



SRINIVAS INSTITUTE OF TECHNOLOGY

(ENGINEERING COLLEGE OF SRINIVAS GROUP)

Approved by AICTE New Delhi, Govt. of Karnataka, Bangalore
and Affiliated to Visvesvaraya Technological University, Belagavi
Corp.Off : Hotel Srinivas Building ,G.H.S. Road, Mangaluru - 575 001
Phone No.: (0824)- 2425966, 2421566, 2444891 Fax : (0824) - 2442766, 2423302
E-mail : info@srinivasgroup.com raghmegh@rediffmail.com



POLICY ON INCENTIVES TO TEACHERS

Appraisal of the performance of every employee unless otherwise specified will be carried out at the end of the twelve calendar months of completed service. A Performance Appraisal Committee (PAC) including Head of the Department reviews the same. The report submitted by the PAC will be the basis for deciding annual increment, special increments, promotion and other service related incentives.

INCREMENTS

(Service Rule 17)

An employee will be entitled to annual increment as per the scale after completing 12 months of reckonable service ending on July 31st including the probationary period, provided that his performance and conduct are reported to be satisfactory as per Appraisal/Confidential Report.

Special increments may be granted in exceptional cases and outstanding performance during the service by the Management.

PROMOTION

(Service Rule 18)

Promotions will be regulated as per promotion policy. However no promotion can be claimed as a matter of right. The Management is under no obligation to promote any one from one post to another even when an employee acquires the minimum qualifications required for the higher post, whether vacancy exists or not.

The promotion policy would depend upon the following parameters for promoting an employee to the next higher grade:

- Educational and professional qualifications
- Outstanding Performance in the existing grade like receiving recognition/award at the state, national and international level.**
- Seniority of the employee
- Vacancy in the next higher grade

Promotion of teaching faculty in professional institutions will be bases among others, upon the requirements of various professional bodies like the All India Council of Technical Education, Medical Council of India, Dental Council of India, Pharmacy Council of India, Indian Nursing Council etc.

All promotions shall be made by the President. Promotions shall be effected after due interview of eligible short listed candidates by an interview committee comprising of the following members.


PRINCIPAL
SRINIVAS INSTITUTE OF TECHNOLOGY
Valachil, Merlapadavu
Farangipete Post, Mangaluru-574143

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- i. Head of the institution
- ii. Head of the department concerned.
- iii. Representative of the Trust
- iv. An external subject expert (for teaching posts)

SPECIAL CASUAL LEAVE

(Service Rule 55)

Special Casual leave not exceeding 27 days in a calendar year may be granted to teaching faculty of all colleges to. Out of which 15 days for exam related duties and 12 days for attending profession oriented conferences/CME.

Teaching employees may be granted special casual leave on following grounds:

- a) For work in connection with examinations conducted by the Universities in Karnataka State or by the Govt. of Karnataka.
- b) For attending the meetings of the Academic council, Senate, Syndicate, Faculties and Boards of studies of the Universities in Karnataka State.
- c) Higher studies related interactions with the outstation guide

STUDY LEAVE

(Service Rule 62)

The grant of Study leave on full pay/partial-pay/loss of pay to the permanent employees is at the entire discretion of the President and is subject to the following conditions:

- Not more than 10% of the faculty in a department can be away in study leave at any one time.
- All matters pertaining to the cases of study leave shall be placed before the President with proper approval from H.O.D. and Head of the Institution on case bases for approval.

Study leave can be in the form of:


- Short Term Fellowship
- Long Term Fellowship
- Sabbatical Leave

SHORT TERM FELLOWSHIP

(Service Rule 63)

Short Term Fellowship leave is to be used for visits to academic centres for clinical research of teaching activities. This facility may be extended to other institutions if it is geographically and financially feasible. Leave is admissible subject to the following conditions:-

- The applicant has a minimum of three years of service in any of ASF institutions.
- Leave applied for does not exceed three months.


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LONG TERM FELLOWSHIP LEAVE

(Service Rule 64)

Long Term Fellowship leave is to be utilized for obtaining advanced training, in specialized areas, which may or may not lead to a diploma. Leave is admissible subject to following conditions:-

- Applicant must have a minimum of five years service in the ASF institutions.
- Normally Long Term Fellowship Leave up to two years will be allowed. However in special cases, Long Term Fellowship leave may be granted upto four years in case he/she goes for higher studies to obtain any degree or diploma.
- No pay or any other form of financial support will be available during Long Term Fellowship Leave.
- A faculty member applying for Long Term Fellowship leave will have to execute a two years service bond for every year of leave. The amount of bond will be equivalent to one-year emoluments.
- The applicant shall also have to render a bank guarantee for an amount of 3 months' salary.
- There must be a clear gap of five years between two spells of Long Term Fellowship Leave. Leave on loss of pay exceeding one month shall not be reckoned as service for this purpose.
- The question of seniority in respect of employee proceeding on Long Term Fellowship Leave will be decided by the ASF keeping in view the nature of work and the teaching activities carried out by the faculty member during fellowship period, "Residency Programmes" will not be considered as experience for the purpose of promotions, increments etc.

SABBATICAL LEAVE

(Service Rule 65)

Sabbatical Leave is to be utilized for the purpose of engaging in academic and or professional pursuit at an intuition of outstanding academic merits subject to the following conditions:-

- Only confirmed faculty member of the level of Professor/Additional Professor/ Associate Professor are be eligible for the leave.
- Sabbatical Leave of one year will be permissible for any ten years of service as faculty in ASF institutions.
- In special cases a maximum of two years of Sabbatical may be granted for fifteen years of service as faculty in ASF institutions.


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