



RR COLLEGE OF PHARMACY

Chikkabanavara, Bangalore-560090
Accredited by NAAC with 'A' Grade

INTERNAL QUALITY ASSURANCE CELL (IQAC)

GOVERNING COUNCIL

PRINCIPAL

DEPARTMENTS

HOD

PROF

ASSO
PROF

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PROF

DEPARTMENT OF PHARMACEUTICS

DEPARTMENT OF
PHARMACOGNOSY

DEPARTMENT OF PHARMACOLOGY

IQAC

ACADEMIC & DISCIPLINARY COMMITTEE

SPORTS COMMITTEE

CULTURAL COMMITTEE

PLACEMENT COMMITTEE

LIBRARY COMMITTEE

HOSTEL & CANTEEN COMMITTEE

ANTI RAGGING COMMITTEE

ANTI SEXUAL HARRASMENT COMMITTEE

GRIEVANCE REDRESSAL COMMITTEE

MAGAZINE & NEWSLETTER/JOURNAL

ALUMNI ASSOCIATION

CONFERENCE/SEMINAR COMMITTEE

NSS COMMITTEE

MENTORING/PROCTORING CELL

R&D COMMITTEE

WEBSITE DEVELOPMENT COMMITTEE

INDUCTION/ORIENTATION PROGRAM COMMITTEE

SC/ST COMMITTEE

TIME TABLE COMMITTEE

EXAMINATION COMMITTEE

SOCIAL MEDIA COMMITTEE


PRINCIPAL
R.R. College of Pharmacy
Chikkabanavara, Bangalore



R. R. INSTITUTIONS

Chikkabanavara, Bengaluru-560090

QUALITY ASSURANCE CELL (QAC)

Ver- 02/2022

R. R. Inst./QAC/2021-22/031

Policy for Support to Higher Education

Policy Applies to	: All Staff.
Approval Authority	: Principals of all colleges
Governing Authority	: Quality Assurance Cell
Responsible Officer	: Director - QAC
Approval Date	: 23 rd August 2017
Effective Date	: 01 st September 2017
Date of Last Revision	: Not Applicable

1. PREAMBLE

This policy governs the rules and regulations of all the facilities given to the employees of R. R. Institutions, who are involved into research or pursuing their higher studies in relevant domain. This policy will be in effect from 1st September 2017.

2. ELIGIBILITY

Following are the eligibility criteria for availing the facilities

1. The facilities of this policy can be availed only by the employees of RR institutions.
2. The employee should have completed the probationary period.
3. In case the employee resigns the job she/he will not be eligible for the facilities.
4. The facility can be availed by the candidates who have the eligibility of registration as per the UGC norms.
5. The employee who is ready to give an undertaking of continuing the services at RR institutions for a period of 3 years after the completion of course, the facility availed for.

3. LEAVES

The Employees pursuing research and higher education in the relevant domain can avail on duty leaves for the following reasons.

1. Attending Exams
2. Course work
3. Doctoral committee meetings
4. Open seminars/colloquiums
5. Comprehensive Viva Voce
6. Defence Viva Voce
7. One day in 2 months for meeting the guide/supervisor for research discussion.

The leaves to be availed on prior permission of at least 3 working days. The attendance of the same, signed with seal of the guide/Research Centre Head to be produced within 3 working days of availed period.

4. INFRASTRUCTURE FACILITIES

The employees who have registered for higher education or research can utilise the laboratories, library, digital library, and other Research Centre facilities.

5. FINANCIAL SUPPORT

1. Research centre fee: A scholarship of 10% of the research centre fee will be given to the employees who are working at the RR institutions and who have registered for higher education at any college/Research Centre of RR institutions.
2. The financial support for attending the conference or seminars and other skill development programme can be availed as follows with reference to research policy of R R Institutions. (No 4.2.4)

Description	Maximum Allowed
Program held abroad	US \$300
Program held in India: International	Rs. 3000
National	Rs. 1500

6. INCENTIVES & INCREMENT

1. Cash Incentive of Rs. 1000/- will be provided on publishing of paper in the Journal/s (with ISSN) UGC Care listed / Scopus/WOS/SC.
2. Cash Incentive of Rs. 1000/- will be provided for a faculty who will publish a Paper with ISBN/ Proceedings.
3. Cash Incentive of Rs. 2000/- will be provided for a faculty who will publish a Book with ISBN.
4. Employees who complete their Ph.D. degree while in service shall be entitled to increments as per institutional norms if such Ph.D. is in the relevant branch / discipline and has been awarded by a university complying with the process prescribed by the UGC.
5. Employees who acquire M.Phil. Degree or a MTech, NET, SLET, KSET, degree in a relevant Branch / discipline recognised by a Statutory University while in service, shall be entitled to one increment.

7. REVISION OF THE POLICY

The revision of this policy can be made every five year based on the need.

8. CUSTODY OF THE POLICY

The implementation, updating and custodian of Policy for support to Higher Education shall be with the Quality Assurance Cell of R R Institutions.


(Dr. Maya Salimath G)
Director – QAC

Director
Quality Assurance Cell (QAC)
R R Institutions, Bengaluru – 560090



R. R. INSTITUTIONS

Chikkabanavara, Bengaluru-560090

QUALITY ASSURANCE CELL (QAC)

Ver- 02/2022

R. R. Inst./QAC/2021-22/031

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(Dr. Maya Salimath G)
Director – QAC

Director
Quality Assurance Cell (QAC)
R R Institutions, Bengaluru – 560090



R. R. INSTITUTIONS

Chikkabanavara, Bengaluru-560090

QUALITY ASSURANCE CELL (QAC)

VER. 01

RESEARCH POLICY

Policy Applies to	: All Staff and students
Approval Authority	: Principals of all colleges
Governing Authority	: QAC
Responsible Authority	: Director QAC
Approval Date	: 22 nd August 2017
Effective Date	: 1 st September 2017
Date of Last Revision	: Not applicable

1. PREAMBLE

Reputation of any educational institution depends on research productivity and innovation. The success of an institution in attaining its objectives is greatly dependent upon the alignment of the faculty & Student's research initiatives. Therefore, the present research policy aims to help faculty and students of R R Institutions to achieve research excellence to solve the societal problems.

- 1.1 Research Policy: This document will be hereafter known as the research policy of the R R Institutions. The policy will be in effect from 1st September 2017 and will be renewed on completion of 5 years
- 1.2 Purpose: The purpose of this Research Policy is to create a vivacious atmosphere of research among faculty, students and researchers in R. R. Institutions. The policy shall serve as an overall framework and guidelines within which research activities may be carried out.
- 1.3 Scope: This is R R Institutions Wide Research Policy. It is implementable in all campuses of R R Institutions and can serve as guideline for all colleges.
- 1.4 Objectives of the Policy
 - a. To promote research, innovation and intellectual capital,
 - b. To ensure integrity, quality and ethics in research,
 - c. To incentivise the generation of intellectual capital.
 - d. To ensure high level of efficient and effective support system to facilitate faculty, students and other and researchers in their research activities.
 - e. Ensure publications in quality journals, indexed in Scopus/Web of Science and/or with impact factor.
 - f. To nurture an environment of undertaking socially useful research with potential for commercialization.

- g. Establish Research Centres within colleges of R R Institutions with potential for Excellence.
 - h. Forge interdisciplinary research collaborations and partnerships nationally and globally.
- 1.5 Custodian of Policy: The implementation and updating of Research Policy shall be carried out by the Management of R R Institutions at the institutions level. And at the college level the R & D committee coordinator shall be a custodian. The Research Policy shall have a research & Development body (consisting of all the R & D Cell coordinators of colleges) to function as administrative committee, to assist and advise in matters related to research within R R Institutions.

2. RESEARCH COMMITTEE

R & D committee can be formed as per the guidelines by the respective affiliating university or with the following guidelines:

2.1 Guidelines for forming a Research Committee

- Principal (Chairman/ Chairperson)
- One faculty(Member Secretary)
- 1 Faculty from each dept.
- Students (2 Boys and 2 girls- one Junior batch and one pre final year batch)

2.2 Roles and responsibilities of the R & D Committee

- a. Custodian of the Research Policy and suggesting any modifications
- b. Processing the request letters of the faculty for attending conference, workshop, seminars etc.
- c. Supporting for PhD.
- d. Support for paper publications
- e. Conduction of research related activities for students and faculties
- f. Maintenance of all records of the same etc.
- g. R&D Committee should process the documents received, within 3 working days.
- h. The Committee should submit the working report to the management through QAC quarterly once.

