

ESTD : 1997



SERVICE RULES



Bahubali College of Engineering

(Approved by AICTE, New Delhi, Recognised by Govt. of Karnataka & Affiliated to VTU, BELGAUM)

Shraavanabelagola-573 135, Hassan District (Karnataka)

Phone: (08176) 257176/276/376 Fax : (08176) 257974/278



Vision

“To shape the young technocrats with highest quality of value based technical and ethical foundation to contribute towards building a strong mankind”.



Mission

- **To build technically, ethically and spiritually strong students and staff community.**
- **To develop quality technical education system through committed teamwork.**
- **To develop a strong and long lasting Industry / Institute relationship.**
- **To make students to be competent enough to place themselves in the changing global scenario by providing individual attention.**
- **Transfer the appropriate technology, especially for rural development.**



“Religion and Science are the base of evolution of human society. Religion is for growth of 'Inside' and Science is for 'Outside' ”

**HIS HOLINESS SWASTHISHREE CHARUKEERHI
BHATTARAKA MAHA SWAMIJI**

T G Doddamani
Working President
SSDJJP Sangha
Shravanabelagola

1.1.2008

FOREWORD

Employees form the precious assets of an organization, be it academic or corporate. The success or failure of an organization undoubtedly, depends on them. Organizations frame the "Service Rules" keeping in view the needs of the organization as also the welfare of the employees.

The SSDJJP Sangha believes in fairness and transparency in its operations; and expects its employees to be accountable. The Sangha has formulated the service rules applicable to all the employees of Bahubali College of Engineering, Shravanabelagola, outlining its expectations from the employees, governing rules, welfare measures undertaken, et al.

A copy of the Service Rules (book let) will be kept in each department / section and it will be available with the HODs/ Section Head(s). Employees of the department(s)/ section(s) concerned will have access to this at any time on any matter related to the administration of the institution.

I do hope this booklet will be useful and help understand the rules and regulations of the institution for all its employees. This is the first time we have brought out a comprehensive policy covering all the facets of the administration of the institution. Any suggestions to improve are welcome.

Wishing you A very Happy and Prosperous New Year – 2008.


(T G Doddamani)

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BAHUBALI COLLEGE OF ENGINEERING SHRAVANABELAGOLA

SERVICE RULES

In exercise of the powers conferred under the byelaw No. 19 of the SSDJJP Sangha®, Shravanabelagola, the General Body of the SSDJJP Sangha, here by make the following Service Rules to regulate the service conditions of all the employees of the Bahubali College of Engineering (BCE), Shravanabelagola.

CHAPTER – I

1.0 TITLE AND COMMENCEMENT:

- 1.1 These rules may be called the "SERVICE RULES" for the employees of the Bahubali College of Engineering, Shravanabelagola, constituted under the aegis of SSDJJP Sangha (Regd.), Shravanabelagola.
- 1.2 These rules shall come into force from the date of approval by the Board of Management (BOM) with effect from **1.1.2008** and shall apply to all the employees of the Institution.
- 1.3 The BOM reserves the rights to amend modify alter and add to any of these Rules and to bring any such amendment (s) alteration with effect from such date as it may decide.

CHAPTER - II

2.0 DEFINITIONS:

- 2.0 **Sangha** means the Trust/ Society namely Sri Shravanabelagola Digambara Jain Jnana Prasarak Sangha (SSDJJP Sangha), Shravanabelagola, registered under the Karnataka Societies Registration Act 1960 for the purpose of establishment of Educational Institutions.
- 2.1 **President** means the President of the Sangha i.e. His Holiness Swasthishree Karmayogi Charukeerthi Bhattaraka Maha Swamiji, Shravanabelagola.
- 2.2 **Board of Management (BOM)** means the Board constituted by the President to manage the affairs of the Sangha including the Bahubali College of Engineering (BCE), Shravanabelagola.
- 2.3 **Working President** means the person appointed by the President to look after the day-to-day affairs of the Sangha including the Bahubali College of Engineering, Shravanabelagola.
- 2.4 **Governing Council (GC)** means the Body constituted by the Sangha according to the guidelines given by AICTE for managing the affairs of the Institution.

- 2.5 **Chairman** means the Chairman of the Governing Council (GC).
- 2.6 **Managing Committee (MC)** means a Committee constituted by the President to look after the day today affairs of the Bahubali College of Engineering (BCE), Shravanabelagola.
- 2.7 **Chairman MC** means the Chairman of the Managing Committee of the Bahubali College of Engineering, Shravanabelagola.
- 2.8 **Competent Authority** in relation to the exercise of any power means the Board of Management (BOM) or the GC or any other authority like Managing Committee etc., empowered to exercise any power entrusted by the BOM.
- 2.9 **Institution** means the Bahubali College of Engineering (BCE), Shravanabelagola.
- 2.10 **Head of the Institution (HOI)** means the Principal of the College or any one who is appointed/ designated as the Head of the Institution by the Board of Management (BOM).
- 2.11 **Employee/ Staff** means person(s) in the employment of the Institution.
- 2.12 **Family** means an employee's wife or husband, legitimate children and in case of unmarried employee, the parents who are residing with and wholly dependent on the employee.
- 2.13 **Administrative Staff** means employees whose duties are managerial/ clerical in nature.
- 2.14 **Permanent Employee** means an employee who upon expiry of the period of probation has been confirmed in writing in his appointment.
- 2.15 **Tenure Post** means a permanent post that an individual employee may not hold for more than a limited period without re-appointment.
- 2.16 **Probationer** means an employee appointed on probation in or against substantive vacancy in any cadre with an intention to continue on permanent basis. The employee appointed on probation will continue on probation till he is confirmed in writing. In computing the period of probation, extra-ordinary Leave (Leave without pay) granted to a probationer shall be excluded.
- 2.17 **Part time employee** means an employee appointed for limited period on a consolidated monthly salary / remuneration.
- 2.18 **Temporary Employee** means an employee who has been employed for a limited period or for a specific work of temporary nature.
- 2.19 **Casual Employee** means one who is employed on day to-day basis for specific work of casual nature.
- 2.20 **Contract Employee** means a person appointed on Contract basis for a fixed period.

- 2.21 **Continuous Service** means the service of an employee from the beginning of his service, without any break inclusive of the period on deputation, if any, by the Institution.
- 2.22 **Time Scale Pay** means pay which rises by periodical increments from minimum to maximum.
- 2.23 **Honorarium** means a recurring or non-recurring payment to an employee payable as remuneration for the work done in respect of affairs of the Institution as may be determined by the competent authority from time to time.
- 2.24 **Special pay** means, pay in addition to the emoluments of a post or of an employee, granted in consideration of -
- 2.24.1 The Special nature of the duties, or,
- 2.24.2 Specific addition to the work or responsibility, or
- 2.24.3 Necessity of acquiring or retaining an employee in the interest of the Institution.
- 2.25 **Subsistence Allowance** means the payment made to an employee who is under suspension.
- 2.26 **Substantive Pay** means the pay other than special pay to which an employee is entitled to on account of holding the post to which he has been appointed substantively or by reason of his substantive position in a cadre.
- 2.27 **Day** means an English Calendar day, beginning and ending at midnight, but absence from Headquarters, which does not exceed 24 hours, shall be reckoned for all purposes as one day, at whatever hours the absence begins or ends.
- 2.28 **Month** means an English Calendar month in calculation a period expressed in terms of months and days complete calendar months, irrespective of the number of days in each should first be calculated and the odd number of days calculated subsequently.
- 2.29 **Holiday** means a holiday prescribed or notified by Competent Authority of the Institution.
- 2.30 **Faculty/ Teacher** means all the teaching staff of the Institution
- 2.31 **Vacation** means the closure of the Institution after the completion of the semesters and for the period to be prescribed by the Head of the Institution.
- 2.32 **Vacation/ Non-vacation Staff/Faculty** : Faculty/Teachers on probation and all the non teaching staff are not eligible for vacation. And also, only the teaching staff/ faculty except the HODs, HOI / Principal are eligible for the vacation.

CHAPTER – III

3.0 APPOINTMENTS, CONFIRMATION, TERMINATION AND RETIREMENT.

- 3.1 All appointments of all categories shall be made by the BOM. The BOM shall constitute the selection committee as per the AICTE norms, and may authorize the Managing Committee (MC), if it has been created, to issue/ sign the appointment orders. Only such authorized agency shall sign the appointment orders. (A model appointment order letter appended vide page 37)
- 3.2 A Candidate appointed by direct recruitment shall assume charge of the post for which he is appointed within the period specified in the appointment order.
- 3.3 Candidates promoted under career advancement scheme or any other scheme shall have their appointment effective from the date they are eligible and will be effective from the date confirmed in writing.
- 3.4 At the time of joining the candidate shall comply with the following formalities:
- 3.4.1 Submission of Joining Report.
 - 3.4.2 Submission of Original Educational certificates/ testimonials;
 - 3.4.3 Submission of relieving letter from the previous employer.
 - 3.4.4 Submission of evidence of date of birth, proof of age.
 - 3.4.5 Nomination for Provident Fund in the prescribed form (if, eligible)
 - 3.4.6 Application for Identity Card with Six recent passport size Photographs.
 - 3.4.7 Application for opening Bank Account prescribed by the Institution.
- 3.5 Any of the following documents may be accepted as evidence of date of birth/ proof of age.
- 3.5.1 Secondary School Leaving Certificate (SSLC).
 - 3.5.2 Where a person is non-SSLC, certified Extract from Register of Births & Deaths or any other valid document acceptable to the BOM.
 - 3.5.3 The age of the employee verified with reference to any of the above shall be the sole evidence of the age of the employee for all purposes concerning his employment including retirement. The date of birth once furnished and accepted by the management and entered in the Service Register shall be final and conclusive and under no circumstances, the request for correction of the same will be entertained.
- 3.6 The Institution may verify the antecedents of the candidate either directly or through an 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 wrong information, the employee is liable for termination summarily from the service.

