



PES INSTITUTE OF TECHNOLOGY AND MANAGEMENT

Service Rules

(RULES AND REGULATIONS / EMPLOYEE MANUAL)

Campus Office

PES Institute of Technology and Management

PES Campus, NH 206, Sagar Road

Shivamogga – 577 204 (Karnataka – State)

Published by

**Prerana Educational and Social Trust (R)
Prerana Chambers, 2nd Floor, #26, Main Road,
Bangalore – 560 020 (Karnataka - State)**

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This Service Rules Manual is not for sale. This is purely for a private circulation only among the employees of PES Institute of Technology & Management run by Prerana Educational and Social Trust (R), Shivamogga and for reference in the Head Office and at Campus Office.

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Prelude

The contents of this book are solely written for the employees of PES ITM. PESITM has taken all reasonable care to ensure that the contents of this Human Resource Manual do not violate any existing copyright or other intellectual property rights of any person or organization in any manner whatsoever.

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AUTHORISATION

PES Institute of Technology & Management, Shivamogga - Service Rules AUTHORISATION

This Service Rules Manual is the property of PES Institute of Technology and Management, Shivamogga. Its contents shall not be reproduced either in part or in full without written permission of the undersigned.

Section Heads, HODs and Principals appointed shall continue to ensure establishment and implementation of the contents of this HRM.

Service Rules Manual describes the **STANDING ORDERS / SERVICE RULES AND REGULATIONS/ EMPLOYEE MANUAL** of PES ITM and is intended for reference by the staff and employees of PES ITM.

PES ITM shall adopt these **STANDING ORDERS/ SERVICE RULES AND REGULATIONS/ EMPLOYEE MANUAL** as described in this Manual.

It has been authorized by the Management for circulation and implementation at all teaching and non teaching departments of PES Institute of Technology & Management.

This **2017** version of Quality Manual has been approved and authorized by the undersigned for adoption with effect from **01/08/2017**

Date: **1/8/2017**




Raghavendra B Y
Managing Trustee



FOREWORD

This Service Rules Manual provides information on a wide range of subjects related to employment with PES Institute of Technology & Management

This manual is designed to help PES Institute of Technology & Management employees to settle into the institute, and quickly familiarize themselves with the institution by telling something about our vision, mission, our background, facilities and amenities, employment policies, terms and conditions, code of conduct, development and training, health and safety and security and confidentiality etc.

We hope that the employees will read the policy in its entirety, the table of contents will help them to find quickly those subjects in which you are particularly interested.

This manual is designed to answer many of the general questions one may have about working of the institution, but the terms of their contract are as contained in their letter of employment.

We wish a productive and rewarding association with PES Institute of Technology & Management.

Date: **1/8/2017**




Mrs. Arunadevi S Y
Trustee & Joint Secretary



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ABBREVIATIONS USED

AICTE	All India Council for Technical Education
AY	Academic Year
BBAMS	Biometric Based Attendance Monitoring System
CCA	Chief Coordinator Administration
CSE	Computer Science and Engineering
CE	Civil Engineering
DL	Driving License
DTE	Directorate of Technical Education
ECE	Electronics and Communication Engineering
EEE	Electrical and Electronics Engineering
Estd.	Established
GOI	Government Of India
GOK	Government Of Karnataka
HR	Human Resource
HRM	Human Resource Manual
ID	Identity Card
ISE	Information Science and Engineering
MBA	Master of Business Administration
ME	Mechanical Engineering
MHRD	Ministry of Human Resource Development
PAN	Permanent Account Number
PES Trust	Prerana Educational and Social Trust
PES Trust (R)	Prerana Educational and Social Trust (Registered)
PESITM	PES Institute of Technology and Management
VTU	Visvesvaraya Technological University
PES IAMS	PES Institute of Advanced Management
PES PT	PES Polytechnic
PES PUC	PES Pre-University College
PES PS	PES Public School

INTRODUCTION

Our service is an educational service. We rely on the talents, qualification, experience and enthusiasm of all our employees in establishing a competitive advantage and building successful educational institutions.

As a part of PES family, each one of us should strive to achieve the goals of PES Institute of Technology & Management within the framework that has been provided. Thus, this Human Resource Manual is not just a compilation of information on policies and processes but is a reminder of our responsibilities in ensuring effective implementation of the same.

