



**BRINDAVAN GROUP OF INSTITUTIONS**  
Dwaraka Nagar, Bagalur Main Road, Yelahanka Bengaluru – 560 063

**SERVICE RULES**



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## **SERVICE RULES**

### **REAMBLE:**

A college or an establishment or a firm of an industry is dependent on one of the important resources known as the “Man Power”. This forms an integral part of success that we achieve. To keep this resource in-tact and undisturbed. It is necessary to create a comfortable work place. Congenial atmosphere, pay good salaries and perks so that those employed will be able to put in their best with all sincerity and devotion in their work.

Keeping this vital aspect in mind, the Management has framed these Service Rules for better growth of the Institution and its staff.

#### **1) The Rules :**

These rules are called the ‘Service Rules’ applicable for the Teaching & Non-Teaching staff appointed in Brindavan Group of Institutions.

#### **2) College :**

A college is known as place of higher learning established in accordance with the rules and regulations of the following statutory bodies, after obtaining their approvals/affiliation.

- a) All India Council for Technical Education ( AICTE),
- b) Government of India (wherever applicable)
- c) Government of Karnataka.
- d) University to which the College is affiliated.
- e) Commissioner /Director of Technical Education.

#### **3) Scope :**

These Rules are applicable to the staff-members employed in the college, with specific variation mentioned as the case might be as applicable to faculty-members, technical, non-teaching staff-members, and ministerial staff-members. For purpose of general rules, the word “Employee” is used



for faculty-members, technical non-teaching staff-members, and ministerial staff-members as well.

**4) Owners:**

The College is managed and run by Registered Trust called the 'N.M. Academy'

**5) Management:**

Chairman of the college, members of the Trust, Financial Controller and Principal/Director together forms the Management.

**6) Recruitments:**

Employees are appointed abased on the requirement, from time to time as per the guide-lines stipulated by AICTE, UGC, Government, the University, and the College.

Care is exercised to see that the vacancies are filled before the commencement of each academic-year/semester to ensure smooth conduct of classed and academic & administrative activities.

Vacancies arising due to unforeseen conditions during the course of any academic year/semester will be issued the appointment orders with terms and condition as laid down from time to time.

**7) An Employee:**

An employee is a person, either male or female, employed by the college on salary/wages to work in a designated work place as per the administrative rules and regulation in force from time to time. The employee has no role whatsoever in the management.

**8) The work place:**

A work place is designated area/college/ a department where an employee is allowed to work within the frame work or within his jurisdiction. Whenever required and where ever possible Employee can be asked to work in any of other department of the college.



**9) The working hours:**

All the Institutions teaching and non-teaching staff under Brindavan Group of Institutions shall strictly follow the Working hours as mentioned below until further orders.

SL No	Details	Timings
1.	Administrative staff, Sports & Maintenance staff	9.00 am to 4.15 pm
2	Non-teaching staff (Instructors, Library)	8.30 am to 4.30 pm
3	Teaching staff	9.00 am to 4.15 pm
4	Department Attenders	8.30 am to 4.30 pm
5	Office Attenders	8.45 am to 4.30 pm
6	Housekeeping	8.00 am to 3.30 pm

**10) The Salary:**

Salary means the remuneration paid in account to the employee once in a month for executing the Work assigned by the Management on 30th or last day of the every month.

**11) Payment of Salary:**

The attendance from 1<sup>st</sup> of every calendar month up to the end of calendar month will be taken in to Consideration for the calculation of salary/wages to be disbursed on 11<sup>th</sup> of the succeeding month.

**12) Free Medical Insurance of 1 Lakh for all Teaching and Non- Teaching Staff.**

**13) An Employee Provident Fund facility has been provided to all Teaching and Non-Teaching staff.**

**14) Service Register:**

For each employee a service register is maintained.

**15) Promotions:**

Employees are promoted to the higher cadre in accordance with the promotion policy of the institution.



**16) The Perks:**

Perks/Benefits mean the facilities extended by the management to its employee either in salary or Kind in addition to the wages/allowances.