3.7 All appointments shall be subject to the candidate being medically found fit and the candidate shall produce medical certificate from the doctor specified by the Institution. The Institution may require the employee to be examined by a Medical Officer approved by the Institution for the purpose. If on examination, the employee is found suffering from any disease that is infectious or medically objectionable and detrimental to the healthy functioning of the Institution or to the health of the other employees, students or staff, the Institution may terminate his services forthwith without any notice.

3.8 All employees other than temporary employees shall ordinarily, be on probation for a period of one year or as specified in the appointment order. The probationary period may be extended for a further period of one year or any part thereof. Notice of extension of probation will be given to the employee in writing before the expiry of the probationary period. Extension of probation shall be for a maximum of two times only.

3.9 On satisfactory completion of the period of probation, the BOM or its authorized agency shall confirm the employee in writing.

3.10. **SERVICE RECORD:**

A service Register shall be maintained for every employee showing among other things, his permanent address, date of birth, date of appointment, consolidated pay, scale of pay on which he is appointed, increments given from time to time, leave(s) availed of, transfer(s), promotion(s), suspensions, punishments etc. The Register shall be opened immediately after the employee reports for duty and to be updated as and when the events take place.

3.11 **SPECIAL SERVICE CONTRACT:**

The BOM may appoint an employee on Contract basis for a fixed period on such terms and conditions, which the BOM deems proper and fit as per the requirements of the Institution.

3.12 **SENIORITY:**

The seniority in a particular cadre of service or class: -

3.12.1 All employees confirmed shall be senior to all others who are not confirmed in that cadre.

3.12.2 The Seniority of employees who are confirmed shall be according to the dates of confirmation. Where the date of confirmation of any two or more employees is the same their relative seniority shall be determined with reference to their rank in the selection/ merit list. If the seniority cannot be fixed on the said principle the one who is elder in age shall be treated as senior.

3.12.3 When persons are recruited to a class of post both by internal promotion and direct recruitment, the internally promoted candidate shall rank higher than those recruited directly.

- 3.12.4 When promotions are made on the basis of seniority cum merit, the relative seniority in the promoted post shall be determined on the basis of the seniority in the lower cadre.
- 3.12.5 When persons are recruited to a class of post or cadre by selection, the seniority shall be in the order in which the names of candidates are arranged in the order of merit.
- 3.12.6 Seniority of direct recruitment shall be determined as follows:
- 3.12.6.1 When the recruitment is made through the process of written test and interview, the seniority shall be in the order of the Merit List.
- 3.12.6.2 If the appointments are made without written test and or interview, the date of joining of the candidate shall be the date for reckoning seniority.

3.13 RESIGNATION:

When an employee tenders resignation to the post held by him the following points shall be verified before accepting the resignation.

- 3.13.1 Whether the resignation is in the middle of the academic session prescribed by Affiliating University. Example. VTU.
- 3.13.2 Whether the required notice as per the appointment order or as per the contract agreement is given and or the salary equivalent to the notice period has been paid.
- 3.13.3 If the resignation is before completion of three years of service, it should also be seen whether the employee has been paid salary for the vacation period and if so, such salary drawn for the immediate preceding vacation period shall be recovered from the incumbent.
- 3.13.4 Whether no-dues certificate has been obtained from the different Departments /Sections of the Institution.
- 3.13.5 If the conditions of 3.13.1 to 3.13.4 are fulfilled, the Head of the Institution shall forward the resignation letter to the BOM with suitable opinion/remarks for orders. 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 Institution / students.
- 3.13.6 After notifying the acceptance or rejection of the resignation the same shall be communicated to the employee in writing by the Head of the Institution.
- 3.13.7 The BOM shall be the Competent Authority to accept or reject the resignation of all the employees.

3.14 TERMINATION OF SERVICE:

The Board of management (BOM) may terminate the services of an employee under special circumstances, such as, reduced workload –

- 3.14.1 after giving three months notice, or pay, in lieu thereof. However, no such notice shall be necessary, if the termination is as a result of proved misconduct in the 'inquiry' conducted in accordance with the Rules.
- 3.14.2 after giving three months notice or pay in lieu thereof, if the employee is found to be unfit to continue in service on medical grounds, or other reasons to the satisfaction of the BOM. In case of medical unfitness the opinion of the Medical Board as decided by the BOM shall be obtained.

CHAPTER - IV

4.0 HOURS OF WORK AND HOLIDAYS:

- 4.1 All employees are required to work for a minimum of six days in a week and 8 hours a day, Saturday being half working day.
- 4.2 Duty hours in the different Departments and Sections of the Institution shall be followed as notified from time to time by the HOI.
- 4.3 The Duty hours notified may be changed as per the requirements of the Institution from time to time and the employees shall attend duty accordingly.

4.4 ATTENDANCE:

- 4.4.1 All employees shall mark their attendance in the Attendance Registers maintained in the office(s) of the respective departments of the Institution.
- 4.4.2 On assuming to his duty, the employee shall mark his initial against his name on the respective date. The Attendance Register will not be available for such initialling after a lapse of fifteen minutes from the time fixed for the commencement of duty. In case of Electronic Attendance monitoring it will be closed after 15 minutes.
- 4.4.3 Employee(s) reporting fifteen minutes late, from the time fixed for commencement of duty, may be allowed to attend to his duty with the permission from the Head of the Institution/ Department /Principal.
- 4.4.4 All employees shall be at their allotted place of work throughout their duty timings.
- 4.4.5 Any employee found absent from his place of work during working hours without prior permission of the Principal/ Head of the Department or Section, is liable to be treated as absent for the day.

4.5 NATIONAL & FESTIVAL HOLIDAYS:

- 4.5.1 The employees may avail of the holidays as notified by the Head of the Institution (HOI), and or as by the Visvesvaraya Technological University (VTU), Belgaum.

- 4.6 However, the employee has to be present for the flag hoisting ceremony compulsorily on the 15th August and the 26th January and other important college functions as specified by the HOI, every year.

CHAPTER - V

5.0 PAY AND ALLOWANCES

- 5.1 **Regulation of Emoluments:** The pay and allowances admissible to the permanent employees shall be at the rates and scales of pay sanctioned by the Board of Management (BOM) from time to time. All appointments shall be made at the minimum of relevant pay scale. However, the pay above the minimum of pay scale may be fixed at the discretion of the BOM on the merit of each case like in case of higher qualification / experience etc.
- 5.2 **Charge allowance:** When an employee is assigned with additional duties in addition to his own duties and the charge entails a substantial increase of responsibility and some additional work, he may be paid additional allowance in the form of charge allowance to be fixed by the BOM. The charge allowance shall generally not exceed one tenth of the minimum of the scale of pay applicable to the post of which an employee is placed in additional charge or independent charge.
- 5.2.1. No charge allowance is admissible unless the incumbent has actually given/taken over charge of the office under the orders of the Head of the Institution.
- 5.2.2. The minimum period required for claiming charge allowance under this rule shall be one month.
- 5.2.3. 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 a case, the charge allowance is admissible at the rate of 1/10 of the minimum pay of the post carrying highest pay scale.
- 5.2.4. However, higher charge allowance can be approved by the BOM as and when need may arise.
- 5.3 **Fixation of pay:**
- 5.3.1 When an employee is promoted to a post or appointed to an ex-cadre post and such promotion or appointment involves assumption of duties involving higher responsibilities than those of the post held by him, his initial pay in the time scale of the higher post shall be fixed at the stage next above the pay in the time scale of the lower post at the time of such fixation.
- 5.3.2 An increment may be withheld from an employee by the competent authority under the due process of law.

- 5.3.3 Where under the conditions of his service, an employee has to pass any service examination or test before earning an increment, he shall not earn the increment until he passes such an examination or tests. These test(s) or examination(s) may be made mandatory if the same is required to check the level of competency of the incumbent (For example, Computer hardware and software knowledge – operating systems, MSWORD, POWER POINT, EXCEL TALLY, etc). If the employee fails in the examination declared mandatory by BOM within the prescribed duration specified by the BOM, he may be demoted/ terminated after giving sufficient chance to improve.
- 5.3.4 After passing the examination or test his pay shall be fixed in the time scale at the stage at which he would have drawn the pay, if the earning of the increment had not been deferred; but the increased pay shall be given from the date of passing the examination or test.
- 5.3.5 When an efficiency bar is prescribed in a time scale, the increment next above bar shall not be granted to an employee without the specific sanction of the BOM.
- 5.3.6 The conditions under which service counts for increments in a time scale are as follows:
- 5.3.6.1 All duty in a post in a time scale counts for increment in the scale.
- 5.3.6.2 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.
- 5.3.6.3 Extra ordinary leave (leave without pay and allowances) on medical grounds duly supported by medical certificate shall count for increment.
- 5.3.6.4 The period spent on probation shall count for increment.
- 5.3.6.5 The period of suspension does not count towards granting increment.
- 5.3.6.6 Period of unauthorized absence shall not count for increment in the time scale.
- 5.3.7 If the pay of an employee is reduced as a measure of penalty to a lower stage in his 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 increments, and if so, to what extent.

