

**SRINIVAS INSTITUTE OF TECHNOLOGY  
(Unit of A. Shama Rao Foundation)**

**SERVICE RULES CHAPTER – I PRELIMINARY**

**Rule 1 SHORT TITLE AND COMMENCEMENT**

These rules shall be called “Service Rules” of A. SHAMA RAO FOUNDATION, G.H.S. Road, Mangalore.

They shall come into force with effect from 1<sup>st</sup> of January, 2015.

These rules are subject to modification by the Trust as determined from time to time.

All approvals, sanctions, appointments, separations transfers and any other act involving change in conditions of service of any employee, permanent or otherwise and having financial implications shall all be done by the President only, who may however, specifically delegate any such act to a Trustee or Head of Institution, as deemed fit.

In case of ambiguities, dispute or interpretation in any matter, the decision of the management is final.

**Rule 2 SCOPE AND APPLICABILITY**

These Rules and Regulations of Service shall apply to all the employees employed in the various institutions which are in existence or are established in the future by A. Shama Rao Foundation hereafter known as ‘ASF’.

These rules apply to all such other persons to whom they may be made applicable by the competent authority and subject to such other conditions as the said authority may decide to impose.

These Service Rules shall also be applicable to the employees of Colleges and Institutes which may be set up by ASF in the future.

**Rule 3 DEFINITIONS**

Unless it is repugnant to the context,

ASF means A. Shama Rao Foundation consisting of:

- a. Various offices/Sections/Departments of ASF
- b. Colleges /Units promoted by ASF
  - Srinivas Institute of Technology
  - Srinivas School of Engineering
  - Srinivas School of Management
  - Srinivas School of Business
  - Srinivas College of Pharmacy
  - Srinivas Instiute of Nursing Sciences
  - Srinvias College of Hotel Management
  - Srinivas Institute of Management Sciences

- Srinivas College of PG Management Studies
- Srinivas College of Education
- Srinivas Pre-University College
- A. Shama Rao Nursing school
- Srinivas Institute Rural Reconstruction Agency (SIRRA)
- Srinivas Institute of Medical Sciences and Research Centre
- Srinivas Institute of Dental Sciences
- Vijayalakshmi Institute of Hospitality Sciences
- Vijayalakshmi Institute of Physiotherapy

c. Associated Teaching Hospitals

- Srinivas Hospital

d. Any other Units/Colleges that may be brought under the purview of ASF here after.

‘President’ means the President of A. Shama Rao Foundation and the principal organ of the Management of ASF.

Vice-President, Secretary, Treasurer means Vice-President, Secretary, and Treasurer of ASF.

‘Directors’ means Trustees of A. Shama Rao Foundation.

“Board” means Board of Directors / Trustees of A.S.F.

‘Executive Committee’ is the body which oversees day-to-day management of ASF and for that purpose frames the policy, rules, regulations and instructions, procedure and also provide approvals on all academic and administrative matters.

‘Premises’ means all departments, laboratories, equipments, offices, wards, sections and other places both indoor and outdoor, residential quarters, hostel buildings, canteen buildings and such other lands, buildings, equipments, areas and precincts under the purview of ‘ASF’ and also shall include offices of ASF, its constituent colleges, teaching hospitals and any other units that may be brought under the purview of ASF, whether situated inside or outside the main location.

“Management” means the President/Vice-President/Secretary, Heads of Institutions, Medical Director/Dean/Principal/Director, Medical Superintendent of the Hospitals and any other person vested with the authority to enforce the service rules and regulations.

“Appointing Authority, Disciplinary Authority, Competent Authority”, under these rules mean President, Vice-President, Head of Institutions, Dean of all the constituent colleges, Medical Superintendents of the associated teaching hospitals, as may be notified by the Order of the ASF.

‘Appellate Authority’ means the President of ASF or any person/persons authorized by him.

‘Selection Committee’ means the authority nominated by the President to recommend for recruitment/promotion/granting special increment on the basis of tests/interviews/performance reports.

‘Employer’ is the Management of ASF.

‘Establishment’ means ASF, its branches, subsidiaries, constituent colleges, associated teaching hospitals and other units or institutions run/owned/managed by ASF in India and abroad.

The words ‘Employer’, ‘Management’, ‘ASF’, shall for all purposes mean the same i.e. the Management of ASF, unless it connotes differently in a particular context.

‘Notice’ means a notice or memo in writing and shall be so deemed as delivered in person or posted to the last known address or served by affixture or exhibited in the Notice Board or published in the Newspapers for the purpose of these service rules.

‘Notice Board’ means the notice board specially maintained in a designated and conspicuous place in the premises of ASF for the purpose of displaying notice / notices under these service rules.

‘Masculine’ includes Feminine unless repugnant to the context.

‘Singular’ includes plural, unless repugnant to the context.

‘Salary’ means all remuneration earned by way of basic salary and Dearness Allowance, but does not include allowances paid or payable to an employee such as house rent allowance, conveyance allowance, overtime etc.

‘Watch and Ward or Security Staff’ includes Watchmen/Security Guards or any other similar category of persons engaged or entrusted with such duty by the Management for carrying out the work of security or search exclusively or in addition to other duties.

‘Leave’ means authorized absence with or without pay.

‘Absence from work’ means unauthorized absence from work place, late attendance or leaving the place of work early without permission.

#### **Rule 4 MODIFICATION OF SERVICE RULES**

The President may modify, cancel, substitute or add to these service rules as and when need arises.

#### **Rule 5 EXERCISE OF POWERS**

The power granted by these rules may be exercised by the President through any person conferred with such authority.

#### **Rule 6 DUTIES OR EMPLOYEES**

The duties of an employee shall pertain to his work as per the terms of conditions of appointment and such other duties as may assigned to him from time to time by the Management.

#### **Rule 7 CONDUCT OF EMPLOYEES**

It shall be the duty of every employee to conduct himself in both private and public life and in his relations with the students, co- employees, colleagues and fellow-citizens as to be worthy of the ideals of ASF.

**Rule 8 CLASSIFICATION OF EMPLOYEES**

“Employee” shall be classified as:

- a) Permanent
- b) Probationer
- c) Temporary
- d) Contract Employee
- e) Casual Employee
- f) Substitute
- g) Trainee

A “Permanent” employee means one who has been so appointed or has satisfactorily completed the specified period of probation or extended period of probation, and has been confirmed in writing by the Appointing Authority.

