the Gratuity Act.
- d. **Financial Assistance for Laptop:** The Management of RIT is providing financial assistance to the staff members for purchase of laptop for their personal use(Limited to Rs. 60,000). The college will pay upfront the value of laptop of their choice and the same will be deducted out of their salary in 10 equal instalments without charging any interest.
- e. **Medical Facilities:** RIT has MOU with Rajeev Hospital, Hassan through which the staff can avail treatment under concessional prices.
- f. **Best Teacher Award:** Top 3 faculty members will be awarded "Best Teachers" of the year. It may be noted that there is no 1st, 2nd and 3rd position. All the 3 awardees will get the same reward. Each award winner will be rewarded a citation, a cash prize of Rs.5000/-. The best technical/Administrative staff will be rewarded with a citation and a cash prize of Rs.5000/-. The best supporting staff of the Institution will be rewarded with a citation and a cash prize of Rs.5000/-.
- g. **Consultancy Revenue Sharing:** The revenue generated through such consultancy project shall be shared between Management & the faculty taking up the work order in the ratio of 50% & 50% respectively after accounting for expenses incurred towards such consultancy project.
- h. **Travel Allowance & Dearness Allowance:**
 - All staff members are eligible for travel allowance, when deputed on official duty as per the order of the principal.

- The Travel allowance eligible for various categories shall be as per the Circulars issued from time to time.
- Subject to limits prescribed in the circular issued as above, reimbursement of fare paid for the journey and accommodation charges, if any, will be made.

19. Duties and Responsibilities of staff

Staff members are expected to enhance the learning environment through instruction, applied research, scholarly activity, and service that support the institutional mission. The primary duties of faculty include effective classroom teaching, academic advising and counselling of students, participation in departmental committee work, and handling other responsibilities that are assigned by Higher authority.

More details are available in RIT Roles and Responsibility document.

20. Code of Conduct

Preamble: The primary objective of the institution is to disseminate knowledge and impart quality education to its students. The institution also aims at promoting research & development, consultation, and such other professional activities. The various institutions are affiliated to various Universities/Board and depend on them for the conduct of examination/design of course curriculum, almanac and various other activities keeping in mind the regular work load of the concerned Institution.

Keeping in view the above aspects following code of conduct is set for the employees.

- The employees in the discharge of their duties and in their interactions and dealings with public, government official, students, and their parents etc., shall conduct themselves in a manner that enhances the prestige and image of the institute and shall not do anything which impairs or tarnishes the image of the institute. Employees shall deal on behalf of the institute with professional honesty, integrity, and moral and ethical standards, shall be fair, transparent, and perceived as such by others. Employees shall not engage themselves in any business activity or service relationship which may detrimentally conflict with the interests of the institute.
- All the staff must bear in mind that delivering lectures on theoretical aspect of the subjects, conducting practical/drawing classes etc., as per the approved schemes of instructions and almanac and uniform coverage of syllabus in the prescribed time are

their main duties. Failure to conduct classes according to the scheduled timetable without prior information or alternate arrangement shall be considered as serious dereliction of duty. Every faculty/employee must at all times do justice to the students in thought, word, and deed. Nothing should be done which adversely affects the programme of instruction, examination, and assessment of students.

- College employees shall at all times maintain absolute integrity and devotion to duty and shall do nothing against the dignity and prestige of the college, particularly in his/her relationship with the students. The head of the institution (principal) shall decide cases of infringement of these rules.

a. **Explanation:**

- a. The powers to decide an issue under these rules are vested with the head of the institution/management.
- b. Conduct of University Examinations and Internal Examinations of the College, including invigilation, evaluation and assessment of the students form part of the duties of teachers. The non-teaching staff shall assist in the arrangements for the smooth conduct of examinations: they shall attend to all connected work - as may be assigned by the persons in charge of such activities.
- c. All employees shall be punctual to their duties and shall strictly adhere to the college timings.
- d. Staff members shall not use mobile phones during their instructional hours. However, they may use them in their cabins/rooms.
- e. Dress code for the faculty of Institute:
 - a. Gentlemen: Tucked in shirts and shoes with neat shaving
 - b. Ladies: Saree
- f. The supporting staff in the various laboratories shall be punctual, shall keep the laboratories open in a clean and presentable form for the use of the students and teaching staff during the normal working hours of the college. The non-teaching staff should assist the teachers and students in all the academic works. They shall strive hard to ensure that there will be no room for complaint either from the teachers or from the students.
- g. All the employees shall strictly obey the instructions and circulars issued by the authorities from time to time.
- h. **Behaviour towards superiors:** No employee should use disrespectful language while speaking to superiors. They should give due respect to their superiors. The