CHAPTER – VI

6.0 DUTIES AND CONDUCT

6.1 Duties of Teachers / Faculty:

- 6.1.1 Teachers / Faculty must see that he is conscientious in giving his full attention to the all round development of the students.

- 6.1.2 No teacher /faculty is permitted to inflict corporal punishment on a student.
- 6.1.3 Teachers/ faculty are expected to record, wherever required by the regulation, Registers and all academic marks of their students from time to time, in particular, at the reopening of the Institution and at the end of the term/semester of the Institution. Every year Teacher / Faculty shall provide any statistical and or other data required by the Head of the Institution.
- 6.1.4 In addition to normal classroom duties, the Faculty/ Teacher shall co-operate carefully and faithfully with the Head of the Institution and other members of the faculty in promoting an atmosphere of academic excellence and in the performance of the extra duties and devoting extra time, whenever and wherever it is required for the welfare of the students in particular and the Institution in general.
- 6.1.5 No Teacher/ Faculty shall undertake private tuition or any other assignment in other organizations /Govt. departments / NGOs etc. without explicit permission from the Head of the Institution in writing.
- 6.1.6 Teacher/ Faculty shall follow the duties/workload as prescribed by the VTU or Regulatory Bodies like AICTE /U.G.C. etc. The Board of Management or the competent authority shall have the final say in assigning duties/workload.
- 6.2 Code of Conduct for Teachers/ Faculty and Employees:**
- 6.2.1 Teachers/ Faculty and Employees shall NOT —
- 6.2.1.1 Knowingly or willfully neglect his duties.
- 6.2.1.2 Propagate through his teaching lessons or otherwise, communal or sectarian outlook or incite or allow any student to indulge in communal or sectarian activity.
- 6.2.1.3 Discriminate against any student on the ground of religion, caste, creed, language, gender, place of origin, social and cultural background or any of them.
- 6.2.1.4 Indulge in or encourage any form of malpractice(s) connected with the examination or other activities of the Institution.
- 6.2.1.5 Make any sustained neglect in correcting class work or homework done by the students.
- 6.2.1.6 While on duty in the Institution, absent himself from such duty except with the prior permission of the Head of the Institution.
- 6.2.1.7 Remain absent from the Institution without leave or prior permission of the Head of Institution, provided that where such absence without leave or without the prior permission of the Head of the Institution is due to reasons beyond the control of the Faculty (serious emergencies), it shall not be deemed to be the breach of the code of conduct. In such an event, on return to duty the faculty shall, for good and valid reasons, obtain the necessary post facto sanction / permission / admissible leave.

- 6.2.1.8 Accept any job of 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 in any business unless permitted by the Head of the Institution.
- 6.2.1.9 Prepare or publish any book or books, articles in press and media, whether directly or indirectly without the permission of the HOI.
- 6.2.1.10 Ask for or accept, expect with the previous sanction of the HOI any contribution or otherwise associate himself with the raising of any funds or make any other collections whether in cash or in kind, in pursuance of any object whatsoever.
- 6.2.1.11 Engage himself as a selling agent or canvasser for any publishing firm or trader.
- 6.2.1.12 Enter into any monetary transaction(s) with any student or parent nor shall he exploit his influence for personal matters in such a manner that he will incur a debt beyond his means to repay.
- 6.2.1.13 Accept or permit any member of his family or any other person acting on his behalf to accept, any gift from any student, parent of any person with whom he comes into contact by virtue of his position in the Institution.

Explanation:

- a) The expression 'gift' shall include free transport, boarding, lodging or any other service or any other pecuniary advantage when provided by any person other than near relation or personal friend having no dealings with him in connection with the Institution.
- b) On occasions, such as, weddings, anniversaries when the making of gift is in conformity with the prevailing social practice provided directly or indirectly it does not form an act of corruption.
- 6.2.1.14 Practice, or incite any student, to practice, casteism, communalism or untouchability.
- 6.2.1.15 Cause, or incite any other person to cause, any damage to the property of the Institution.
- 6.2.1.16 Behave, or encourage or incite any student, teacher/ faculty or other employee to behave, in a rowdy or disorderly manner in the Institution premises.
- 6.2.1.17 Be guilty of, or encourage, violence or any conduct, which involves moral turpitude.
- 6.2.1.18 Be guilty of misbehaviour or cruel towards any parent(s), guardian, student(s), teacher(s) / faculty or other employee(s) of the Institution.
- 6.2.1.19 Organize or attend any meeting during the Institution working hours except where he is required, or permitted by the Principal / HOI, to do so.

- 6.2.2 **Every Teacher/ Faculty, Employee shall —**
- 6.2.2.1. be punctual in attendance and in respect of his class-work and also for any other work in connection with the duties assigned to him by the Principal / HOI.
- 6.2.2.2 abide by the rules and regulations of the Institution and also show due respect to the Constituted Authority.
- 6.2.2.3 take prior permission from the BOM for contesting canvassing for any election in professional/ literary/ scientific organizations and obey any direction issued by the BOM.
- 6.3 Nothing contained in sub-rules of 6.1 to 6.2 shall be deemed to take away or abridge the right of a Teacher/ Faculty/ Employee –
- 6.3.1 To appear for any examination to improve his qualification(s).
- 6.3.2 To become or to continue to be a member of any literary scientific or professional organization.
- 6.3.3 To make any representation for the redressal of any bona fide grievance, subject to the conditions that such representation is not made in any rude or indecorous language.
- 6.3.4 To organize or attend any meeting outside the Institution hours, subject to the conditions that such meeting is held outside the Institution premises provided such meetings are not detrimental to the interests of the Institution.
- 6.4 The breach of any conditions specified in sub-rules of 6.2 shall be deemed to be a breach of the code of the conduct.

CHAPTER – VII

7.0 MISCONDUCTS, SUSPENSION AND PENALTIES.

- 7.1 **Misconducts:** Without prejudice to the general meaning of the term, amongst others, the following acts and omissions shall mean but not limited to, to be treated as misconduct.
- 7.1.1 Theft, fraud and dishonesty in connection with the property of the Institution.
- 7.1.2 Demanding, accepting or offering bribe or any illegal gratification, whatsoever.
- 7.1.3 Drunkenness, fighting, riotous or disorderly or indecent behaviour within the premises of the Institution.
- 7.1.4 Willful insubordination or disobedience, whether individually or in-group with others to any lawful and reasonable order of a superior.
- 7.1.5 Sleeping while on duty.

- 7.1.6 False statement made in the application for employment or subsequently.
- 7.1.7 Anywhere within the establishment, causing or threatening to cause mental and/or physical pain or injury to other employees either individually or in collusion with others.
- 7.1.8 Committing any act likely to harm or endanger the Institution's property.
- 7.1.9 Sabotage.
- 7.1.10 Conviction for any criminal offence including moral -turpitude.
- 7.1.11 Refusal to accept any communication, charge sheet from the competent authority of the Institution.
- 7.1.12 Abstaining from appearing before any Inquiry Authority/Committee.
- 7.1.13 Failure to produce documents/papers etc. before the authority concerned, under the rules, when called for.
- 7.1.14 Habitual neglect of work.
- 7.1.15 Smoking, chewing tobacco/ gutaka / Pan masala / Chewing gum and any other prohibited material within the Institution.
- 7.1.16 Habitual indiscipline or loitering.
- 7.1.17 Refusal to work any bona fide assignment.
- 7.1.18 Habitual irregularity in attendance.
- 7.1.19 Gambling within the premises of the Institution.
- 7.1.20 Leaving the Institution before time without permission.
- 7.1.21 Engaging or abetting in abusing and causing physical violence with another employee/ student at any time in the Institution.
- 7.1.22 Habitual absence without leave or overstaying after expiry of leave.
- 7.1.23 Holding of unauthorized meetings in the Institution premises.
- 7.1.24 Discourteous behavior.
- 7.1.25 Causing sexual harassment.
- 7.1.26 Wearing objectionable dress and indecent exposure of the body.
- 7.1.27 Attending to calls of the nature or spitting in open space, in other than in the space(s) earmarked, in the Institution.

7.2 **Suspension:**

- 7.2.1 The BOM or any other Competent Authority specified by the BOM, may place any employee under suspension —
 - 7.2.1.1 Where a disciplinary proceeding against the employee is contemplated or is pending, or,
 - 7.2.1.2 Where a case against an employee in respect of any criminal offence is under investigation, inquiry or trial.