A “Probationer” means a person who is so appointed and has not been confirmed in writing by the Appointing Authority in the post in which he has been provisionally appointed. If a permanent employee is employed as a probationer in a new post, he may, at any time during the probationary period, be reverted to his previous permanent post.

(NOTE: A permanent employee on probation in the new or higher post will be deemed to be on probation for the limited purpose of his performance and suitability in the new or higher post. However, for all other purposes he will be entitled to the benefits of a permanent employee.)

A “Temporary Employee” is an employee who is so engaged for work which is of an essentially temporary in nature likely to last for a limited period. He will not have any right of employment, either to a permanent or to a temporary post which may arise in future.

A “Contract Employee” is one who is appointed to work on contract for a specific period and on such terms and conditions as determined by the contract.

A “Casual Employee” is one who is employed on a day-to-day basis for specific works of occasional or casual nature.

A “Substitute” is one who is engaged in the post of permanent employee or a probationer who is temporarily absent. Normally, the substitute will be engaged only for a short period.

NOTE: Employees covered under Sub Rules 8.4, 8.5, 8.6 and 8.7 are not entitled to benefits provided to a probationary/permanent employee unless specifically provided in the letter of contract/appointment/engagement.

Note:

8A. A “Trainee” means a person who is so appointed and who will be provided training in the various areas stipulated. Stipend may or may not be given. Only on satisfactory completion of training, he may be employed depending upon availability of a vacancy. However, a trainee will not be considered as an employee.

**Rule 9 APPOINTMENTS**

The president is the sole appointing authority in respect of recruitment of any employee to the Trust and its institutions.

The selection of candidates shall be made by the appropriate Selection Committee. The selected candidates may be offered employment by way of a letter of appointment/engagement.

Candidates selected for employment shall furnish the Joining Report in the prescribed format. He shall also furnish evidence of Date of Birth/Proof of Age by any one of the following:

- a) Certified extract from Register of Births and Deaths
- b) School Leaving Certificate/Matriculation Certificate
- c) Any other document acceptable to the Management

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.

The Candidates selected for appointment shall also submit the photo-copies of the following Certificates along with the originals for verification at the time of joining duty:

1. Qualification
2. Experience
3. Relieving letter from previous Employer if employed earlier

It shall be incumbent upon every employee to furnish correct and complete bio-data to the Appointing Authority in the required format. He shall promptly notify in writing any subsequent changes in the particulars of his bio-data. Any false information in the particulars furnished in the bio-data either at the time of appointment or subsequently shall render the appointment null and void.

During employment, the management may at any time require an employee to be examined by a Medical Officer of its hospital or Medical Examiner approved by the management. If on such examination, the employee is found suffering from any disease or complaint that is infectious or medically objectionable and detrimental to the healthy functioning of the institution or to the health of other employees, staff, officers or patients, the management may terminate his services.

Full time employee means an employee who works for a minimum of 8 hours per day.

**Rule 10 SERVICE REGISTER**

A service register shall be maintained for every employee showing among other things, his permanent address, date of appointment, consolidated pay, scale of pay on which he was appointed, increments given from time to time, leave availed of, transfers, promotions suspensions punishments, dismissal, etc. The register shall be opened immediately after the employee reports for duty and to be up dated periodically.

There should be no erasure or overwriting and all corrections should be neatly made and properly attested. Any additional qualifications acquired, achievements reached, special test or examinations passed by the employee should be entered in the Service book together with a reference to the number and date of the notification.

Copies of all orders regarding reduction to a lower post, dismissal, removal, suspension or other penalty should be filed with the service book and also be recorded briefly in the service book of the concerned employee.

The entries in the leave accounts should be attested by the Head of the institution or any nominated officer by him.

The date of birth should be verified with reference to the documentary evidence and a certificate recorded to that effect stating the nature of document relied on. It should be entered both in figures and words in the appropriate column of the service book. The date of birth once entered in the Service Register and signed by the employee, the employee will not be entitled to ask for any change or correction under any circumstances. However, the Institution may correct it if the entry made is found to be incorrect, provided no such correction will be made without giving an opportunity to the employee in that regard.

The entries in the service book should be verified annually and the Head of the Institution after satisfying himself/herself about the correctness of the entries made therein should record a certificate to that effect.

Fingerprints of the employee should be recorded in the column "Personal marks of identification" in the service book itself, in case of an employee who is not a literate.

It shall be the duty of every Head of the Institution to initiate action to show the service book to the employees under his/her administrative control and obtain their signature as a token of their having inspected the service books.

When an employee is transferred from one institution to another whether temporarily or permanently, the necessary entry of the transfer should be made in his/her service register in the office from which the employee is transferred and the book after being duly verified upto date and attested by the Head of the institution should be transmitted to the Head of institution to which the employee has been transferred.

The Service book should not be returned to the Employee on retirement, resignation or discharge from service. When the service of an employee is terminated by removal or dismissal, or after probation his service books should be retained for a period of ten years or until his / her death, whichever is earlier, after which it may be destroyed.

#### **Rule 11 IDENTITY CARD/BADGE**

Every employee shall be given an identity card/badge, appropriate to his classification and he shall wear it while on duty and show it to the person authorized by the management as and when required. The said identity card/badge shall carry the photograph and signature of the employee concerned. The identity card/badge shall be issued to the employees duly signed by the competent authority.

If the employee loses the identity card/badge, issued to him the management shall provide him with another card/badge on payment of a requisite fee.

When an employee ceases to be in employment, he shall surrender his identity card/badge to the management before his dues are settled.

#### **ENTRY AND EXIT:**

No employee shall enter or leave the premises of the college or any department except by the gate or gates, door or doors provided for the purpose. Employee shall take prior written permission from the Head of the department if required, to stay beyond working hours.

#### **Rule 12: ATTENDANCE**

Every employee shall ordinarily be at work in his designated place/area during the time fixed and notified. He shall sign against his name in the attendance register or as per the system maintained either in the department or in a place decided by the management. The attendance register may be substituted by Bio-Metric or any other device at the discretion of the management.

The employee shall be present punctually at the specified time at his allotted place of work. If an employee does not report at his work place punctually, the word "late" will be entered by the Head of the department/management against his name. Forfeiture of a day's earned leave will be the penalty for every three days' late attendance. Habitual three days' late attendance or absence from the place of work without permission will entail disciplinary action.

Absence without prior sanction or for absence without valid reason, shall not be sanctioned as 'leave on loss of pay' but will be treated as 'unauthorized absence' and it will amount to break in service and such days will not be considered as 'service' for the purpose of gratuity or otherwise.