teaching staff, supporting staff, Ministerial staff and Class IV employees have to strictly obey their superiors under whose control they are deployed to work. The Heads of Departments and person's in-charge of various administrative units are also expected to give clear, feasible instructions to the staff under their control. No employee shall indulge in any derogatory loose talk against his or her colleagues, superiors, subordinates, students or members of management. Employees shall not resort to any agitation, which disrupts the normal work in the college. Every employee shall strive to the best of his/her ability to ensure that the College is not subjected to embarrassing situations in so far as compliance with the academic almanac is concerned. Protests, if any, may be lodged by submitting suitable representations to the HOD/Principal/Management.

- i. It is important to note that the Management/Administration reposes trust in the employees of the College in the smooth functioning of classes and labs and all the work connected with the college and the University, No employee is expected to undertake any outside job.
- j. Violation of any rules will be treated as breach of trust and will be dealt as such.
- k. Inciting colleagues, fomenting unrest in the college campus or any other activity which pollutes the academic atmosphere in the college campus or undermines the prestige of the Institution/Management, shall constitute breach of trust and shall be dealt with seriously. Punishment may vary from withholding increments to removal from service depending on the gravity of such action committed by the employee.
- l. The teachers are expected to deal kindly with the students as far as possible, within the framework of rules and without sacrificing discipline. They are expected to maintain attendance records up to date and report periodically as per the rules in force.
- m. Any action on the part of any employee, whether teachers or Supporting staff members or members of the ministerial staff or Class IV employees, which results in obstruction in the normal work and/or puts the administration/management in an embarrassing situation or causes tarnishing of the image of the college in the eyes of the University or general public, shall be seriously dealt with. The punishment may vary from withholding increments to removal from service depending on the gravity of such action committed by the employee.
- n. Instigating students to resort to any kind of agitation or to revolt against the administration/management of the college, shall be viewed as subversive activities

- and the employees indulging in such activities shall attract disciplinary proceedings against them and shall be seriously dealt with. The punishment may vary from withholding increments to removal from service depending on the gravity of such action committed by the employee.
- o. Demonstration of 'loyalty to the College' by putting in sincere diligent ungrudging work, assisting the administration/management to tide over any difficult situations that may arise from time to time, by putting in extra hours of work when needed) by extending sincere cooperation to the administration of the College; attracts appreciation from' the college authorities.
 - p. Employees of the College, if invited, shall attend all the College Functions, Seminars & Meetings.
 - q. Excellent Teachers shall be recognized and honoured as such, based on objective norms, and demonstrated skills.
 - r. Such of those teachers who exhibit initiative and drive by getting substantial grants for R&D work or for strengthening the infrastructure in the college will receive special commendations.
 - s. No College teacher shall engage himself in coaching privately any student for any remuneration.
 - t. No College employee shall, undertake any employment or accept any remunerative or honorary work or Consultancy not connected with the college.
 - u. **Gifts:** No College employee shall himself accept or permit any member of his family to accept from any person any gift which places him in any form of official obligation.
 - v. **Subscriptions:** No College employee shall, without obtaining the previous sanction of the Principal, ask for or accept or in any way participate in the raising of any subscription or other pecuniary assistance in pursuance of any object whatsoever.
 - w. **Communication of official Documents or Information:** It shall be the duty of every employee to honour the confidence reposed in him/her by the College and as such he/she shall not divulge any information obtained by him in the course of his official duties to any unauthorized person or to make any improper use thereof. An employee connected with examination work is specially required to be very cautious in the observance of this rule and should not under any circumstances divulge any information that passes through his hands in the discharge of his duties, to unauthorized persons.

- x. **Discussion of Policy of Action of the College:** College employees shall not either in any document published by them or in any communication made by them, to the Press or in any Public utterance made by them, indulge in any public criticism about the college administration in such manner as is likely to undermine the dignity of the college employee and causes or is likely to cause embarrassment to the administration in its relations with its staff or the students of the College or the University or the Government or any other agency.
- y. **Vindication of acts and character of the College Employees as such:** A College employee or any staff association shall not have recourse to the press under any circumstances. They shall not also approach any Court for redressal of grievances without first representing to the head of the institution/management.