The information in this manual may need to be amended from time to time. To make this easier it is in simple format, and all amendments will be posted on our PES Institute of Technology & Management WebPages. Employees will be notified of any changes and we recommend updating their copy as this happens.

If there is a conflict between your contract of employment and this manual, the terms of your contract of employment will prevail.

Please do not hesitate to talk to us if you have any questions regarding any matters relating to our institution.

OUR PHILOSOPHY AND VALUES

We are committed to a set of educational values based on our philosophy of equal opportunity, fair treatment, creation of a very effective motivation and performance, recognition and reward and open-door communication which facilitates meaningful exchange of ideas.

A person who takes pride in his work is capable of putting in a much bigger effort to produce the best she/he is capable of.

To develop the pride in one's own work, the institution shall strive to create as much motivational climate as is expected. Every aspect of creativity shall be encouraged and in furtherance of this, calculated risk-taking shall be promoted at all times.

As an educational philosophy, we shall endeavor to attract, develop and retain the best talent available and have the right person for the right job.

In brief, we shall constantly strive to make the work place endowed with a positive work-culture.

VISION

To be the most preferred institution for engineering & management education, research and entrepreneurship by creating professionally superior and ethically strong global manpower.

MISSION

To prepare students for professional accomplishments and responsible global citizenship while fostering continuous learning and to provide state-of-the-art education through the committed and highly skilled faculty by partnering and collaborating with industry and R&D institutes.

EQUAL EDUCATION FOR EVERYONE

Just like how a play ground gives an even platform to everyone to put their best effort forward at PES Institute of Technology & Management; we strive to treat every student equally and harness their true potential. Irrespective of a student's academic or cultural background, vital inputs are systematically fed through an innovative VALUE ADDED EDUCATION.

INSTITUTIONS RUN BY PES TRUST (R) AT PES CAMPUS IN SHIVAMOGGA

1. PES INSTITUTE OF TECHNOLOGY AND MANAGEMENT (Estd. 2007)
2. PES INSTITUTE OF ADVANCED MANAGEMENT STUDIES (Estd. 2008)
3. PES PRE UNIVERSITY COLLEGE (Estd. 2009)
4. PES PUBLIC SCHOOL (2010) AND KIDS ACADEMY (Estd.2015)
5. PES POLYTECHNIC (Estd.2011)

COURSES OFFERED AT PES INSTITUTE OF TECHNOLOGY AND MANAGEMENT

1. PES INSTITUTE OF TECHNOLOGY AND MANAGEMENT

Approved by the All India Council for Technical Education & Affiliated to Visvesaraya Technological University, Belgaum Recognized by Government of Karnataka www.pestrust.edu.in/pesitm

Undergraduate Engineering programmes:

1. Electrical & Electronics Engineering (EEE)
2. Electronics & Communication Engineering (ECE)
3. Computer Science & Engineering (CSE)
4. Information Science & Engineering (ISE)
5. Mechanical Engineering (ME)
6. Civil Engineering (CV)

Postgraduate programme:

1. MBA in specializations such as Marketing, Finance and HR

Ph.D Programmes: VTU Approved Research Centres

- | | | | | | |
|--------|--------------|----------------|--------|--------|-------|
| 1. MBA | 2. Chemistry | 3. Physics | 4. EEE | 5. CSE | 6. ME |
| 7. ECE | 8. Civil | 9. Mathematics | | | |

2. PES INSTITUTE OF ADVANCED MANAGEMENT STUDIES (PES IAMS)

Affiliated Kuvempu University, Shivamogga & Recognized by Government of Karnataka
www.pestrust.edu.in/pesiams

Under Graduate Courses:

1. Bachelor of Business Administration
2. Bachelor of Commerce
3. Bachelor of Computer Application
4. Bachelor of Science

PG Programme:

1. Master of Commerce

3. PES PRE UNIVERSITY COLLEGE (PES PUC)

Affiliated Pre University Board & Recognized by Government of Karnataka
www.pestrust.edu.in/pespuc

Courses Offered:

Science & Commerce Streams

5. PES PUBLIC SCHOOL (PES PS)	PES KIDS ACADEMY
Affiliated to CBSE, New Delhi Code No: 830355 www.pestrust.edu.in/pesps	Approved by Govt. of Karnataka
Courses Offered: 1 st to 10 th Standards	Pre-KG, LKG & UKG