#### **Rule 13: WORKING HOURS**

The working hours will vary in different departments/units and establishments of ASF. Employees may be required to work in split hours/staggered hours with rest intervals and weekly off in the units of ASF which operate 24 hours a day and seven days a week.

Employees shall be required to attend to any emergency duties outside their regular hours of work and on Sundays and holidays, if required and if the exigencies of work so demand and such instructions shall be complied with. They are entitled for such work to compensatory "time off" at the discretion of the management.

Subject of provision of rules 13.1 and 13.2 above, all employees will be required to work 6 days a week. The number of hours they have to work per day, inclusive of rest interval/time for meals, but inclusive of not more than 15 minutes break twice daily for tea/coffee, will depend on the shifts. However it will not be less than 8 hours.

Employees on shift duty shall continue to be on duty until relieved by the employees of the next shift. The management at their discretion may transfer an employee from one shift to the other, as a routine or due to exigencies of work.

Employees on shift duty/split hours / staggered hours shall work accordingly with corresponding rest intervals and weekly holidays.

## **CHAPTER II EMPLOYMENT: TERMS AND CONDITIONS**

### **Rule 14 RECRUITMENT/APPOINTMENT**

All appointments whether temporary, probationary, permanent, part- time or on contract shall be made by the President.

Recruitment of employees shall be made through any one of the following sources:

- a) Direct recruitment by calling for applications through advertisement in the press and also by calling for the list of eligible candidates from the Employment Exchange.
- b) Promotions:-
  - i. by seniority-cum-merit or
  - ii. by selection
- c) By any other method as may be approved by the Appointing Authority.

### **Rule 15 PROBATION**

All employees, irrespective of their cadre will be appointed on probation for an agreed period on their initial appointment. Similarly when employees are promoted to higher grade/post will be on probation as decided by the management in writing. Probation for an employee who has been promoted to a higher grade/post is only respect of his ability to efficiently and effectively discharge the duties and responsibilities related to the new position and he will continue to enjoy the privileges and perquisites due to him as a permanent employee of the organization. Any perquisites and privileges extended to him in connection with his new position is subject to his continuation in the position. The services of a probationary employee will be made permanent by a fresh written order from the management after following the procedure if any.

If the employee does not come up to the desired level of efficiency during the period of probation, his appointment will be terminated or reverted back to the post held prior to promotion. An employee on probation can not claim right of confirmation. His services during probation can be terminated any time without assigning any reasons at the discretion of the Management.

If an employee takes unsanctioned LOP for more than 15 days or takes more than 10 days of LOP in a month, is considered as break in service and rules for fresh appointment will be applicable.



**Rule 16 APPRAISALS/CONFIDENTIAL REPORT**

Appraisal of the performance of every employee unless otherwise specified will be carried out at the end of the 12 calendar months of completed service. This will normally be done by next senior person in hierarchy and reviewed by the Head of the Department. This report will be the basis for deciding annual increment, special increments, promotion or disciplinary action.

**Rule 17 INCREMENTS**

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

Where an employee is appointed on a consolidated pay and not on a scale of pay, adhoc lump sum increment may be granted at the end of every year at the sole discretion of the management, provided his performance and conduct are found satisfactory.

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

The annual increment may be withheld as a disciplinary measure by the management. The period for which the increment should be withheld will be decided by the competent authority.

Withholding of the increment for a particular period may be with or without cumulative effect. In case of cumulative effect, employee will not be entitled to get the increment so withheld in future years. In the case the increment is withheld for a particular period without cumulative effect, the employee concerned will be granted increment immediately after completion of the particular period e.g., if an employee who is appointed on 01.01.2011 is given punishment of withholding the increment for three months and if no clause is added that it will have cumulative effect, the increment that is due on 01.01.2012 will be withheld for three months but the next increment which falls due on 01.01.2013 will be given to him with effect from 01.01.2013.

When an employee working in the lower cadre and scale of pay is promoted or appointed to a higher cadre and scale of pay, his increment will fall due after he completes one year of service in the higher scale of pay.

The increment due to an employee will be paid to him even if he is on leave on the due date, except in the case of leave on loss of pay.

The increment which accrues on a day other than the first day of a month shall be advanced to the first day of that month and subsequent increments will be regulated accordingly.

**Rule 18 PROMOTION**

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.

An employee who is under suspension or against whom disciplinary proceedings is in progress or likely to be initiated shall not be promoted until he is unconditionally reinstated or exonerated.

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

- i. Educational and professional qualifications
- ii. Performance in the existing grade
- iii. Seniority of the employee
- iv. Vacancy in the next higher grade

Promotion of teaching faculty in professional institutions will be based 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.

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

The interview committee shall send its report to the President for necessary action as deemed fit. All letters shall be issued by the President.

Temporary posting of an employee to a higher post for any reason shall not be considered as promotion to that post.

## **Rule 19 TRANSFERS**

All employees are liable to be transferred/deputed from one unit of ASF to another and also to its sister institutions at the discretion of the Management.

All employees are liable for being shifted from one discipline, function, department, section, branch, station etc. of ASF and its sister institutions to another, provided that the wages, grade, continuity of service and other conditions of service of the employee are not adversely affected by such transfer, except in case of transfer requested by an employee for his personal reasons and granted by the management or as a disciplinary action by the management.

In the event of refusal to accept transfer, the employee shall be considered absent from work without leave or permission for the period of such refusal and shall not be eligible for any salary for that period. Such employees shall also be liable for disciplinary action.

An employee is duty bound to take up any assignment allotted to him/her in sister institutions. It is part of their normal work and no additional payments or privileges will be given to them. Those who refuse to take up any such assignments in sister institutions might be subject to disciplinary action.

## **Rule 20 RETIREMENT**

Every member of the teaching and the non-teaching staff of ASF will retire from service on completing 60 years and 58 years of age respectively.

The management may re-employ a retired employee who is medically fit and whose services are considered necessary and beneficial to the institution on fixed term contract.

In respect of an employee attaining the age of retirement on a day other than the first day of a month, he shall retire on the last day of that month.

In all normal cases, a retiring employee will be permitted to avail the earned leave at his credit before the date of his retirement. If the leave preparatory to retirement expires on the date of retirement, the employee need not rejoin duty for getting himself relieved from service. In such cases, the handing-over charge, if any, must be done before the employee avails leave preparatory to retirement.

### NOTE:-

1) In case where the date of retirement of an employee and the day/days preceding thereto are general holidays, the employee may be permitted to hand over charge at the close of working hours of the last working day before the date of such retirement and may be allowed duty pay for the holiday/s.