**14.1.**

**Various Kinds of LEAVE:**

Leave benefits are extended as follows:

**14.1.1**

**LEAVE applicable to Principal & HoD's:**

- Casual Leave - 12 days per calendar year, who are not availed same will be carry forwarded to next calendar year (Paid Holidays).
- HoD's Earned Leave - 15 days per calendar year
- Declared Holidays - Every 1<sup>st</sup> & 3<sup>rd</sup> Saturday in a month.
- General Holidays - as approved and notified by the Management every year.
- Restricted Holidays - as approved and notified by the Management in a year if announced by the University.

**14.1.2**

**LEAVE applicable to Faculty-members (other than Principal and HoD's):**

- Casual Leave - 12 days per calendar year, who are not availed same will be carry forwarded to next calendar year (Paid Holidays)
- Earned Leave - 10 days per calendar year.
- Declared Holidays – Every 1<sup>st</sup> & 3<sup>rd</sup> Saturday in a month.
- General Holidays – as approved and notified by the Management every year.
- Restricted Holidays – as approved and notified by the Management in a year if announced by the University.



### **14.1.3**

#### **LEAVE applicable to Non-teaching Staffs:**

- Casual Leave -12 days per calendar year, who are not availed same will be carry forwarded to next calendar year (Paid Holidays)
- Earned Leave - 10 days per calendar year.
- Declared Holidays -Every 1<sup>st</sup> & 3<sup>rd</sup> Saturday in a month.
- General Holidays – as approved and notified by the Management every year.
- Restricted Holidays – as approved and notified by the Management in a year if announced by the University.

### **14.1.4**

#### **Casual Leave**

- a) Can be availed in case of any exigencies.
- b) Un-utilized casual leave in a calendar year will lapse at the end of the month December of every Calendar year.
- c) Casual leave in anticipation for one/two days, at times of emergency can be sanctioned at the discretion of the Principal, after completion of one month of joining.
- d) In case of CL, the intermediate Sunday of any paid Holiday will not be counted as leave.

### **14.1.5**

#### **Earned Leave:**

Earned leave can be availed only with prior sanction from the Management.

#### **14.1.5. A.**

**Earned leave** – will be credited in two instalments in a year at the rate of 0% of the eligible number of earned leave on 1<sup>st</sup> Jan and the remaining 50% of the eligible number of Earned Leave on 1<sup>st</sup> July.

#### **14.1.5. B**

The first credit of the 50% of the eligible number of earned leave will be on completion of 1 year of service from the date of joining.

#### **14.1.5. C.**

EL can be accumulated & Carry forwarded till retirement of employee.



**14.1.5. D.**

No encashment of earned leave is entertained.

**14.1.5. E**

EL can be availed for three or more than three days at a time, but not less than three days at a time.

**14.1.6. Vacation (Vacation-Leave).**

**14.1.6. A**

Faculty who have completed at least 1 year of continuous service in our college are eligible to avail vacation (Vacation-Leave).

**14.1.6. B**

Faculty are permitted to avail 30 days of vacation per year as per the vacation Schedule of VTU.

**14.1.6. C.**

The split up of vacation period for odd & even semesters has to be decided by the Principal considering the examinations and other work load of the college.

**14.1.6. D.**

Even during the vacation period, Faculty/staff-members shall discharge the assigned University examination duties.

**14.1.6. E.**

A person proceeding on vacation shall deposit keys, if any, and certain records like attendance register, marks registers, blue-books, laboratory records, stock registers, register pertaining to co-curricular activities & extra-curricular activities, registers pertaining to proctor system etc., with the concerned HoD, before proceeding on vacation.

Also, such persons shall hand over a letter, indicating clearly the particulars such as their contact address, contact phone numbers, contact e-mail-IDs, to the Office of Principal, with a copy to the concerned HoD.



**14.1.6. F.**

All staff-members of a given department should not avail vacation during the same period deserting the department. They are required to avail the vacation on rotation-basis as permitted by the concerned HoD to avoid dislocation of work.

**14.1.6 .G.**

The employee availing vacation shall continue their service in the college during the subsequent semester fully, Due to any reason, if any employee cannot work for the entire subsequent semester.

**14.1.7.**

Additional leave (Vacation) – leave for non-teaching (Category) staff is even days per year and it should be availed with-in the same calendar year.

