DAYANANDA SAGAR BUSINESS SCHOOL

POST GRADUATE DIPLOMA IN MANAGEMENT (PGDM)

(AICTE APPROVED, MINISTRY OF EDUCATION GOVERNMENT OF INDIA, NEW DELHI)

SERVICE RULES

DAYANANDA SAGAR BUSINESS SCHOOL

Realising the Dream

Dayananda Sagar Business School

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SERVICE RULES - SYNOPSIS

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1. Preamble

This Human Resource and Administrative Service Manual serve as the authoritative policy guideline for Dayananda Sagar Business School (DSBS). These rules have been formulated in alignment with the institutional ethos of the Dayananda Sagar Institutions (DSI), incorporating standards derived from the Karnataka Civil Service Rules (KCSR), AICTE and relevant directives from statutory State and Central Government regulatory bodies.

The Management of the Mahatma Gandhi Vidya Peetha (MGVP) Trust has approved this document to ensure a fair, transparent, and efficient governance framework for all personnel. This manual delineates the policy guidelines covering the entire employee lifecycle, including Human Resource planning, recruitment, onboarding, role definition, compensation, performance appraisal, faculty development, grievance redressal, employee welfare, and the procedures governing separation and exit. These guidelines are designed to facilitate the smooth functioning of DSBS while upholding the highest standards of academic and administrative excellence.

2. Introduction

a. About Dayananda Sagar Institutions (DSI)

Established in 1960 by the visionary Shri Dayananda Sagar, the Dayananda Sagar Institutions (DSI) have grown into a premier conglomerate of educational excellence. Over the decades, DSI has evolved into a global centre of learning, catering to thousands of students across diverse disciplines—from basic education to professional degrees, post-graduation, and doctoral research.

DSI operates under the aegis of the Mahatma Gandhi Vidya Peetha (MGVP) Trust, which is committed to the mission of "Education for All." The institutions are dedicated to the holistic development of students by balancing modern technical and professional education with the rich cultural heritage and values of India. With a legacy spanning over six decades, DSI manages a wide array of institutions in Bengaluru, consistently striving to bridge the gap between academic theory and industry application. DSBS, as a flagship constituent, adheres to the DSI philosophy of fostering leadership, innovation, and social responsibility, ensuring that our faculty and staff are empowered to mentor the next generation of business leaders.

SERVICE RULES:

1.1 GENERAL:

These service rules apply without exception to all employees in the service and appointed for Dayananda Sagar Business School (Referred as DSBS) owned and administered by Mahatma Gandhi Vidya Peetha Trust (MGVP Trust).

1.2 REPEAL AND SAVINGS:

"Service Rules" incorporates contents of the previous Service Rules, modifications and changes governing conditions of service leave rules, disciplinary measures. Scales of pay, qualification, age shall be governed according to all other statutory norms as applicable to concerned employees of Technical Institution.

These rules are effective from 1st May 2007, revised on 1st May 2017 and 1st May 2026.

1.3 DEFINITIONS:

1.3.1 "Management" means the Board of Trustees of Mahatma Gandhi Vidya Peetha Trust. Honorary Secretary on behalf of Management will issue all orders and circulars from time to time. Management may also include any other person as decided by Board of Trustees for any limited purpose.

1.3.2 "Employer" means Mahatma Gandhi Vidya Peetha Trust or any authorized institution by the Management.

1.3.3"Institution" means Dayananda Sagar Business School. akin to educational Institution managed by Mahatma Gandhi Vidya Peetha Trust.

1.3.4 "Employee" means a person, male or female who is employed by the Management.

1.3.5 "Head of Institution" means a person appointed by the Management called Director

who is responsible for the Management of the Institution in its academic and administrative matters and who is accountable to the Management.

1.3.6 "Academic year" means the year specified by the Government or AICTE or any statutory bodies as applicable.

1.3.7 "Financial year" means the year consisting of 12 calendar months, the start and end dates which could vary depending on the purpose.

1.3.8 "Pay" means monthly payment made to employees consisting of basic pay and

Dearness allowance as fixed by the Management excluding other allowances for those in scale of pay or consolidated engagement payment for temporarily employed fulltime persons.

1.3.9 "Salary" means pay and all allowances paid for the month and include CCA, qualification/Personal pay, Management contribution towards Provident fund paid if any and any other allowances.