## **Rule 21 RESIGNATION/TERMINATION OF SERVICE**

An employee desiring to resign, must give notice of resignation in writing to the Head of the institution through proper channel. However, members of the teaching staff shall not ordinarily resign from their posts during the course of an academic year.

An employee shall give three months notice or salary in lieu of notice while resigning.

Till the resignation is submitted by an employee and is accepted by the management and relieving certificate/order is issued, he shall continue to be in service, unless any other instructions are given in writing by the management.

Resignation once submitted by an employee and accepted by the management cannot be withdrawn.

The shortfall in resignation notice given by an employee cannot be adjusted towards his balance of earned leave at his credit.

The management may at its discretion relieve an employee at any time on receipt of notice and before expiry of the period for which the notice is given, waiving the balance notice period.

Employee will not be entitled to any leave other than CL during during the notice period.

Upon the acceptance of resignation through communication by the Management to the employee concerned, he shall settle all his dues to institution, hand over documents, cash, equipments and other properties held in his custody and surrender/vacate the quarters occupied by him and

submit a No Due Certificate to that effect. The Management reserves the right to recover all such outstanding amounts and value of the property of ASF/Sister Institutions from amounts due to the employee or in any other manner as the management deems fit.

After all the formalities as detailed in 22.8 are completed and the no due certificate is submitted by the employee, relieving order will be issued by the Management.

In case of unauthorized absence of any employee without leave or prior permission in writing continuously for 30 days, it is deemed that the employee has resigned in lieu of three months' salary and the employee is liable to pay such an amount.

## **CHAPTER III**

### **CONDUCT RULES**

#### **Rule 22 EMPLOYEES OBLIGATION**

Every employee shall:-

- [a] Abide by the rules, regulations and any other instructions that may be framed by the Management from time to time and which are in force to regulate the work conduct and behavior of the employees.
- [b] Maintain at all times absolute dignity integrity and devotion to duty and loyalty to ASF and shall also carry out any other duties that may be assigned to him from time to time.
- [c] Carry out duties and responsibilities assigned to his post and shall also carry out any other duties that may be assigned to him from time to time.
- [d] Employees shall always be neatly dressed in clean cloths while on duty and shall keep their workplace clean at all times to maintain the cleanliness of the college.
- [e] Compulsorily attend all the functions of their institutions.

No employee shall:-

- [a] use his position or influence directly or indirectly to secure employment for any person in any Institutions with which he has or had official dealings in connection with the business of ASF.
- [b] bring or attempt to bring any outside influence to bear upon the management to further his personal interest in ASF.
- [c] misuse the amenities provided for him by ASF to discharge his official duties.
- [d] accept any gifts, presents, gratis, payments or other favours from students, patients, patients' parties, suppliers, contractors, dealers or any one who could directly or indirectly influence/damage/harm the business interests/goodwill or reputation of ASF.
- [e] disclose/divulge or use any confidential information gained in the course of his employment in ASF for personal gains/profit or advantage for himself or any other person.

[f] engage directly or indirectly in any trade or business or vocation or undertake any other part time/ fulltime employment/ activities/ profession.

No employee shall:-

[a] propagate/indulge in communal or sectarian activity

[b] discriminate against person on the grounds of caste, creed, language, religion etc.

[c] indulge in or encourage any form of malpractice.

[d] accept private tuition.

[e] knowingly or willfully neglect his/her duties.

[f] make any sustained neglect in correcting the assignment done by the students of an institution

### **Rule 23 PROPERTIES OF ASF**

Every employee shall take due care of the property, materials, instruments, equipments, machines, furniture, cash, etc. of ASF entrusted to his care and shall take all reasonable precautions to safeguard them against accident, damage, loss or pilferage. Where damage or loss is attributable to the mishandling or misuse, such an employee shall be liable for disciplinary action as may be deemed fit by the management. Besides, the management shall be entitled to recover the assigned/assessed value of such breakage, damage or loss from the employee.

Promptly report any occurrence or defect noticed which might endanger lives of persons in ASF and might result in any damage to the property of ASF or that of any others.

Take appropriate precautions against hazards and shall make proper use of safety devices and preventive measures as prescribed and provided by the management.

See that the stock procurement and stocking of materials, medicines, etc. do not get out-dated. Periodical review shall be conducted to identify the materials/medicines nearing expiry date and the supervisor concerned/the management has to be appraised and appropriate action is to be taken in consultation with the management. Great care must be exercised to avoid unnecessary inventory holdings.

### **Rule 24 UNAUTHORISED POSSESSIONS OF GOODS, ETC.**

An employee found in unauthorized possession of any goods, equipments, implements, articles, materials, etc. which are in use in ASF or kept in stock in ASF and are not normally carried by the person, will be deemed to have got into possession of such goods by improper means. The management may confiscate such goods and such unauthorized possession attracts disciplinary action as well as any other action as deemed fit by the management.

### **Rule 25 UNAUTHORISED PERSONS IN THE PREMISES**

An employee who has been suspended, laid off, discharged, dismissed or relieved from duties or is not working for any reason, shall leave ASF premises forthwith unless required to stay back by the management. Such employees shall not enter ASF premises without permission.

**Rule 26 POSSESSION / CONSUMPTION OF INTOXICATING DRINKS AND NARCOTICS**

Employee shall not possess or be under the influence of intoxicating drinks/drugs while on duty.

**Rule 27 PARTICIPATION IN POLITICS AND ELECTIONS**

No employee shall

a) without prior approval in writing, from the management, be a member of or be otherwise associated with any political party or any organization which takes part in politics nor shall be taking part in or subscribe in aid of or assist in any other manner any political movement or activity.

b) Without prior written permission from the management contest, canvass or otherwise interfere or use his influence with or take part or contest in any election to any legislature or local authority, beyond exercising his franchise.

**Rule 28 DEMONSTRATION AND STRIKES**

No employee shall organize or participate in any demonstration in the premises of ASF, which is prejudicial to the interests of ASF or public order, decency or morality or which involves defamation or contempt of Court. He shall also not resort to or in any way instigate, incite or abet any form of strike or stoppage of work.

**Rule 29 CONNECTION WITH PRESS, RADIO AND TELEVISION**

No employee shall, except with the prior permission in writing of ASF or in the bonafide discharge of his duties, participate in a Radio/TV broadcast, give speech to public, or contribute any article or write any letter to any newspaper or periodical or publish any pamphlet anonymously or pseudonymously or in his own name, on a subject which may have a bearing on the affairs of ASF or detrimental to the image/interests of ASF.