3. RESEARCH PROPOSALS

3.1 Faculty research:

- a. Faculty who is interested to apply for funding to any funding agency has to submit the research proposal along with the following documents:
 - Problem Statement
 - Research Methodology
 - Equipments required and availability
 - Expected budget and Returns on Investment
 - Custodian of the research
 - Expected Outcome of the research
- b. The proposal is to be submitted by the principal investigator to the departmental / college research and development Committee. The R&D committee has to process the proposal to the management with recommendations and only after the approval of the management the same is to be sent to the funding agency.
- c. It is the responsibility of the PI to submit the proposal before 15 days of the deadline date to the R&D committee.

3.2 Students Research:

The students research projects will be conducted as per the respective university guidelines.

3.3 Collaborative Research

The collaborative research activities to be taken in following steps:

- a) Identify the interdisciplinary area.
- b) Identify the different experts from concerned disciplines who can work together.
- c) Study the requirement of the infrastructure to conduct the concerned interdisciplinary research.
- d) Explore possibilities to find resources for such interdisciplinary research.
- e) Conduct the research with details terms and contained MoU with both parties.

4. RESEARCH SUPPORT FROM MANAGEMENT

4.1 Cash Incentives (only with R.R. Affiliation) – once

- a. Cash Incentive of Rs. 1000/- will be provided on publishing of paper in the Journal/s (with ISSN) UGC Care listed / Scopus/WOS/SC.
- b. Cash Incentive of Rs. 1000/- will be provided for a faculty who will publish a Paper with ISBN/ Proceedings.
- c. Cash Incentive of Rs. 2000/- will be provided for a faculty who will publish a Book with ISBN.

4.2 Financial Assistance for attending development activities

Apart from the publication incentives the management also supports the faculty and students by sponsoring them for the development activities.

4.2.1 Eligibility of faculty:

- a. The minimum service of faculty at R. R. Institutions should be at least 1 Year, to apply for financial assistance for attending development activities like Conference/ Seminar/ FDP/ deliver invited lectures.
- b. A faculty, member can avail a maximum of 06 days in a calendar year as OD only to attend such development programmes.
- c. A faculty member is eligible for a maximum 2 times in a Year to attend professional development programmes, but on a rotation basis.

4.2.2 The absence of Faculty, member from the Institute during the days of such development programmes and journey days will be treated as on duty leaves (ODL) and the same approved through the HoD, Principal and Management. However, the faculty member shall make alternate arrangements for taking up his/her class work during the absence. On return, the faculty member shall take extra classes to compensate for the missed academic work. On return, the faculty must compulsorily present a lecture on the development activity attended to respective college/ department faculties.

4.2.3 Principal at his / her discretion may recommend /may not recommend financial assistance to any faculty member without assigning any reason for the same and forward to Management for approval/sanction.

4.2.4 Maximum Registration Fee that can be sanctioned per year/per Faculty.

Description	Maximum Allowed
Programme held abroad	US \$ 300
Programme held in India: International	Rs.3000
National	Rs.1500

5. RESEARCH ETHICS

The research scholar is expected to follow the following ethics during conduction and even after completion of research:

- a. Academic Honesty: The researcher is expected to be honest in all scientific communications, honestly report data, results, methods and procedures, and publication status. Do not fabricate, falsify, or misrepresent data. Do not deceive colleagues, granting agencies, or the public.
- b. Carefulness: The researcher is expected to avoid careless errors and negligence; carefully and critically examine your work and the work of peers. Keep good records of research activities, such as data collection, research design, and correspondence with agencies or journals
- c. Respect for Intellectual Property: The researcher is expected to honour patents, copyrights, and other forms of intellectual property. Do not use unpublished data, methods, or results without permission. Give credit where credit is due. Give proper acknowledgement or credit for all contributions to research. Never plagiarize
- d. Confidentiality: The researcher is expected to protect confidential communications, such as papers or grants submitted for publication, personnel records, trade or defence secrets, and patent records.
- e. Social Responsibility: The researcher is expected to promote social good and prevent or mitigate social harms through research, public education, and advocacy.
- f. Competence: The researcher is expected to maintain and improve professional competence and expertise through lifelong education and learning; take steps to promote competence in science as a whole.
- g. Legality: The researcher is expected to know and obey governmental policies, relevant laws and institutional rules and regulations.
- h. Animal Care: The researcher is expected to show proper respect and care for animals when using them in research. Do not conduct unnecessary or poorly designed animal experiments; also take necessary permissions from concerned authorities.
- i. Human Subjects Protection: The researcher is expected to when conducting research on human subjects, minimize harms and risks and maximize benefits, respect human dignity, privacy, and autonomy. Take special precautions with vulnerable populations and strive to distribute the benefits and burdens of research fairly.

6. PLAGIARISM POLICY

- a. All kind of Paper / Articles and Research Publications, by all faculty and students of colleges under R. R. Institutions are to submit the plagiarism certificate.
- b. The expected limit of plagiarism is below 15% failing which, the authors will be responsible for all the consequences.
- c. Further for PhD thesis and students projects, the plagiarism policy will be as per the respective affiliated University plagiarism policy, if not as per UGC

7. IPR POLICY

IPR comprises Intellectual Property generated by students and faculties of R R Institutions or jointly with Third Parties. This includes Patents, Copyrights and other forms of Ownership of rights to Intellectual Property.

7.1 Copyright policy

- a. Books, Articles and Similar Works, Including Unpatentable Software

In accord with academic tradition, except to the extent set forth in this policy, R R Institutions does not claim ownership to pedagogical, scholarly, or artistic works, regardless of their form of expression. Such works include those of students created in the course of their education, such as dissertations, papers and articles. The institutions claims no ownership of popular nonfiction, novels, textbooks, unpatentable software, or other works of artistic imagination which are not institutional works and did not make significant use of institutional resources or the services of non-faculty employees working within the scope of their employment.

- b. Institutional Works

The Institution shall retain ownership of works created as institutional works. Institutional works include works that are supported by a specific allocation of R. R. Institution's funds or that are created at the direction of the R. R. Institutions for a specific purpose. Institutional works also include works whose authorship results from simultaneous or sequential contributions over time by multiple faculty and students.

7.2 Patents Policy

- a. The expenses incurred for filing and award of patents will be borne by the individual.
- b. The Institutions does not reserve the right to decide upon whether to file an application for the award of patents or not.
- c. The institution does not claim any ownership in profits made from patented property by an individual associated with institutions.

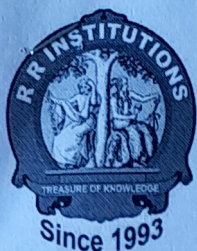
8. Renewal of Policy

The renewal of the research policy will be processed every 5 years.



Dr. Maya Salimath G
Director – QAC
Director

Quality Assurance Cell (QAC)
R R Institutions, Bengaluru – 56



PKM EDUCATIONAL
TRUST (R)

R. R. Institutions

BANGALORE

Ph.D. | ENGINEERING | ARCHITECTURE. | NURSING | PHARMACY | MBA
ALLIED HEALTH SCIENCES | POLYTECHNIC | EDUCATION | DEGREE | PUC



QUALITY ASSURANCE CELL

R. R. Inst./QAC/2017-18/02

Policy for Self-Appraisal System

Policy Applies to	: All Staff of Colleges of R R Institutions
Approval Authority	: Strategic Radar Enhancement Committee (SERC)
Governing Authority	: Quality Assurance Cell
Responsible Officer	: Director – QAC
Approval Date	: 18-08-2017
Effective Date	: 01-09-2017
Date of Last Revision	: Not Applicable

1. POLICY STATEMENT

The purpose of this policy and the associated procedures is to achieve cooperation and consistent practice on performance and training of staff, analysis and to work on action plan to result in quality enhancement.

2. POLICY SCOPE

The Policy applies to all Teaching Staff of R.R Institutions Bangalore.

Sl. No.	Appraisee
1.	Assistant Professor
2.	Associate Professor
3.	Ph.Ds
4.	HOD with Ph.Ds
5.	HOD without Ph.Ds

3. OBJECTIVES

- To achieve quality sustaianance and enhancement ensuring that vision and mission of the institute are fulfilled.
- To know the level of required standard of performance.
- To know the staff achievements, contributions and potentials.
- To receive self-appraisal aims to improve and develop self-performance.
- To identify the area where improvement is required.