1.3.10 "Honorarium" means payments made to specialists and guests who will not have been on the rolls of fulltime employment but have been invited being specialists, part-timers or guests at various program conferences, selections or meetings. The same would also include reimbursement of expenses incurred.

1.3.11 "Family" means the employee, the spouse and dependent children. In the case of an unmarried employee, his/her dependent parents.

1.3.12 "Qualifying service" means the period of satisfactory work days and includes all holidays and authorized fully paid sanctioned leave periods but does not include non-regularized absence, unpaid study or medical leave, suspension periods for which the penalties have been imposed. The total number of days for one year of qualifying service is 365 days. Only the period of service after confirmation in the grade is counted towards qualifying service. No weightage of any sort is added for arriving at qualifying service other than stated already.

1.3.13 "Scale or Grade " means the running scale of basic pay with the indication of minimum and maximum basic, increments an efficiency bar (EB).

1.3.14 "Probationer" means the person who has been taken in the scale but not confirmed as an employee pending the successful performance during the probation.

1.3.15 "Confirmation" means the successful completion of Probation.

1.3.16 "Temporary" means the person on rolls to offer his qualified services on temporary basis on a monthly or consolidated compensation during the period of engagement on fulltime basis.

1.3.17 "Part time" means the person on rolls to offer his specialized or qualified service but not on full time basis. The same could be either on compensation basis or honorary basis or at his own will/free and include guest faculty and guest speaker.

1.3.18 "Contract" means the person or group or organization who offers specialized or qualified service for the execution of services on contracted period on mutual understanding or agreements.

1.3.19 "Reemployed "means a person reemployed on fulltime after retirement from service.

1.3.20 "Group D" means category involved as a supporting Employee requiring manual capability and includes Peons) helpers/sweepers/ Gardeners, attendees/ cleaners/ security/Hostel Employee doing such supporting jobs.

1.3.21 "Ministerial" means category involved in office jobs and maintenance of records and includes office clerks/ typists/ accountants/ receptionists/ telephone operators/ computer operators/ confidential Assistants/ stenographers/secretarial service Employee dealing with files and records.

1.3.22 "Disciplinary authority" means the authority competent to impose penalty without infringing any of the legal requirements and includes the authority who have been vested with such powers by the Management.

1.3.23 "He/His "or any other masculine words used includes feminine gender and applicable equally.

2.0 APPOINTMENTS

2.1. HEAD OF INSTITUTION:

- Head of Institution will be selected and appointed by the Management.

2.2 OTHERS:

2.2.1 They will be selected by the Management.

2.2.2 The appointing or Engaging authority will be

- Chairman/Vice Chairman, MGVPT - for academic teaching Employee, Superintendent, consultants, advisors, part timers for teaching, engineers and managers, Employee on temporary contracts or reemployment.
- Director or Head of Institution – for the rest with the approval of Chairman/ Vice Chairman.

2.3 RULES for APPOINTEES:

2.3.1 Appointees will be bound by rules and regulations, terms and conditions, circulars and revisions thereon issued from time to time by the Management.

2.3.2 Appointees will go through the duty list and acknowledge as a token of acceptance for the terms and conditions and duties.

2.3.3 Appointments are done through the process of selection decided by the Management. The general composition of the selection committee would be Head of the Institute, One Senior faculty of the department, one external invited expert.

2.3.4 No appointee shall be taken on rolls without verifying: proof of date of birth, eligibility for the post in original, statutory requirements and antecedents, in case of doubt.

3.0 TERMS AND CONDITIONS OF SERVICE:

3.1. EMPLOYEES IN SCALE after confirmation:

3.1.1 Salary shall be determined from time to time in accordance with the scale of pay and allowances or revisions as prescribed by the Management for each appointment.

3.1.2 The period of absence without sanction of leave will not count for payment of salary. No work no pay Principle holds good.

3.1.3 Payment of salary shall be made after the completion of calendar month, after effecting necessary deductions towards the statutory, deductions, house rent, all authorized deductions, fines, etc.

3.1.4 An employee, who has completed the whole of the preceding term satisfactorily, is entitled to receive salary during vacation.

3.1.5 The annual increment for an employee falls due on the completion of one year of

qualifying service. Subsequent annual increment will be effective only from that day. In the case of promotions, the date of future annual increments will get revised to the 1st day of the month of promotion.