**Rule 30 CRITICISM OF MANAGEMENT**

No employee shall criticize the management either in the press or over the radio or on any platform or media and social networking.

**Rule 31 UNAUTHORISED COMMUNICATION OF INFORMATION**

No employee shall, except in accordance with any general or special order of ASF, or in the bonafide performance of the duties assigned to him, communicate directly or indirectly any official document or information to any employee or any other person.

**Rule 32 UNAUTHORISED PUBLICATION OF OFFICIAL DOCUMENTS**

No employee, while in service of ASF or after retirement, resignation, dismissal or discharge, shall make public or publish any documents, papers or information which might have come into his possession in his official capacity, without obtaining prior written permission from ASF.

**Rule 33 INVENTION AND PATENTS**

No employee of ASF shall, without the prior consent of the Management, either during his service in ASF or thereafter, apply for patent or exclusive

privilege under any statute, in respect of any invention/discovery made by him as a result of his service in ASF. All inventions and patents rights will be vested jointly with the institution.

**Rule 34 SEARCH**

Employees are liable to be searched by persons authorized by the management at any time, and also while entering or leaving the premises of ASF. However the women employees shall be searched by women only.

Quarters, accommodation and such other facilities provided by ASF are also liable to be searched in the presence of the employee concerned. Where the employee is absent or has refused to be present at the search, the search may be made in the presence of two witnesses.

ASF shall not be responsible in any way for any damages or loss caused to any personal property of any employee within the premises of ASF.

Employee shall deposit any lost and found/unclaimed articles in the premises of ASF with appropriate authority.

## **CHAPTER IV MISCONDUCT**

**Rule 35 INTERPRETATION**

“Misconduct” shall mean an act of omission or commission, express or implied, custom or urge, whether specified herein or otherwise, either singly or in collaboration with others, whether amounting to a substantive act, abetment or connivance committed within the premises of ASF, if related to the maintenance of discipline or pertaining to the interest of the management or other employees or officers of the management.

Any act of omission/commission/indiscipline which affects the reputation or prestige of the Management shall amount to misconduct whether committed within or outside the premises of ASF or any act or conduct unbecoming of an employee of ASF.

**Rule 36 ACTS OF MISCONDUCT**

Acts of omission & commission on the part of employee of any of the Conduct Rules shall entail disciplinary action for misconduct.

Following is an illustrative list of acts of omission and commission and any other action which may be construed as indiscipline or misconduct, whether done by the employee alone or in combination with others shall be treated as misconduct.

1. Dereliction of duty
2. Engaging in any trade or profession falling outside the scope of the duties allotted by the Management, except with the prior permission of the Trust.
3. Willful insubordination or disobedience of any lawful and reasonable order of the superior.
4. Commission of any acts subversive of discipline or good behavior.
5. Participation in any strike/demonstration, gherao and or any other kinds of agitation or abetting and inciting such agitational activities.

6. Theft, fraud, dishonesty, embezzlement, misappropriation in connection with work/property of ASF.
7. Willful damage to property or loss or damage to property owing to negligence or subversive or unethical practices.
8. Demanding or accepting or giving bribes or any illegal gratification whatsoever.
9. Non-marking of attendance in the register/electronic attendance meter.
10. Absence without leave for more than seven consecutive days.
11. Habitual late attendance or habitually leaving work before time or absence from place of work.
12. Loitering while on duty and after duty in ASF premises.
13. Negligence or neglect of work.
14. Accepting service for any consideration inside or outside the College/Hospital/Establishment or under any person without the approval of the Management.
15. Drunkenness, fighting, riotous, disorderly or indecent behavior in ASF premises and public places, affecting the reputation of ASF.
16. Giving false evidence or statement in any domestic enquiry held by ASF or in a case conducted in a Court of Law in which ASF is a party.
17. Travelling or carrying unauthorized passengers, materials in any of ASF's vehicles without valid authority.
18. Collection or canvassing for collection of any money for any purpose within ASF premises without prior permission.
19. Smoking in the office, patients wards or in any other place where smoking is specifically prohibited.
20. Sleeping while on duty.
21. Distribution or exhibiting inside ASF premises hand-bills, pamphlets or posters without written prior permission of the management.
22. Attending or holding any unauthorized meeting within ASF premises.
23. Unauthorised disclosure of information about the business or affairs of ASF.
24. Gambling or canvassing for sale of any commodities, chit funds, lottery tickets or coupons etc. within ASF premises.
25. Conviction in any Court of Law for any criminal offence under Indian Penal Code.
26. Making false statements on matters germane to his employment in ASF or willful suppression of facts at the time of employment or during the course of service in ASF
27. Threatening, intimidation, coercion, assaulting, quarrelling with any person in the premises of ASF.
28. Use of foul or abusive language or misbehavior with any officer, employee, student, patient, patient parties or visitors within ASF premises.
29. Refusal to accept memorandum or charge sheet or any other communication issued by the superior or Disciplinary Authority.
30. Participation in any activity prejudicial to the interests of ASF.
31. Using ASF facilities unauthorisedly for personal gains.



32. Not allowing ASF employees/officers/superiors either to enter or come out of the premises or causing ingress or egress of the material or equipments of ASF.
33. Punching of attendance card or forging the signature of another employee in the attendance register.
34. Tampering with any of the records of ASF.
35. Slow down in performance of work or instigating to slow-down or adopting work to rule practices.
36. Acts of immorality or involving moral turpitude within the premises of ASF or outside.
37. Unauthorised occupation/illegal or immoral use of ASF premises.
38. Not wearing specified uniform while on duty.
39. Refusal to work beyond the stipulated period of work or work on holidays when specifically instructed to do so by management.
40. Refusal to obey orders of transfer or change in posting
41. Refusal to acknowledge any communication from the Management
42. Refusal to offer himself/herself for interrogation by the Employer or any person from the Management
43. Refusal to sign any documents forms or registers kept or maintained for the purpose of recording routine matters.
44. Possession of unlicensed weapons, dangerous or illicit drugs.
45. Sexual harassment of co-employees, students, patients, patient's parties and or any other persons who would be involved with ASF including such unwelcome sexually determined behavior (whether directly or by implication) such as
  - a) Physical contact and advances;
  - b) A demand or request for sexual favours;
  - c) Sexually colored remarks;
  - d) Showing pornography;
  - e) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.
46. Violation of these service rules or any other acts determined by the Trust/competent authority as misconduct from time to time.

