



**SRINIVAS UNIVERSITY**

**Srinivas Nagar, Mukka,**

**Surathkal, Mangalore- 574146**



**STATUTES GOVERNING SERVICE CONDITIONS OF THE  
ESTABLISHMENT OF THE SRINIVAS UNIVERSITY**

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Published by

**SRINIVAS UNIVERSITY,  
Srinivas Nagar, Mukka,  
Mangalore-574 146**

Produced

&

Printed by

**Srinivas University Press  
Srinivas Building,  
G.H.S Road, Mangalore-575001**

## **SERVICE CONDITIONS OF THE ESTABLISHMENT OF THE SRINIVAS UNIVERSITY**

### **I. General:**

1. These statutes shall be known as “Service Statutes” of the Establishment under the Srinivas University, Mangalore
2. These Statutes shall be applicable to all staff of the University not regulated by separate laws framed in accordance with the provisions of the Act and Statutes. In respect of contractual appointment, the contract conditions will prevail over these statutes. In regard to matters not specifically dealt within the contract agreement, the provisions in these Statutes will apply.
3. The Board of Governors on the advice of the Chancellor may relax any of the provisions of these statutes in exceptional cases in favour of an individual or a group of individuals as the Chancellor may deem fit.

#### **4. Definitions:** In these Statutes, unless the context otherwise requires:

- (i) ‘Act’ means the Srinivas University Act of 2013 as amended from time to time.
- (ii) ‘Board of Governors’ means the Board of Governors of Srinivas University.
- (iii) ‘Board of Management’ means the Board of Governors of Srinivas University
- (iv) ‘Academic Council’ means the Academic Council of the Srinivas University
- (v) ‘Visitor’ means His Excellency, the Governor of Karnataka
- (vi) ‘Pro-Visitor’ means the Higher Education Minister, Government of Karnataka
- (vii) ‘Chancellor’ means the Chancellor of Srinivas University
- (viii) ‘Pro- Chancellor’ means the Pro-Chancellor of Srinivas University
- (ix) ‘Vice-Chancellor’ means the Vice-Chancellor of Srinivas University
- (x) ‘Appointing Authority’ in respect of the posts in the University means the Chancellor
- (xi) ‘Employee’ means an employee of the Srinivas University.
- (xii) ‘School’ means the University faculty of Teaching and Research.

**5. Classification of Staff:** The employees of the University shall be classified as adopted by the university from time to time. “Employee” shall be classified as:

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

5.1. 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.

5.2 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.)

5.3 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.

5.4 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.

5.5 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.

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

5.7 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 5.3, 5.4, 5.5, 5.6 & 5.7 are not entitled to benefits provided to a probationary/permanent employee unless specifically provided in the letter of contract/appointment/engagement.

**6. 1.** Recruitment to the various posts shall be made by any one of the following methods:

**i. (a)** *Mode of recruitment:*

**Recruitment**

a. by direct recruitment;

b. by transfer;

c. by promotion, by selection from the lower category as per the laws of the University;

d. by invitation from external organization on Lien/ adhoc appointment

Note: Direct recruitment may be made by obtaining list of qualified candidates from the Employment Exchange, or the University shall recruit through advertisement in the press or through any other mode of recruitment as specified in the Statutes.

**ii. (b).** The University may engage on contract basis for a specific period any qualified person to any of the post in the University.

**2.** The Chancellor shall be the sole appointing authority in respect of recruitment of any employee to the University.

**7. a.** Promotions will be regulated as per promotion policy. However, no promotion can be claimed as a matter of right. The University 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 and vacancy exists.

**Promotion Policy**

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

8. a. The promotion eligibility of a candidate shall be determined by

**Criteria for Promotion**

i. Educational and professional qualifications

ii. Performance in the existing grade

iii. Seniority of the employee

iv. Vacancy in the next higher grade

- b. Promotion of teaching faculty in professional institutions will be based among other factors, 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.

c. All promotions shall be made by the Chancellor.

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

9. a. Selections shall be effected after due interview of eligible short listed candidates by an interview committee comprising of the following members.

**Selection Committee**

i. Chancellor

ii. Pro-Chancellor,

iii. Vice-Chancellor,

iv. Two nominees of the Chancellor

v. Chairman of the Board of Studies, if there is one, (for Teaching Positions)

vi. Dean of the concerned school of studies and

vii. An External Subject Expert (For Teaching Positions)

viii. The Registrar.

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

**10. a.** The age, qualification and experience to various posts shall be as prescribed by the Statutes subject to the amendment by the Board of Governors from time to time. All appointments made by the appointing authority shall be deemed to have been made on behalf of the University.

**Age, Qualification etc.**

- b. Nothing contained in these Statutes shall preclude the he prescription of any special qualification by the Board of Governors for the technical personnel as additional qualifications (essential and desirable) as and when required.

**Special Qualification for  
Technical persons**

- c. Nothing contained in these Statutes shall preclude the Board of Governors from revising the educational qualifications and age limit or prescription of any special qualification for the technical personnel as additional qualifications (essential and desirable) as and when required.

**Revision of qualifications**

**11.** Every member appointed as a Member of the Staff of the University shall furnish:

- a. His/ Her Joining Report in the prescribed format.
- b. He/ She shall also furnish evidence of Date of Birth/Proof of Age by any one of the following:
  - i. Certified extract from Register of Births and Deaths
  - ii. School Leaving Certificate/Matriculation Certificate
  - iii. Any other document acceptable to the University

. 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 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.

12. Every member appointed as a Member of the Staff of the University shall furnish the photocopies of the following Certificates along with the originals for verification at the time of joining duty:

- a. Qualification
- b. Experience
- c. Relieving letter from previous Employer if employed earlier
- d. A certificate from the Medical Officer of Srinivas Hospital or the district Civil Surgeon that he/she is physically fit for the job and that he/she suffers from no disability, contagious diseases which would affect the discharge of his/her duties in the University.

### 13. Probation

#### Period of Probation

- 1. Every directly recruited employee of the University unless specifically exempted, shall be on probation for a period of two years within a continuous period of three years from the date of joining duty in the University.

- 2. (a) On completion of the period of probation, an assessment

#### Completion of Probation

of the work of probationers shall be made and on the basis

of such an assessment, the appointing authority may either declare him/her to have completed his/ her probation satisfactorily or extend his/her probation by such period as is considered necessary, make a further assessment of his/her suitability provided such orders shall be issued within three months from the normal date on which he/she would have completed the probation or terminate his/her services. If on assessment at the end of the extended period of probation work is found to be not satisfactory, his/her services shall be terminated or reverted back as the case may be.

