

SERVICE RULES

1. **SECAB** - Socio Economic Cultural Association Vijayapura, was established in year 1969 by Prof. Shamsuddin Punekar to provide education to the children of Vijayapura. Now, it has been accepted as a standard educational institution not only by the people of Vijayapura, but also by the citizens of entire India. Presently SECAB under its umbrella has 24 educational Institutions, more than 10,000 students and over 1,000 teaching faculty. It has two campuses, Naubag sprawling over 11 acres in the center of the city and Nauraspur sprawling over 16.5 acres on Bagalkot road south of the city.

About the Institute:

- a) Name of the Institute: SECAB Institute of Engineering and Technology
- b) Address of the Institute: Nauraspur, Bagalkot road, Vijayapur-586109
- c) Contact Details Tel: 08352-276930
- d) AICTE Permanent ID: 1-6580491
- e) Vision of the Institute: Develop Professionally Competent engineers to Serve the Society.
- f) Mission of the Institute:
 - i. Imparting effective outcome-based education
 - ii. Preparing students through skills-oriented courses to excel in their profession.
 - iii. Promoting research for the benefit of society
 - iv. Strengthening relationship with all stakeholder

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2. HIERARACHY OF REPORTING

Hierarchy Of Reporting: Reporting by different staff members to higher authorities shall be according to the table below:

Table No: Hierarchy Of Reporting

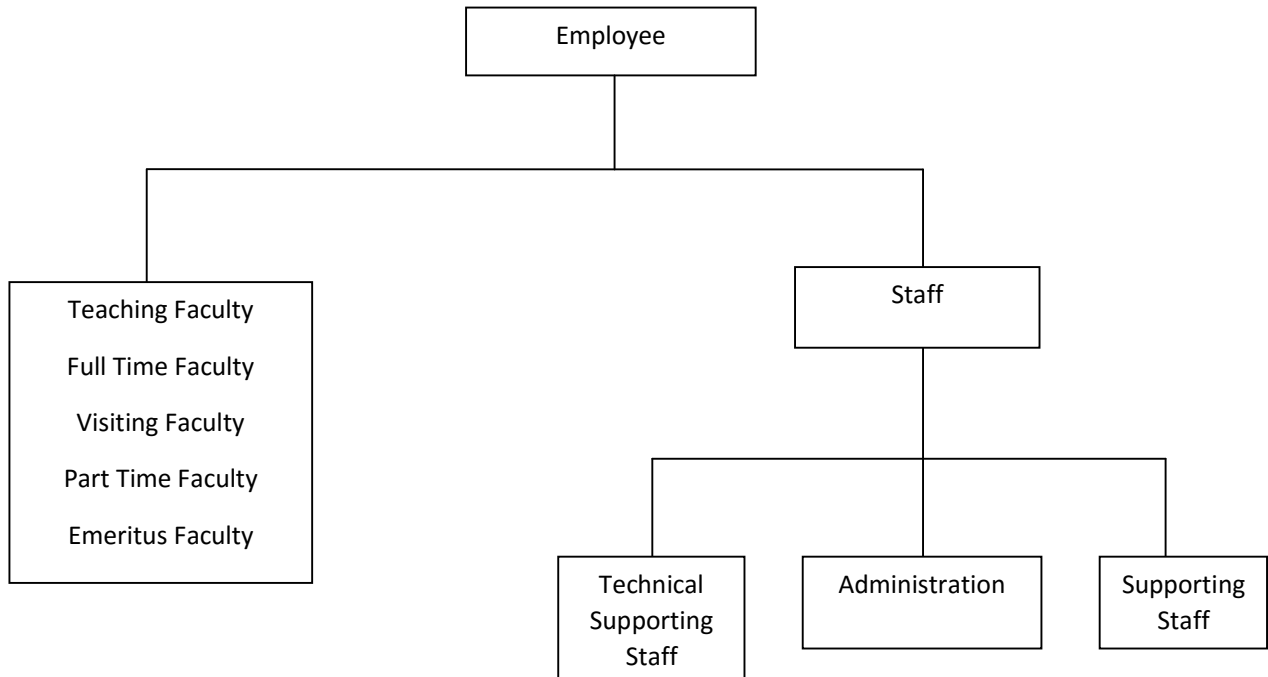
Staff	Reporting Authority
Director	President
Principal	Director/President
Dean	Principal/Director
Head of the Department	Principal/Director
Registrar/Deputy Registrar	Principal/Director
Training & Placement officer	Principal/Director
Librarian	Principal/Director
Coordinator	Head of the Department
Teaching Staff	Head of the Department
Office Staff	Office Superintendent
Library Staff	Librarian
Stores Staff	Stores Incharge
Peons/Non-Teaching staff	Head of the Department/Registrar