4. STAKE HOLDERS

Structured self-appraisal form is collected from the staff as stakeholders of R.R Institutions Bangalore.

5. APPRAISAL PERIOD

The performance of staff will be reviewed on an annual basis. The appraisal period will from August 01 present to July next year based on evaluation parameters of two semesters/a year for an academic year.

6. APPRAISAL FORM/PROFORMA

The IQAC shall design suitable proforma of Self-appraisal for both teaching and non-teaching staff and rights given for its revision as and when required.

7. TYPES OF SELF-APPRAISALS

SELF-APPRAISALS ON TEACHING STAFF:

I. SELF-APPRAISALS ON PRINCIPAL

The self-appraisal on overall performance of Head of the Institution/Principal will be filled by the faculty applicable in a structured proforma.

II. SELF-APPRAISALS ON HOD (WITH Ph.D AND WITHOUT Ph.D)

The self-appraisal on overall performance of HoD will be filled by the faculty applicable in a structured proforma.

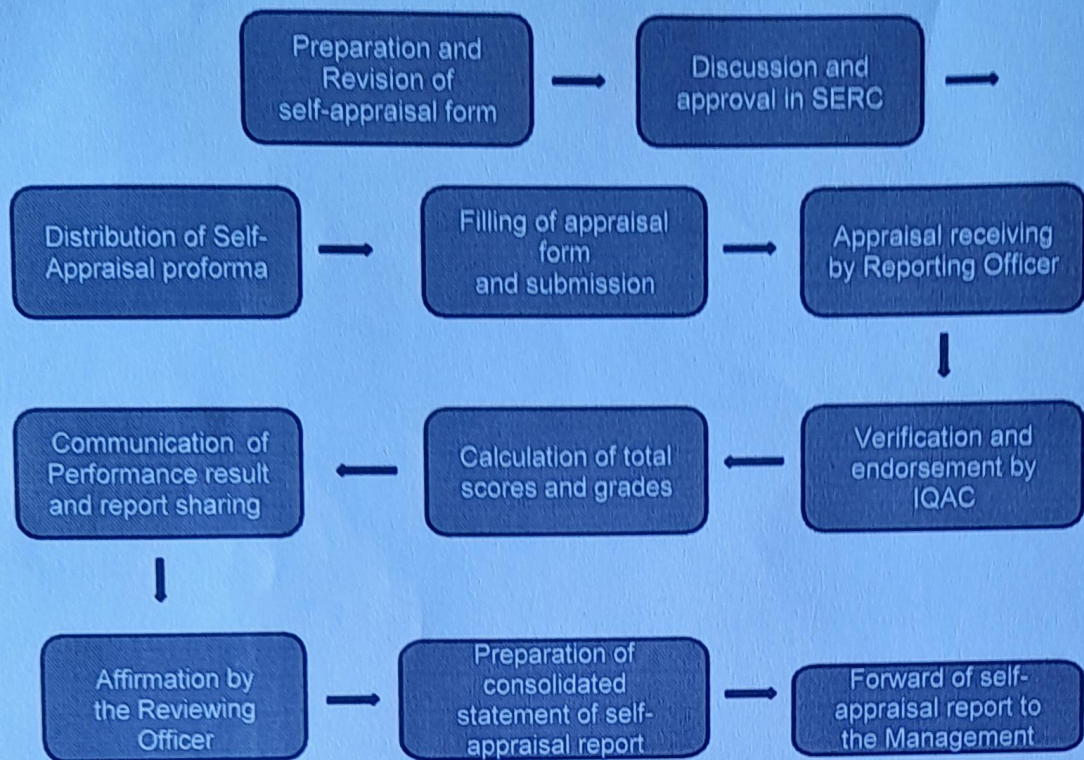
III. SELF-APPRAISALS ON TEACHING STAFF

The self-appraisal on overall performance of all teaching staff will be filled by the stakeholder in a structured proforma.

8. DESIGN OF INSTRUMENT

- a) Questions for self-appraisal system shall be designed and discussed in SERC meeting. Proforma for the same shall be released after approval from SERC.
- b) Any revision in the self-appraisal format from SERC shall be discussed before the circulation in the month of June every year.

9. PROCESS FLOW OF SELF-APPRAISAL SYSTEM



Guideline and Procedure:

1. In the beginning of the academic year, all the faculty members familiarize with appraisal process, evaluation parameters and circulation of proformas shall be done by the QAC.
2. The appraisal period will from August 01 present to July next year based on evaluation parameters of two semesters/a year for an academic year.
3. As it is self-examination of staff member, reporting should be clear and accurate supported with necessary evidences.
4. The staffs are instructed not to modify the proforma in any regards.
5. Before filling the particulars in the proforma, kindly go through proforma and follow it properly.
6. After filling the proforma, appraise has to forward to the same to the Reporting Officer i.e. Head of the Department or Head of the Institute for scrutiny.
7. It is part of the duty to verify the entries and evaluation of said parameters. Thereafter it has to forward to the IQAC for Data Validation Process.
8. Peer review process (includes Validation and evaluation) will be carried out on the basis of prescribed criterion.
9. Upon completion of above process within a stipulated date, the appraisee will be communicated about the about the performance along with necessary feedback.
10. Finally, QAC is entitled to prepare the consolidated Performance Appraisal Report and shall forward the same to the management for their kind perusal.

(Dr. Maya Salimath G)

Director – QAC



PKM EDUCATIONAL TRUST®
CHIKKABANAVARA, BENGALURU-560090
Service and Conduct Rule for the Employee of the
R R COLLEGE OF PHARMACY,
CHIKKABANAVARA, BENGALURU-560090

CHAPTER-I

1. SERVICE RULES

These rules may be called

“THE SERVICE RULES FOR THE EMPLOYEES OF PKM EDUCATIONAL TRUST®”.

The PKM Educational Trust® here after called PKMET.

- 1.1 The Rules shall come into force from the date of approval by the Board of Trustees of the PKMET.
- 1.2 The Board of Trustees reserve the right to amend/modify/delete/add to any of these Rules and to bring any such amendments/alterations with effect from such date as it may apply.
- 1.3 The rules shall apply to all employees working in Institutions run and /or owned by the PKMET irrespective of drawing a scaled salary, consolidated salary, daily wage or on part time work for the PKMET.
- 1.4 In respect of matters not specifically provided in these rules, the Board of Trustees shall be the competent authority to issue such directions or orders it may consider appropriate and such directions or orders shall carry as much authority and effect as these Rules.
- 1.5 Any Rules under this Service Rules requiring clarification and interpretation shall be referred to the Board of Trustees, whose clarification/ interpretation shall be final.

CHAPTER –II

2. DEFINATIONS :

- 2.1 **Association:** means any Trust/society/Association registered under any act for the purpose of attaining a defined goal.
- 2.2 **Chairman:** means the Chairman of the Board of Trustees of PKMET.
- 2.3 **Board of Trustees:** means the duly congregated Trustees of the PKM Educational Trust®.
- 2.4 **Board of Management:** means a board constituted by the Board of Trustee of the PKMET, consisting of members from the Board of Trustees to manage the affairs of an Institution under the PKMET.

- 2.5 **Director:** A member of the Board of Trustees in charge of an Institution.
- 2.6 **Competent Authority:** in relation to the exercise of any power, means the Governing Body or the Governing Council or the Board of Management or Committee of Management or any other authority empowered to exercise any such powers accorded by the Board of Trustees.
- 2.7 **Management:** The Board of Trustees or administrative body headed by the member appointed by Board of Trustees.
- 2.8 **Casual employee:** means one who is engaged on a day to day basis for a specific work of sporadic and casual nature.
- 2.9 **Constituent College:** means Colleges /institutions which are functioning under PKMET, like RRCP which is duly affiliated to the Rajiv Gandhi University of Health Sciences, Bangalore or the other Institutions affiliated to their respective affiliated /accredited bodies.
- 2.10 **Contract employee:** means who is employed on a contract for a fixed time and for limited operation.
- 2.11 **Continuous Service:** means the services of an employee from the beginning of his/her services without any break in the services.
- 2.12 **Consolidated Pay:** means fixed pay and inclusive all. It does not carry any benefit in present or future other than the agreed consolidated fixed amount. The split of consolidate fixed pay into various component of pay for administrative compliance shall not be interpreted as pay scale of employee engaged on consolidated pay .
- 2.13 **Day:** means an English Calendar day, beginning and ending of midnight but absence from Headquarters, which does not exceed 24 hours, shall be reckoned for all purpose as one day, at whatever hour the absence begins or ends.
- 2.14 **Employee:** means a person in employment of the Institution /Establishment set up /and /or run by the PKMET.
- 2.15 **Establishment:** means Hostel, Mess, canteen etc., of any Institution set up and working under PKMET.
- 2.16 **Family:** means an employee's wife or husband, legitimate children, and in case of unmarried employee parents, who are residing with and are wholly dependent on the employee.
- 2.17 **Governing Body:** means the body constituted, according to the guidelines given by AICTE or university or other affiliated bodies, for governing any Institution, by the Board of Trustees.
- 2.18 **Governing Council:** means the body constituted according to the guidelines of Board of Trustees.
- 2.19 **Head of the Institution:** means the Principal /Dean of the college or any other authority who is appointed /designated as the Head of the Institution by the Board of Trustees.