- b. A committee presided over the Vice-Chancellor and consisting of the Dean of the faculty/School concerned, and

#### Mode of Assessment of Performance

a Senior Faculty in the concerned faculty/school shall evaluate the work of the probationer and make recommendations to the Chancellor whether he/she can be declared as having completed his/her probation satisfactorily or otherwise. Notwithstanding the recommendation of the assessment committee the Chancellor shall if he deems it fit confirm or refuse to confirm the appointment of a candidate as the case may be.



**14. a. Transfer:** All employees are liable to be transferred/deputed from one faculty/school or department to another and they may be deputed to other institutions if the request for the same is made to the Chancellor by an institution outside the University but a part of A. Shama Rao Foundation. Provided that the in such cases 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 Board of Governors.

**Transfer of an Employee**

**b.** 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.

**Refusal to accept transfer**

**15. Notice for Leaving Employment:**

**Notice by Permanent**

**Employee**

1. An approved probationer shall not leave or discontinue service on his/her own accord without first giving three calendar months' notice or by paying an amount equivalent to his/her salary for 'three calendar months' to the University. The appointing authority shall have the right to accept or refuse the request on valid grounds.
2. A probationer or a temporary employee of the University shall not leave or discontinue service on his/her own accord without giving 'one calendar months' notice or by paying an amount equivalent to his/her salary for one month to the University.
3. Till the resignation is submitted by an employee and is accepted by the Chancellor/ Board of Governors and relieving certificate/order is issued, he/she shall continue to be in service, unless any other instructions are given in writing by the management.
4. The Chancellor/ Board of Governors 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.
5. Upon the acceptance of resignation through communication by the Chancellor/Board of Governors to the employee concerned, he shall settle all his dues to institution, hand over documents, cash, equipment and other properties held in his custody and surrender/vacate

**Notice by Probationers**

**Relieving from Duty**

the quarters occupied by him and submit a No Due Certificate to that effect. The University reserves the right to recover all such outstanding amounts and value of the property of University from amounts due to the employee or in any other manner as the it deems fit. Once the No Dues Certificate is presented relieving order shall be issued on the instruction from the Chancellor.

#### **16. Retirement:**

1. An employee of the University shall retire from the University service on the last day of the month in which he/she completes his/ her 58<sup>th</sup> year of age in respect of non-teaching; in respect of persons who have their date of birth as first day of the month will retire on the last of the previous month; and at the end of the academic year in which he/she completes his/her 58<sup>th</sup> year of age in respect of teaching staff.

#### **Age of Retirement and Reemployment**

#### **17. Compulsory/ Voluntary Retirement-Notice-Issuance**

1. (a) Notwithstanding anything contained in these Statutes, the Chancellor/Board of Governors on the basis of recommendations made by a committee constituted by it every year for this purpose of review, shall, if it is of the opinion that it is in the interest of the University relieve the Staff by giving him/her notice of not less than three months in writing or three months' pay and allowances in lieu of such notice, after he/she has attained the age of fifty years or completed twenty five years of qualifying service.
  - (b) Any university staff after completion of a qualifying service of 20 years or attaining fifty years of age may opt to retire by giving notice of not less than three months in writing to the University. Notice may be waived by competent authority under circumstances warranted to do so.
2. a. In computing the notice period of 3 months, the date of service of the notice shall be excluded. A fresh notice will be required if leave on loss of pay during the notice period is availed.
  - b. When a University employee under suspension or against whom disciplinary action is pending seeks to

#### **Procedure for Voluntary Retirement of University Staff**

#### **Procedure for Compulsory Retirement of University**

#### **Explanation for Notice Period for employees facing suspension/disciplinary procedure**

#### **Explanation for Notice Period**

retire voluntarily under this Statute, the Chancellor/ Board of Governors may withhold the permission sought for.

### 3. Terminal Benefits

- a. Employees are eligible for Provident Fund benefits as per the **Provident Fund** provisions of the “Employees Provident Fund and Miscellaneous Provisions Act, 1952” and the scheme framed there under by the Government of India from time to time.
- b. Employees are eligible for gratuity benefits as per the provisions of “Payment of Gratuity Act 1972” and the rules framed there under. **Gratuity**
- c. Employees are eligible for pension benefits as per the provisions of the **Pension** “Employees Provident Fund and Family Pension Fund Act 1952” and the rules framed thereunder
- d. The following category of employees are exempted from the **Exemption from Terminal Benefits** receiving any benefits from the University
  - i. 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.
  - ii. Employees who are appointed on contract basis and who have crossed the age of superannuation i.e. 58 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 Dearness Allowance.

### 18. SERVICE RECORDS

- 1. a. A service register shall be maintained for every employee Showing **Service Register** among other things, his/her permanent address, date of appointment, consolidated pay, scale of pay on which he/she 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 should be up dated periodically.
- b. 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.

- c. 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.
- d. The entries in the leave accounts should be attested by the Head of the School/ Department/ faculty or any officer nominated by him.
- e. 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.
- f. 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.
- g. 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.
- h. 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.
- i. When an employee is transferred from one institution/department 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.

- j. The Service book should not be returned to the Employee on retirement, resignation or after probation. His/her service book should be retained for a period of ten years or until his / her death, whichever is earlier, after which it may be destroyed.

2. An Open Annual Performance Appraisal File of the employees **Performance Appraisal file** of the University shall also be maintained.

19. a. Every employee shall be given an identity card/badge, appropriate **Identity Card/ Badge** to his/her classification and he/she shall wear it while on duty and show it to the person authorized by the University 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.

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

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

20. a. Every employee shall ordinarily be at work in his/ her designated place/ area **Attendance** during the time fixed and notified. He/ she shall sign against his/ her 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 Punch Card or any other device at the discretion of the management.

b. The employee shall be present punctually at the specified time **Habitual Late Reporting** at his/ her allotted place of work. If an employee does not report at his/ her work place punctually, the word “late” will be entered by the head of the department/management against his/her name. Forfeiture of a day’s casual 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.