In absence of reporting authority as defined above, the staff members shall report to next nominated person in charge.

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3. CLASSIFICATION OF EMPLOYEES:

At SECAB Institute of Engineering and Technology, Vijayapura employees are classified on a functional basis to optimize institutional efficiency, while clearly distinguishing authority and responsibility at each level. Employees are broadly classified as:



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4. GENERAL GUIDELINES

- i. The Staff must be punctual to duty.
- ii. Shall discharge the responsibilities assigned in Teaching/Research/Consultancy and Administration diligently in honest and un-biased manner with total commitment.
- iii. Conduct themselves in a professional and co-operative manner.
- iv. Take precautions to protect equipment, materials and facilities of the college.
- v. Attend and participate in the meetings/activities called/assigned by the HOD, Calendar of Events (COE), Vice Principal (VP), Principal and Management.
- vi. Take up other duties and responsibilities prescribed by the Principal/Management not limited to Academic and Evaluation duties.
- vii. Undertake Research/Consultancy activities constantly in addition to teaching particularly at the level of Professor, Associate Professor and Assistant Professor.
- viii. Shall wear a decent and formal dress and Identity badge.
- ix. Shall not accept/proceed to undertake any duties/works outside the college without prior approval of the authorities concerned namely HOD, Vice Principal, Principal and Management.
- x. Whenever an employee is deputed / permitted to take up an assignment outside the college, the concerned should submit proof of attendance and the same should be recorded in the department and in the personal file at HR section.
- xi. Shall not engage themselves either directly or indirectly in any kind of business, trade activities, running of educational institution or undertake part time job in other concern, etc.
- xii. Any instruction issued by the authority by way of circular from time to time must be complied with.
- xiii. Shall not involve himself or herself in any act of moral turpitude on his/her part which may cause impairment or bring discredit to the institution / higher authority.
- xiv. Shall not participate in any strikes or demonstration either inside or outside the campus.
- xv. Prohibited from accepting gifts in any form from the students/ parents/companies having business transactions with the college.

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- xvi. Shall not involve in political, anti-institutional, antisocial and antinational activities.
- xvii. For making any representation to the higher authorities, teachers should not meet in group.
- xviii. No representation to any Government authority or University in the name of the college should be made by any teacher, without Principal and managements' permission.
- xix. Required to conform to & follow the rules & regulations in force and brought in force from time to time.
- xx. Duties and service condition of the teachers as framed by AICTE are to be followed.
- xxi. Any breach/violation of any of the above conduct rules are liable for disciplinary action that may lead to the suspension/termination.

BEHAVIORAL

The management expects high standards of ethical behavior. The staff are expected to conduct themselves in professional and befitting manner. The faculty member

shall adhere to ethical codes of conduct listed below;

- i. Shall not indulge in rude or abusive behavior, comment against superiors, make negative comments about other staff members, verbal attacks, which are of a personal, threatening, abusive and irrelevant nature or go beyond fair and professional conduct.
- ii. Shall desist from un-authorized distribution of printed material etc. The faculty shall also desist from falsifying/tampering any records or documents.
- iii. Shall desist from getting involved in un-authorized activities leading to financial benefit.
- iv. Shall desist from exhibiting non-ethical behavior that jeopardize the moral standards of the Institution.
- v. Shall comply with rules, regulations, and policies of management from time to time.