3.1.6 The Superannuation age of employees shall be 60 years. The date of retirement will be on the last day of the month in which he attains the age of 60 years. If the date of birth is on 1st of the month, the employee retires on the last day of the previous month.

3.1.7 For the purposes of Date of birth, date mentioned in the transfer certificate, SSLC/ tenth standard school leaving certificate, Notarized affidavit given at the time of appointment of the employees are valid. In the absence of any of them, Management nominated Doctor's certificate is taken as valid date of birth and the decision is final. No Changes/ modification made shall be considered at any time.

3.2. PROBATIONERS:

3.2.1 All Employees appointed in the scale will be on probation for the period as per terms of offer from the date of reporting.

3.2.2 The existing confirmed employees in grade posted to any new higher post/position/alternate post but not as a promotion will also be on probation afresh as the probation is done to assess the suitability for the post/position of posting.

3.2.3 Duration of probationary period can only be reviewed by Director based on the performance of probationers, their previous competency. The period of absence without sanction of leave will not count for payment of salary. No work no pay Principle holds good. The same will be treated as indiscipline and can also result in extension of probationary period automatically.

3.2.4 Payment of salary shall be made within 10 days after the completion of calendar month, after effecting necessary deductions towards the statutory deductions, refund of loans, extra payments made previously, house rent, all authorized deductions, fines if any, etc. except under unavoidable circumstances and disciplinary proceedings.

3.2.5 Only those Probationers who have completed the preceding period before vacation satisfactorily are entitled to receive salary during vacation.

3.2.6 Probationers are eligible for annual increments subjected to satisfactory completion of probationary service in 1st year. Second annual increment for those on 2-Year probation will be on satisfactory completion of probation. The annual increment on confirmation will be effective only on completion of that day. In the case of promotions, the date of future annual increments will get revised to the 1st day of the month of promotion.

3.2.7 Absence without sanctioned leave, performance and dereliction of duties and responsibilities. Violation of code of conduct, and terms and conditions of offer will be

taken into consideration for confirmation. Based on the assessment, probationary period can be extended or services terminated. Maximum of two extensions each of 6 months may be considered by the Management beyond which the services shall be terminated. The decision of the Management is final.

3.2.8 The Probationer absenting for continuous 8 days or more without sanctioned leave is considered as the deserter and deemed to have abandoned the job and services shall be terminated.

3.2.9 Only on successful confirmation, the period of probation excluding extensions and absence is counted towards service.

3.2.10 During the period of probation, no leave except casual leave at the rate of 1 day for every completed month of service exists. However, after successful completion of 1st year probation the leave accumulated during the 1st year of probation can be sanctioned during the 2nd year of probation.

3.3 EMPLOYEES ON ENGAGEMENT (Temporary and Fixed term):

3.3.1 Compensations shall be determined in accordance with the terms and conditions of engagement.

3.3.2 The period of absence without sanction of leave will not count for payment. No work no pay Principle holds good.

3.3.3 Those on fulltime engagement are eligible only for 1 day of casual leave for every completed month of service and any other instructions issued from time to time for all other leave.

3.3.4 Payments shall be made within 10 days after the completion of calendar month, after effecting necessary deductions towards the statutory deductions, additional payments made previously, recovery of damages, fines if any, etc.

3.3.5 They are bound by the terms and conditions of engagement.

3.3.6 The periods of engagement do not count for service, in case of selection into scale and/ or probation.

3.4 EMPLOYEES ON PARTTIME

They are not eligible for any leave, or benefits other than the terms and conditions of offer or any subsequent instructions issued from time to time by the Management.

3.5 EMPLOYEES ON CONTRACT

They are bound by the terms and conditions of acceptance of offer or any subsequent instructions issued from time to time by the Management.

3.6 EMPLOYEES ON REEMPLOYMENT

They are bound by the terms and conditions of acceptance of offer or any subsequent

instructions issued from time to time by the Management.

4.0 CODE OF CONDUCT

The same is applicable for all the employees.

4.01 Every person shall at all times, submit to high standards of excellence and integrity; maintain loyalty and devotion to duty. He/she should do nothing which is unbecoming of an employee of the Institution.

4.02 Shall not join or continue to be a member of an association, the objects or activities of which are contrary to the interest or philosophy of the institution or the country. He /She shall not engage or participate in any demonstration/protest which is against the philosophy, spirit and practices of the institution.