**Unauthorised Absence/ leave**

c. If an employee absents himself/herself without prior permission **Unauthorized Absence/ Leave** or leave in writing continuously for 30 days, the dean of the faculty through the Registrar may give him/her a notice at his last known address to report for duty within 07days from the date of receipt of the notice, and to give satisfactory explanation for his/her absence. In case he/she fails to report for duty without valid

explanations, he/she shall be treated as having voluntarily abandoned service. This is without prejudice to the right of the University to take appropriate disciplinary action against the employee concerned for such absence.

d. 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 Dean/Head of the department if required, to stay beyond working hours.

**21. a.** The working hours will vary in different departments/units and **Working Hours** institutions of SRINIVAS UNIVERSITY. Employees may be required to work in split hours/staggered hours with rest intervals and weekly off in the units of SRINIVAS UNIVERSITY which operate 24 hours a day and seven days a week.

b. 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. Compensatory “time off” for such work may be awarded at the discretion of the Chancellor.

c. 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 shall not be less than 8 hours.

d. Employees on shift duty shall continue to be on duty until relieved by the **Shift Duty** employees of the next shift. The Board of Governors may at their discretion issue instructions to the concerned supervisors to transfer an employee from one shift to the other, as a routine or due to exigencies of work.

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

## **22. Holidays and Leave Rules**

**1. [a]** Every employee shall be allowed one holiday per week, to be known as **Weekly off and** “weekly off” without deduction of wages/salary. **Holidays**

**[b]** Out of National calendar of festivals eight days will be observed as closed holidays with

full wages and salary.

[c] Contents of the sub clause [a] & [b] notwithstanding, an employee may be required by the university authorities to work on a holiday, however he/she will be entitled to a substitute holiday which may be availed by him/her subsequently with prior approval.

**2. Leave:** The general principles that shall govern the grant of leave to the employees are as follows: -

**General Rules  
for Leave**

- a. Leave cannot be claimed as a right: Except in an emergency, leave must be applied for through proper channel in the prescribed form at least 15 days in advance.
- b. Except where otherwise provided for, leave can be availed only after it has been sanctioned by a competent authority.
- c. Depending upon exigencies of service, the competent authority, may
  - i. refuse, postpone, revoke or reduce leave of any description,
  - ii. recall any member of staff from leave before it is wholly availed,
  - iii. permit an employee, if he so requests, to re-join duty before expiry of the leave period.
- d. Except in the case of Casual Leave, it is obligatory for every employee to furnish the leave sanctioning authority the address with telephone number if any before proceeding on leave.
- e. 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.
- f. 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.
- g. Over-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.
- h. Employees applying for leave on medical grounds should produce medical certificate from a doctor who is on the rolls of Srinivas Hospital or one of the associated hospitals of Srinivas University. 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 Srinivas Hospital or the associated hospitals of the University.

- i. 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.
    - i. The Medical Board is empowered to make appropriate enquires & require medical examination of the employees before giving its recommendations.
    - ii. The decision of the Medical Board shall be final.
  - j. An employee not submitting himself for medical examination shall be liable for disciplinary action.
  - k. An employee on leave on medical grounds shall produce a medical certificate of fitness from a doctor of Srinivas Hospital or the associated hospitals of the University while reporting for duty.
  - l. 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 Chancellor. All employees shall be subject to leave rules and regulations of the institution/establishment under which they are working.
3. The following are the various kinds of leave admissible to the employees **Kinds of Leave** (teaching and non-teaching) of the University.
- i. Casual Leave
  - ii. Privilege Leave
  - iii. Vacation Leave
  - iv. Maternity Leave
- i. Casual Leave**
- a. An employee is entitled to 15 days casual leave during the calendar year. Employee appointed during the course of the year shall be entitled to causal leave on pro rata basis.
  - b. 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 10 days in the aggregate.
  - c. Casual leave shall lapse at the end of the calendar year if not availed by the employee.
  - d. Entitlement of casual leave is for the express purpose of meeting unforeseen and emergent situations. Hence casual leave will not be granted for more than 6 days at a time.



- e. 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 of cancelling the casual leave already sanctioned.

**ii. Privilege Leave**

- a. Every employee is entitled to 6 days of Privilege 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 Privilege Leave will be in proportion to the length of service calculated on monthly basis.
- b. Privilege Leave can be accumulated up to a maximum of 30 days and leave beyond 30 days shall automatically lapse.
- c. An employee wishing to avail Privilege 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.
- d. Privilege Leave must be applied for the required period in to and not in piecemeal. Multiple applications or broken periods shall not be entitled.

**iii. Vacation:**

- a. Academic year commences on July 1<sup>st</sup> and ends on June 30<sup>th</sup>.
- b. All teaching staff, except those teaching in the Medical College, are eligible for 30 days vacation leave as per the academic calendar. They would be known as Vacation Staff.
- c. 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.
- d. Any period of the institutional recess which exceeds 15 days in duration shall be treated as Vacation.
- e. A vacation department is a department where vacations are permitted on regular basis. The staff of the vacation department may be permitted to be absent from duty during the whole or the part of vacations on Vacation Leave.

f. A staff who is designated as non-vacation staff will be entitled to 10 privilege leaves every year.

- g. 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.
- h. 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.
- i. 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.
- j. 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 section 22 subsection 3(vii).
- k. 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.
- l. Vacation Leave cannot be availed in parts except when exigencies of service so demand.
- m. 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 earned leave or in case no earned leave is due, by enforcing loss of pay.
- n. If an employee entitled to the Vacation Leave is not permitted to avail the same, he will be entitled to full earned leave.

- o. If Vacation Leave availed by an employee is less than the entitlement, the period to be deducted from his earned leave account will be a fraction in proportion to the part of the Vacation Leave taken.
- p. Vacation Leave cannot be combined with earned leave. However, the Head of the institution may permit such combination on merits of the case.
- q. If there are two breaks in an academic year, the period of two breaks should be regarded as combined into one, provided that no vacation availed is of less than 15 days duration.
- r. 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.

#### **vi. Maternity Leave**

- a. Every married women employee whether permanent or otherwise is entitled to maternity benefits provided she has worked for a period of not less than 80 days in twelve months immediately preceding the date of her expected delivery.
- b. Maternity benefit is granted up to two living children. Entitlement is based on number of living children and not on number of deliveries. A woman employee giving birth to twins in the first delivery is not entitled for the maternity leave for second delivery. However, a women employee with one living child from the first delivery is eligible for the maternity leave if she gives birth to twins in the second delivery.
- c. The maximum period of entitlement for Maternity Leave shall be 90 days with full pay of which not more than 45 days shall precede the date of expected delivery.
- d. In case of a miscarriage or medical termination of pregnancy, a women employee, in production of prescribed proof, shall be entitled to 45 days leave with pay immediately following the day of miscarriage or medical termination of pregnancy.