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5. RECRUITMENT PROCEDURE:

Human Resource planning is the first step in recruitment. This is to be carried out at the start/end of each academic term, i.e., six months that constitute a semester of the program. Staff employment during semester is avoided as far as possible. Planning the process is responsibility of the Head of the Departments. HODs shall put up the requirement for their respective departments to the Principal during upcoming semester. Screening of the candidates for the advertised post has to be carried out strictly as per the guidelines framed by the service rules.

Student – Faculty Ratio is followed as per A.I.C.T.E guidelines.

Cadre Ratio: Professor: Associate Professor: Assistant Professor

For UG: 1:20.	For PG (Engg): 1:1:1(18)/ 1:1:2(24)	PG (MBA):1:1:4	Cadre ratio is 1:2:6.
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- ❖ Job Announcement: All positions are advertised externally for a minimum period of fifteen working days. Exceptions are approved only in the rarest of circumstances by the Management. On the Institute's website, list of new openings are available from time to time.
- ❖ Advertising: Once the job advertisement is ready, the advertisement is posted on the website and at least in one of the National or local English newspaper. When placing an external advertisement, the advertisement will specify that all resumes or applications are to be sent to the HR cell.
- ❖ Closing Date: All classified positions are open for a period of fifteen working days. At times, HR cell can choose to keep the job open until filled. In such instances the HR cell reviews all applications received up to the date and notify the Management when decision is made.
- ❖ Filling in of temporary vacancy: Where a vacancy of a faculty is to be filled-in temporarily for a period not exceeding one term, the HR cell on the recommendation of the Principal, initiates the process of contractual appointment.
- ❖ Creating a New Position: Description of a new position must be completed by the Head of the Department by analyzing workload and should be submitted to the Principal, who reviews and assigns the most appropriate designation according to the job specifications in consultation with the competent authority. As far as possible, post designation should match with AICTE, DTE and V.T.U nomenclatures.
- ❖ Employee Selection: When a position closes, Department's senior staff shall shortlist candidates as per AICTE, DTE and V.T.U norms.

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A selection panel consisting of Director, Principal, VTU-Nominee, Head of the Department and Subject experts will interview the candidates as per existing norms. A personal interview is always conducted. And all the recruitments conducted will get final approval by GC committee.

❖ Call letter: Interview Call Letter is process to call the shortlisted candidates through post or email. The call letter comprises of:

- a) Candidate Name,
- b) Post for which he/she has been short listed,
- c) Day, Date & Time for interview
- d) Venue.

A candidate must present the call letter at the time of Interview.

❖ Interview :

a) Conducting of interviews based on Report of Selection Committee recommending names of the candidates.

b) Eligible candidates should attend interview with all necessary documents and Educational testimonials and must produce when demanded by Interviewer.

c) The interviewing-committee should submit interview reports with feedback for further demos and interviews for appointment

❖ Interview Guidelines:

For every candidate a technical as well as personal interview is conducted by a panel already defined as per existing norms.

The selection of candidates called for interview for regular posts advertised, is through the Panel of Experts appointed and approved by the Institute.

❖ Evaluation Criteria:

The interview panel develops an applicant evaluation form, which lists the advertised and preferred qualifications and experience. Evaluators indicate whether the applicant possesses the credentials to qualify for further consideration for the applied position.

A form is already designed by the administration for the same.

❖ Job Offer:

All selections are reviewed and approved by the Principal, Governing Council and Management

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❖ Appointment Order:

- a) Selected candidates are finalized and appointment orders are prepared.
- b) Issue of appointment orders is processed by HR Cell.
- c) Acceptance Letter: Candidate should submit Job acceptance letter to the institute at the time of joining.
- d) Joining Report: At the time of joining, faculty should submit joining report to the office, with the signature of Respective Head of the Department and Principal.

❖ Induction and Orientation:

Every new inducted employee has to undergo a formal orientation session as early as possible. Orientation sessions provide necessary information concerning the history, facilities and major policies of the Institute, staff responsibilities, faculty and staff benefits, educational opportunities etc. Head of the Department are responsible for providing each new faculty / staff member with the necessary on-the-job orientation. The HR Coordinator intimates all the concerned whenever a new employee joins the Institution. HR Coordinator makes the newly joined staff aware of all the working procedures and leave rules, etc.