21. Disciplinary Procedures and Grievance Redressal

i. Discipline

- a. Every employee is expected to maintain certain standard of discipline as envisaged by the Institute policies, failing which he/she renders himself/herself liable for such action as may be taken against him/her. Every employee shall take all possible steps as may be required of him/her to ensure and to protect the interest of the institute and perform his/ her duties with utmost integrity, honesty, devotion, and due diligence.
- b. Every employee shall show courtesy in his/her interaction with other employees, students, parents of students, suppliers and others having dealt with the institute.
- c. Every employee shall strive to develop and impart such an education to the students of the institute to develop expertise in their respective fields and to groom them to be adaptable to any environment requiring leadership qualities, positive attitude, and loyalty and integrity towards the organization where they are going to be employed.
- d. Every employee shall abide by the rules and regulations of the institute and obey all orders and directions issued by the institute / management. Violation will attract disciplinary action

ii. Punishment (For violation of Rules/ misconduct)

- a. If any employee violates the prescribed rules under the this or any order in force or misconducts, he/she is liable for punishment by imposing penalty as under.
- b. During the pendency of disciplinary proceeding, the accused employee may be kept under suspension.

iii. Minor Penalties

- a. Warning

- b. Imposing fine.
- c. Recovery from salary in whole/part towards loss caused to the institution due to negligence/violating the rules
- d. With holding increment or promotion.

iv. Major Penalties

- a. Reduction in Rank
- b. Removal from service
- c. Dismissal from service

v. Order imposing minor penalties shall be passed after getting explanation from the delinquent employee concerned on the charges by the Disciplinary Authority.

vi. Orders imposing major penalties mentioned shall be passed in the manner specified below.

- a. The disciplinary authority shall itself hold an enquiry and pass the orders, or it may nominate an enquiry officer / constitute an enquiry committee to enquire into the charges.
- b. The enquiry officer / committee shall give all reasonable opportunity to the delinquent employee to defend his/her case, and after conclusion of the enquiry shall submit a report on the finding on the charges, to the disciplinary authority.
- c. The disciplinary authority after examining the report shall give notice to the concerned delinquent employee indicating the decision proposed to be taken against him/her and calling upon to submit his/her representation if any within the specified time.
- d. The disciplinary authority after examining the representation shall decide the penalty to be imposed and issue or cause to issue orders accordingly.
- e. The disciplinary authority shall be the President of the Trust.

22. Grievance Handling

- The head of the administration in each institute under the Trust shall, in addition to his normal duties attend to the grievances of students if any and try to resolve them as early as possible. If he is unable to find a solution, he shall seek the advice of higher authority.
- In the case of employee/s, the next higher authority (the head of the department / head of the institution) shall solve the issue, and if they are unable to find a solution, the matter shall be brought to the notice of the management for redressal.

23. Ethical Standard for Teachers

A teacher shall

- a. Live and lead by example in every sphere of conduct, particularly to inculcate a noble culture in students.
- b. Respect parents of students, teachers and elders.
- c. Express the love of brotherhood to students & others.
- d. Accept and extend due respect to every religion and social grouping.
- e. Love the nation and commit their endeavour to her progress.
- f. Have a sense of belonging to the institution.
- g. Assume total dedication to the teaching profession.
- h. Always have an urge to excel in professional expertise.
- i. Wear respectable attire befitting the society's expectation and keep up immaculate personal hygiene at all times.
- j. Never appear untidy, through style of dressing, grooming of hair or in respect of any other ornament one wears.
- k. Not gossip or discuss unauthentic information with peers or other members of public which might provoke a sensation or ill feeling of any sort.
- l. Always listen to students with concern, whether it be in respect of doubts in lessons or it be related to any personal help.
- m. Always motivate the students, giving them a feeling of comfort and encouraging their enthusiastic expressions.
- n. Shall attend to parents as a true representative of the institution, clarify their doubts with concern and help them understanding the system in a better manner.
- o. Shall confer with them on any special problem pertaining to their wards, assist them in solving the problem and guiding them properly on how and who to approach for further help.
- p. Shall always give the parents, authentic and correct information and never enter into any form of gossiping either relating to the institution or of fellow teachers, students or any other member of the society.
- q. Shall always accept the entire fellow teachers, honour their sentiments and respect their value system.