This benefit can be availed only once in the entire service span of an employee. Maternity Leave under Statute 22 section 3 sub section Vi. (d) of this chapter is not admissible in such cases.

- e. A women suffering from illness arising out of pregnancy or delivery or premature birth of child or miscarriage shall on production of medical certificate be entitled to additional one month leave with wages.
- f. Leave of any other kind may be granted in continuation of Maternity Leave, if the request for its grant is supported by a medical certificate.
- g. Maternity Leave is not debit able 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 including the Maternity Leave sanctioned in case of a miscarriage.
- h. No Casual leave will accrue during the period of Maternity Leave.

4. (a) The casual leave unless otherwise empowered shall be sanctioned by the Chancellor for the Vice-Chancellor, Deans of Faculties, Registrar, Controller of Examinations and Finance Officer. The Vice-Chancellor may sanction casual leave for the head of the departments/School of studies. The Head of the department may sanction casual leave for the administrative and teaching personnel under their control and notify the Registrar. A copy of the sanctioned leave application shall be forwarded to the University office. **Grant of leave other than Casual Leave**
- (b) The Vice-Chancellor or the Registrar under delegation from the Chancellor shall sanction leave other than the casual leave to all categories of University employees.
5. Leave cannot be claimed as matter of right; and when the exigencies of the service demand, discretion to refuse or revoke leave of any description is vested with the authority empowered to grant it viz. the Chancellor, Board of Governors, Vice-Chancellor, Dean and Heads of the Departments and such other authorities empowered.
6. A University employee on leave shall not accept or take up any employment or service and receive any remuneration. Wilful absence from duty after expiry of leave may be treated as misconduct, which **Not to be employed during Leave**

will entail disciplinary action.

- 23. Reimbursement of travel expenses including accommodation charges and daily allowance shall be in accordance with limits prescribed for various categories in the schedule appended (schedule I) and shall be as under:**
- Official Tour and Expenses**

- a. Re-imburement of travel expenses shall include the following:
  - i. Actual cost of ticket/fare paid for the journey within the permitted mode of travel.
  - ii. Accommodation charges, if any, within the prescribed limit.
  - iii. Daily allowance as applicable.
- b. Any upgradation in the mode/class of travel is permitted only if authorized by the Chancellor.
- c. The University reserves the right to arrange or prescribe travel and accommodation of its choice for any class of employees while they are on authorized itinerary. When travel or accommodation is not provided, actual travel expenses/actual room rent within the limit prescribed in the schedule is admissible, subject to production of original bills.
- d. All official travel shall generally be by the least expensive mode of transport on the shortest routes, thrift being a measure of standard in undertaking travel.
- e. Airfare will be reimbursed only against production of used passenger coupons/tickets and not against the bills of travel agents.
- f. Cancellation of tickets on account of exigencies of the Trust/institution, may entitle an employee to the reimbursement of actual fare and costs of reservation. Any cancellation shall be made forthwith, with minimal loss of fare. Proof of payment and refund shall be enclosed to the claim.
- g. Each journey shall be accounted separately and shall not be set off against another.
- h. Travel advance may be paid to employees at their request in writing and the advance shall not be more than the approximate expenses likely to be incurred. If the advance taken exceeds the claim amount, the balance shall be credited to the University Accounts before the submission of bills.

- i. Daily allowance is admissible from the time of commencement of the journey till the time of return to the institution / usual place of residence upon completion of the itinerary (as per Schedule I appended below)
- j. Daily allowance is granted while on travel to defray the cost of meals, refreshments, local conveyance, room tips, laundry charges and other incidental expenses. Therefore, these expenses are not separately reimbursed. However, in certain cases if any abnormal expenditure is incurred due to official exigencies under any of the heads, such expenditure can be reimbursed provided that such expenditure is claimed separately and is approved by the Chancellor.
- k. When cost of meals and refreshments are included in the room rent of the hotel or included in the package (such as registration fee for a conference) or otherwise borne by the institution, the entitlement to daily allowance will be restricted to 50% of the eligible sum. No daily allowance is admissible during the period when an employee goes on leave while on official itinerary.
- l. All T.A / D.A bills of staff members shall be approved by the Head of the institution. However, if any claim is not within the permitted guidelines, then such claims shall be forwarded to the University office for approval by the Chancellor.
- m. The Chancellor alone shall approve the following claims:
  - i. Travel by Vice-Chancellor/Deans/Registrar/Heads of institutions
  - ii. Foreign travel of any staff
  - iii. Participation in International/National conferences, seminars, workshops etc.
- n. If the staff gets reimbursement of the expenditure by any other agencies for the journey undertaken by them, partly or fully, the claim amount shall be reduced by the amount reimbursed by other agencies.
- o. Travel on academic work such as examination/valuation or any other work of the University or statutory bodies wherein travelling expenses are reimbursed by such bodies, shall not entail the staff to claim reimbursement of expenditure.

- p. Each travel bill shall contain a brief tour report explaining the purpose for which the tour is undertaken.
- q. All T.A/D.A claims shall be made in writing in the prescribed format within a maximum period of 7 days from the date of return from the journey

## **24. Increments**

- a. An employee will be entitled to annual increment as per the scale after completing 12 months of reckonable service including the probationary period, provided that his performance and conduct are reported to be satisfactory as per Appraisal/Confidential Report.
- b. 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 Board of Governors, provided his performance and conduct are found satisfactory.
- c. Special increments may be granted in exceptional cases and outstanding performance during the service by the Board of Governors.
- d. The annual increment may be withheld as a disciplinary measure by the Board of Governors. The period for which the increment should be withheld will be decided by the competent authority.
- e. 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 withhold 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 01.01.2018 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 01.01.2019 will be withheld for three months but the next increment which falls due on 01.01.2020 will be given to him with effect from 01.01.2020.
- f. 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.

- g. 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.
- h. 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.
- i. Promotions will be regulated as per promotion policy. However, no promotion can be claimed as a matter of right. The Board of Governors 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 and vacancy exists.
- j. 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.

## **25. Work Load of Teaching Faculty**

As per UGC norms in India specify a minimum workload of 40 hours per week for full-time teachers over 30 working weeks in an academic year. This includes direct teaching hours, research, and other duties.