Recruitment Procedure: Non-teaching staff:

Requirement Finalization: All Head of the Department present their requirement to Principal/ Human Resource Manager / in the Head of the Department meeting.

- ❖ Advertisement: Publish advertisement, if required.
- ❖ Application: Eligible candidate for advertised posts should walk-in and apply in the Proforma application, available at the institution.
- ❖ Scrutiny: Each application will be uploaded in the website for scrutinization and future use.
- ❖ Selection Committee: The committee is made of Principal, Head of the Department and HR Team. This type of committee is formed for:
 - a. Regular recruitments
 - b. Walk-In Interviews,
 - c. Emergency recruitment.

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- ❖ Call letter: Interview Call Letter is a call to shortlisted candidates through post/email. The call letter comprises of:

- a. Candidate Name,
- b. Post for which s/he has been short listed,
- c. Day, date & Time for interview
- d. Venue.

- ❖ Interview :

- a. Conducting of interviews based on Head of the Department or Principal's recommended names of candidates, who are subject experts.
- b. Eligible candidate should attend interview with all necessary documents and Educational testimonials and must produce when demanded by Interviewer.
- c. The interviewing-committee should submit interview reports with feedback for further demos and interviews for appointment.

- ❖ Appointment Order:

- a. Selected candidates are being finalized and appointments orders are prepared.
- b. Signed Approval of the Management for issuing Appointment Orders.
- c. Issue of appointment orders.

- ❖ Probation Period Policy

- a. Probation: Probation means an appointment made on trial on specified conditions for a stipulated period to a post for determining one's fitness for the job. With the exception of certain employees, all regular employees serve the first one year of employment on probation.
- b. Acceptance Letter: Candidate should submit to HR coordinator acceptance letter for appointment order.
- c. Joining Report: Candidate should submit to HR coordinator joining report at the time of joining.

- ❖ Induction/ Orientation Program:

- a. Induction is introduction of newly appointed employees to their jobs, colleagues/peers and the organization.
- b. After the candidate has joined, she/he is told of his/her duties and responsibilities by Head of the Department / Principal.
- c. The Principal / Head of the Department has to take initiative to induct new employee.

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6. PERFORMANCE APPRAISAL SYSTEM

Faculty members of Higher Educational Institutions today have to perform a variety of tasks pertaining to diverse roles. In addition to instruction, Faculty members need to innovate and conduct research for their self-renewal, keep abreast with changes in technology, and develop expertise for effective implementation of curricula. They are also expected to provide services to the industry and community for understanding and contributing to the solution of real life problems in industry. Another role relates to the shouldering of administrative responsibilities and cooperation with other Faculty, Heads-of-Departments and the Head of Institute. An effective performance appraisal system for Faculty is vital for optimizing the contribution of individual Faculty to institutional performance.

Performance Evaluation Policy

The staff must complete the 'Self appraisal form' after the completion of an academic Appraisal Factors: Factors used to appraise an individual's performance in a job are the following:

- i. Education - Depth of knowledge normally acquired through education or specialized formal training.
- ii. Experience - Depth of knowledge or skill in terms of related work experience and on-the-job training.
- iii. Job scope - Decision-making requirements including job complexity, independence of action, analytical and creative job requirements
- iv. In-campus relationships -Responsibility for contacting and dealing with administrative staff, faculty, students and others within the institute. Relationship with seniors, subordinates, juniors, etc.
- v. Out-campus relationships - Responsibility for representing the institute outside the campus.
- vi. . Managerial responsibility - Influence the importance of decisions including responsibility for budgeting, managing human resources, utilization of assets, revenue control, planning, policy and strategy development
- vii. Position conditions - Degree to which the position has certain undesirable working conditions present.
- viii. Integrity- Integrity with institute, initiative, ability to shoulder responsibility, etc.

Parameters of Evaluation: Each employee of the Institute is evaluated in a systematic manner on semester basis which is evaluated annually.