4.03 Shall not through any means, publish in his own name or anonymously or in the name of any other person, a communication to the press or public utterance or make any statement or express an opinion which may result in adverse criticism or embarrassment to the institution or Management or to any responsible member thereof.

4.04 Shall be subject to the code of conduct and discipline as laid down by the Management, duty list and instructions issued by the head of institution from time to time.

4.05 Shall attend all the courses/seminars/conferences such as Computer courses, Personality development courses, skill development, alternate job development courses, etc as directed by the Institution and Management.

4.06 While in the fulltime employment of the institution, shall honestly and to the best of their ability, engage in the duties laid down by the Management, and/or the head of institution, as their whole-time employment and they shall not undertake or carry on any other activity or business, including tuition, consultancy during college timings which will reduce their efficiency, commitment and concerns as adjudged by the head of the institution.

4.07 It is highly unethical for any an individual to pass derogatory remarks about the Management, other Employees, contractors, students or parents. Grievances, if any shall be detailed to the Head of institution in writing.

4.0.8 In addition to above, teaching Employee to note the following:-

4.0.8.1 Loyalty, sense of dedication and courteous behavior at all times, should be an inspiration to the students under their care.

4.0.8.2. Should do and say all that is in their power to promote harmony and team spirit among members of Employee. And also to encourage helping one another

4.0.8.3 .Faculty is expected to be objective in his/her judgments.

4.0.8.4 Shall not be late to class and while in class shall use the entire time for teaching which should include varied techniques and the correction/ valuation of an individual student's presence.

4.0.8.5 "Off class" periods shall normally be spent in preparation of lessons and evaluation of submission by students, counseling the students and helping the authorities by taking up additional responsibilities as specified from time to time.

4.0.8.6. Complaints that come from parents or others are often based on some misunderstanding. The faculty should be frank and fair with parents and respect them and their views and judgments. Serious complaints should be referred to the head of institution / director as soon as possible.

4.0.8.7 Faculty's conduct, speech should be exemplary and should follow the Dress Code specified by the Management.

4.0.8.8 Shall promote students for extensive usage of library and professional bodies.

4.0.8.9 Financial proprietary and optimality shall be exercised in all the dealings meeting to just needs of requirements including purchase specifications, quantity, bias, etc.

4.0.9 Employee shall obey all the instructions issued or come to known concerning the items of social interests, discipline such as usage of mobile at the campus, parking, dirtying, bad habits including smoking at public places, Dress regulations, consumption of drugs/intoxicated drinks or facilitations of the same.

4.10 Employee irrespective of positions is bound by the instructions issued from time to time by the Management including concerning discipline, security, theft, etc.

4.11. ,Employee shall subject themselves for check, if need be by the security personnel including at the gates.

4.12 Employee who is the cause of disharmony among others, would be considered guilty of serious misconduct.

4.13 Employee shall be present for their institutional activities unless otherwise permitted.

4.14 Employee shall be at their workplace in the institution premises for the entire working hours of the Institution. Shall not go out of the work spot without the written permission of competent authorities during the authorized working hours.

4.15 Employee shall not absent without the sanctioned approval of the competent authority.

4.16 Employee in scale who absents for more than 8 continuous work days is liable for disciplinary action.

4.17 Employee on engagement for a specific period on consolidated salary absenting for more than 8 days is deemed to have severed Temporary appointment.

4.18 Employee shall not accept any other job outside the institution when on fulltime employment unless permitted by the Management. If the same is noticed, the same is treated as a break in service and disciplinary action is initiated. The termination of probationer is resorted to without notice.

5.0 DISCIPLINE AND PENALTIES

5.1 For good and sufficient reasons the following disciplinary actions shall be taken by

5.1.1 Head of Institution

5.1.1.1 Suspension.

5.1.1.2 Issue of Show cause notice.

5.1.1.3 Issue of charge sheet.

5.1.1.4 Censure meaning letter expressing displeasure.

5.1.1.5 Recovery from pay of the whole or part of any, pecuniary loss by negligence or breach of orders.

5.1.1.6 Fine in the case of peons, attenders

5.1.2 The Disciplinary authority

5.1.2.1 Withholding of increments with or without cumulative effect.

5.1.2.2 Reduction to a lower stage in the time scale of pay for specified period with further direction as to whether or not the employee will earn increments of pay during the period of such reduction and whether on the expiry of such period the reduction will or will not have the effect of postponing the future increments of his pay.