**14.1.8.**

**Faculty Development Programmes/Seminars – and “Special-FDP-Leave”:**

In order to keep the faculty members abreast of the developments in the technical fields the college organizes STTP/FDP. Also, the college permits the faculty-members to attend STTP/FDP organized at any college/organization. Following clauses deal with the eligibility for “Special –FDP-Leave”

**14.1.8. 1.**

**STTP/FDP organized at the college:**

Our college organizes STTP/FDP periodically. Faculty-members working in our college need not avail any kind of leave including FDP-Leave in order to attend the STTP/FDP organized by the college, in the college.

**14.1.8. 2.**

**STTP/FDP organized by the other colleges/organizations – AND “Special-FDP-Leave:**

In general, faculty-members are encouraged to attend STTP/FDP organized elsewhere.

**14.1.8. 3.**

**Following clauses (from 14.1.8.3 – to- 14.1.8.7) are applicable to those faculty-members who would like to attend STTP/FDP availing the ‘Special –FDP-Leave.**





Once “Special\_FDP-Leave” is sanctioned, salary for that duration of period will be given, but not the amount towards the registration fee and also any other expenses towards that STTP/FDP.

Persons availing “Special\_FDP-Leave’ has to submit a brief report on the topic STTP/FDP after attending the programme. Also, such persons have to give a seminar to the other faculty members of our college, after returning from the STTP/FDP organized by the other college/organization.

Maximum number of days, in a year, that can be availed under the heading ‘Special-FDP-Leave’ happens to be **seven consecutive** calendar days,

Including public holidays and travel time to & from. The number of days over & above 7 days will treated as ‘**Extra ordinary-leave without salary**’

Number of times, in a year, that a given faculty-member can avail ‘Special-FDP-Leave’ is limited to **one** to facilitate the other faculty-members get such opportunity.

#### **14.1.8.4**

Faculty from various departments who have served for a period at least **ten continues** months will be selected for and permitted to attend Faculty Development Programmes. Short Term Training Programmes based on the need and performance of the Faculty.

#### **14.1.8.5**

Faculty-members desirous of attending such programmes shall keep the Principal informed of the same well in advance, and can proceed only after it is approved.

#### **14.1.8.6**

Not more than one faculty-member from the same department, at a given time will be allowed to proceed on those lines.

#### **14.1.8.7**

Not more than one faculty-member from the same department of different departments put together is allowed to attend such STTP/FDP organized in a given place.



**14.1.9.**

**Technical Paper presentations-and 'Special-Paper presentation-Leave', with salary:**

Brindavan College encourages research activities and technical paper presentations. Employees who would like to avail "Special-Paper Presentation Leave" has to necessarily see that the name of our college gets printed in the paper as the place of work for the author of the paper, Also, a copy of the paper

Published in the proceedings is to be submitted to the College. After the publication of the proceedings.

Maximum number of day, in a year, that can be availed under the heading "Special-Paper presentation-Leave" happens to be **seven** consecutive calendar days, including public holidays and travel time to & from. The number of days over & above 7 days will be treated as 'Extra ordinary-leave without Salary' Number of times, in a year, that a given faculty-member can avail "Special-Paper presentation-Leave" is limited to **two**.

**14.2.**

**Permission**

Employees shall report for duty in time and shall work & stay at the work place fully up of the stipulated time. However, in exigencies permission up to a maximum of one hour (late reporting- or early departure) may be allowed at the discretion of Principal for a maximum of one time in a such permissions shall give the same in writing and the same is to be recorded in the office to keep track of the details. Over & above

The allowed permissions (late reporting- and/or – early departure) such lapses would result-in being considered as leave (half a day or full day, as the case might be).

**14.3.**

**O.O.D:**

- Employees may be sent on official duty outside the college or outside Bangalore at the expenses of college, as and when required.
- Such legitimate duration of time will not be treated as 'on Leave':- and – will be treated as 'On Other Duties' ('O.O.D.').



**14.4.**

**Literary, Cultural and Sports Activities:**

Employees are permitted to take in Literary, cultural and sports activities that would be conducted at our College.

**14.5.**

**Higher Studies**

Management encourages faculty – members to go in for higher studies such as M.E., /M.Tech. B.Ed., M.Ed., M.Phil., Ph.D., NET exams etc., as the case might be.

**14.6.**

**Over Time**

Payments towards ‘Over Time’ work for certain categories of employees namely, Drivers, House-Keeping and Maintenance staff may be considered by the management.