Here is more detailed breakdown:

### **Teaching:**

- a. Srinivas University suggest that teachers should be available for at least eight hours daily at the university or department. (40 hours per week for full-time teachers)
- b. Workload may vary based on the teacher's position (Professor, Associate Professor, and Assistant Professor). Deans, Professors and Associate Professors are expected to teach 14 hours per week, while Assistant Professors need to teach minimum 22 hours regular excluding tutorial and practical classes. (One hour= one student credit hours)
- c. The specific teaching workload for different faculty levels can vary. For example, in some institutions, BBA and B.Com lecturers may be required to teach 18 hours a week, while their BSc & B. Tech counterparts might teach 22 hours per week.

### **Research:**

- a. Research activities, including preparing research papers and attending conferences, are also part of the workload.



- b. Senior faculty members may have a greater emphasis on research activities compared to junior faculty.

**Administrative Duties:**

- a. Teachers may be involved in administrative tasks such as departmental meetings, curriculum development, co-curricular activities and student advising, counselling & mentoring
- b. These duties can vary depending on the faculty member's position and the specific needs of the institution.

**Additional Considerations:**

- a. The specific workload requirements may be further defined by individual institutions and departments.
- b. Teachers may also be involved in co-curricular activities and student mentorship, which contribute to their overall workload.
- c. The workload can be influenced by factors such as the size of the student body, the number of courses taught, and the availability of resources.

**26. Service Conditions for Non-Academic Staff of the University**

- 1. Non-Academic Staff:** Non-Academic Staff means comprises of Technical and Administrative Staff.
- 2. Staff-Structure:** Staff-Structure means a hierarchy of all non-academic Posts broadly categorized under (a) Technical Staff (b) Administrative Staff.
  - a. **Technical Staff:** Technical Staff shall include Technical, Medical, Engineering, Knowledge Resource and Management, sports and such other posts as may be decided by the Board from time to time.

**Category:**

- i. Technical Staff – Grade 1
  - ii. Technical Staff – Grade 2
  - iii. Technical Staff (Foreman) – Grade 3
- b. **Administrative Staff:** Administrative Staff shall include Administrative, Office, Security and such other posts as may be decided by the Board from time to time.

**Category:**

- i. Office Superintendent
  - ii. Senior Office Assistant

iii. Junior Office Assistant

### **3. Basic Principles:**

- a.** All posts are vacancy based and shall be filled as per the policies laid down.
- b.** The recruitment may be made through Direct Recruitment / Promotion / Contract / Deputation / Absorption depending upon the Institute requirements.
- c.** All the appointments for the permanent positions shall ordinarily be made on probation for a period of one year.
- d.** If any decision is taken to create a new post or re-structure any service, these Rules shall suitably be amended for that particular purpose with the approval of the Board.
- e.** The recruitment is open for Indian Nationals only.
- f.** The minimum qualification for the above post is Diploma / Undergraduate Degree in the respective discipline.
- g.** The nomenclature of posts has been devised on functional considerations and to bring homogeneity across different cadres in the Institute to the extent possible.
- h.** Nothing in these Rules shall prevent operation of any other mode of recruitment already made by the Institute with the approval of the competent authority.
- i.** Minimum five year experience expected for the next level of promotion of the staff.
- j.** The recruitment committee will decide the promotion based on the appraisal.

## **27. Employee Conduct**

### **Employee Obligation**

**27.1** Every employee shall: -

- [a]** Abide by the rules, regulations and any other instructions that may be framed by the University Authorities from time to time and which are in force to regulate the work, conduct and behaviour of the employees.
- [b]** Maintain at all times absolute dignity, integrity and devotion to duty and loyalty to Srinivas University and shall also carry out any other duties that may be assigned to him/her from time to time.
- [c]** Carry out duties and responsibilities assigned to his/her post and shall also carry out any other duties that may be assigned to him/her from time to time.
- [d]** Employees shall always be neatly dressed in clean clothes while on duty and shall keep

their workplace clean at all times to maintain the cleanliness of the campus.

**27.2 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 Srinivas University.
- [b]** bring or attempt to bring any outside influence to bear upon the University Authorities to further his/her personal interest in Srinivas University.
- [c]** misuse the amenities provided for him by Srinivas University to discharge his official duties.
- [d]** accept any gifts, presents, gratis, payments or other favours from students, patients, patients' parties, suppliers, contractors, dealers or anyone who could directly or indirectly influence/damage/harm the business interests/goodwill or reputation of Srinivas University.
- [e]** disclose/divulge or use any confidential information gained in the course of his employment in Srinivas University for personal gains/profit or advantage for himself/herself or any other person.
- [f]** engage directly or indirectly in any trade or business or avocation or undertake any other employment.

**27.3 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 wilfully neglect his/her duties.
- [f]** make any sustained neglect in correcting the assignment done by the students of an institution

**28.1** Every employee shall take due care of the property,

### **University Property**

Materials, instruments, equipment, machines, furniture,

cash, etc. of Srinivas University entrusted to his/her 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 University authorities. Further the concerned employee/s shall be required to make good the assigned/assessed value of such breakage, damage or loss with or without punitive fine as determined by the University authorities.

**28.2** promptly report any occurrence or defect noticed which might endanger lives of persons in the University/schools and might result in any damage to the property of Srinivas University or that of any others.

**28.3** take appropriate precautions against hazards and shall make proper use of safety devices and preventive measures as prescribed and provided by the University.

**28.4** 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 university authorities shall be appraised and appropriate action shall be taken in consultation with the university authorities. Great care must be exercised to avoid unnecessary inventory holdings.

## **29. Unauthorized Possession of Goods, Etc.**

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

## **30. Unauthorized Persons in the Premises**

An employee who has been suspended, laid off, discharged, dismissed or has resigned or is not working for any reason, shall leave the University premises forthwith unless required to stay back by the university authorities. Such employees shall not enter university premises without

permission.

### **31. Possession / Consumption of Intoxicating Drinks and Narcotics**

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

### **32. Participation in Politics and Elections**

No employee shall

- a) without prior intimation in writing, by the Chancellor, be a member of or be otherwise associated with any political party or any organization which takes part in politics nor shall he/she take 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 Chancellor 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/her franchise.

### **33. Demonstration and Strikes**

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

### **34. Connection with Press, Radio and Television**

No employee shall, except with the prior permission of Chancellor 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 Srinivas University or detrimental to the image/interests of Srinivas University.