5.1.2.3 Reduction to a lower time scale of pay, grade, post or service which shall, unless otherwise directed, be a bar to the promotion of the employee to the time scale of pay grade, post or service from which he/she was reduced with or without further directions regarding

a. Seniority and pay in the scale of pay, grade, post or service to which the employee is reduced

b. Conditions of restoration to the time scale of pay, grade or post of service from which the employee was reduced and his seniority and pay on such restoration of their scale of pay, grade, post or service.

5.1.2.3 Compulsory retirement as a penalty.

5.1.2.5 Dismissal from service which shall ordinarily be a disqualification for future employment.

5.2 In all the above disciplinary cases, Article 311 of Constitution of India should be followed. Opportunity should be given to the charged person to defend his case by giving reasonable time, explaining the charges with available documents.

5.3 The disciplinary authority shall, before imposition of penalties call upon the person concerned to explain his/her conduct, or shall institute an enquiry by a person or committee constituted for the purpose. The person concerned shall have the right to be heard at the enquiry. The report of the enquiry shall form part of the record. In the enquiry proceedings, the charge-sheeted employee is entitled to be supported by his co-employee

but the representative cannot be changed till the completion of complete case except in the case of death of his representative. The enquiry shall be held in accordance with the principle of natural justice.

5.4 Designated member of the Management is the Appellate authority in all cases.

5.5 Every employee, upon whom any penalty is imposed, shall have the right to appeal to the designated member of the Management within 15 days of the receipt or proof of advice of communication of the penalty. President may, at his/her discretion, allow a personal hearing or before the Board. The Designated member of the Management's decision shall then be final.

5.6 Suspension is not a penalty. Suspension only indicates that there is an impending disciplinary case being initiated and it has been found not advisable for the charged to be on duty. During the period of suspension, the employee will not be entitled to receive any salary but will receive a subsistence allowance amounting to 50% of his/her salary (Basic +DA+HRA+CCA}. The suspended employee shall give a declaration that he is not employed anywhere else, every month, to be eligible to receive subsistence allowance. He shall give attendance on all working days at the nominated time failing which it will be treated as absent and no subsistence allowance is payable for that day. If the employee is exonerated, he/she will be reinstated and paid the salary for the period during which he/she was suspended, and the subsistence allowance already paid is adjusted but not the Bata which is paid for the physical work done. An employee who is arrested and kept in custody for more than 48 hours is deemed to be under suspension.

5.7 Termination of an Employee - An employee shall be terminated by the disciplinary authority on the recommendations of the Enquiry committee for the following reasons:

5.7.1 For gross misconduct and refusal to mend even after three written warnings.

5.7.2 For subscribing to practices that is in contradiction to those cherished and upheld by the Institution.

5.7.3 Being mentally unsound (to be certified by medical doctor of Govt/ Medical college hospital)

5.7.4 Declared insolvent

5.7.5 Found guilty of any criminal offence

5.7.6 False information/declaration given at the time employment or during the course of employment to gain undue advantage.

5.7.7The above misconducts are only inclusive and not exhaustive. Any such act or omission of the employee which renders him unfit to continue in service, or amounting to an act unbecoming of a disciplined Employee, would make him liable for disciplinary action.

5.8 The services of probationers, Temporary, part-timers, those on contract and on Reemployment to be taken as terminated forthwith without notice, if they get involved in acts of immoral turpitude, crime, arrests, ill health of over 30 days and unbecoming of good and worthy citizens of the country.

5.9 The departmental enquiry can be continued even after the retirement, for the limited purpose of recovery of any financial loss caused by the delinquent Employee.

5.10 The Code of conduct set out in Clause-4 is only illustrative and not exhaustive. Therefore, the conduct which is not a good conduct will be deemed as misconduct and the employees are liable for disciplinary action.

5.11. Without prejudice to what is contained in these Rules, the condiction of service of employees of the Institution are subject to and shall be in terms of Chapter-IX of the Karnataka Education Act, 1983. Wherever Rules are inconsistent, the provisions of Act shall prevail.

5.12 DISCIPLINARY AUTHORITY AND APPELLATE AUTHORITY:

[a] ……shall be the Disciplinary Authority and ……shall be the Appellate Authority for teaching faculty.

[b]……. shall be the Disciplinary Authority and …….the Appellate Authority for non-teaching faculty.