**15. The Code of Conduct:**

**15.1:**

**Code of Conduct applicable to all:**

Following code of conduct is applicable to all the Staff-members

- 1) Reporting to the work place on time
- 2) Possessing Identity Card issued by the College
- 3) Wearing the Prescribed uniform
- 4) Treating the students & colleague courteously
- 5) Treating colleagues with friendly attitude
- 6) Treating the sub-ordinates with dignity
- 7) Following the Instructions of Management sincerely
- 8) Planning & preparing well before discharging the duties
- 9) Maintaining decency files/records/registers with proper indexing
- 10) Doing any other work assigned by Higher Authority.



**15.2:**

**Code of Conduct applicable to all:**

In addition to all the points mentioned under the article 15.1, faculty- members shall follow the points mentioned under the article 15.2.

- i. Reaching the class – room at least five minutes in advance before commencement of the class - timings
- ii. Handling the class fully with all the dedication for the full length of duration, without leaving the class even a few minutes earlier to the stipulated time.
- iii. Doing Justice in covering all the units of the syllabus
- iv. Solving varied kind if analytical questions in addition to imparting the requisite theory pertaining to the given subject
- v. Importing basics & fundamentals of the given subject
- vi. Clarifying the doubts of students with patience
- vii. Treating the students impartially
- viii. Inspiring & encouraging the students for betterment
- ix. Conducting the tests / examinations meticulously
- x. Guiding the students properly
- xi. Working towards perpetual academic improvements Catering to the academic needs of all sections of students, such as intelligent students, mediocre students, and below average students without offending any section of the students

**16. Disciplinary Action:**

Disciplinary action will be taken against any erring employee if an employee is found to be guilty or working against the interests/objectives of the institution.

**17. Evaluation of Teachers**

- Self -evaluation is to be done by each and every faculty -member.
- In addition to self- evaluation, opinion of the end – user makes the teacher improve oneself continuously.
- Hence, evaluation of the teacher by the taught is a must at least once in a semester.
- Students are given a set of evaluation forms to evaluate their teacher.
- Also, the management evaluates the teacher separately.



- 70% weightage will be given to the evaluation of a teacher by the students, and 30% weightage will be given to the evaluation of a teacher by the management.
- Teachers who score better will be rewarded, and also those whose performance happens to be poor will be dealt with accordingly.

**18. Medical Facility**

- As & when required at any time, on any day, medical Doctors from 'Ideal Home Hospital' and/or 'Nightingale Medical Services Pvt. Ltd' visits the college, once they receive message from the college/hostels.
- In addition of attending to such urgencies, as a matter of routine, Doctors visit the campus, once in a week, to attend to free check-up activity extended to students & staff as well. Also, there is an agreement between Our college and the Hospitals "Ideal Home Hospital' and 'Nightingale Medical Services Pvt. Ltd' to provide medical assistance.

**19. Procedure to submit resignation letters, if any:**

- The college believes in staff- retention and the consequent mutual growth and so generally discourages any one from leaving the organisation.
- However, and employee feeling like living the organisation shall submit a letter 1 month in advance indicating the same. Such letters shall be sent through proper channel.
- An employee intending to leave the organisation and fail to submit such letter at least 1 month in advance, would forego one-and - half (1 ½) month salary as per the terms of appointment.

**20. Procedure of relieving an employee who so ever resigns:**

Once, a resignation letter with 1 month notice is received from an employee, the management reserves the right to relieve an employee any time before 1 month.

The sequence to be followed before reliving a person is as follows:

- Head of the Department, with his comments, shall forward the letter to principal.
- Principal, with his comments, shall forward the letter to the Chairman



- After Conditional approval of the resignation of an employee, Chairman sends the letter to the principal to act upon further.
- The Principal obtains the clearness certificate from library, Head of the department, Accounts Department, Admin Office, and then submits the file to Chairman, indicating there in the financial implications, for his final approval.  
On receiving the particulars from the Principal, final approval will be given by the chairman.
- Subsequently, accounts department will be informed to settle the accounts.
- The concerned employee will be issued relieving letter on the due date, signed by principal along with documents, if they are any such thing with the office of the principal.

The Service Rules are not exhausted and amendments/additions/modifications will be effected as and when found necessary in the interest of employees and the college.



sd/-  
CHAIRMAN  
BGI