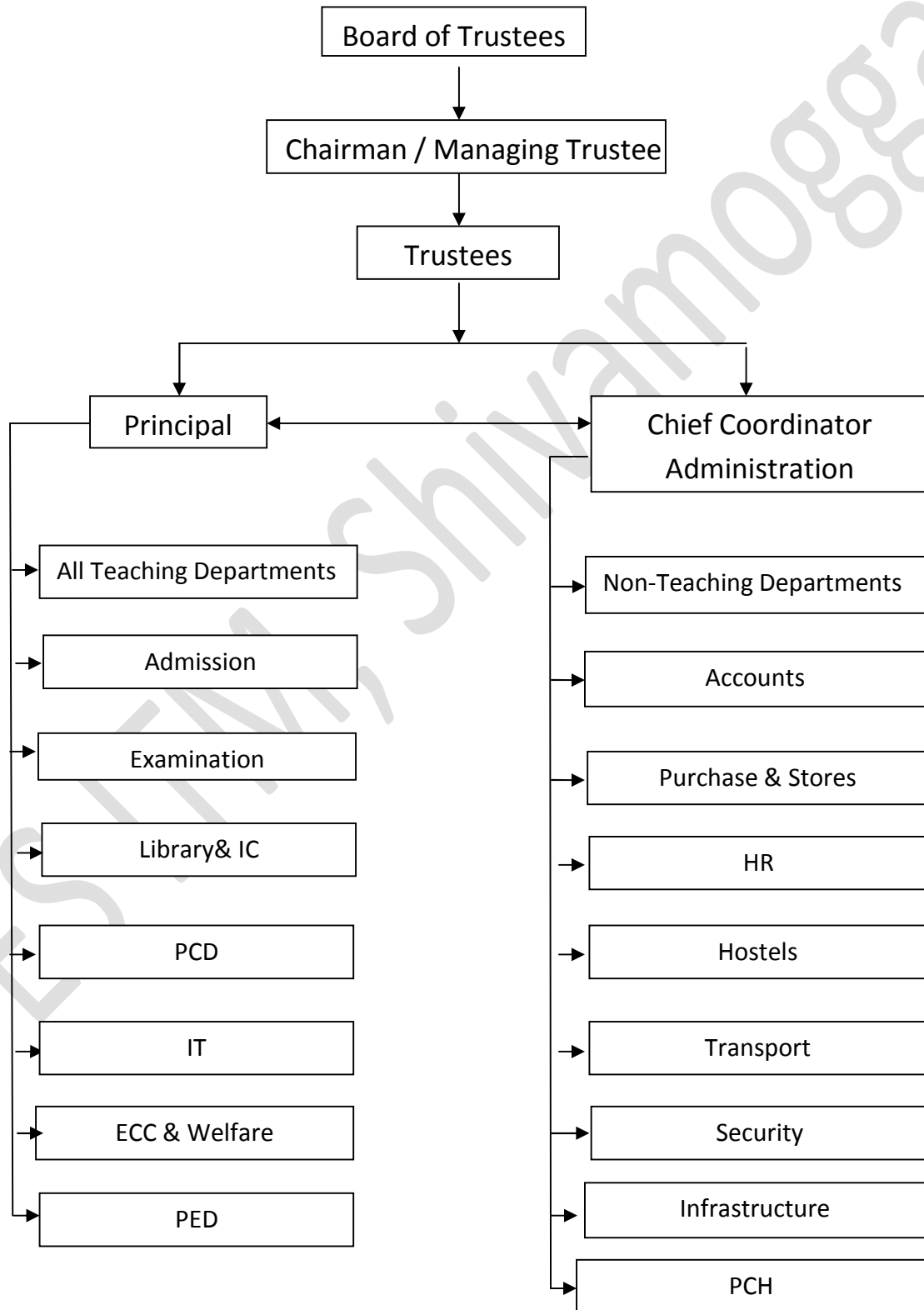
6. PES POLYTECHNIC (PES PT)

Approved by the All India Council for Technical Education & Approved by DTE, Govt. of Karnataka
www.pestrust.edu.in/pespt

Courses Offered:

1. Diploma in Electrical & Electronics Engineering
2. Diploma in Mechanical Engineering
3. Diploma in Electronics & Communication Engineering
4. Diploma in Metallurgy
5. Diploma in Computer Science Engineering
6. Diploma in Civil Engineering

ORGANIZATION STRUCTURE OF PES INSTITUTE OF TECHNOLOGY AND MANAGEMENT



CLAUSE NO. 1**DEFINITIONS**

1.1. "PES" shall mean **Prerana Educational and Social Trust (R), Shivamogga** having its corporate office at: **Prerana Chambers, 2nd Floor, #26, Main Road, Bangalore – 560 020 (Karnataka - State)**

"CAMPUS" shall mean the PES Campus situated at NH 206, Sagar Road, Shivamogga – 577 204.