### **35. Criticism of University Affairs/Authorities**

No employee shall criticize the university affairs or its authorities either in the press or over

the radio or on any public platform, provided, however, that nothing in this rule shall apply to any statement made or views expressed by an employee in his/her official capacity or in the due performance of the duties assigned to him/her.

### **36. Unauthorized Communication of Information**

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

### **37. Unauthorized Publication of Official Documents**

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

### **38. Invention and Patents**

No employee of the University shall, without the prior consent of the Chancellor, either during his/her service in the University or thereafter, apply for patent or exclusive privilege under any statute, in respect of any invention/discovery made by him/her as a result of his/her service in Srinivas University.

### **39. Search**

**39.1** Employees are liable to be searched by persons authorized by the university authorities at any time, and also while entering or leaving the premises of the University. It is further provided that women employees shall be searched only by women employees.

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

**39.3** Srinivas University shall not be responsible in any way for any damages or loss caused to any person or employee within the premises of University.

**39.4** Employee shall deposit any lost and found/unclaimed articles in the premises of the

university with appropriate authority.

- 40. “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 University, if related to the maintenance of discipline or pertaining to the interest of the University Authorities or other employees or officers of the University.
- Employee Misconduct  
Definition**

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

#### **40.1 Acts of Misconduct**

- a. Acts of omission & commission on the part of employee of any of the Conduct Rules shall entail disciplinary action for misconduct.
- b. 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.
  - i. Dereliction of duty -Engaging in any trade or profession falling outside the scope of the duties allotted by the University, except with the prior permission of the Trust.
  - ii. Wilful insubordination or disobedience of any lawful and reasonable order of the superior.
  - iii. Commission of any acts subversive of discipline or good behaviour.
  - iv. Participation in any strike/demonstration, gherao/picketing and or any other kinds of agitation or abetting and inciting such agitation
  - v. Theft, fraud, dishonesty, embezzlement, misappropriation in connection with work/property of the University.
  - vi. Wilful damage to property or loss or damage to property owing to negligence or subversive or unethical practices.

- vii. Demanding or accepting or giving bribes or any illegal gratification whatsoever.
- viii. Non-marking of attendance in the register/electronic attendance meter.
- ix. Absence without leave for more than seven consecutive days.
- x. Habitual late attendance or habitually leaving work before time or absence from place of work.
- xi. Loitering while on duty and after duty in University premises.
- xii. Negligence or neglect of work.
- xiii. Accepting service for any consideration inside or outside the University/School/Hospital/Establishment or under any person without the approval of the Chancellor.
- xiv. Drunkenness, fighting, riotous, disorderly or indecent behaviour in University premises and public places, affecting the reputation of the University.
- xv. Giving false evidence or statement in any domestic enquiry held by the university or in a case conducted in a Court of Law in which Srinivas University is a party.
  - i. Travelling or carrying unauthorized passengers, materials in any of the University vehicles without valid authority.
  - ii. Collection or canvassing for collection of any money for any purpose within university premises without prior permission.
  - iii. Smoking in the office, patients' wards or in any other place where smoking is specifically prohibited.
  - iv. Sleeping while on duty.
  - v. Distribution or exhibiting inside university premises; hand-bills, pamphlets or posters without written prior permission of the university authorities.
  - vi. Attending or holding any unauthorized meeting within Srinivas University premises.



- vii. Unauthorized disclosure of information about the business or affairs of Srinivas University.
- viii. Gambling or canvassing for sale of any commodities, chit funds, lottery tickets or coupons etc. within Srinivas University premises.
- ix. Conviction in any Court of Law for any criminal offence under Indian Penal Code.
- x. Making false statements on matters germane to his employment in the university or wilful suppression of facts at the time of employment or during the course of service in the university
- xi. Threatening, intimidation, coercion, assaulting, quarrelling with any person in the premises of Srinivas University.
- xii. Use of foul or abusive language or misbehaviour with any officer, employee, student, patient, patient parties or visitors within University premises.
- xiii. Refusal to accept memorandum or charge sheet or any other communication issued by the superior or Disciplinary Authority.
- xiv. Participation in any activity prejudicial to the interests of the university.
- xv. Unauthorized use of university facilities for personal gains.
- xvi. Not allowing university employees/officers/superiors either to enter or come out of the premises or causing ingress or egress of the material or equipment of the University.
- xvii. Punching of attendance card or forging the signature of another employee in the attendance register.
- xviii. Tampering with any of the records of the University.
- xix. Slowdown in performance of work or instigating to slow-down or adopting work to rule practices.

- xx. Acts of immorality or involving moral turpitude within the premises of the university or outside.
- xxi. Unauthorised occupation/illegal or immoral use of university premises.
- xxii. Not wearing specified uniform while on duty.
- xxiii. Refusal to work beyond the stipulated period of work or work on holidays when specifically instructed to do so by the university authorities.
- xxiv. Refusal to obey orders of transfer or change in posting
- xxv. Refusal to acknowledge any communication from the University Authorities.
- xxvi. Refusal to offer himself/herself for interrogation by the superior authorities or such other persons authorized by the University authorities.
- xxvii. Refusal to sign any documents, forms or registers kept or maintained for the purpose of recording routine matters.
- xxviii. Possession of unlicensed weapons, dangerous or illicit drugs.
- xxix. Sexual harassment of co-employees, students, patients, patient's parties and or any other persons who would be involved with the University including such unwelcome sexually determined behaviour (whether directly or by implication) such as
  - a. Physical contact and advances;
  - b. A demand or request for sexual favours;
  - c. Sexually coloured remarks;
  - d. Showing pornography;
  - e. Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

**40.2.** Violation of these service rules or any other acts determined by the Trust/competent authority as misconduct from time to time.

- 41.** Causes for imposing penalties for a good and sufficient reason, including any breach of any of the Statute and laws of the University or negligence, inefficiency, insubordination or failure to show due diligence and attention in the discharge of his/her duties or failure to conform to the instructions of his/her supervisors or any irregularities in the discharge of duties or any criminal offence involving moral turpitude, an employee of the University shall make himself/herself liable to the following penalties
- Kinds of Penalty**

**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**

- a) Suspension without salary and allowance for a period up to 30 days.
- b) 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 University or permanent reduction in rank.
- c) Discharge/removal/dismissal/compulsory retirement from service.