### **Rule 37 PROCEDURE FOR ENQUIRIES & PUNISHMENT**

The management shall be authorized to delegate the powers to any member of the management for the purpose of administering these service rules or for ordering an enquiry and awarding punishment.

Any employee found to commit any act of misconducts shall be served with a charge sheet clearly stating the charges leveled against him. Such an employee shall be given an opportunity to explain and answer the charges leveled against him in an enquiry conducted by an Enquiry Officer duly appointed by the management for this purpose. The employee concerned shall be given an opportunity to lead evidence to the charges and produce documents and witnesses in support his defense and cross-examine the witnesses on whose evidence the charges are based. The employee concerned, if he so desires he shall be allowed to be defended by a co-employee of ASF. The statements of the management and the employee and the evidence

lead by either side shall be recorded by the Enquiry Officer. If the employee concerned fails to attend the enquiry, it shall be proceeded ex-parte. The Enquiry Officer shall submit his findings to the management based on the evidence recorded and documents produced during the enquiry.

An employee against whom misconduct is alleged may be suspended from duty without pay or allowance, pending enquiry. The order or suspension shall take effect immediately on its communication to the employee. An employee under suspension pending enquiry shall be eligible to a subsistence allowance. However the subsistence allowance shall not be payable for the period of any adjournment or postponement of the enquiry expressly sought for by the employee and granted by the Enquiry Officer.

If an employee is held guilty of misconduct as a result of the enquiry and punishments awarded to him, the employee shall not be entitled to any salary/wages during the period of his suspension.

IF, as a result of the enquiry, an employee is found not guilty of misconduct, he shall be entitled to receive the difference of the subsistence allowance paid if any and the emoluments he would have received had he not been suspended for the period of this suspension pending enquiry.

An employee's found guilty of misconduct after domestic enquiry may be punished by imposition of one or more minor or major penalties.

While awarding punishment under these Service Rules, the management may take into account the gravity of the misconduct, the previous record of the employee, and any other extenuating or aggravating, circumstances that may exist. A copy of such order passed by the management shall be served on the employee concerned.

In case of dismissal, the employee may appeal within 30 days of receipt of such Order to the Appellate Authority whose decision will be final.

### **Rule 38 PENALTIES**

Any of the following penalties may be imposed for good and sufficient reasons on an employee of ASF by the management.

#### Minor Penalties

- a) Written warning or caution
- b) Censure
- c) Withholding/stoppage of increment with or without cumulative effect.
- d) Withholding of promotion
- e) Recovery from pay the amount as may be due on account, of any pecuniary loss caused to ASF by negligence or breach of orders.
- f) Fines, not exceeding an amount equivalent to 7 days salary.

#### Major Penalties

- g) Suspension without salary and allowance for a period upto 30 days.
- h) Demotion to a lower grade or post or to a lower stage in a time scale of pay for a specified period at the discretion of the management or permanent reduction in rank.
- i) Discharge/removal/dismissal/compulsory retirement from service.

### **Rule 39 SUSPENSION PENDING ENQUIRY**

Any officer empowered with such powers may place under suspension, pending enquiry, an employee of ASF who is alleged to have committed any acts of misconduct.

An employee of ASF who is detained in public custody whether on a criminal charge or otherwise for a period exceeding forty eight hours shall be deemed to have been suspended with effect from the date of detention by an order of the Management or any other officer empowered by it and shall remain under suspension until further orders of revoking or continuing the order of suspension.

Every employee placed under suspension pending investigation or enquiry into complaint or charges of misconduct against him, shall be entitled to subsistence allowance:

- a) At the rate of 50% of the pay which the employee was entitled to immediately preceding the date of such suspension, for first 90 days of suspension and
- b) At the rate of 75% of such pay for the remaining period of suspension if the delay in the completion of disciplinary proceedings against such employees is not directly attributable to the conduct of such employee

The payment of subsistence allowance under these service shall be subject to the employee concerned not taking up any employment during the period of suspension.

If on enquiry the employee is found guilty of the charges and one or more penalties are imposed, the employee shall be deemed to have been absent from duty during the period of suspension and shall not be entitled to any remuneration for such period. However the subsistence already paid to him will not be recovered.

## **CHAPTER V**

### **MISCELLANEOUS**

#### **Rule 40 UNIFORMS**

Wherever it is desirable in the interest of service, the Management may prescribe a uniform, for any category of employees.

The management reserves the right to decide as to the category or number of employees to be provided with uniforms, and this will not entitle the other categories of employee's right to claim uniform or allowance in lieu of uniform.

The management can, at its discretion, discontinue giving uniforms and the employees thus deprived off, shall have no claim against the management regarding the same. The type of uniform to be prescribed shall be at the discretion of the management. Once the management provides the uniform, it shall be the duty of the employees to wear the same while on duty.

Uniform provided by the college are the property of the college and shall not be worn other than during duty time.

**Rule 41 ACCOMMODATION**

There is no obligation on the part of the management to provide accommodation to the employees. Consequently no employee can claim accommodation as a matter of rights. Accommodation may be provided to the employees as per the House Allotment Policy of ASF. If an employee who has been allotted staff quarters resigns his job or his services are terminated or transferred he shall vacate the quarters within 15 days of his relief from duty. During these 15 days, he will be charged the usual maintenance charges. He may also be permitted by the Management, under special circumstances, to continue to occupy the quarters for a period not exceeding two months thereafter, but the employee will be liable to pay penal rent/damages for the use and occupation for the period beyond the permitted period at double the rate at which the employee was being charged while in service immediately before his service came to an end.

**Rule 42 SERVICE CERTIFICATE**

Every permanent employee shall be entitled to a Service Certificate at the time of leaving the service of ASF provided all the formalities of clearance and settlement of dues have been completed. Such a Certificate shall be valid only if it is issued and signed by the Appointing Authority.

**Rule 43 SERVING OF NOTICE**

Every employee shall intimate the change of his postal address for communication to his Head of the Department/Office within 7 days of the change and also his leave address whenever he proceeds on leave.

Orders, notices and/or other service communications issued under these Rules will be communicated to the employee either in person when he is personally available or by post to the last known address of the employee. In case of necessity the Management may also service the Order/Notice by publication in a local newspaper.

**Rule 44 CONDONATION OF DELAY**

For good and sufficient reasons, the authority competent to pass an order may, extend the time specified for anything required to be done or condone the delay.

**Rule 45 MODIFICATION OF RULES**

Management reserves the right to relax /modify substitute any of the Service Rules.