1.2. "PREMISES" shall mean and include the entire area wherein the campus is situated and other buildings in the campus and include the precincts thereof around these buildings or other buildings within boundaries of the PES Trust's lands. It shall also include other buildings, appurtenances, offices, workshops, auditorium, bus bay area etc., situated away from the above, coming within the administrative purview and control of the PES Trust(R).

1.3. "EMPLOYER" means and includes Managing Trustee, Joint Secretary, Trustees or any other person who is authorized by the Management for enforcement of these Standing Orders.

1.4. "EMPLOYEE" means and includes all those employed in the PES Institute of Technology & Management being run by PES Trust(R) to do any skilled, unskilled, semi-skilled, manual, technical or clerical or supervisory work.

1.5. "MANAGEMENT" shall mean and include the Managing Trustee/Trustees/Joint Secretary or any other person vested with authority by the Trust for the observance, implementation and enforcement of these Service Rules and Regulations, Standing Orders and Employee Manual.

1.6. In these Standing Orders, the masculine gender shall include the feminine gender and the Singular shall include the plural wherever such terms are used.

1.7. "NOTICE BOARDS" shall mean places where the notices are displayed which are approved and issued by the Employer on behalf of Management. It would be specially maintained in a conspicuous place for the purpose of displaying notices/circulars/memos required to be given.

1.8. "DISCIPLINARY AUTHORITY" shall mean and include the Managing trustee, Board of Trustees or any other officer duly authorized by the Board of Trustees.

1.9. "ACADEMIC YEAR" The year specified by the Government of Karnataka / University.

1.10. "FINANCIAL YEAR" means and construed starting from 1st April of current year to 31st March of next year.

1.11. "STAFF" means and includes persons defined as "EMPLOYEE"

CLAUSE NO. 2**SCOPE & APPLICATION**

1. Service Rules Manual shall constitute the terms and conditions of Employment of all employees employed in PESITM being run by PES Trust® unless and otherwise specifically excluded from the applicability of these Standing Orders.

2. If a person is EMPLOYED by PES Institute of Technology & Management under a specific agreement, agreed and signed by both parties then, in addition to the terms and conditions of service contained therein, the provisions of these standing orders shall also apply.

CLAUSE NO. 3	CLASSIFICATION OF EMPLOYEES / WORKFORCE / HUMAN RESOURCES
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EMPLOYEES/WORKFORCE/HUMAN RESOURCES shall be classified as:

1. Permanent
2. Probationers
3. Temporary
4. Casual
5. Trainee/Apprentice/Learner
6. Contract Employee
7. Visiting Faculty/Scholar

Definitions:

1. **"PERMANENT EMPLOYEE"** She/he is appointed by the Institute to fill a permanent post and has satisfactorily completed the probationary period of two years or such other extended period thereafter or the period as specified in the appointment order and whose appointment has been confirmed in writing by the Principal of the concerned institute bringing information to the notice of management in writing or such other officers duly authorized to do so, provided vacancy exists.

2. The period of probation in case of higher positions such as Professor, Associate Professor and HOD, Principal etc shall be as decided by the board of Trustees which may range from 6 months to 2 years.

(a) A "PROBATIONER" is an employee who is provisionally employed by the Trust to fill a permanent vacancy. The period of probation shall be normally a period of Two years or as specified in the appointment order. After satisfactory completion of the period of probation, the services of probationer will be confirmed in writing by the concerned Principal. Office bearers of PES Trust® at its discretion may terminate his services or extend the period of probation, in case his overall performance, work, conduct, attitude, attendance etc., are not satisfactory without giving any notice whatsoever.