- 42.1.** The Board of Governors of the University shall be authorized to delegate the powers to any member of the University for the purpose of administering these service rules or for ordering an enquiry and awarding punishment. The Chancellor shall be the final appellant authority and any preliminary appeal against the decision of the concerned disciplining authority should first be addressed to the Board of University and to the Board of Governors at the second stage. All appeals should be routed through the Registrar who is the ex-officio secretary of both the Board of University and the Board of Governors. Provided that the Chancellor may at any
- Procedure for enquiries And Punishment**

point of time take suo moto notice of the proceedings and give a decision as he deems fit.

**42.2** Any employee found to commit any act of misconduct shall be served with a charge sheet clearly stating the charges levelled against him. Such an employee shall be given an opportunity to explain and answer the charges levelled against him/her in an enquiry conducted by an Enquiry Officer duly appointed by the Board of Governors 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/her defense and cross-examine the witnesses on whose evidence the charges are based. The employee concerned, if he/she so desires shall be allowed to be defended by a co-employee of the university. The statements of the university authorities 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/her findings to the Board of Governors based on the evidence recorded and documents produced during the enquiry.

**42.3** 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.

**42.4** 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.

**42.5** 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.

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

**42.7** While awarding punishment under these statutes, the university authorities 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

University authority shall be served on the employee concerned.

**42.8** 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.

#### **43. Suspension Pending Enquiry**

- a. Any officer empowered with such powers may place under suspension, pending enquiry, an employee of the University who is alleged to have committed any acts of misconduct.
- b. An employee of the University 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 and shall remain under suspension until further orders of revoking or continuing the order of suspension.
- c. Every employee placed under suspension pending investigation or enquiry into complaint or charges of misconduct against him, shall be entitled to subsistence allowance:
  - i. 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
  - ii. 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
- d. The payment of subsistence allowance under this service shall be subject to the employee concerned not taking up any employment during the period of suspension.
- e. 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.

#### **44. Power to add or to amend:**

The Board of Governors shall be competent to alter or to add or to amend or to cancel any of the above Statutes, from time to time subject to the provisions contained in Chapter V Sec. 36 of the Srinivas University, Act, 2013.

**45. Interpretation:**

On all question of interpretation of these Statutes the decision of the Chancellor of the University shall be final. On matters not specifically covered in the Service Statutes of the University employees, the decisions as taken by the Board of Governors and agreed by the Chancellor will apply.

**46. Savings:**

Such other rules as are considered necessary to carry out the functions of the University will be framed by the Board of Governors as and when necessary under the respective headings.

## ENROLLMENT MANAGEMENT PLAN (EMP)

### PREFACE

The *Enrollment Management Plan of SU* is a management document, it describes an overall strategy and recommends a set of activities for communicating to the public and the region the strengths of SU programs and attracting qualified students to seek admissions into the university. This Enrollment Management Plan is designed to establish a framework for attracting students who can meet the rigorous academic standards of the institution, successfully graduating, and assuming leadership in the professional business community, and cultural life.

### GUIDING PRINCIPLES

The guiding principles below anchor the enrollment management plan and fully align with the mission and goals of the university. The guiding principles will be evident in implementation of the EMP as it represents the core of the commitment made to the students at NACC.

- The EMP upholds equity and access for all, regardless of race, color, disability, gender, religion, creed, national origin, age, or socioeconomic background.
- The EMP supports quality instruction and a supportive teaching and learning environment.
- The EMP promotes student retention and persistence in general education and career/technical programs that lead to the attainment of specified learning outcomes, certificates, associate degrees, transfer to higher education, and employment in the field of study.
- The EMP focuses on student services which assist individuals to formulate and achieve career, educational, personal goals through mentorship, support programs, and student activities.
- The EMP is aligned with NACC's Institutional Management Plan.
- The EMP is a shared responsibility.

In addition to the Guiding Principles, the planning group believes that enrollment management planning is most effective when it includes the following methodologies:

- Academic integrity that leads to student success, such as relevant program and course offerings, diverse modes of delivery, proactive mentoring, early alert systems, and student support programs.
- An evidence-based system that is data-driven to reflect the needs of a diverse student

population.

- Student-centered processes that are models for facilitating student satisfaction and student learning.
- An inclusive plan that promotes a culture of ownership and integrates and aligns all student support services.
- Ongoing enrollment management planning and regular reviews and updates.

### *Areas of Strategic Focus*



## **MARKET POSITION AND MARKET PLAN**

As a relatively young private university, SU has established its market position very quickly, since it has distinguished itself from the other institutions from the very beginning of its establishment.

### **A. CREATING A MARKET POSITION**

SU is one of the few elite private, English language universities in the region offering degrees in engineering, Computer science & information technology, business administration, Hotel Management, Physiotherapy, Allied health sciences, Medicine, Nursing & Education in an environment that includes students from both the gender.

Example: SU can differentiate itself as the only private university in the region offering various professional programs with multifarious contemporary global specializations in various disciplines.

The market position for SU has been determined by the quality of its programs and graduates.

It also has a history of providing quality education in the region more than 30 years under



the aegis of Srinivas Group of Institutions. Hence, the quality and quantity of marketing determine SU's position. Significant marketing funds must be spent to create the market position and to establish a positive institutional image. Endorsements from individuals and institutions already regarded as symbols of excellence are important to create the right market position and the image necessary to assure success.

## **B. ESTABLISHING OBJECTIVES OF THE PLAN**

The enrollment management plan helped, direct and coordinate marketing and recruitment efforts. The process of creating the plan is also important.

Preparing an enrollment management plan forces the institution to assess the marketplace and how trends and new developments affect the University. The process also provides the assessment measures that are needed to determine whether marketing strategies are working. These measures help the institution to achieve its enrollment objectives. Quite often, simply embarking on the process of preparing an enrollment management plan guides the university in developing successful marketing strategies.

The SU enrollment management plan seeks to achieve the following objectives:

- Review, develop, and monitor materials that communicate the programs and services to the prospective and potential students.
- Coordinate recruiting efforts among the various SU departments and personnel.
- Identify and recruit students who have a high likelihood of enrolling and completing SU programs successfully.
- Develop implementation and mentoring plans.
- Establish a review schedule to determine the success of the recruitment strategy and implement changes where needed.