- 7.2.2 An order of suspension shall be in writing and shall be effective from the date of the order or such other date as may be specified there in.
- 7.2.3 An order of suspension made under this rule shall remain in force until it is modified or revoked by the Authority, which made the order, or by any superior authority.
- 7.3 **Subsistence Allowance:**
- 7.3.1 An employee under suspension shall be entitled to draw subsistence allowance equal to 50% of the monthly gross emoluments drawn on the date immediately prior to the date on which the employee is suspended.
- 7.3.2 Where the period of suspension exceeds six months the authority, which made or is deemed to have made the order of suspension shall be competent to vary the amount of subsistence allowance for any period subsequent to the period of the first six months as follows:
- 7.3.2.1 The amount of subsistence allowance may be increased to 75% of the emoluments referred to in sub rule (1) if in the opinion of the said authority the period of suspension has been prolonged due to the reasons to be recorded in writing not directly attributable to the employee under suspension.
- 7.3.2.2 The amount of subsistence allowance may be reduced to 25% of the emoluments if in the opinion of said authority, the period of suspension has been prolonged for the reasons to be recorded in writing and directly attributable to the employee under suspension.
- 7.3.3 No Subsistence allowance is payable to the employee unless the Management is satisfied that the employee was not engaged in any other employment, business profession or vocation during the period of suspension.
- 7.4 **Treatment of period of suspension:**
- 7.4.1 If the concerned employee is honourably acquitted and reinstated, the full pay and allowances, which he would have been entitled to if he had not been suspended, after adjusting the subsistence allowance already paid, be paid
- 7.4.2 If otherwise, such proportion of pay and allowances, as the competent authority may, by an order in writing direct, to be paid.
- 7.4.3 In a case falling under clause (7.4.1) the period of absence from duty shall be treated as period spent on duty and in a case falling under clause (7.4.2) the period of absence shall not be treated as period spent on duty, but, the BOM may in its discretion, grant leave for the period to the extent admissible to the employee under the Rules and any period of absence which has not been treated as period spent on duty or on leave shall not count as service for any purpose and shall constitute a break in service.
- 7.4.4 No order passed under this rule shall have the effect of requiring the employee to refund any part of the subsistence allowance paid to him.

7.5 **Penalties:**

7.5.1 The following penalties may, for good and sufficient reasons and as herein after provided, be imposed on an employee.

7.5.1.1 Censure/ Warning in Writing;

7.5.1.2 Withholding of increment(s) in the time scale of pay;

7.5.1.3 Withholding of promotion; or, reversion to the next lower grade;

7.5.1.4 Recovery of the whole or part of any pecuniary loss caused by him to the Institution by his misconduct or negligence;

7.5.1.5 Removal from the service which shall not be a disqualification for future employment elsewhere.

7.5.1.6 Dismissal from service.

7.5.2 The following shall not amount to a penalty within the meaning of this rule, namely –

7.5.2.1 Stoppage of an increase of pay of an employee at the efficiency bar in the time scale of pay on the ground of his unfitness to cross this bar.

7.5.2.2 Non-promotion of an employee whether in a substantive or officiating capacity to a higher grade or post.

7.5.2.3 Reversion of an employee officiating in a higher grade, to a post to a lower grade, or post on the ground that he is considered to be unsuitable for such higher grade or post on any administrative ground unconcerned with his conduct.

7.5.2.4 Reversion of an employee on deputation to his parent organization or department; and,

7.5.2.5 Termination of service –

7.5.2.5.1 of a temporary employee at any time before his confirmation. Or

7.5.2.5.2 of an employee appointed under contract for a fixed period in accordance with the terms of such contract or agreement.

7.6 **Procedure for imposition of penalties:**

7.6.1 No order imposing any penalty shall be made except after an inquiry held in accordance with these Rules.

7.6.2 Where it is proposed to hold an inquiry against an employee the disciplinary authority shall frame charge(s) against such employee and communicate the same to him together with other material as may be necessary or relevant for the purpose of the inquiry and also inform him of the appointment of an Inquiring Authority for conducting the inquiry.

- 7.6.3 At the inquiry the employee shall have the right to appear in person before the Inquiry Officer (I.O) or to be represented by another co-employee.
- 7.6.4 The proceedings of inquiry may be recorded either in Kannada or English.
- 7.6.5 On the conclusion of the Inquiry the employee shall be made available a copy of the Report & Findings of the Inquiry Officer and the employee shall be provided an opportunity to submit his say on the findings of the Inquiry Officer. A show cause notice as to why the proposed punishment should not be imposed on the employee in the respect of the misconduct proved against him shall be issued. If the disciplinary authority is satisfied after considering the report of the Inquiry Officer and the records of the proceedings and submission of the employee on the findings of the Inquiry Officer that all or any of the charges against the employee have been proved, will award the appropriate punishment.
- 7.6.6 In awarding any penalty to an employee under this rule, the authority imposing the penalty shall take into an account the gravity of the misconduct, the previous record, if any, of the employee and any other extenuating or aggravating circumstances that may exist.
- 7.6.7 The order-imposing penalty shall be communicated to the employee in writing.
- 7.6.8 An employee who is dismissed or removed from service in accordance with these Rules shall not be entitled to any notice or pay in lieu of such notice. And he shall not be taken into service in any other institutions of the Sangha at any time in future.
- 7.6.9 Any recommendation by Govt. / VTU / AICTE / UGC and any other Governing bodies may be accepted and implemented by the Management without further inquiries.

CHAPTER - VIII

8.0 LEAVE

- 8.1 Leave cannot be claimed as a matter of right by an employee. The authority empowered to grant leave, to refuse or revoke may grant the leave at any time according to the exigencies of service required by the Institution, and reserves its discretion. Leave can be availed only after getting it sanctioned by the competent authority. Leave is earned by duty.
- 8.2 No leave shall be granted beyond the date on which an employee is due to retire on attaining the age of superannuation/ completion of service in respect of employees on contract. All leave at credit shall lapse on attaining age of superannuation except for the purpose of surrender of leave for encashment on retirement.
- 8.3 **Leave while under suspension:**
- Leave of absence is not admissible to an employee who is under suspension. An employee under suspension should not leave the Head Quarters except with the specific written permission of the HOI.

8.4 Permanent Employees.

8.4.1 Permanent Employees are entitled to the leave(s) as follows:

Earned Leave (EL) with pay:

- a. Earned Leave is admissible at the rate of 30 days for every 12 months of service in case of non-vacation employees. Such leave will accrue only on completed -month service basis.
- b. Earned leave not availed may be accumulated up to a maximum of 240 days (two hundred and forty days) at any given time. Such accumulation beyond 240 days will automatically lapse. Such accumulated leave may be availed by the employee only to the extent sanctioned by the Head of Institute (HOI). Also, any portion of such accumulated leave subject to a maximum of 240 days, may be encashed by the employee, at his option, at the time of his retirement/ superannuation.

And such –

- i. Encashment will be on the basis of his salary prevailing at the time of retirement/ superannuation.
- ii The minimum number of ELs that can be availed, at a time, shall be 5 days and the maximum shall be 30 days. Under no circumstances leave not due shall be sanctioned.
- iii Earned leave may be credited to the employee's leave account as follows:
 - a. 15 days on the 1st Jan., and,
 - b. 15 days on the 1st July, every year, subject to clause 8.4.1 a & b. above

Note:

For services of less than six months i.e. if the joining date falls in between Jan and July of the year, the first instalment of the EL will be credited proportionately at the rate of 2.5 days (two and a half days) for every completed month of service as at b (iii) above.

a) Casual Leave (CL):

- i) Casual Leave (CL) with pay for not exceeding 15 days in a calendar year will be allowed of which, not more than 4 CLs can be availed at a time. CLs cannot be granted in continuation of the vacation; but it can be combined/ clubbed in any manner with Sundays and other general holidays provided that such period of total absence shall not exceed 7 days in the aggregate.
- ii) Casual Leave can neither be encashed nor accumulated.

- iii) During the first year of service i.e. during probation an employee will be granted casual leave in proportion to the period of service at the rate of one day for every completed service of one month.
- iv) If an employee avails casual leave and extends the leave by applying for other kinds of leave in continuation, the entire period of absence shall be treated as other kinds of leave subject to admissibility and availability of such leave cancelling the casual leave sanctioned earlier.

b) Maternity Leave:

- i) Maternity Leave, with pay, of not exceeding 90 days will be allowed to a married woman employee once in a block period of three years. Maternity leave is not admissible to a married woman having two or more children.
- ii) Maternity leave is also admissible in cases of miscarriage in which case the leave will not exceed six weeks (42 days). This is however, subject to other conditions mentioned in cl. (i) above.
- iii) Maternity leave will be granted subject to the condition that such employees shall serve, or have already served the Institution for a period of not less than five years failing which she shall refund/payback to the Institution the salary drawn during the maternity leave period. The leave sanctioning authority shall obtain an undertaking to this effect before sanctioning such leave.
- iv) Women employees appointed on temporary or on contract basis are not entitled/eligible for maternity leave.
- v) Maternity leave is not debitable to the leave earned account. Necessary entries in the service book shall be made to ensure that the maternity leave is not sanctioned more than twice in the entire service of a woman employee of the Institution including the maternity leave sanctioned in case of miscarriage.

c) Medical Leave: (Sick Leave)

- i. Medical Leave with pay not exceeding 4 days in a year may be granted to an employee on medical grounds on production of a certificate from a qualified medical practitioner accepted by the HOI and concurred by the GC. This leave cannot be encashed, but can be accumulated up to 21 days maximum.
- ii. In addition to above, a Special Medical Leave to cover prolonged / Major ailments / illness may be granted to the employee with full pay for the first 30 days and with half pay for the following next 30 days and without any pay for the balance period, if any. This Special Medical Leave will be sanctioned against the production of Certificate of Hospital/ Medical Practitioner approved by the BOM.

d) Study Leave:

Study Leave may be granted to the employee(s) pursuing higher studies/ improving/ enhancing the qualification(s) either with or without pay or with or without stipend to be determined by the Board of Management after considering the factors such as –

- i) Duration of study leave;
- ii) The higher studies to be pursued;
- iii) The possibility of availing any grant under UGC/AICTE or any other scheme;
- iv) Agreement or bond to ensure continuance - after the completion of the course - by the employee within the Institute, for a minimum period to be decided by the BOM, or monetary compensation in lieu thereof.