5.13 The penalty set out are only illustrative and non-exhaustive.

5.14 Against the order of the Disciplinary Authority, the employees shall have the right of appeal within 30 days from the date of communication of the order.

The employees are entitled to take the assistance of a co-employee for defending the charge before the Enquiry Officer. The Disciplinary Authority may either hold the enquiry by themselves or appoint the Enquiry Officer to hold such enquiry and submit the report for their decision.

6.0 LEAVE RULES:

6.1 EMPLOYEE CATEGORY:

Employee shall be divided into categories as under for leave purposes: -

6.1.1. VACATION EMPLOYEE - Confirmed teaching Employee in grade at the Institution who avail vacation after attending to examinations, valuations, etc.

6.1.2. NON-VACATION EMPLOYEE - Confirmed administrative, Head of institution, nominated teaching Employee of Head of Institution to help him/her,

office, Ministerial, technical and Group D Employee who are in grade.

6.1.3 .PROBATIONERS AND FULLTIME Temporary Employee - Teaching and Non-teaching Employee who are on probation and temporary/Temporary Employee.

6.1.4. CONTRACT and reemployed EMPLOYEE and includes both teaching and

non-teaching Employee.

6.2 LEAVE POLICY

6.2.1 For Teaching Staff

For the sake of clarity all employees are categorized as below:

A. Vacation Staff	**B. Non -Vacation Staff**
1. Professor 2. Associate Professor 3. Assistant Professor	1. Sr. EVP/Director/Dy. Directors 2. Principals and Vice Principals 3. Directors/ HODs 4. Librarians/ Assistant Librarians/ Library Assistant 5. All Administrative Staff 6. Foremen/Instructors/Assistant Instructors 7. Lab Assistants/ Office Assistants/ PA's 8. Housekeeping Staff
Eligible for Vacation as per the respective Institution norms	Not Eligible for Vacation
Not Eligible for Earned Leave	Eligible for Earned Leave of 20 days
Eligible for 10 days of Sick leave	Eligible for 10 days of Sick Leave
Eligible for 15 days of CL	Eligible for 15 days of CL

Eligible employees as above have to follow the guidelines as below before proceeding on any type of leave:

6.2.1.1 CASUAL LEAVE:

1.Till the completion of one year of service at DSBS, CL@ 1 day per month will be carried forward.

2.After completion of one year, 15 days per annum will be credited and not more than 3 days at a stretch can be availed.

6.2.1.2 SICK LEAVE:

1.Sick Leave can be availed subject to the production of valid documents like admission/discharge/fitness certificate from a reputed hospital/nursing home.

2. Sick Leave if availed by an employee of vacation staff category, the number of days availed will be adjusted from the vacation leave he or she is eligible.

6.2.1.3 EARNED LEAVE:

1. To avail Earned leave, an employee must have completed one year of service out of which at least he or she should have actually attended 260 days.
2. Earned leave is to be taken not less than 5 days at a time and approval by the concerned authority, should be taken at least a week before proceeding on leave.
3. The intervening Sundays and any declared Holidays will be accounted as Earned leave.
4. Earned leave can be accumulated for not more than 180 days.
5. Employees who avail Earned leave are not entitled to avail any other leave like special leave and vacation leave under any rules.

6.2.1.4 VACATION:

1.Employees who go on vacation leave must see that the academic work does not suffer any way and should avail in such a way that their services are available to the institution at short notice.

Employees who have not completed one year are eligible for vacation leave as below:

1.	Less than six months	3 days
2.	Between six months and one year	6 days
3.	Above one year	- as per the institution norm

6.2.1.5 EMPLOYEE'S OBLIGATIONS:

1. Employees shall apply leave in the prescribed format and get it approved by Director/Secretary before proceeding on leave and an employee can proceed on leave only after written sanctions by the concerned authority. This will be at the discretion of the sanctioning authority, based on work load.
2. An employee cannot resign from the services while he or she is on Earned leave.
3. An employee cannot take up any assignment or gainful employment with another employer or agency during his/her Earned leave. An employee if found violating this rule is liable to be punished including dismissal.
4. Employee should note that the sanction of any type of leave is at the discretion of the management and cannot be claimed as right to go on leave.

6.2.1.6 EARNED LEAVE FOR NON TEACHING {NON-VACATION) STAFF:

The basic for formulating the Earned Leave rules is the Government of Karnataka Civil Service rules, and also as per statutory requirements of MGVP Trust.