The Head of the Department leads the performance appraisals which are further reviewed by Principal and the Management. Areas to be evaluated include adjustment to the position, attitude, cooperation, attendance, and punctuality, potential for future development, research-publications, product-development, productivity, capability, goals and efficiency.

Student Feed Back: Confidential student feedback shall be collected twice in semester and reviewed by the Principal. This will be maintained in Head of the Department /Principal's office.

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Process of Performance Appraisal: A self-appraisal is the first step in the appraisal process. Employees are asked to sign appraisal forms. The employee's signature does not imply that the Management / employee agree with the appraisal, but that the employee has seen it. The employer can discuss the differences with the Management who will then do an independent analysis of the issue. Productivity and activity is the key word while evaluating any employee. It is the responsibility of the employee to ensure that he/ she has had at least one performance appraisal during twelve months of service. It is to be noted that all performance appraisals are used to provide a positive and developmental assessment of individuals.

- i. Every Employee has to submit the Self Appraisal Report (SAR) in the stipulated time.
- ii. The SAR are evaluated by the 'Evaluation Committee'. The committee consists of HoD of the Respective departments, Principal and Management personnel.
- iii. Post evaluation, employees are graded as High Performer, Medium Performer and Low performer against the marks scored by them on the 'SAR'.
- iv. Increments are based on the grades received by employees. V
- v. A low performer is given no increments for the following academic year. And is acknowledged and counseled.
- vi. Any employee who comes in low-performer category for 2 consecutive years will be terminated from the duties.

The policies may be subject to periodic amendments depending on the needs that arise from time to time.

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7. SALARY

- a. Based on the qualification, experience and performance monthly salary and dearness allowance (DA) will be fixed for every staff member according to the norms of the institution.
- b. The revision of D.A. is left to the discretion of the management.

Salary Policy

Type & fixation of Initial salary: In general, the type and fixation of initial salary is subject to statutory requirements like those of the government pay scales (Current is 6th pay rule), V.T.U norms and All India Council of Technical Education (AICTE). Salary is fixed at the discretion of management.

a. Consolidated salary Usually non-teaching staff is paid consolidated salary at the time of joining till regularization of salary on the basis of individual performance. Salary fixation is dependent upon post, qualifications, experience as well as employees service at SECAB institute. It is fixed as per management decision.

Salary Increments

i. Time scale of pay : Time scale of pay means a scale in which the salary rises, subject to the conditions prescribed in the statutes of 6th pay rules by periodical increments, from a minimum to maximum. Every employee is entitled to an annual increment in salary subject to the recommendations of the Head of the Department. The recommendations based on the performance appraisal of the employee are reviewed by the Principal and Executive

ii. Debt Repayment and Monetary Responsibility: The Institute is authorized to withhold paychecks or deduct from paycheck amounts owed by employees of the institution for any fine, fee, penalty, or other financial obligation(s) to the Institute or under the legal compliances and statutory obligations.

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iii. Payroll Schedules: Employees are paid for all the days of the month. Payment is directly deposited with a designated bank in the individual's account or given in cash for employees who are paid for visits or whose job is menial in nature of employment. All employees are advised to open a savings bank account in designated bank and intimate the account number to Accounts personnel.

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.

Payroll Deductions:

Income-tax, professional tax, CWF and P.F are deducted wherever applicable. An employee may also authorize deductions for institute-sponsored health benefits, insurance, and employee's emergency fund wherever applicable. All other deductions will be notified to the employees. Employees are not allowed to commit any deductions from salary directly to any outside agency / bank / financial institution / co-operative society, etc without explicit written permission by the Management / Principal.

i. Income-tax : 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.

ii. Common Welfare Fund

The Common Welfare Fund [CWF] consists of a monthly contribution of 2% of salary from all the staff.

iii. Security Deposit.

Security deposit consists of deduction of 10% of salary of each staff for 20 months from the date of joining. The amount will be refunded at employee's relieving/retirement/termination, on completion of at least 2 years' service at the institute from the date of joining.

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Payment mode of salary: Every employee opens a salary account at Bank and the salary is transferred to employees account.