8.4.2 Sanctioning of Leaves etc.

- i. All leaves with or without pay may be availed of only against written prior sanction of the Head of Institution and such leaves availed by the Head of the Institution may be against written sanction by the Chairman, GC or an authorized agency.
- ii. **Commuted leave.**

There shall be no Commuted Leave to any employee of the College.

8.4.3 Special Casual Leave:

- i. Special casual leave may be allowed up to 30 days in a Calendar year for the following purposes —
 - a) For participation in sports events of national importance as a duly nominated representative on behalf of the State Zone or Circle.
 - b) For Participation in sports events of international importance as duly nominated representative on behalf of India.
 - c) For coaching or training conducted at the National Institute of Sports, Patiala, or similar Institutes of National level.
 - d) For work in connection with the examinations conducted by the Universities in Karnataka State or by the Govt. of Karnataka.
 - e) For attending the meetings of Academic Council, Senate, Syndicate, Faculties and Boards of Studies of the Universities in Karnataka State.
 - f) For attending the meetings and annual conferences of Institution of Engineers (India) and or other such professional bodies.

(The period of absence in excess of 30 days in this connection shall be treated as regular leave of the kind admissible under the relevant rules applicable to the individual concerned).

- ii. Special casual leave (CL) shall be limited to the minimum number of days required for the purpose.
- iii. Special casual leave may be combined with regular leave.
- iv. Special casual leave cannot be combined with ordinary CL
- v. Special casual leave shall be got sanctioned by the incumbent from the competent authority, before availment of the same.
- vi. Special Casual Leave up to seven days may be sanctioned for undergoing Vasectomy/ tubectomy operation on production of a medical certificate issued by the medical officer authorized by the Govt. to perform such operation and on performing the operation provided that the employee does not have more than two children.
- vii. No employee of the Institution shall take up service or accept any employment elsewhere while he is in service in the Institution.
- viii a) If an employee is recalled from leave on account of exigency of work cancelling the un-expired portion of the leave, the employee shall do so immediately. Balance leave, if any, on account of the recalling will be credited back to his account.
b) Exceeding/ overstaying beyond the sanctioned permitted/ admissible leave shall entail loss of pay even though sufficient leave is at credit, unless it is established to the satisfaction of the sanctioning authority that the employee was unable to rejoin duty for reasons beyond his control.

8.4.4 **Routing of the leave applications for sanction.**

All leave applications in the prescribed form shall be routed through proper channel and get the sanction of leave(s) before availing.

Note :

The staff / employee who is eligible for vacation should be present on duty either on the closing day before the commencement of the vacation, or on the re - opening day after the vacation of the Institution. If the employee happens to be absent on both the said days, the entire period of his absence including the vacation will be treated as leave, admissible.

8.5 **Contract Employees:**

i. **Casual leave:**

Casual Leave with pay not exceeding 8 days in a calendar year may be allowed. This leave can neither be carried forward nor encashed.

ii. They are not eligible for any other type(s) of leave.

CHAPTER - IX

9.0 VACATION, DECLARATION OF VACATION & ELIGIBILITY.

- 9.1 The Institution shall remain closed at the end of the Semester(s) for the period to be decided by the HOI.
- 9.2. Only the teaching staff/ faculty, except the HODs and the HOI / Principal, are eligible for the vacation and will draw the normal salary.
- 9.3 Faculty on probation and all non teaching staff are not eligible for the vacation (holidays).

CHAPTER – X

10.0 SUPERANNUATION:

- 10.1 All employees shall retire on attending the age of 58 years. However, for the faculty, the BOM may at its discretion, grant extension of service of one year or more at a time beyond the superannuation on merit, on case to case to basis, subject to the condition that the extension of service so granted shall not exceed 7 years in any case.
- 10.2 The BOM may in special cases, order any employee to retire from service any time after he completes fifteen years of qualifying service in the interest of the Institution by giving a notice in writing in this behalf at least three months before the date on which he is required to retire from the service

CHAPTER - XI

11.0 EMPLOYEES' PROVIDENT FUND SCHEME:

The Employees are covered by the Employees Provident Fund and Miscellaneous Provisions Act 1952. The application of these Rules is mandatory to all the employees. According to these Rules, the employees shall contribute towards PF contribution at the rates prescribed in the rules and the Institution contributes its share as per the provisions of the Act. Both the shares of PF contributions shall be remitted to the Regional Provident Fund Commissioner every month. The payment of contributions shall cease, on the employee quitting from the service either on resignation or dismissal or by retirement from the Institution. The accumulated PF contribution will be paid to the employee(s) directly by the Regional Provident Fund Commissioner. For details with regard to PF benefits, the Employees Provident Fund and Miscellaneous Provisions Act, 1952 be referred to.

CHAPTER - XII

12.0 MISCELLANEOUS PROVISIONS

12.1 TRANSFER:

- 12.1.1 The employee is liable to be transferred from one institution to another Institution managed by the Sangha, provided that such transfer does not entail any reduction in the salary and position.
- 12.1.2 Notwithstanding any thing contained in these Service Rules, it shall be the condition of employment that services of an employee either permanent or contractual, working in the BCE, Shravanabelagola, is transferable to any other SSDJJP Sangha organizations. Non-compliance of such transfer shall amount to indiscipline/ misconduct. The transferee employee however, in such an event intends to represent, can give a representation only after taking charge of the post to which he is transferred to and is discharging his duty at the time of consideration of such representation. In the event such employee goes on leave without prior approval/ sanction for whatsoever reason, his representation stands rejected and it shall be deemed that he had abandoned the job and his services are liable to be terminated. The decision of the BOM / Sangha shall be final and binding.
- 12.1.3 All monetary costs relating to such transfer of the transferred employee shall be borne by the organization to which the employee is transferred from the date of such transfer
- 12.1.4 As a matter of course a transfer shall have the concurrence of both the concerned HOIs and for this purpose the HOI of transferring organization shall give his assessment of the concerned employee to his counterpart in writing forthwith.

12.2 JOINING TIME.

- a. When an employee is transferred from one institution to another under the same Management he should join the Institution to which he is transferred immediately. If he is relieved in the forenoon, he must join in the afternoon. Similarly, if he is relieved in the afternoon he must join in the forenoon of the following immediate working day. In case of outstation transfer the employee has to report for duty at the place of posting after availing 5 days joining time.
- b. An employee who does not join his post within the stipulated joining time is not entitled to salary, for the entire period till the date of joining, treating the period as unauthorized absence. 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 the BOM that he was unable to join duty for reasons beyond control.

Note:

All transfers shall be under the orders signed by the Working President of the Sangha and concurred by the BOM.

12.3 DEPUTATION OF EMPLOYEES FOR HIGHER STUDIES:

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

12.3.1 No leave with salary be granted for the period of study.

12.3.2 No salary is payable by the Institution for the duration of the study.

12.3.3 Such an employee could be taken back to duty after successful completion of his higher studies, on the terms and conditions, mutually agreed upon.

12.3.4 In exceptional circumstances the BOM may depute an employee, on specific recommendations of the Head of the Institution, with full/partial salary. The terms and conditions fixed by the BOM regarding furnishing of Bond etc., shall be binding on the employee.

12.4 Service Certificate:

Every permanent employee shall be entitled to a Service Certificate at the time of leaving the service of the Institution. Such Certificate shall be valid if it is issued and signed by the Head of the Institution.

12.5 Liability to Search:

Employees are liable to be searched by any person authorized in this behalf by the BOM at any time and also while entering or leaving the Institute premises. Only women shall search woman employees.

CHAPTER - XIII

13.0 SEXUAL HARASSMENT PREVENTION POLICY:

13.1 SCOPE OF THE POLICY.

The policy shall cover complaints by the employee(s) against other employee(s) by subordinate against superior, by a student against the member(s) of the faculty or non-teaching staff and by a student against the fellow student.

13.2 Sexual Harassment includes any unwelcome sexually determined behavior, direct or by implication and includes physical contact and advances, a demand or request for sexual favours, sexually coloured remarks, showing pornography, any other unwelcome physical, verbal or non-verbal contact of a sexual nature. "Sexual harassment" shall mean and include, but is not limited to the following.