Permanent employees of DSBS, who belong to Non-Teaching category, are eligible for availing Earned leave under the following conditions.

1. An employee should have worked a minimum of 260 days out of 365 days of the calendar year i.e., eligibility to avail Earned leave comes only after completing one year of service at DSATM.
2. Eligible employees are entitled to avail 20 days as Earned Leave and 10 days as Sick Leave.
3. Earned Leave is to be taken in not more than 3 installments in the calendar year and in any case not less than 5 days at a time. Alternate arrangement on the leave dates has to be made by the person availing the leave.
4. Sick leave can be availed subject to the production of medical certificate as an inpatient from a reputed hospital/nursing home
5. Director/Secretary shall be intimated at least one week before availing leave and an employee can proceed on leave only after return sanctions of the leave. This will be at the discretion of the sanctioning authority, based on work load.
6. The intervening Sundays and any declared Holidays will be accounted as Earned leave.
7. The Earned leave cannot be clubbed with any other leave like Casual Leave or Maternity Leave.
8. Earned leave can be accumulated for not more than 180 (one hundred and eighty days). Over and above 180 days will get lapsed.
9. Employees who avail Earned leave are not entitled to avail any other leave like special leave and vacation leave.

6.2.1.7 EMPLOYEE'S OBLIGATIONS:

1. An employee cannot resign from service while he/she is on Earned leave.
2. An employee cannot take up any assignment or gainful employment with another employer or agency during his/her Earned leave. An employee if found violating this rule is liable to be punished including dismissal.
3. Employees should note that sanction of Earned leave is at the discretion of the Management and cannot be claimed as right to go on leave.

6.2.2 Maternity leave:

6.2.2.1 Married lady Employee who have been confirmed into grade, are only eligible.

6.2.2.2 The maximum period of leave is 135 days (including all intermediate holidays and vacations)

6.2.2.3 Leave is Eligible for any one child of first two children only.

6.2.2.4 Full pay is payable.

6.2.2.5 Leave cannot be clubbed with any other leave except Earned leave and leave without pay.

6.2.2.6 Not eligible while on extraordinary leave

6.3 LEAVE - GENERAL INSTRUCTIONS:

6.3.1 For availing any kind of leave, prior approval by the appropriate leave sanctioning authority is required.

6.3.2 In case of emergency or sudden illness, information should reach the Institutional office/Director/Head of the institution within one working day.

6.3.3 Leave cannot be claimed as a matter of right but only as a Privilege. Leave can be refused, revoked or curtailed by the sanctioning authority.

6.3.4 If the services of the vacation Employee are required during a vacation beyond 3 days, they will be compensated for the number of days worked during the vacation by crediting of leave. However, the maximum credit in the year will not exceed 30 days.

6.3.**5** **Unused earned leave cannot be encashed but can be carried forward to subsequent year**

6.3.6 Leave without pay may be granted by the Head of the institution, based on he merits of the case in consultation and approval by the Management. However, the leave cannot be availed before sanction. If done, the same will be treated as indiscipline.

6.3.7 No leave of any kind will be granted for taking up any other job in India or abroad for any period. If the same has been done in discreet way, the same entails removal from service with no benefits and disciplinary action.

6.3.8 If the Employee is already enjoying any higher eligibility, the higher eligibility is continued. If the Employee rejoins, then the present leave rules are applicable.

6.3.9 In all the cases of n w joining or rejoining, the previous accumulations of any type of leave cannot be added.

6.4 SANCTIONING AUTHORITY

Sanctioning authority for all categories of leave shall be as follows:

6.4.1 Head of the Institution Management / Director

6.4.2 Other Employee: Concerned Head of Institution up to 30 days. For periods beyond 30days, Management is the sanctioning authority.

6.4.3 All leave beyond what has been given in the norms shall be sanctioned only by the Management.

6.4.4 Extraordinary leave shall only be sanctioned by the Management

7.0 GENERAL

Following are the other terms and conditions of Service Rules.

7.1 **Gratuity -**

Gratuity will be paid to the employees strictly in accordance with the Payment of Gratuity Act, 1972. However, notwithstanding the definition of 'Employee' contained in the Act, Probationers, Temporary Staff, Part Timers, Guest Lecturers, re-employed and those who are on contract are not entitled for gratuity as the amount paid to them is allowance but not salary or wage as the case maybe and their engagement is need based and for a specific period.