- 2.20 **Holiday:** means a holiday prescribed or notified by competent authority of the PKMET.
- 2.21 **Honorarium :** means a recurring or non-recurring payment to an employee payable as remuneration for work done in respect of affairs of an Institution as may be determined by the competent authority from time to time
- 2.22 **Institution :** means the Institutions /Establishments setup and /or by the PKMET, which includes unaided schools, colleges existing as well as those that may be established in future.
- 2.23 **Leave:** Means leave, granted by the appropriate authority to an employee, to which he/she is eligible.
- 2.24 **Leave salary:** means the amount payable to an employee for the leave period.
- 2.25 **Ministerial Staff:** means an employee whose duties are managerial /clerical in nature.
- 2.26 **Month:** means an English calendar month. In calculation a period expressed in terms of month and day.
- 2.27 **Non-Teaching Staff:** Means those categories of staff that are not categorized under the teaching staff shall be deemed to be non- teaching staff and includes administrative staff.
- 2.28 **Part time employee:** means an employee appointed for a limited period on a consolidated monthly salary, who may be employed elsewhere also.
- 2.29 **Permanent employee:** means an employee who upon the successful completion of the period of probation has been confirmed in writing in the appointed position.
- 2.30 **Probationer:** means an employee appointed on probation in or against a vacancy in any cadre with an intension to continue on permanent basis. The employee who is appointed on probation will continue on probation till he / she is confirmed in writing.
- 2.31 **Special Pay:** means an additional pay to the emoluments of a post or of an employee granted in consideration of
- a) Special nature of duties or,
 - b) Specific addition to the work or responsibility or
 - c) Necessity of acquiring or retaining an employee in the interest of the Institution.
- 2.32 **Subsistence Pay:** means the payment made to the employee who is not in receipt of pay or leave salary.
- 2.33 **Substantive Pay :** means the pay , other than special pay, personal pay to which an employee is entitled to on account of holding the post to which he/she has been appointed substantively or by reason of his/her substantive position in the cadre.
- 2.34 **Teaching Staff:** The teaching staffs comprises all the staff whose primary duty is to teach the academic and consist of (i) Principal /Dean, (ii) Vice–Principal, (iii) Head of the Department, (iv) Professor (v) Associate Professor, (vi) Assistant Professor, (vii) Lecturer (viii) Teachers or (ix) any other teaching faculty.

- 2.35 **Time Scale of Pay** : means pay which arises by periodical increment from a minimum to a specific maximum
- 2.36 **Temporary employee**: means an employee who has been employed for a limited period or for a specific work of temporary nature.
- 2.37 **Tenure Post**: means a permanent post that an individual /employee may not hold for more than a specified period without re-appointment.
- 2.38 **University**: means the affiliating body that awards the qualification aspired for, such as the Rajiv Gandhi University of Health Sciences, Bangalore, in respect of RRCP or the other institutions affiliated to their respective affiliating /accrediting bodies.
- 2.39 **Vacation leave**: means period of leave between closures of one academic period to commencement of next academic period approved by respective Director.
- 2.40 **GENERAL** :
- a) Every employee shall perform the duties assigned to the best of his/her abilities, and shall always act in the interest of the institution.
 - b) A Service Register shall be maintained for each employee and the relevant service entries shall be attested by the competent authority.
 - c) In these rules what is said to be applicable to male members will also be applicable to female members of the staff unless repugnant of or inconsistent with a given context.
 - d) Unless otherwise stated, specifically, in the terms of appointment of every employee, who is a whole-time employee, may be called upon to perform duties as may be assigned to him/her by the appropriate authority, if necessary beyond the scheduled working hours and on holidays and Sundays whether compensated for or not.

CHAPTER-III

3. SELECTION, APPOINTMENT, CONFIRMATION, RESIGNATION, & TERMINATION:

3.1 Selection:

- a) The qualification required for filling a post both teaching and non-teaching shall be such as may be determined by the Board of Trustees in consultation with head of the institutions from time to time taking into consideration the norms prescribed by the Government/

Affiliated University/AICTE or other applicable Statutory Authority.

b) The Board of Management shall have the power to decide whether a particular post will be filled by an open advertisement or by an invitation or from amongst the members of the existing staff in conformity with applicable norms.

c) The Board of Management in consultation with Head of Institutions may constitute a selection committee wherever it deems necessary. All teaching staff posts, non-teaching staff, all temporary and adhoc appointments shall be based on the recommendation of the Selection committee duly constituted by Board of Trustees from time to time. The Selection Committee shall function under the supervision of Head of the Institution and all the recommendation of Selection Committee is subjected to approval from the Board of Management.

3.2 Appointment

- a) All appointment of all categories shall be made by the Head of the Institution on the recommendation of the selection Committee and duly approved by Board of Management.
- b) A candidate appointed by direct recruitment shall assume charge of the post for which he/she was appointed within the period specified in the appointment order.
- c) Candidates promoted under career advancement shall have their appointment effective from the date they assume charge of the higher post.
- d) At the time of joining, the candidate shall complete the following formalities by;
 - i. Submission of joining report.
 - ii. Submission of attested true copies of educational certificate and service certificate along with the originals for verification.
 - iii. Submission of Educational achievements in the prescribed form.
 - iv. Submission of relieving letter or proof of having completed the conditions of appointment with the previous employer.
 - v. Submission of evidence of date of birth/proof of age.
 - vi. Application for ID card along with two passport size photographs.
 - vii. Application for opening a bank account prescribed by the Institution.
 - viii. Submission of PAN Card Copy
- e) Any of the following documents may be accepted as the evidence of date of birth/proof of age.
 - i. Birth Certificate
 - ii. S.S.L.C certificate

- iii. Where a person is non-SSLC, certified extract from the Registrar of Births and Deaths or any other valid document acceptable to the Management. The age of employee verified with reference to any of the above shall be the sole evidence of the age of the employee for all purpose concerning his/her employment especially retirement. The Date of birth [Once furnished and] thus accepted by the Management and entered in the service register, shall be final and conclusive. Under no circumstance, the request for correction of the same will be entertained.
- f) The institution may verify the antecedents of the candidate either directly or through any agency by referring to the previous organization in which the candidate was working. In the event, it is found that the candidate had suppressed material information or furnished misleading or wrong information, the employee is liable for summary termination of employment in PKMET.
- g) All appointment shall be subject to the candidate being medically fit and the candidate shall produce medical certificate from a Medical Superintendent of the Government medical hospitals. If on examination the employee is found suffering from any disease that prevents the effective discharge of duties or is detrimental to the health of other employees, students or staff, the Institute may deny the employment.
- h) All employees other than temporary shall ordinarily be on probation for a period of two years or as specified in the appointment letter. The probationary period may be extended for a further period until specifically declared as having successfully completed the probation period.
- i) All appointment, by promotion, shall be made on probation for period of one year.
- j) The Board of Management upon the recommendation of the Reporting Authority of employees for valid and sufficient reason may extend the probation period of an employee for such a period as may be found necessary. The employee is deemed to have been on probation until the order declaring satisfactory completion of probation period is communicated to him/her, even if the stated period of probation is completed.
- k) The declaration of probation does not confer on the employee any special right of permanence to continue in the post in which he/she, has satisfactorily, completed probation.
- l) The rules governing probation will not apply to appointment made on Adhoc/Contract/Contingent basis or as Trainees.
- m) Employees are not eligible for vacation during the probation period.
- n) **Service Record:** A service register shall be maintained for every employee showing the details, the permanent address, date of appointment, consolidated pay, scale of pay

to which he/she has been assigned, increment given from time to time, leave availed of, transfers, promotions, suspensions, punishments etc. The register shall be opened immediately after the employee reports for duty and shall be updated periodically.