- 13.2.1 When submission to unwelcome sexual advances, requests for sexual favors and verbal or physical contact of a sexual nature are made, either explicitly or implicitly.
- 13.2.2 When submission to unwelcome sexual advances and verbal and nonverbal or physical contact such as loaded comments remarks or jokes, letters, phone calls or e-mail, SMS, MMS, gestures, showing of pornography, lurid stares, physical contact or molestation, stalking, sounds or display of derogatory nature, have the purpose or effect of interfering with an individual's performance or of creating and intimidating hostile or offensive environment.
- 13.2.3 When any form of sexual assault is committed where a person uses, the body or any part of it or any object as an extension of the body in relation to another person without the latter's consent or against that person's will, and
- 13.2.4 When any such contact as defined in (1) and (2) above is committed by a third party or outsider in relation to an employee of the Institution, or vice-versa on the premises of the Institution.
- 13.3 **CONSTITUTION OF COMMITTEE AND TO PREVENT AND DEAL WITH SEXUAL HARASSMENT.**
- The Institution shall establish a committee to deal with sexual harassment. The committee shall consist of 3 members. One female member to act as Chairperson of the Committee. The other two members will be one male and another female member. The term of the office of the committee is for a period of two years and after the expiry of the said period the Institution shall reconstitute the committee. The names of the persons who are on the committee from time to time along with their contact telephone numbers and other details shall be displayed on the notice board of the Institution.
- 13.4 **POWERS AND DUTIES OF THE COMMITTEE.**
- 13.4.1 To ensure implementation of this policy.
- 13.4.2 To ensure and supervise proper constitution and functioning of the committee.
- 13.4.3 To organize regular workshop and training programs.
- 13.4.4 To formulate programs for the spread of awareness of the policies among the management.
- 13.4.5 To bring out publication concerning sexual harassment and also concerning implementation of this policy.
- 13.5 **GRIEVANCE PROCEDURE.**
- 13.5.1 Any employee will have a right to lodge a complaint concerning sexual harassment against an employee or an outsider with any of the members of the committee.
- 13.5.2 Such a complaint may be oral or in writing.

- 13.5.3 If the complaint is oral, the committee member to whom the complaint is made shall produce the same in writing, in detail to the committee.
- 13.5.4 The complainant will be afforded full confidentiality at this stage.
- 13.5.5 Immediately upon the receipt of the complaint, and within not more than 2 working days, the member of the committee to whom the complaint is made shall communicate the same to the Chairperson of the committee.
- 13.5.6 Within a period of 5 working days from date of such communication, the Chairperson shall convene a meeting of the committee.
- 13.5.7 The committee shall examine the complaint and shall undertake investigation of the complaint after giving opportunity to the complainant to present her case and the accused to give his version. The committee may examine witnesses from both sides and the other side will have opportunity of cross-examining the witness. Documents, if any, produced by the parties may be taken on record. The proceeding shall be in camera. The committee after completion of investigation may submit its report to the Authority concerned as specified by the BOM for further necessary action in the matter

13.6 PROTECTION AGAINST VICTIMISATION.

In the event the complainant being an employee and the accused being her superior, during the pendency of investigation if the superior is prima facie found to be guilty, the accused shall not act as superior of the complainant.

13.7 CONSEQUENCE OF COMPLAINT BEING PROVED.

In the event of the allegations made in the complaint are proved against the employee it will be taken as proved misconduct and the competent authority may impose any of the punishment as envisaged in the policy on disciplinary process. No need to conduct a separate inquiry in the matter. Action shall be taken on the basis of the findings of the committee. However, before imposing any punishment the employee shall be given a copy of the findings of the committee and he shall be called upon to show cause against the proposed punishment.

13.8 OBLIGATION OF THE BOARD OF MANAGEMENT.

The Board of Management (BOM) of the Institution shall provide all necessary assistance for the purpose of ensuring full effective and speedy implementation of the policy. The BOM shall be bound by the decision of the committee constituted as above and shall implement such decision in an expeditious manner.

13.8.1 THIRD PARTY HARASSMENT.

In case of third party Sexual Harassment the committee will actively assist and provide all its resource to the complainant in pursuing the complaint and ensure his/her safety at least in the institution's premises.

13.8.2 **SAVINGS.**

- a. The proceeding under the policy shall not be stalled or postponed merely because the complainant is proceeding against the accused under any other provision of civil or criminal law.
- b. The provisions of the policy shall not restrict the power of Institution or complainant to proceed against the alleged offender for any other misconduct or to pursue the criminal or civil remedies.

CHAPTER - XIV

14.0 SERVICE OF NOTICE:

- 14.1 Any matter required to be notified under these rules and any notice by the BOM to the employee(s) in the Institution shall be deemed to have been communicated to all employees and deemed to have been given wide publicity by way of circulation among all the HODs/ Section Heads etc.
- 14.2 Any notice or letter of communication intended to be served on an employee may be delivered to him personally in the premises of the Institution and the employee is bound to receive and acknowledge the receipt of the same. Refusal on the part of the employee to accept such letter or communication will absolve the management from the obligation to deliver the notice or communication second time. Such refusal will render the employee liable for disciplinary action.
- 14.3 In the case of an employee who is absent, any notice or letter or communication intended to be served on him, may be sent by registered post with acknowledgement due, to his last known address entered in his service register; and it shall be deemed to have served on him. (It is mandatory on the part of the employee to update the change in address, if any). Where such a registered communication or letter or notice is returned undelivered, for any reason(s), a copy thereof shall be displayed on the notice board and such display shall be deemed to be adequate service of the communication to the employee.
- 14.4 Any matter required to be notified under the rules and any notice of communication by the BOM to the employee(s) shall be in Kannada / English.

CHAPTER – XV

15.0 TRAVELLING EXPENSES AND DAILY ALLOWANCE.

- 15.1 Reimbursement of Travel Allowance (TA) including accommodation charges and Daily Allowance (DA) is granted in accordance with the rules laid down by the BOM from time to time.

- 15.2 Subject to limits prescribed in the "Schedule" detailed infra, reimbursement of travel expenses shall include the following –
- 15.2.1 Actual cost of ticket or fare paid for the journey by the permissible mode of journey.
- 15.2.2 Accommodation charges, if any, within the prescribed limit.
- 15.2.3 Daily Allowance (DA) as admissible.
- 15.3 An upgrade in the mode / class of travel is permissible only when authorized by the HOI or the Chairman of the Managing Committee.
- 15.4 The BOM reserves the right to arrange or prescribe travel and accommodation of its choice for any class of employee while they are on authorized itinerary. When travel or accommodation is not provided, actual travel expenses / actual room rent as prescribed below in the "Schedule" is admissible, subject to production of the original bills / tickets.
- 15.5 Travelling on official duty must be undertaken by the cheapest mode of conveyance and by the shortest route.
- 15.6 Airfare will be reimbursed only against production of receipt/ used passenger coupon / boarding pass/ ticket and not against the bills of travel agents.
- 15.7 When an employee is required to cancel his journey the difference between the fare actually paid by him including reservation charges, if any, and the amount refunded by the transport authority on such cancellation may be reimbursed subject to the following conditions:
- 15.7.1 Cancellation of the journey is due to exigencies of work and the Head of the Institution has authorized such cancellation.
- 15.7.2 The claim for reimbursement is restricted to the amount admissible had the journey been undertaken by the shortest route.
- 15.7.3 The claim for reimbursement shall be in respect of the amount actually paid by the employee for the travel ticket inclusive of reservation charges, if any. Proof of payment and refund shall be enclosed to the claim.
- 15.7.4 The cancellation has been made by the employee without any loss of time and the advantage of lower rate of cancellation has been availed of.
- 15.8 Once an employee has obtained an approval from the HOI/ Chairman, Managing Committee or BOM, for a specific travel the cancellation of the same will not entitle him to utilize the same approval for any other travel. Separate approval has to be obtained from the Head of the Institution for each travel (authority / condition of granting approval are provided in the Schedule given infra).

- 15.9 Advance for Travelling may be paid to the employee(s) at his request in writing, and the advance shall not exceed the approximate expenses likely to be incurred on performing the journey, if claimed. If the advance taken exceeds the claim amount, the excess amount shall be credited to the Institution immediately.
- 15.10 DA is admissible from the time of commencement of the journey till the time of return to the Head quarters.
- 15.11 DA is granted to an employee while travelling on duty to defray the cost of meals, refreshments, laundry charges and other incidental expenses. Therefore, these expenses are not separately reimbursed. However, in certain case, if any abnormal expenditure is incurred due to official exigencies under any of the head, such expenditure may be reimbursed provided that such expenditure is claimed separately and is approved by the HOI/ Chairman, Managing Committee/ BOM.
- 15.12 No daily allowance is admissible for the period of leave if an employee goes on leave while on official itinerary.
- 15.13 A Claim is settled on the basis of the information available at the time of actual journey. Once the TA claim is settled, it is not open for increase or decrease of the claim on account of promotion/ reversion/ revision of the pay scale with retrospective effective etc. or for any other such reason.
- 15.14 The Head of the Institution shall approve all the TA/DA bills of the employee(s). However, if any claim is not within the permitted guidelines, then such claim shall be forwarded to the Chairman, Managing committee, / BOM, for necessary settlement.
- 15.15 Claims for TA/DA shall be approved by the Chairman, Managing Committee / BOM only in respect of the following cases. —
- 15.15.1 Head of the Institution
- 15.15.2 Foreign travel of any employee
- 15.15.3 Participation in International / National Conferences, Seminars, Workshops etc.
- 15.16 If an employee gets reimbursement of the expenditure, partly or fully, from any other agencies for the journey undertaken by him, the claim amount shall be reduced by such amount reimbursed.
- 15.17 An employee who travels on academic work such as examination / valuation or any other work of the Universities or Statutory Bodies where travelling expenses are reimbursed by such Bodies, is not entitled to claim reimbursement of such expenditure.
- 15.18 A brief report explaining the purpose and achievement for which the tour is undertaken shall be enclosed along with the Travel Bill.