**Rule 46 INTERPRETATION**

If any question / difference of opinion arise relating to the interpretation of these Rules, it shall be referred to the President/Vice – President, whose decision thereon shall be final and binding.

## **CHAPTER VI**

### **TERMINAL BENEFITS**

**Rule 47 PROVIDENT FUND:**

Employees are eligible for Provident Fund benefits as per the provisions of the Employees Provident Fund benefits as per the provisions of the “Employees Provident Funds and Miscellaneous Provisions Act, 1952” and the scheme framed there under by the Govt. of India from time to time.

**Rule 48 GRATUITY:**

Employees are eligible for gratuity benefits as per the provisions of “Payment of Gratuity Act 1972” and the rules framed there under.

**Rule 49 PENSION:**

Employees are eligible for pension benefits as per the provisions of the “Employees Provident Fund and Family Pension Fund Act 1952” and the rules framed there under

**Rule 50 Exceptions to the above benefits.**

- a. Employees who are on deputation from Government or quasi-Government are not eligible to become members of the above benefits. These employees will be governed by the rules as applicable to them in their parent department.
- b. Employees who are appointed on contract basis and who have crossed the age of superannuation i.e. 60 years will not be eligible for the above benefits.

Note: Gross salary for the purpose of Provident fund and Gratuity calculation will include basic salary and D.A.

## **CHAPTER-VII**

### **HOLIDAYS AND LEAVE FACILITIES**

**Rule 51 HOLIDAYS**

The employees of ASF are eligible for the following holidays:

Weekly Holiday: Every employee shall be allowed one holiday per week, to be known as “off day” without deduction wages/salary.

The President will issue a list of general holidays applicable for the calendar year for all institutions.

Contents of the sub clause 51.1 & 51.2 notwithstanding, an employee may be required by the management to work on a holiday, However he will be entitled to a substitute holiday which may be availed by him subsequently with prior approval.

**Rule 52 LEAVE**

The following general principles shall govern the grant of leave to the employees:-

Leave cannot be claimed as a right. Only full time employees are eligible for Casual Leave, Earned leave, Vacation leave, SCL, Study leave, Maternity leave and Sabbatical leave. Part time employees are not eligible for any type of leave other than Casual Leave.

In case of any inspection by any inspecting authority vis., University, State Government, Central Government, MCI, DCI all the leave sanctioned will be automatically cancelled and the employee who is on leave is supposed to report for duty and present himself/herself in the College/Hospital.

Even in emergency, the leave application must reach the head of the institution within 24 hours.

Except where otherwise provided for, leave can be availed only after it has been sanctioned by a competent authority.

Depending upon exigencies of service, the competent authority, may

- a) refuse, postpone, revoke or reduce leave of any description,
- b) recall any member of staff from leave before it is wholly availed,
- c) permit an employee, if he so requests, to rejoin duty before expiry of the leave period.

An employee shall not take up or accept any employment with or without remuneration during the period of leave.

Except in the case of Casual Leave, it is obligatory for every employee to furnish the leave sanctioning authority the Leave address with telephone number if any before proceeding on leave.

If an employee, who is on leave, seeks extension thereof, he shall make an application in writing to the competent authority giving reasons. Such application shall be made sufficiently in advance so as to enable the office to process the application and communicate the decision to the Employee before expiry of the already sanctioned leave.

No leave or extension of leave shall be deemed to have been granted or extended unless it is sanctioned and communicated to the employee concerned.

Ver-stay of the sanctioned leave shall be treated as leave without pay and will constitute break in service. However, before taking this action, the competent authority shall satisfy itself that sufficient reason did not exist that prevented the employee from obtaining prior sanction.

Employees applying for leave on medical grounds should produce medical certificate from a doctor who is on the rolls of one of the associated hospitals of ASF. Exceptions may be made where the competent authority is satisfied that the employee was not in a position to get examined/treated by a doctor of the associated hospitals of ASF.

The Medical Certificate issued by a private doctor may be subject to scrutiny by a medical board specially constituted for the purpose. In such an event leave will be granted only if it is approved by the medical Board.

The medical board is empowered to make appropriate enquires & medical examination of the employees before giving its recommendations.

The decision of the medical board shall be final.

An employee not submitting himself for medical examination shall be liable for disciplinary action.

An employee on leave on medical grounds shall produce a medical certificate of fitness while reporting for duty.

Leave rules and regulations in certain establishments/institutions may vary from the general rules given here below. All such variations will be made subject to a written order from the President. All employees shall be subject to leave rules and regulations of the institution/establishment under which they are working.

No leave other than Casual Leave at credit will be given to staffs who has rendered resignation.

**53** Employees are entitled to the following types of leave.

- Casual Leave
- Special Casual Leave
- Earned Leave
- Vacation Leave
- Maternity Leave
- Study Leave
- Sabbatical Leave

#### **54. CASUAL LEAVE**

An employee is entitled to 12 days casual leave during the calendar year. Employee appointed during the course of the year shall be entitled to casual leave earned pro rata basis.

3 days of Casual Leave will be credited on 1<sup>st</sup> of January, April, July and October of every year.

Casual leave may not be clubbed with any other leave including vacation leave but it can be combined in any manner with weekly holiday/general holidays, provided that such period of absence shall not exceed 8 days in the aggregate.

Entitled of casual leave is for the express purpose of meeting unforeseen and emergent situations. Hence casual leave will not be granted for more than 3 days at a time in a Calendar month.

If an employee enters on 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 cancelling the casual leave already sanctioned.

If the institution is working half day, the leave, on such a day, will be considered as full day.

#### **55.SPECIAL CASUAL LEAVE**

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.

Special Casual Leave application must be submitted along with copy of appointment letter or proof of registration. Leave will be sanctioned only after the submission of original attendance certificate.

Special casual leave cannot be accumulated.

Special Casual leave may be combined with other forms of leave with prior approval of competent authority however such leave cannot exceed the duration of special casual leave itself.

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.

Any leave in excess of 27 days under this category of leave should be treated as regular leave of the kind admissible under the relevant rules applicable to the individual concerned.

However, if a faculty member is a member of any of the statutory bodies such as MCI, DCI AICTE, INC and PCI and is required to attend meetings, of these statutory bodies for any specific requirement of the institute, then such leave shall be treated as 'On Other duty' (OOD).

Special Casual leave shall be strictly restricted to the minimum number of days required for the said purpose including the actual travel period.

The Heads of institution shall take prior permission from the President of the Trust before availing such Special Casual leave or before proceeding on OOD. They shall also nominate a person to be in charge of the institute during their absence.