7.2 Employees Provident Fund - All eligible employees as per statute are eligible for Management contribution of EPF. Employee's contribution will be deducted and deposited to EPF account along with the Management share.

7.3 PENSION -Not payable

7.4 VOLUNTARY RETIREMENT- An employee in grade after 15 years of continuous qualifying service is eligible for voluntary retirement with 3 months' notice. The notice period count from the date of acknowledgement of notice. However right to accept the voluntary retirement rest with the Management. Notice, once submitted cannot be withdrawn by the employee.

7.5 **TERMINATION NOTICE BEFORE·15 YEARS OF QUALIFYING SERVICE** - for good sufficient reasons, Management or the employee has the right to terminate employment with three months' notice or salary in lieu.

7.6 **PROMOTIONS**: All promotions will be made by the selection committee nominated by the Management. The committee shall keep in view the past performance, seniority, pending cases, confidential reports, and fitness for the higher post including aptitude. All cases of partiality or recommendations shall be viewed seriously.

7.7 **TRANSFER**: The Services of the employees are liable to be transferred to any of the Institutions, offices, either existing now or that maybe set up in future by the Management.

7.8 **ANNUAL PERFORMANCE OR CONFIDENTIAL REPORTS (ACR)**

7.8.1 For continuous monitoring of performance of all categories of Employee,

performance appraisal reports shall be done.

7.8.2 It shall highlight the performance, behavior, sincerity, concerns, achievements and fitness in the post and for promotions. The initiating authority shall ensure that the assessment is free from bias and not casual in nature.

7.8.3 The non satisfactory reports curtailing further growth shall be advised to the Employee so that he can improve in future.

7.8.4 For all promotions including career advancement schemes Employee shall have consistent good performance appraisal for a continuous period of 3 years preceding the promotion.

7.8.5 For the purpose of promotions, Rating of Good is treated as satisfactory performance.

7.8.6 ACR are maintained as follows

7.8.2 For Group D Employee-The controlling Employee at the level of Superintendent/ Engineer/HOD will give an annual report in regard to trustworthiness, performance etc as per guidelines which will be submitted to Head of institution for review and necessary action thereon. The report will be kept at the institution.

Employee category	**Initial submission**	**Initiating authority**	**Accepting authority**	**Report maintained with**
Head of Institution/ Director	Employee	Management	Management	Management
Head of Dept / Superintendent/Chief - Librarian	Employee	Head of Institution	Management	Institution
Employee under HOD-Ministerial/ Lab asst/ Engineer/ teaching & non-teaching	Employee	Head of Dept	Head of Institution	Institution
Ministerial/ drivers/ technical Employee/	Employee	Superintendent	Head of Institution	Institution

Annexure 1

Promotion Policy

Promotion policy / Increment for Teaching Staff is as based on the following criteria:

1. Feedback from students - Students shall provide feedback for the faculty who had taken the class in the semester. It is required that the rating of the faculty should be good and above.
2. Performance appraisal - Faculty will provide his/her self-appraisal yearly indicating the contributions made by the faculty in terms of both academic and research areas.
3. Result Analysis – Trimester / Semester wise result analysis for every subject should be prepared which indicates the percentage of total pass with merit and percentage of failures.
4. Annual Faculty Audits - An external expert will audit individual faculty to measure their strength and suggest areas of improvement.
5. A faculty having joined as Assistant Professor to DSBS will work for academic fulfillment of all the assigned responsibilities. He/ She should register for Ph.D and consistently show the progress in Ph.D work by submitting progress report to the respective head of the department / Head of the institution every six months.
6. Faculty should work for academic excellence. There should be recognizable qualitative contribution from each individual. After attaining prescribed years of service as specified by the statutory body, one can apply for Associate Professor post based on the vacancy position. Selection will be by the expert committee formed by the management through a review process.
7. In case of faculty working as Assistant Professor, after completing Ph.D, the salary enhancement will be accorded as decided by the management subject to approval by the governing council.
8. All such faculty with Ph.D, after getting the recognition from the management in terms of hike in salary, will have to work for next two years and show progress in academic excellence. After the period of two years, based on vacancy position, they can apply for Associate Professor Cadre and the selection will be through a review process by the expert committee formed by the management.
9. For Professor and HOD posts, the selection will be through review process by the expert committee based on the prevailing vacancy position.