All TA/DA claims shall be made in writing in the prescribed format within a maximum period of 7 days from the date of return to the head quarters. If this not done, the 'advances' drawn if any, shall be deducted form the salary of the employee from the immediate next following month.

SCHEDULE
(Refer Cl. 15.4)

Travel Allowance & Daily Allowance (Subject to be revision as per KCSR orders issued/ decision of the BOM from time to time).

For the purpose of Travel Allowance & Daily Allowance, the employees are classified as under.

Category	Basic pay per month
I	Rs. 16,400 & above.
II	Rs. 12,000 & above
III	Rs. 8,000 & above.
IV	Rs. 5,000 & above.
V	Less than Rs. 5,000

Note:

For employees drawing a consolidated salary, 60% of the consolidated salary will be considered as basic pay for the above purpose.

a) The rates of Daily Allowance and the mode of Travel are given below.

Category	A Cities	B Cities	C Cities	Class of Travel	Personal Cars Rs./km
I	Rs.250	Rs.250	Rs.150	I / AC II	3.5
II	Rs.200	Rs.150	Rs.125	I / AC II	3.5
III	Rs.150	Rs.125	Rs.100	I / AC II	NA
IV	Rs.125	Rs.100	Rs.75	II Sleeper	NA
V	Rs.100	Rs.75	Rs.50	II Sleeper	NA

(NA – Not applicable)

Note:

1. The above eligibility is only for Express/Mail trains; not for Rajadhani Exp./ Shatabdi Exp.
2. Category I and II, Staff will be permitted Air-travel, subject to approval by the competent authority provided –

15.17 The distance of travel is more than 500 km.

15.18 The benefit of Apex fare facility is availed or travel is made in low cost airlines.

15.19 Category I & II Staff will be permitted to hire taxi/rental cars in their place of destination. Such costs may be separately claimed.

a) If the places of travel are not connected by rail, only bus charges may be claimed by the category V employees.

b) No DA is admissible for journey within a radius of 20 km from the head quarters. However, expenses on food and refreshment up to the following limit will be reimbursed on submission of bills. No bills shall be required for claims up to Rs. 50/.

i. Up to 6 hours _____ 25% of admissible DA

ii. 6 to 12 hours _____ 50% of admissible DA

iii. More than 12 hours _____ 100% of admissible DA

c) DA during the journey period will be admissible at the rates as admissible to 'C' cities.

d) For stay at hotel and other registered establishment, room rent may be reimbursed to the extent shown below.

Category	"A" Cities	"B" Cities	"C" Cities
I	Rs.3000/-	Rs.1000/-	Rs.500/-
II	Rs.2000/-	Rs.700/-	Rs.400/-
III	Rs.1500/-	Rs.500/-	Rs.400/-
IV	Rs.700/-	Rs.300/-	Rs.300/-
V	Rs.500/-	Rs.200/-	Rs.200/-

"A" Cities: Delhi, Mumbai, Kolkata, and Chennai.

"B" Cities: All other state capitals and Ahamedabad, Ghazhiabad, Kanpur, Lucknow, Mussorie, Nagpur, Pune.

"C" Cities: All place other than "A" & "B" cities (all other places)

'The TA & DA claim format enclosed vide page 40.'

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CHAPTER – XVI

16.0 PROMOTION:

16.1 Criteria.

- a) Promotion is not a matter of right. An employee eligible for promotion may be promoted to a higher post, if and only if, a vacancy exists.
- b) Promotion shall be based on seniority cum merit and subject to the requirement of requisite qualifications etc., warranted by that post. Other things being equal, seniority in service may be given preference.
- c) Where a suitable employee is not available for being considered for promotion within the Institute where the promotional post exists, suitability of any other employee from other institutes of the Sangha may be explored and considered. In case this is not feasible due to non-availability of suitable candidate(s) in other SSDJJP Sangha institutes, the possibility of locating a suitable candidate(s) from the list maintained in the SSDJJP Sangha be explored.
- d) All promotions shall be subject to approval by the Board of Management; and necessary order will be issued under the signature of the Chairman of the Managing Committee as authorized by the BOM.
- e) The position of Asst. Professor(s) and the Professor are however, to be filled by a fresh appointment/ recruitment and not by promotion. (The existing eligible faculty may also apply for the post(s)).

Note:

ALL DECISIONS SHALL BE SUBJECT TO THE FINAL APPROVAL OF THE SANGHA / THE PRESIDENT OF THE SANGHA. SUCH DECISIONS SHALL BE FINAL AND BINDING ON THE BOM / INSTITUTION.

16.2 STAFF APPRAISALS:

- a) The HODs shall prepare the appraisals at the end of each semester in respect of all the employees working in the department and forward the same to the HOI. Similarly, the HOI shall prepare the appraisals of all the HODs / Section Heads working under him.
- b) Self-appraisals shall be carried out by all the employees once in a semester and the same shall be submitted to the HOI, through proper channel at the end of the each semester.
- c) There shall also be appraisals by the students in respect of their faculty and the respective HODs will forward such appraisals to the HOI at the end of each semester. Based on the feedback, remedial measures/system modifications shall be initiated for the overall improvement of the Institution and for the benefit of the students by the HODs/ Section Heads.

- d) HOI shall place the same (appraisals of all the employees) before the BOM. The BOM, where it considers necessary, may place the same before the President.
- e) Promotions, increments and appointing contractual employees in permanent category will be based on the above stated appraisals.

16.3 STAFF WELFARE MEASURES:

16.3.1 As a part of adopting a progressive staff policy, the following staff- welfare-measures for permanent employees may be introduced commensurate with their financial implications.

- i) Group Personal Accident Insurance.
- ii) Facilities for primary education of employees' children in SSDJJP Sangha institutes/ organizations subject to the availability of the seats and approval by the President of the Sangha.

16.4 EXIT INTERVIEW.

There is a need to have a system of exit interview to get the feed back from the staff and students at the time of their exit from the Institute. Such a feedback, which is expected to be more unbiased, will enable the Management to take suitable corrective measures.

CHAPTER – XVII

17.0 GENERAL.

17.1 Every employee of the Institution shall at all times -

- a. Maintain absolute integrity;
- b. Maintain devotion to duty; and,
- c. Do nothing, which is unbecoming of a Sangha employee.

17.2 Every employee of the Institution holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all the employees under his control and authority.

17.3 Every employee shall attend to the duties allotted punctually, decently dressed, and shall faithfully and diligently discharge the duties assigned. Every employee is required to behave with the students, other employees, employees of the Sangha, and the public in general, in a manner worthy of their position in the Institution, and consistent with the dignity of the Sangha.

17.4 Every employee shall be expected and deemed to have knowledge of all the rules, regulations, directions and instructions issued by the management from time to time. Ignorance of rules shall not be an excuse for any lapse.

17.5 In all these Rules what is said to be applicable to male member(s) will also be applicable to female member(s) of the staff unless repugnant to or inconsistent with the text or context.

CHAPTER - XVIII

18.0

DISPLAY OF RULES.

These rules may be displayed on the notice board or such other places as specified by the Head of the Institution within the premises of the Institute both in English & Kannada. In case of any discrepancy in English & Kannada version of these rules, the English version shall prevail.

**BAHUBALI COLLEGE OF ENGINEERING
SHRAVANABELGOLA – 573 135.**

(Addendum -1 to the Service Rules)

PROMOTION POLICY

(Ref. Cl. 16.1 of the Service Rules)

Promotions:

Teaching (except for Asst. Professors and Professors) Non-Teaching, and other Employees.

Promotion is not a matter of course or a right. An eligible employee may be promoted to a higher position if a vacancy exists for such position. Promotion shall be based on performance/merit and subject to the requirement of requisite qualifications etc., warranted by that post. Other things being equal, seniority in service will be given preference.

Where a suitable employee is not available for being considered for promotion within the Institute where the promotional post exists, suitability of any employee from other organizations of the Sangha may be explored and considered. This is to ensure that a deserving employee is not stagnated in the organizations of the Sangha where such vacancy does not exist. In case this is not feasible due to non availability of suitable candidate(s) in other SSDJJP Sangha institutes, the possibility of locating a suitable candidates from the list maintained by placement cells at different SSDJJP Sangha institutes may be explored.

Selection & fixation of Scale on Promotion.

1. Every upward movement is by a process of selection for which there shall be an interview by a committee to be constituted by the Management (BOM) i.e. every promotion is through a selection by a committee after an interview, if required.
2. While fixing on the higher scale on promotion, a notional increment in the promoted-post scale is added to the existing basic, and fixed at the next higher stage of the new higher scale. (The incumbent in question is given an option to decide the date on which the revision of scale should be made effective).

APPOINTMENTS:

Lecturers.