Festival advance to all the staff members

All the Staff members who have put in more than two years of service at SECAB I. E. T, are eligible for sanction of Festival Advance of ` 5,000/- once in a financial year only. This facility will be made available on any one festival among the festivals namely, Deepavali, Ramzan and Christmas subject to recovery in five equal instalments from their salary.

Extension of Common Welfare Fund Benefit To All The Staff Members (Cwf)

The Common Welfare Fund [CWF] consists of a monthly contribution of 2% of salary from all the staff. For financial assistance, extended from the accumulated fund contact Chairman CWF.

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8. Promotion and Transfers

Transfers and promotions during probation period are subject to an administrative approval for the same, by Principal.

When an employee is promoted may receive remuneration based on an employee's exceptional experience and/or education and job responsibility.

9. Resignation & Retention Policy:

Employee wishing to resign should inform his /her Head of the Department and tender his /her resignation in writing to the Principal. He/she should state clearly the date from which He/she wish the resignation to become effective, bearing in mind the contractual notice period required. It is often helpful if employee who intends to resign gives the reasons for doing so.

HR Manager/Coordinator conducts the Exit Interview.

- i. Any resignation should not fall in the course of working days.
- ii. In case, where the end of notice period falls during the course of a semester he/she may be relieved immediately with a penalty of one month salary.
- iii. If any staff member wants to resign, the concerned staff member shall give a minimum of two months / 60 days advance notice or forfeit one month salary.
- iv. In case, if the staff member does not give notice in advance, then the staff member owes to the institution his / her earning for the period and other security deposit.
- v. The un-availed leave at the credit of the staff member shall not be adjusted towards the notice period.
- vi. Once resignation is submitted, the remaining CLs will get lapsed. Any leave availed during the notice period shall be treated as LWP.
- vii. Employee doubtful of the effective date of resignation, contractual notice period, contact the Registrar for advice. Employee gives a minimum of thirty days written notice, unless a shorter period of time is acceptable to the Head of the Department.
- viii. Employee leaving without a notice of thirty days do not receive their pay for one month or have to deposit one-month salary. Employees interested in resigning cannot utilize any leaves except OD and CO.
- ix. Employee who resign during academic's semester is released after academics sessions keeping in mind the interest of the students or they may be released only in exceptional cases.

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- x. Employees who resign may be retained by SECAB Institute COE at the prerogative of the management

Handing Over: Before being relieved all employees should hand over charge to the appropriate person on consulting the Head of Department and inform the same to the Principal. Department is responsible for initiating the necessary action to ensure that all Institute property and equipment are returned safely and a 'No Dues Certificate' is obtained from the Principal on or before the last day of work.

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10. AWARDS / INCENTIVES FOR STAFF AND STUDENTS OF SECAB I.E.T.

Cash prizes for academic performance by student

- a. First place in the class (University Exam) - ` 1,000/-.
- b. For students securing following ranks in University examination at University level:
- ▶ First Rank in any branch - ` 1,00,000.00
 - ▶ From 2nd to 5th Rank - ` 75,000.00
 - ▶ From 6th to 20th Rank - ` 50,000.00
 - ▶ Highest marks in any of the theory subjects - ` 10,000.00

Cash prizes for staff members of SECAB. I. E. T.

- ▶ Faculty will get ` 10,000/- per annum for high overall performance which is decided by Principal/Management through Self Assessment Report (SAR), Examination Results, Students' Feedback (SFB), HODs' Confidential Report, Attendance, Attitude and discipline.
- ▶ Any student securing 1st rank in a theory subject at University level, the concerned subject teacher will get ` 10,000/- cash prize. (It will be shared if the subject is handled by more than one teacher)

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11. LEAVE FACILITIES

The staff members are entitled to enjoy the following leave benefits:

I. Casual Leave

- A staff [who has put in two or more years of service] is entitled for casual leave [cl] of 12 days in each calendar year and 3 restricted holidays.
- in case of newly appointed faculty/staff members, a day's cl shall be granted for every completed service of one month for a period upto two years.
- after completion of two years of service, the cl shall be granted in proportion [pro-rata] to the period remaining till july of that year.
- in special case, cl not exceeding four days, during one period of absence excluding of Sundays and holidays shall be granted provided that such period of absence shall not exceed six days, without affecting academics;
- cl cannot be combined with any type of leave;
- cl cannot be claimed as right. the casual leave shall get sanctioned before a staff avails or proceeds on leave;
- where a staff is unable to attend due to illness or other sufficient cause and obtain orders of the competent authority in time, he/she may be granted casual leave subsequently if he/she established to the satisfaction of such authority that he/she was unable to attend his/her duty or duties for reasons beyond his/her control.
- the staff is eligible for all other leave benefits only after completion of two years' satisfactory service in the college.
- a staff who remains absent from duty without intimation shall be viewed seriously.

II. Restricted Holidays (R.H.)

R.H. is meant for celebrating religious festivals. The total number of days of restricted holidays allowed in an academic year is 3; it may also be combined with C.L.

III. Vacation Leave:

The vacation period for teaching staff members and non-teaching staff members for one academic year is totally 12 days. The staff members are permitted to avail the vacation in the maximum of 2 spells as noted below.

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Teaching and Non Teaching Staff (Total: 12 days)

- a. ODD Semester: 6 days
- b. Even Semester: 6 days.
- b) The vacation is for a specific period in each semester. It is decided by the higher authorities. No staff member can take the vacation after the vacation period.
- c) Coupling of both vacations and availing the total period of vacation at a stretch is not permitted.
- d) The principal has the right to prevent any staff member from availing a portion or the whole vacation if the service of the particular individual is essential for the administration of the Institution.
- e) When prevented from enjoying the vacation, the particular staff will be eligible for the grant of suitable compensatory leave either in this or in the coming vacations.
- f) No other leave can be combined with vacation.

Note: Any type of leave mentioned above cannot be claimed as a matter of right and the decision of the Principal/Management in all the cases is final.

IV. Maternity Leave

The leave is applicable to all the Women members of staff who have completed two years of service with the regular scale of pay only. This leave is admissible for 30 days only with 50% pay and may be taken before or after delivery as advised by the doctor for the first and second child only. Extension of leave after availing maternity leave is not allowed.

V. Paternity Leave

- a) A male staff may be granted paternity leave during the confinement of his wife for a period of seven days including holidays from the date of its commencement.
- b) It shall not be admissible to a male staff who has two or more living children.
- c) It cannot be en-cashed or merged with any other leave.

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VI. On Duty

OD of not exceeding 30 days in an academic year can be sanctioned for higher studies, subjected to following conditions.

- a) OD should normally be availed at the end of the week (Preferably Saturday).
- b) If the OD has to be availed for longer period, then it should be done during semester – OFF when academics is at minimum level.
- c) Once an OD is availed it is expected that the candidate has to serve a minimum period of three years for M.Tech and four years for Ph.D. However, due to unavoidable circumstances, if any, either by the employer or by the employee, the employee should reimburse the amount (as per the currently existing pay) equivalent to the number of OD's claimed.

(For example: Assume that the OD of 3 days is claimed in April 2015 when the total emolument per day is ` 700/- (including Basic + DA and other allowances). If the candidate serves the institute till March 2018, then he/she need not reimburse any amount. If he/she wish to leave by March 2017 and March 2017 his/her total emoluments per day is ` 1,000/- then he/she has to reimburse.) ($1,000 \times \text{Number of days of claimed OD}$)

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12. PENALISATION

- i. Entrusted responsibility if not carried out then extra/special allowances shall be deducted.
- ii. Deductions against loss of college property like Laboratory Equipments, Book Stock Verification, Theft, loss of Computer Systems etc.. subject to framed committee recommendations.
- iii. Such loss which can be corrected by effort or amount, that effort or amount should be made good by its team or individual concerned.
- iv. Such loss which cannot be corrected like submitting the proposals, information and reports on time the DA of the team or individual concerned shall be reduced.
- v. Uniform is compulsory for D group employees. Those not wearing the uniform is treated as Loss of Payment (LOP)
- vi. Absence once national day celebration shall be considered as LOP.
- vii. Deduction may be made from the salary of a particular employee who fails to perform or complete the routine responsibility.