- o) **Special service contract:** The Board of Management may select an employee on contract basis for a fixed period on such terms and conditions, which it deems proper and fit as per the requirement of the institution.
- p) **Seniority :** The seniority in a particular cadre of service or class or in their service to the Institution shall be determined as follows:
 - i. Firstly on the date of entry into the employment under PKMET, secondly on the extra qualification possessed on date of appointment and thirdly from the date of the confirmation after probation in entering particular cadre/class/category.
 - ii. The seniority of persons , who are confirmed shall be according to the dates of confirmation, where the dates of confirmation of any two or more employees is the same, their relative seniority shall be determined with reference to their ranks in the lower grade. If the seniority cannot be fixed on the said principle, the one who is older in age shall be treated as senior.
 - iii. When persons are appointed to a post by internal promotion and by here if a candidate is recruited by direct recruitment, the internally promoted candidate shall rank higher than those recruited directly, even if the date of assumption of charge is the same.
 - iv. When the promotions are made on the basis of seniority cum merit at the same time, the relative seniority shall be determined by their seniority in the lower cadre.
 - v. When promotion to a class of post or cadre is made by selection at the same time, the seniority shall be in the order in which the names of candidates are arranged in the order of merit.
 - vi. Seniority of direct recruitment shall be determined as follows :
 - a) When the recruitment is made through written test, demonstration and interview, the Seniority shall be in the order of position in the merit list.
 - b) If the appointments are made without written test and/ or interview, the date of joining of the candidates shall be the date for reckoning seniority.

****In case two or more persons selected for appointment at the same time to a category of post, the appointment authority shall fix the order of seniority among them having regard to the merit order in which they have been placed by the selection committee, if any, which has included them in the panel. However, seniority alone is not the criterion for promotion or for conferring any other benefit/authority.**

3.3 Resignation:

- a) Teaching staff who have completed their period of probation or who are on probation can resign from service by giving either one month's notice or by paying one month's salary in lieu of such notice to the Employer. The timing of resignation should be such that the employee will be relieved at the end of the semester/academic year notwithstanding notice period stated above he/she be required to pay salary for remaining academic period in addition to notice period as penalty.
- b) Teaching staff that are on temporary / adhoc appointment can resign from service by giving either one month notice or by paying one month salary in lieu of such notice.
- c) Non-Teaching Staff can resign from service by giving one month notice or by paying one month salary in lieu of such notice.
- d) When an employee tenders resignation from the post held, the following points shall be verified within 3 days by the Head of the Institution before accepting the resignation:
 - i. Whether the resignation is in the middle of an academic session.
 - ii. Whether no dues certificate has been obtained from different department/sections/ Library of the Institution.
 - iii. 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 immediate preceding vacation is to be refunded by the employee.
 - iv. Whether the required notice has been given or salary equivalent to the notice period has been paid by the employee.
 - v. Whether the employee, during immediate preceding two years from the date of resignation, has availed any study leave or extraordinary leave with pay, in such case reimburse the salary paid for such leave period, if there is an understanding to serve the institution for a specific period of time.
 - vi. Whether the employee, during immediate preceding two years from the date of resignation, has attended any seminar or conference at the expenses of the Institution, in such case reimburse the said expenses met by the Institution.
 - vii. If all the above conditions from i and vi are fulfilled, the Head of the Institution shall forward the resignation letter to the Board of Management with suitable opinion/remarks for orders/acceptance, within 2 days of receipt.
- e) 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.
- f) After receiving the orders/acceptance of resignation by Board of Management, the same shall be communicated to the employee by the Head of the Institution.

- g) The salary for the month and onward in which the resignation is submitted will not be computed until the resignation is accepted by the Management.
- h) The Head of the Institution shall be the authority to receive the resignation of all members of staff. He shall furnish his recommendation to the Board of Management for direction. The Head of the Institution shall then act on the directions.
- i) All forms of leave standing to the credit of employee as on to date of resignations will be deemed to have lapsed upon furnishing a letter of resignation.
- j) Employees who were kept on suspension or on enquiry for breach of conduct will not be permitted to resign in the normal circumstances. If she/he resign same will be treated as termination of service by the Management for breach of conduct.
- k) In all the above sub clauses of this article, notice does not include vacation or leave on loss of pay granted to the employee or any other leave.
- l) Notwithstanding the above clauses, the Board of Management reserves the right to waive any of the stipulation stated above on special cases in the larger interest of the PKMET.

3.4 Termination of service: The Board of Management may terminate the services of an employee under special circumstances such as reduced workload, moral turpitude, and objectionable conduct, breach of conduct, misconduct, non-performance, insubordination or dishonesty.

- a) The services of teaching staff /non- teaching staff who have completed the probation period are liable to be terminated by the Management by giving one month notice or one month salary in lieu of such notice.
- b) The service of teaching staff/ non-teaching staff who are on probation or on temporary/adhoc appointment are liable to be terminated anytime without giving any reason when deemed to be detrimental.
- c) The employee terminated from the service for breach of conduct shall forfeit his/her past services and shall not be entitled to any terminal benefits.

CHAPTER-IV

4.1 HOURS OF WORK & HOLIDAY

- a) All employees are required to be in the institution concerned and work for a minimum period of 8 hours for six days a week, except on third Saturday which is given as a holiday or such other period decided by the Board of Management from time to time.
- b) Duty hours in the different department and sections of the Institution are to be followed as notified from time to time.

- c) The duty hours may be changed as per the requirement of the Institution from time to time and the employees shall attend duty accordingly.

4.2 Attendance

- a) All employees shall mark their attendance by way of the biometric attendance system and in respective attendance register maintained in different Departments or sections. as the case may be.
- b) On arrival for duty, the employee shall finger point the biometric scanner and initial against their names on the appropriate date. The attendance register will not be available for such initialling after a lapse of 15 minutes from the time fixed for the commencement of duty.
- c) Employees reporting beyond the grace time of the time for reporting to duty are to attend duty after explaining the reason for late coming to the Head of the Institution.
- d) All the employees are expected to be at their allotted place of work throughout their duty time.
- e) Any employee found absent from his/her place of work space during the working hours without prior permission of the Head of Institution is liable to be treated as absent from the duty.
- f) Coming late beyond the grace period or being absent from place of work, will result in deduction of salary.
- g) An employee should work for minimum of 15 days in a month for consideration of pay for Sunday, Saturday and other intervening holidays of the absence, if not salary will be computed only for the number of days present.

4.3 National & Festival Holidays: Institution follows a holiday list as notified by the Head of the Institution. However the employee has to be present for flag hoisting ceremony compulsorily on 26th January, 15th August and all important functions, notified from time to time.

CHAPTER-V

5. PAY AND ALLOWANCES:

5.1 Regulation of emoluments:

- a) Scale as prescribed by the affiliated University and as approved by the Board of Trustee shall be adapted to the posts classified as teaching staff. However, the Board of Trustee reserves the right to adopt different pay scale for different Institution which it deems fit and also to appoint temporary teaching staff on consolidate pay in certain course.

- b) The scale of pay as approved by the Board of Trustees shall be adopted for all posts not falling under the category of teaching staff.
- c) The pay and allowances admissible to the permanent employee shall be at the rates and scales sanctioned by the Board of Trustees from time to time. All appointments shall be at the minimum of the relevant pay scale. However the pay above or below the minimum of the pay scale will be fixed at the discretion of the Board of Trustees on the merit of each case.

5.2 Charge Allowance: When an employee is assigned with additional duties in addition to own duties and the charge entails a substantial increase of responsibility and additional work, he/she may be paid additional allowance to be fixed by the Board of Management. The charge allowance shall generally not exceed one tenth of the minimum of the scale of pay applicable to the post for which the employee is placed in additional charge or independent charge.

- a) No charge allowance is admissible unless the incumbent has actually given /taken over charge of the employee under the orders of the Head of the Institution.
- b) The minimum period for claiming charge allowance under this rule shall be one month.
- c) Charge allowance in respect of only one additional post is admissible, even though an employee is placed in additional charge of the duties of more than one post concurrently. In such case, the charge allowance is admissible at the rate of one tenth (1/10) of the minimum pay of the post carrying highest pay scale.
- d) However, the Board of Management at its discretion, may sanction higher charge allowance as and when the need arise.