1. Candidates with B.E./M Tech or equivalent PG degree / PhD degree are eligible to be appointed as lecturers, provided they have secured First Class in B.E. or in the P.G. degree barring the PhD degree holders. Lecturers with B.E. degree need to acquire M. Tech or equivalent degree within a period of 5 years after joining, failing which they may not be eligible for further increments. For Science & Humanities the minimum qualification for the Lecturer's post is a First Class Master's degree in the relevant discipline. This may be relaxed in the case of PhD degree holders.

2. Candidates with Master's degree in Engineering and Technology are eligible for two advance increments in the scale of Lecturer at the time of recruitment. (Faculty/Teachers deputed for higher studies (part time), while in service, are not eligible for additional increments on their return for having acquired higher qualification).
3. Candidates with M Phil. Degree are eligible for one advance increment in the scale of Lecturer at the time of recruitment for Science / Humanities department. (MCA Degree, for purpose of monetary benefits, is taken as equivalent to M Phil degree).
4. Candidates with PhD qualification in Engineering and Technology are eligible for four advance increments at the time of recruitment.
5. Candidates with PhD qualification in Science and Humanities are eligible for two advance increments at the time of recruitment.

PROMOTIONS – Eligibility.

1. Senior Lecturer (Engineering Science / Humanities).

- a) Lecturers with PhD, qualification will become eligible for promotion to the grade of Senior Lecturer on completion of 3 years of actual teaching service in this Institute.
- b) Lecturers with M Tech or equivalent degree / M Phil degree will become eligible for promotion to the grade of Senior Lecturers on completion of 5 years of actual teaching service in this Institute.
- c) Lecturers with M Sc. degree in basic Science will be eligible for promotion to the grade of Senior Lecturers on completion of 6 years.

2. Assistant Professor (Engineering, Science / Humanities).

- a) Senior Lecturers with PhD/ PG in Engineering and Technology / PhD in Science and Humanities will become eligible for selection as Asst. Professors on completion of 5 years of actual teaching service as Senior Lecturers in this Institute. They shall also have participated in minimum 4 weeks of QIP or AICTE approved STTP or orientation courses.
- b) Senior lecturers with M. Phil degree in Science / Humanity are eligible to be promoted as Asst. Professors, since the minimum qualification required for this grade is M Tech. or an equivalent P.G degree. However, they shall also have participated in minimum 4 weeks of QIP or AICTE approved/ STTP or Orientation courses.

3. Professors (Engineering, Science / Humanities).

- a) An Asst. Professor with a minimum of 8 years of actual teaching service as Asst. Professor in this Institute will become eligible for selection to the grade of Professor. This however is again against open competition.

- b) Asst. Professors with M Tech qualification are not eligible to be promoted to the grade of Professors, since the minimum qualification requirement is a PhD degree for the Professor's post.
- c) The designation and pay scale of Associate Professor is separately incorporated to promote qualified and deserving persons with PhD/P.G. in Engineering & Technology to higher level when there is no vacancy in the sanctioned post of Professor in the Department.

Note:

"Becoming eligible" for promotion, means, one becomes eligible for consideration to promotion; and does not mean an automatic promotion.

Appointment Letter

Ref: BCE: Esta: .

Date:

Shri _____

Dear Shri _____

Sub: Appointment Order

We refer to your application dated _____ and the interview you had with the Selection Committee on for appointment as, and it is our pleasure to inform you that you have been selected and appointed as, in the department of w.e.f You are advised to report to the Principal of the college on the forenoon of along with the following documents failing which this offer will be deemed to be null and void, unless the date of joining is extended, in writing, by an authorized representative of the Institution.

1. Joining Report.
2. Original Educational Certificates/ Testimonials;
3. Relieving letter or proof having complied with the conditions of appointment with the previous employer.
4. Evidence of date of birth, proof of age. (SSLC etc).
5. Nomination for Provident Fund in prescribed form (if, eligible)
6. Application for Identity Card with Six passport size recent Photographs.
7. Application for opening the bank account prescribed by the college.

The appointment is subject to the Terms and Conditions as per Annexure – I, enclosed herewith.

The Appointment Order is sent in duplicate and you are required to return one copy of the Order duly signed signifying your full acceptance of the order and the terms and conditions so as to reach us on or before

We welcome you to the Bahubali College of Engineering fraternity and do hope you strengthen the vibrant Team of the College aimed to achieve Excellence in Technical Education.

Wishing you all the best and looking forward to receive your confirmation of accepting the offer and meeting you at the earliest.

Yours sincerely,

Chairman
Managing Committee

Encls: Annexure - I

Copy to:

The Principal
Bahubali College of Engineering
Shravanabelagola – 573 135
Dist. Hassan, Karnataka.

.. for information and further necessary action.

Annexure - I

Terms and conditions of the appointment letter Ref..... Dtd issued to Shrifor the post of in the Bahubali College of engineering, Shravanabelagola.

Probation:

Initially, your appointment will be treated as on probation for a period of one year from the date of your joining the duty. After the satisfactory completion of the probation period you will be confirmed in the post. The Management however, reserves the right to extend the probation period, if found necessary, based on your performance, character, conduct, etc., or terminate your services without assigning any reasons.

Salary:

You will be placed in a pay scale of Rs. with a basic of Rs. pm. plus DA at% of basic pay. Your total emoluments will be Rs.(Rupeesonly) per month.

PF:

You will be entitled for contributory Provident Fund (PF) Scheme admissible as per the Act.

Note:

You will not be eligible for any other emoluments except the above.

Group Personal accident:

You will be covered during your service, under the Group Personal Accident Insurance Policy to which the College has subscribed for the benefit of all the members.

Work schedule:

You will be required to observe the working hours and carry out works, depending upon your role and the responsibilities assigned to you by the Principal / HOD from time to time.

Involvement:

Since you are employed with our College is on full time basis, you will not accept any other work on remuneration fees/ consultancy either on part time basis or as advisor/ consultant etc.

Confidentiality:

You will not, at any time, without the consent of the competent authority, disclose or divulge or make public, except under legal obligations, any information about the institution's affairs, administration, processes or research activities carried out in the college which may be confined to you or become known to you in the course of your service or otherwise.

E-Communication Facilities:

The College has provided the E- facilities for the benefit of both the staff and the students. You will not misuse, abuse or put to illegal use of these facilities

Sexual harassment:

The College absolutely disapproves of the Sexual harassment of any kind including unwelcome behaviour whether directly or, indirectly or by indication. Indulgence in such activity amounts to misconduct and attract disciplinary action as per the extant service and conduct rules of the SSDJP Sangha.

General:

You are required -

- To accept and discharge the workload/ duties as prescribed by AICTE/ VTU/ UGC etc. Board of Management, / the Principal or the competent authority shall have the final say in assigning the duties / workload.
- You must take active interest in improving/ updating your technical knowledge and create interest in your students by conducting Seminars, Workshops, Conferences, etc. You must inculcate research culture and develop scientific temper in the students.
- You should publish / present at least one technical paper in National/ International Conference(s) or Journals, every year, at appropriate forum for which necessary assistance will be provided by the college within the framework of the service rules/ guide lines.
- You should aim and strive to reach higher goals/ targets all time to improve your self.
- You will do your best to maintain a conducive atmosphere in and around college premises, maintain discipline and be a role model for your colleagues and students.
- In case you leave the college before completion of three years – by way of resignation etc. – the salary drawn by you for the immediate preceding vacation period, if any, shall have to be refunded to the college.
- You will abide by the Service Rules laid down by the Management of the college.

Please note that any of the testimonials/ declarations submitted by you at the time of joining the duty and or during the service in the college, are found to be false/ forged, your services will be terminated forthwith without notice.

Chairman
Managing Committee
Bahubali College of Engineering
Shravanabelagola

BAHUBALI COLLEGE OF ENGINEERING, SHRAVANABELGOLA
TA & DA CLAIM FORM

1. Name of the Staff : _____
2. Designation : _____
3. Department : _____
4. Pay including allowances : _____
5. Purpose of the Journey : _____

6. ONWARD JOURNEY

- a) By: _____ From: _____ To: _____
b) Date & Time of departure : _____
c) Date & Time of arrival at the destination : _____
d) Actual fare (Tickets to be attached) Rs. _____

7. RETURN JOURNEY:

- a) By: _____ From: _____ To: _____
b) Date & Time of departure : _____
c) Date & Time of arrival : _____
d) Actual fare (Tickets to be attached) Rs. _____

8. DAILY ALLOWANCE (DA)

- a) Rate of D. A Rs. : _____
b) Number of days : _____
c) Amount Rs : _____

9. LODGING CHARGES:

- a) (Bills to be attached) Rs : _____

10. MISCELLANEOUS: (Taxi / Auto, Phone, etc.)

List to be enclosed with vouchers) _____

- | | | |
|-------------------|------------|--|
| 11. Total | Rs : _____ | |
| 12. Advance drawn | Rs : _____ | |
| 13. Difference | Rs : _____ | |

Signature: _____

Counter Signed by the HOD: _____

Office Use

- a) Verified & bill(s) Passed for Rs. _____ (Rupees: _____)

Signature of Accountant

Approved by Principal

- b) Paid / Received Rs _____ Vide Cheque /Receipt No. _____ Date: _____