## **C. IDENTIFYING TARGET MARKETS**

The university marketing plan targets pre- university students from a number of groups. Each group, however, is not targeted as an equal priority for admission. Target markets of primary, secondary, and tertiary importance are defined as below:

- Primary Target Markets: Local students from rural, Urban in the district of Dakshina

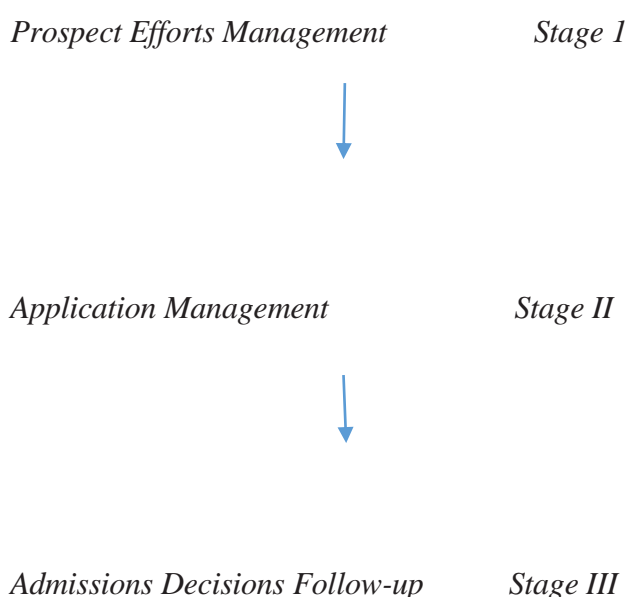
Kannada and neighboring district Udupi. who are interested in engineering, Computer science information technology, business administration, Commerce, physiotherapy and allied health sciences

- Secondary Target Markets: Students from Border state of Kerala who migrate in large numbers seeking qualitative education in Mangalore.
- Tertiary Target Markets: Students from other neighboring districts like Chikmangaluru, Uttara Kannada and Shivamogga etc.

#### **D. THE INTEREST/COMMUNICATION FLOW MODEL**

SU has implemented a recruitment methodology grounded on sound marketing principles that provides methods of assessing the university's efforts for effectiveness.

The SU has employed the Interest/Communication Flow Model or the "Adoption model" as illustrated here.



By applying this model to the recruitment process, enrollment officers can understand whether a student is in the decision-making process and more effectively target the student with information that will influence his decision.

## E. THE DECISION-MAKING PROCESS

This represents how prospective students are expected to pass through the six progressive stages that are critical to a student's decision-making process. It also provides a way of assessing how well a university, through its recruiting efforts, moves students toward enrollment one step at a time, from the point of becoming aware of the university to official matriculation. It provides a way to separate the recruitment process into six components and to measure the effectiveness of the recruitment process at various stages.

- **Awareness** – The first stage represents the initial communication of the SU story to target markets via various recruiting strategies. The appropriateness of the recruiting strategies determines the degree to which students become aware of the SU, take an interest in the university, and inquire about its programs and services.
- **Inquiry** - The second stage represents students who have responded to a particular marketing campaign by submitting a request for information. Once a student moves into the inquiry stage, the university will then respond in an appropriate and timely manner. (Procedures to handle the Awareness and Inquiry stages, for example, are described as “Prospect Efforts Management” to the side of the funnel model.) These procedures have been automated and a system is set in place to handle inquiries effectively. A communications plan must be established for each stage of the funnel and for each market segment.
- **Application** – The third stage represents the number and quality of applications received. This will be directly impacted by how well SU develops its “Prospect Efforts Management” procedures. Similarly, the quality of service provided to applicants by the Office of Admissions and other support offices will impact the number of applicants who move to the next stage.
- **Admission** – The fourth stage represents those students who complete the application stage and are asked to write the SU entrance examination and have subsequently been admitted to the university.
- **Commitment** – The fifth stage represents those students who submit a tuition deposit as a commitment that they will enroll.
- **Enrollment** – The sixth stage, at which prospects become students at the SU, is the goal.

## **F. ENROLLMENT COMMUNICATION PLANS**

The office of the Director of Enrollment Management and its admissions staff must design the communication plans that will be used to recruit students. These plans include the series of whatsapp messages, e-mails, brochures, or electronic publications that are sent to prospective students based on their:

- market segment
- stage in the adoption model
- address type (e-mail or regular postal mail)
- level of interest in the university
- Chancellors Merit scholarships provided in the university

The key to assembling a communication plan is to think in terms of the general information the university should send to a particular market segment over time.

The adoption model is easy to implement if the recruiting effort is supported with appropriate system to that tracks each prospect by market segment, stage, and level of interest. When coupled with well-conceived communication plans that are designed for each market segment and for each stage in the model, a recruitment system will execute flawlessly. It will automatically send the right materials to the right students at the right time.

The office of the director and its staff then must determine the communications necessary for each stage of the process – from Inquiry through Enrollment.

- The type of address (e-mail or mobile no. of the parent /student) would, of course, affect the type of communication the target receives at the various stages. The student's level of interest also influences the amount and quality of communications sent at the various stages.
- Through Tele-Counseling, Tele-Qualifying, and E-Qualifying, describes how to assess a student's level of interest in the university.
- One of the most effective recruiting tools for any campus is through the open house or the campus visit. This approach can be as simple as an informal campus tour conducted by one of the admissions officers. It can also be a formal program that is marketed in advance through electronic and printed media, the university Website, and brochures.

A campus visit program usually begins in the morning and ends at mid-afternoon on the first day of a weekend, but it may be scheduled at any time appropriate to requires modification. A formal program typically follows a format like the one presented below.

### **Open House Procedures:**

The open house begins with registration and distribution of guest kits at a reception area. A registration fee may be assessed to defray some of the cost of the program such as meals. The guest kits usually include:

- Agenda for the program
- View book
- Prospectus
- Latest copy of program Magazine
- Application for admission
- Program evaluation form

### **G. ENROLLMENT MANAGEMENT ORGANIZATION**

The **Director of Enrollment Management** will coordinate all recruitment initiatives (as indicated in the report *SU Organization*). The director will have several employees who will assist with the student recruitment and admission process.

- **Director of Admissions** – The director oversees the application and admission process and assists the Director of Enrollment Management with other duties as determined by the enrollment manager.
- **Two admissions counselors or recruiters from each department** - One male and one female staff (Multilingual) will assist the Director of Enrollment Management with the regional visits, the SU Open House Visit Programs, and daily visits to the campus by prospective students. These staff members will respond to the daily calls and e-mails received by the university admission postal.