5.3 FIXATION OF PAY

- a) 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, before and after 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 lower post at the time of fixation.
- b) An increment may be withheld from an employee by the Institution, if his/her conduct/performance has not been satisfactory. The increment envisaged in time scale is not to be given compulsorily or automatically. The same is subject to performance of the staff and as reported in annual performance appraisal.
- c) When an efficiency bar is prescribed in a time scale, the increment next above bar shall not be given to an employee without specific sanction of the Board of Management.
- d) The conditions under which service for increment in a time scale are as follows :
 - i. All duty in a post on a time scale count for increment in that scale only.

- ii. All leave except Extraordinary Leave (Leave without pay and allowances) count for increment in the time scale applicable to a post in which an employee was officiating at the time of proceeding on leave.
- iii. Extra ordinary leave (leave without pay & allowances) on medical grounds duly supported by medical certificate will count for increment.
- iv. The period spent on probation shall count for increment.
- v. Time passed while on suspension does not count towards increment, if the period of suspension is confirmed.
- vi. Period of unauthorized absence not regularized, but treated as such, shall not count for increment in the time scale.
- vii. If the pay of an employee is reduced as a measure of penalty to a lower stage in his/her time scale, the authority ordering such reduction ,shall state the period for which it shall be effective and whether on restoration, it shall operate to postpone future increment and if so to what extent.
- viii. The period of leave without pay and allowance will not count for increment.

CHAPTER-VI

6. Duties and code of conduct

6.1 Duties of Teaching Staffs: All teaching staffs shall abide by the teaching rules and regulation framed by the Head of the Institution from time to time. In addition to that;

- a) Teaching staff must see that she/he is conscientious in giving her/his attention to teaching the students.
- b) No teaching staff is permitted to inflict corporal punishment on the students.
- c) Teaching staff are expected to record, whatever required by the regulation, register all academic marks of their students from time to time in particular at the reopening of the college and at the end of the term/semester of the college. Each year teacher must supply any statistical and other data required by the Head of the Institution.
- d) In addition to the normal class room duties, the teaching staff shall co-operate fully and faithfully with the Head of the Institution and other members of the teaching staff in promotion of an atmosphere for academic excellence and in the performance of extra duties and devoting extra time which is required for the welfare of the students or the Institution in general.
- e) No teaching staff shall undertake private tuition or any other assignment in any other Institute /Govt. Dept./NGOs, ITs, etc., without the permission from the Board of Management.

- f) The teaching staff shall follow the duties/workload as prescribed by affiliating university or other Regulatory Bodies like AICTE/UGC etc., Governing Body or the Competent Authority shall have the final say in assigning duties/workload.
- g) When the automated students information system is instituted, all teaching staff shall make themselves available for uploading data and furnish information called for.

6.2 Code of conduct for all employees :

- a) Every employee shall be governed by these rules and is liable for consequences in the event of any breach of rules by him/her.
- b) Every employee, at all times, maintains integrity, be devoted to the duty assigned and also be honest and impartial in his/her official dealings. An employee shall, at all times be courteous and polite in his/her dealings with the Management, with other members of staff, students and with members of the public. She/he shall exhibit utmost loyalty and shall always act in the interests of the institution.
- c) An employee exercising any authority beyond the powers entrusted, shall submit a written report of the power exercised and seek to obtain the approval of the immediate superior for the exercise of such authority as soon as possible. The report shall describe the circumstance and reasons for exercise of such authority.
- d) Every employee shall endeavour to remain clean and keep one's operational area tidy.
- e) Demonstration and strikes are not allowed and will result in summary termination of employment.
- f) Criticism of Institution without offering constructive remedies will attract disciplinary action.
- g) Unauthorized communication of information is regarded as misconduct and will attract disciplinary action. No employee in ordinary course of his/her duties, give any information of the Institution to any outsiders.
- h) Conduct of any business, lending and borrowing money is not allowed in Institute campus.
- i) Insolvency and Habitual indebtedness will invite removal from employment.
- j) Consumption of intoxicating drinks and drugs in the campus or entering the campus in any state of intoxication or under the influence of any drug will attract dismissal.
- k) Prohibition of Sexual harassment: Any staff member reported to be indulging in sexual harassment will be suspended immediately without salary if the explanation given when sought, is found to be indifferent or unsatisfactory. The matter will be immediately reported to the appropriate authority. Restoration of salary and status will take place only when the appropriate authority pronounces complete innocence.

- l) Failure to carry out the legitimate orders of a superior will result in a show cause notice being issued. Any failure to render a satisfactory explanation shall lead to imposition of penalty that range from a warning, at the very least to the dismissal from service when the disobedience is serious.
- m) Regularity of attendance and punctuality is expected of all employees. An employee may communicate inability to arrive on time or attend work by telephone or by sending a written note to the superior or assistant so that alternate arrangements can be made. Habitual irregularity or neglect of punctuality shall attract disciplinary action.
- n) All employees shall desist from damaging or misusing PKMET property and material.
- o) Criticism of one's colleagues, senior or junior, will constitute misconduct.
- p) An employee shall be required to observe the scheduled hours of working during which he/she must be present at the place of his/her work. No employee shall be absent from duty without prior permission. Even during leave or vacation, no employee shall leave head-quarter except with the prior permission of proper authority. Whenever leaving station, an employee shall inform the principal, in writing ,through the respective HOD or the principal directly if he happens to be a HOD, the address at which he/she would be available during the period of his/her absence from the head-quarters.

I. No employee shall;

- i. Knowingly or wilfully neglect his/her duty.
- ii. Propagate through his/her teaching lessons or otherwise, a communal or sectarian outlook or incite or allow any student to indulge in communal or sectarian activities.
- iii. Discriminate against any students on the grounds of religion, caste, creed, language, gender, place of origin, social and cultural background or any relationship.
- iv. Indulge in or encourage any form of malpractices connected with examination or other activities of the Institution.
- v. Give room for sustained neglect in correcting class work or home work done by the students.
- vi. While being present in the Institution, absent himself/herself except with prior permission of the Head of the Institution from the class which he/she is required to attend.
- vii. Remain absent from the Institution without leave or prior permission of the Head of the Institution, provided that such absence without leave or without prior permission of the Head of the Institution is due to beyond the control of the

teacher (serious emergencies). It shall not be deemed breach of the code of conduct, if on return to duty; the teacher has applied for and obtained, post-facto necessary sanction for the leave.

- viii. Accept any job of a remunerative or any non-remunerative character from any source other than the Institution or give private tuition to any student or other person or engage himself/herself in any business unless permitted by the Head of the Institution.
- ix. Prepare or publish any book or books, articles in press and media whether directly or indirectly without the permission of the Head of the Institution.
- x. Ask for or accept (except with the previous sanction of the Head of the Institution) any contribution or otherwise associate himself/herself with the raising of any fund or make any other collections, whether in cash or in kind, in pursuance of any subject whatsoever.
- xi. Engage himself/herself as a selling agent or canvasser for any publishing firm or trader.
- xii. Enter into any monetary transactions with any student or parent nor shall he/she exploit his/her influence for personal matters in such manner that he/she has to incur a debt beyond his/her means to repay.
- xiii. Interfere or indulge in admission or the examination unless assigned a specific duty to be carried out.
- xiv. Cause or incite any other person to cause any damage to Institutions' property.
- xv. Behave or encourage or incite any student, teacher or other employee to behave in an unpleasant or disorderly manner in the Institution premises.
- xvi. Be guilty of or encourage, violence or any other conduct which involves moral turpitude.
- xvii. Organise or attend any meeting during the Institution working hours except where s/he is required or permitted by the Head of the Institution to do so.
- xviii. Be guilty of misbehaviour or cruelty towards any parent, guardian, student, teacher or other employee of the Institution.
- xix. 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 comes into contact by virtue of his/her position in the Institution.
- ❖ The expression "gift" shall include free transport, boarding, lodging or any other service or any pecuniary advantage when provided by any person other than near relation or personal friend having no dealing with him/her in connection with the Institution.

- ❖ On occasions, such as weddings, anniversaries when the making of a gift is in conformity with prevailing social practice provided directly or indirectly it will not be considered as a violation of the conduct rules.

II. Every employee shall;

- i. Be punctual in attendance and in respect of his/her class work and also for any other work in connection with the duties assigned to him/her by the Head of the Institution.
- ii. Abide by the rules and regulation of the Institution and also show due respect to the constituted authority.
- iii. Take prior permission from the Governing Body or Board of management for contesting and canvassing for any election and obey any direction issued by the Governing Body.