The Head of the institution shall be the only sanctioning authority for Special Casual leave to all faculty members. The details of such leave sanctioned should be immediately forwarded to the Trust Office for information.

## **56. EARNED LEAVE**

Every full time employee is entitled to earned leave for every completed year of service from the date of joining. Leave becomes due only at the end of 12 months of physical service. Subsequent entitlement of earned leave will be in proportion to the length of service calculated on monthly basis. The earned leave entitlement to various cadre of employees is as follows:

- (1) Non teaching staff members - 20 days / year
- (2) Teaching faculty in vacation institutions – 10 days / year
- (3) Teaching faculty in Non vacation institutions and teaching faculty not availing vacation in vacation institutions/[attending on college work] – 30 days/ year



The following are considered as non vacation Institution:

- (1) Srinivas Institute of Medical Science & Research Centre
- (2) Srinivas Institute of Dental Sciences
- (3) Srinivas Institute of Nursing Sciences
- (4) Srinivas College of Physiotherapy

Earned Leave will be credited proportionately on first of January and first of July every calendar year.

Earned leave can be accumulated up to a maximum of 120 days and leave beyond 120 days shall automatically lapse.

An employee wishing to avail earned leave must apply for the same for a minimum period of 3 days at a time. Application should be made to the appropriate authority through proper channel at least 15 days in advance in the prescribed form and obtaining prior sanctioning of leave is mandatory for considering leave as Earned Leave.

Earned leave must be applied for the required period at one go and not on piecemeal basis. Multiple applications or broken periods shall not be entitled.

No encashment of Earned Leave is permitted.

#### **57.VACATION LEAVE**

Only the full time teaching staffs of the vacation colleges are eligible for vacation leave. They would be known as vacation Staff.

Vacation leave is entitled only after completion of 1 year service.

Heads of the institution and non-teaching academic and administrative staff are not eligible for Vacation leave. They would be known as non- vacation staff.

Vacation leave will be admissible only if a person has put in minimum of six months of physical service in the vacation department provided that he has put in a minimum of 12 months service as stipulated in Rule 57.1 above.

A member of the staff holding an appointment, in non vacation department will not be deemed to be employed in a vacation department even though he may hold an additional appointment there.

When an employee is transferred from a vacation department to a non-vacation department, his period of service in the former will be considered to have terminated with effect from the close of the last vacation of the department.

When an employee is transferred from a non-vacation department to a vacation department, his period of service in the latter will be held to have commenced from the date of joining. Vacation leave will be admissible to him subject to Rule 57.2

A member of the staff serving in a vacation department shall normally be expected to avail himself of the vacation leave or a part thereof unless he has been required by general or special order of an appropriate authority to forego his vacation or a part thereof.

EL can be calculated as follows:

$$\frac{\text{No. of days of vacation prevented} \times 1/3^{\text{rd}} \text{ of total vacation}}{\text{Total number of vacation in a year}}$$

Vacation leave cannot be availed in parts except when exigencies of service so demand.

If a member of the staff working in the vacation department avails vacation leave, he should be on duty on the last working day before vacation leave and the first working day on re-opening. Otherwise the total period of absence will be treated as break in services and the rules for fresh appointment will be applicable and the entire period is considered as LOP.

Vacation leave cannot be combined with earned leave. However the Head of the institution may permit such combination on merits of the case.

If there are two vacations in an academic year, the period of two vacations should be regarded as combined into one, provided that no vacation is of less than 15 days duration.

Grant of vacation leave is subject to condition that the department will continue to function if necessary, during the vacations. Before the commencement of the vacation, the Head of the vacation department should submit to the Head of the Institution, a proposal indicating the persons in each department who would avail the vacation leave either in full or in part and the personnel staying back to ensure that the department would be functioning during the vacation.

#### **58. MATERNITY LEAVE**

Maternity leave with full pay and allowances shall be granted to married women employees for confinement subject to the following conditions:

- a. A woman employee is entitled to avail 60 days full-term Maternity leave (inclusive of pre-natal and post-natal leave), only twice during the entire service.
- b. Maternity leave is not admissible to a married woman having two or more living children.
- c. Maternity leave shall be granted on the condition that such employee should serve for a period not less than two years from the date of rejoining, failing which she shall repay to the ASF the salary drawn during the period of Maternity Leave. The sanctioning authority shall obtain a declaration to this effect before sanctioning the leave.
- d. Only woman employees who have put in not less than 2 years of continuous full time service in the institution shall be come entitled for Maternity leave. Woman employees appointed on purely temporary basis but with less than 2 years of service are not entitled for such leave.
- e. Maternity leave is not debitable to leave earned account. Necessary entries may be made in the service register so as to ensure that Maternity leave is not sanctioned more than twice in the entire service of a woman employee.
- f. Maternity leave may be clubbed with other kinds of leave. Any leave in excess of 90 days may be availed only with the sanction of the President, duly supported by medical advice.

- g. Salary for the period of maternity leave will be credited only on reporting back to duties.

## **62 STUDY LEAVE**

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

## **63. SHORT TERM FELLOWSHIP**

Short Term Fellowship leave is to be used for visits to academic centers 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.

The applicant has the necessary leave accumulated in his account.

In case of more than two eligible candidates, the senior applicant will be accorded priority.

No additional financial support is being sought.

The applicant shall entitle to maintain has inter-se seniority while in leave.

## **64. LONG TERM FELLOWSHIP LEAVE:-**

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.

#### **65. SABBATICAL LEAVE –**

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.

Leave period will count for seniority and for calculating Earned Leave.

Faculty desirous of availing will have to furnish service bond for two years for every year of leave. The amount of bond will be equivalent to one-year emoluments.

The applicant will also have to furnish a bank guarantee for an amount equal to 3 months salary.

Not more than one professor at a time will be permitted to go on sabbatical Leave in a department.

Faculty on Sabbatical Leave may be permitted to hold the staff quarters allotted to him, at the discretion of ASF.

#### **66. LEAVE FOR EMPLOYEES ON FIXED TERM CONTRACT (FTC) –**

An employee on Fixed Term Contract will be entitled to leave benefits as per the terms and conditions of his contract.

#### **67 MISCELLANEOUS**

No leave other than casual leave shall be granted to an employee once notice of resignation is given by him.

Where a weekly holiday or an authorized holiday immediately follows the period of leave on loss of pay or unauthorized absence such weekly holiday or authorized holiday will be included in the period of the leave on loss of pay or unauthorized absence and he will not be entitled to pay and allowances.