III. Nothing contained in the sub rules of 6.1 to 6.2 shall be deemed to take away or abridge the right of a teacher/employee.

- i. To appear for any examination to improve his/her qualifications.
- ii. To become or continue to be a member of any academic, cultural, scientific or professional organization.
- iii. To make any representation for the redressal of any bonafide grievance, subject to the condition that such representation is not made in any rude or indecorous language.
- iv. To organize any meeting outside the Institution hours, subject to the conditions that such meeting is held outside the Institution premises provided such meeting are not detrimental to the interest of the Institution.

6.3 The breach of any condition specified in sub rule 6.2 shall be deemed to be an act of misconduct and will be dealt with accordingly.

CHAPTER -VII

7.1 MISCONDUCT : Without prejudice to the general meaning of the term, amongst others the following acts and omissions shall be treated as misconduct in addition to breach of those acts mentioned in the code of Conduct Rules:

- a) Theft, fraud and dishonesty in connection with the property of the Institution.
- b) Demanding, accepting or offering bribe or any illegal gratification whatsoever.
- c) Drunkenness, fighting, riotous or disorderly or indecent behaviour within the premises of the Institution.

- d) Wilful insubordination, or disobedience whether individually or in group with other to any lawful and reasonable order of a superior.
- e) Sleeping while on duty.
- f) False statement made in the application for employment/subsequently.
- g) Anywhere within the establishment, causing or threatening to cause mental or physical pain or injury to other employees/students either individually or in collusion with others.
- h) Committing any act likely to harm or endanger the Institution property by the act of sabotage.
- i) Conviction of any criminal offence including moral turpitude.
- j) Refusal to accept any communication charge sheet from the authority of the Institution.
- k) Abstaining from appearing before any enquiry authority committee.
- l) Refusal to wear uniform provided by Institute to Drivers, Attenders, Helpers and Night watchmen and others.
- m) Failure to produce documents/ papers etc., when called for.
- n) Habitual neglect of work.
- o) Smoking, chewing tobacco/gutka/pan masala/chewing gum any another prohibited material within the Institution.
- p) Habitual indiscipline or loitering.
- q) Refusal to work on any bonafide assignment
- r) Habitual irregularity in attendance.
- s) Gambling within the premises of the Institution.
- t) Leaving the Institution before time without permission.
- u) Habitual absence without leave or overstaying when on leave.
- v) Holding of unauthorised meeting in the Institution.
- w) Discourteous behaviour.
- x) Resorting to or abetting sexual harassment.
- y) Wearing objectionable dress/ indecent exposure of the body.
- z) Attending natures call/spitting in open in the Institution and not maintaining the highest standards of hygiene, sanitation and cleanliness.
- aa) Attending duty or visiting institution in an inebriated condition.
- bb) Employee shall not resort to bad propaganda through posters.
- cc) Employee shall not give police complaint/go to the court on fellow employee without prior intimation to the Head of the Institutions.
- dd) Employee shall not interact/communicate with external agencies without the permission of Head of the Institutions.

CHAPTER-VIII

8. LEAVE:

This chapter defines the eligibility, applicability and rule to be followed by an employee while availing the “leave” from duty. The Board of Management has the right to amend the leave rule from time to time as per the decision of the Board of Trustees. All Employees will be bound by such rules.

8.1 General Conditions:

- a) Leave cannot be claimed as a matter of right. Discretion is reserved to the Head of the Institution or Higher authority to grant leave or to refuse or revoke leave at any time depending on the needs of the service.
- b) Permanent employee shall be eligible for the aforementioned leaves. No employee shall be entitled to any kind of leave under these rules, when they are on unauthorized absence from duty or in pursuance of an illegal strike.
- c) Employees under probationary period are eligible for one day casual leave on completion of one calendar month.
- d) Every employee shall endeavour to seek and obtain sanction for any of the above kinds of leave PRIOR to the period of the leave. Exception will, however, be made in cases of unforeseen emergencies, accidents that prevent the employee from attending work, distension due to failure of a public transport service or a circumstance brought about beyond the control of the employee.
- e) An employee shall seek leave at least one day in advance. When seeking leave, the employee shall specify the kind of leave required, the duration of the leave; provide the address at which all communication with the employee is to be made, the telephone numbers at which contact can be made.
- f) Leave while on suspension: Leave of absence is not admissible to an employee who has been suspended from duty. An employee under suspension shall report at the work place while under suspension. No leave will either be granted or allowed to accrue during such period when suspension stands confirmed.
- g) The sanctioning authority may recall any employee to duty before the expiry of his/her leaves.
- h) Unauthorized absence from duty may be treated as misbehaviour inviting disciplinary action.
- i) Failure to report for duty after completion of sanctioned period of leave will result in a break in service, unless condoned by the Head of the Institution.

- j) All leaves without pay amounts to break in service.

8.2 Leave Sanctioning Authorities:

The leave sanctioning authorities shall be,

- a) Head of Department should recommend and forward leave application of all teaching and non-teaching staff of the department to the Head of the Institution.
- b) Administrative Officer should recommend and forward leave application of all ministerial staff to Head of the Institutions.
- c) The Head of Institution is the sanctioning authority in respect of Vice Principals, all head of Departments, Administrative officer and also for all the forwarded leave applications.

8.3 Leave shall be

1. Casual leave
2. Earned leave
3. Leave on Medical Grounds: Sickness/Maternity
4. Extraordinary leave (Leave without pay)
5. Sabbatical and Study Leave
6. Special Leave (Marriage/ Death of the family member)
7. Other Condition.

8.3.1 Casual Leave:

- a) Casual Leave may be granted to permanent or temporary employee. The maximum period of casual leave sanctioned to an employee is not more than **THREE** days at a stretch and not more than **THREE** days in calendar month.
- b) The vacation staffs are eligible for 12 days of casual leave in a calendar year (January to December). The leave account of such employee shall be credited in advance of two instalments of six days each on 1st of January and 1st of July of every year. All the leaves will lapse at the end of each session.
- c) The Non vacation staffs are eligible for 15 days of casual leave in a calendar year (January to December). The leave account of such employee shall be credited in advance in two instalments of 8 days on 1st January and 7 days on 1st July of every year.
- d) No employee has a right to claim casual leave. The authority to grant leave may refuse or revoke casual leave at any time according to the exigencies of work in the Institution.

- e) Where casual leave is required on any ground, no employee of the Institution shall absent himself/herself from duties unless he/she has been granted the leave by the competent authority.
- f) Provided where the employee of the Institution is unable to attend due to illness or sufficient cause and obtain orders of the competent authority in time, s/he may be granted casual leave subsequently if s/he establish, to the satisfaction of the leave sanctioning authority, that s/he was unable to attend duty for reason beyond control.
- g) Casual leave shall not be granted during the commencement and end of the term or return to duty after any authorized absence.
- h) Casual leave will not be granted in continuation of other leave, but sanctioning authority may direct that it may be combined with Sundays and other authorized holidays
- i) Leave without allowance shall not be granted in continuation of casual leave, the casual leave already granted shall be cancelled and leave without allowances shall commence from the date on which casual leave commenced.
- j) Sanction of casual leave cannot be taken for granted as the same has to be applied for and duly sanctioned before the employee in question actually avails or proceeds on casual leave.
- k) Except in emergent circumstances, such as sudden illness or personal difficulty, application for casual leave should be sent in advance, leave is availed only after the required sanction has been accorded and communicated.
- l) The Competent authority shall have the discretion to grant special casual leave if it considered that in the interest of the Institution, to those who are chosen or appointed examiners/supervisors in any of the Universities in the state for attending examinations,
- m) And who are appointed as examiners for the examinations conducted by the affiliated university and to those who attend meetings of the academic councils without T.A and D.A not exceeding 30 days in each calendar year.

8.3.2. Earned Leave:

1. An employee, other persons serving in a Vacation & Non-Vacation department, shall be entitled for earned leave of Twelve days (12 days) in each calendar year.
2. The leave account of every employee entitled as above shall be credited with earned leave in advance in two instalments of 6 days each on the 1st January and 1st Of July in every calendar year.
3. The leave at credit of an employee, at the close of the previous half year shall be carried to the next half year, subject to the condition that the leave so carried forward plus the credit for the half does not exceed 30 days.

4. Earned Leave shall be credited to the leave account at the rate of one day for each completed calendar month of service till date of retirement.
5. Credit for the half year in which the employee of the Institution is due to retire from service shall be afforded at the rate of one and half day for each calendar month of service, up to the date of retirement.
6. When an employee is removed or dismissed from service shall forfeit all leave at credit.
7. The maximum earned leave that may be granted at a time shall be 30 days leave preparatory to retirement.
8. Encashment: A maximum of 15 days earned leave is allowed to be encashed once in 2 years block period (i.e. Jan to Dec).

8.3.3. Leave on Medical Grounds: Sickness/Maternity.

- a) **Maternity Leave:** All women employees who have completed the period of probation are entitled to Maternity leave not more than 135 days with full pay and allowance. They are entitled for Maternity Leave only once during their service.
 - i. A female employee is credited with a total of 135 days of maternity leave. During Maternity leave period, she shall be paid leave salary equal to the pay drawn before proceeding on leave.
 - ii. Maternity leave may cover miscarriage or abortion including abortion induced under the Medical Termination of Pregnancy act 1971 (but not threatened abortion) subject to condition that :
 - ❖ The leave does not exceed 4 weeks and
 - ❖ The application for leave is supported by a medical certificate from a Medical Superintendent of the Government medical hospitals.
 - ❖ The maternity leave under sub rule (1) or (2) above shall not be admissible to a female employee who already has two or more living children.

8.3.4. Extraordinary leave (Leave without pay): Extraordinary leave is completely at the discretion of Board of Management considered on merit of each case.

- a) Extraordinarily leave (Leave without Pay) may be granted to an employee in the following circumstances:
 - i. When no other leave is, by rule, admissible
 - ii. When the other leave is available , but the employee concerned applies, in writing for grant of extraordinary leave
 - iii. When an employee is undergoing treatment for cancer/mental illness/pulmonary /tuberculosis/pleurisy/Leprosy, the Board of Management may at its discretion sanction the required extraordinary leave (leave without pay) for the treatment of

such illness if the application is supported by the medical certificate issued by the medical specialist treating the concerned disease.

8.3.5. Sabbatical and Study Leave: The heads of the respective institutions under PKMET shall formulate the terms and conditions of these two kinds of leave in consultation or concurrence with the Board of Management.

8.3.6. Special Leave (Marriage/ Death of family member): The employee will be entitled to the special leave of 10days on ground of self-marriage or Death of the family member.

- a) In case of marriage the employee has to submit leave application with the wedding invitation as a proof, through proper channel of leave sanctioning authority prior to the date of marriage.
- b) In Case of Death of family member (Spouse/Child/Parents), the employee has to submit the leave application with a Xerox copy of the death certificate issued by the competent authority/ municipality/corporation/village panchayth along with proof of relation with the employee, through proper channel of leave sanctioning authority.

8.3.7. Other Conditions

a) **Overstaying after leave:** an employee who remains absent after the expiry of his/her originally granted leave is not entitled to salary for the period of such absence. Absence from duty after the expiry of leave will render the employee liable for disciplinary action for misconduct except where the employee establish , to the satisfaction of the leave sanctioning authority, that he/she was unable to join duty for reasons beyond his/her control. Such an act of over staying shall automatically constitute a break in service.

b) **Employment during leave:** An employee who is on leave shall not take service or accept any work /profession of employment in any capacity either honorary or otherwise, without obtaining permission in writing from the Head of Institutions. Any violation of this rule will be construed as a voluntary termination of employment by the employee and also attract disciplinary action.

c) **Part time and temporary employees:** Part time and temporary employees are not entitled to any kind of leave admissible under this chapter.

d)**Prefixing and suffixing 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 such leave.

f). Leave facility for probationers: Employees under probation period is entitled to one day leave on completion of one month of service, till the completion of probation period.

Chapter-IX

9. DISCIPLINARY ACTION: All employees are liable for disciplinary action for disobedience, misconduct and dereliction/negligence of duty. However, such disciplinary action shall be taken after establishing the ground on which the disciplinary action is initiated and after a fair opportunity being given to the employee to defend oneself. When the action is deemed by verging on a misconduct on the part of an employee, or is regarded to be detrimental to the interests of any Institution of PKMET or has contravened these service and conduct Rules, an authority not below the Head of Department, Administrator, Head of the Institutions can issue a notice to the employee to explain in his/her conduct in writing and will be given a chance to explain in person orally. There will be an enquiring committee constituted if the notice issuing authority deems it necessary. The decision of the notice will be considered by the Board of Management and where any penalty is found to be necessary, shall impose such a penalty as deemed necessary.

- a) Disciplinary Action ensues upon the report of any violation of code of conduct rules.
- b) Upon receipt of a report of any act of an employee that is unbecoming of an employee of the PKMET, a chance will be given to the employee to explain or confirm, in writing or orally, whether such an act was perpetrated or not, the reasons why such an act was done and to provide material that would substantiate the employee's contention.
- c) If the explanation is sought to be given in writing the employee will have a maximum of seven days to render such explanation, If the explanation is sought to be given orally, the same may be done in three days from the date of being issued a show cause notice/Memo.
- d) The authorities competent to conduct a disciplinary enquiry are Administrator, Head of Department and Head of the Institution. If the competent authority feels it necessary to constitute enquiry as a part of procedure for taking disciplinary action, an enquiry committee shall be constituted and consist of members as decided by Head of the Institution.
- e) An appeal on a ruling given by disciplinary authority shall be decided by Board of Management or its delegated group of Directors.

- f) The full Board of Trustee of PKM Educational Trust® shall have the complete power to review and decide on a case and its decision will be final.
- g) The discharge of a person appointed on probation during the period of probation or of a person engaged under contract in accordance with the terms of contract or of a person appointed other than under the contract to hold a temporary appointment, does not amount to removal or dismissal within the meaning of this rule.
- h) The penalty as stated in clause 11 may be imposed in addition to any other penalty which may be imposed in respect of negligence or breach of orders.
- i) Before any of the penalties specified in Rule 10 (b) above is imposed against an employee of the college, it is necessary to give him a reasonable opportunity to show cause against the disciplinary action which is proposed to be taken against him by intimating to the employee concerned the grounds on which it is proposed to impose the penalty and by directing to show cause why it should not be imposed.

Chapter-X

10. PENALTIES

- a) The following penalties in order of gravity of the misconduct from the least serious to the most serious shall be applied as the gravity of the misconduct is deemed:
 - i. Warning
 - ii. Reprimand
 - iii. Imposition of Monetary fine
 - iv. Recovery from salary
 - v. Denial of salary for a specified period
 - vi. Denial of next increment or increments
 - vii. Demotion/Reduction in scale of pay
 - viii. Break in service
 - ix. Removal from employment
 - x. Termination of Employment
 - xi. Dismissal
- b) An employee may be kept under suspension by the order of the Head of the Institution.
- c) Suspension shall mean that an employee shall report to his station of duty but be denied the opportunity to discharge any duties until the case against the employee is decided by the disciplinary authority.
- d) An employee under suspension shall be paid only half the normal salary. If guilty of misconduct is confirmed after enquiry, the half salary shall be sustained and if proved innocent of the charge full salary will be restored.

- e) Suspension is not a punishment.

HAPTER-XI

11 Miscellaneous provisions:

- a) **Transfer:** every employee is liable to be transferred from one institution/department to another institution managed by the PKMET, provided such transfer does not entail any reduction in salary and position.
- b) **Joining time:** When an employee is transferred from one institution to another under the PKMET and s/he should join the Institution to which s/he is transferred immediately. In case of out station transfers the employee has to report for duty at the place of posting after availing 5 days joining time.
- c) An employee who does not join his/her post within the joining time is not entitled to salary, from the date of relief from the old post till date of joining to the new post, treating the period as leave without pay. Absence from duty after the expiry of joining time will render the employee liable to disciplinary action for misconduct except where the employee establishes, to the satisfaction of Head of the Institution, that s/he was unable to join duty for reasons beyond his/her control.
- d) **Service certificate:** Every permanent employee shall be entitled to a service certificate at the time of leaving the services of the Institution if the formalities of depart are completed and there is no background to the cessation of service. Such certificate shall be valid if it is issued and signed by the Head of the Institution.
- e) **IDENTIFICATION CARD:** Every employee will be provided with an identification 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 Institutions/hospital, he shall surrender his identification card to the management before his accounts are settled. If an employee loses or damages his identification card during his service, he shall pay a fee as prescribed by the management from time to time to meet the cost of replacement.
- f) **ENTRY AND EXIST:** No employee shall enter or leave the premises of the Institutions/hospital or any department except by the gate or gates, door or doors provided for the purpose.