(b) If a permanent employee is employed as a probationer in a new/higher post, he will be placed on probation for a period of 6 months extendable by 6 more months. After the completion of such specified or extended probationary period, he may be confirmed in the new/higher post or reverted back to his original post, depending upon his overall satisfactory performance.

(c) In case, any of the post against which an employee is employed is abolished, during the service period, then the services of the employee shall stand terminated automatically, without any notice or compensation.

3. **"TEMPORARY EMPLOYEE"** is one who is employed to do the work which is essentially temporary in nature or employed for any work for a specified period not exceeding six months or as an additional employee in connection with the work of a permanent character due to exigencies of work.

4. **"CASUAL EMPLOYEE"** is one who is employed for any work that is unforeseen, unexpected of essentially casual in nature or on work duration of period which cannot be determined.
5. **"TRAINEE / APPRENTICE /LEARNER"** is a person who is permitted to learn a trade or skill for a period not exceeding **one & half year** depending on the training required. Trainee/Apprentice/Learner shall be appointed only in case of lab instructor and in certain non-teaching departments. Principal shall display and issue a copy of the Apprentice Scheme with all the details. Principal reserves the right to modify or amend the scheme from time to time depending on the requirements, bringing it to the notice of Management.
6. **"CONTRACT EMPLOYEE"** shall mean any person who is employed for a fixed period in the institute's service and after the specified period of contract of service, the same shall automatically cease.
7. **"VISITING FACULTY/SCHOLAR"** In academia, shall mean a visiting faculty /scholar, visiting researcher, Professor emeritus, visiting fellow, visiting lecturer or visiting professor/adjunct is a scholar from an institution who visits a host institute/trust and is projected to teach, lecture, or perform research on a topic the visitor is valued for.

In many cases the position is not salaried because the scholar typically is salaried by their parent institution (or partially salaried, as in some cases of sabbatical leave from reputed universities), while some visiting positions are salaried.

Typically, a position as visiting scholar is for a couple of months or even a year, though it can be extended. It is not unusual that host institutions provide accommodation for the visiting scholar. Typically, a visiting scholar is invited by the host institution. Being invited as a visiting scholar is often regarded as a significant accolade and recognition of the scholar's prominence in the field.

CLAUSE NO. 4	APPOINTMENTS AND PAY SCALES
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- 4.1 All appointment will be made in writing by the Managing Trustee/Trustee/Joint Secretary or such other officer duly authorized by the Trust.
- 4.2 The employment offered to the employees is to work on his own discretion or his will on mutually agreed terms and subject to the terms of these Standing Orders.
- 4.3 All candidates selected for employment shall furnish to the HR Department, a Medical Certificate of fitness issued by the competent authority not below the rank of District Medical Officer and four copies of passport size photos, four copies of stamp-size photographs.
- 4.4 One full set of attested and good quality photocopies of all marks cards, certificates, experience certificates and any other certificates in proof as claimed in the CV shall be submitted to the HR Department, on the day of reporting to the institute.
- 4.5 All other documents such as Aadhar, PAN, Voter ID, DL, Residential address with address proof, spouse and children details and photographs, income and investment proofs and/or any other documents as specified by HR Dept from time to time shall be submitted on priority to process the salary.

4.6 Proof of Age: Every employee at the time of reporting to duty should give a certificate/declaration of the date of birth duly supported by any one of the following:

1. Extract from Register of Births and Deaths.
2. Birth Certificate.
3. School leaving Certificate.
4. Matriculation Certificate.
5. Medical Certificate and in certain cases, court orders are acceptable.

4.7 Residential Address: All Employees are required to intimate in writing any change in their residential address. In the absence of such intimation it will be presumed that the last address known to the Institute/Trust as the current and correct address.

4.8 During employment, PES Management may, at any time require any employee to be examined by the Institute's recommended Medical Officer, if any, or Government Medical Officer or Government Approved Medical Officer in the suspected cases of T.B, V.D, Cancer, AIDS, Heart Ailment etc., If on such examination the employee is found suffering from any disease or complaint that is infectious or is of any objectionable nature in the opinion of the Medical Officer or is such that is liable to continuously or frequently interfere with the employee's normal duties or with the health of other employees, or found unfit to do the allotted work, the Management may terminate his/her services.

CLAUSE NO. 5

EQUAL EMPLOYMENT OPPORTUNITY

1. In order to provide equal employment and advancement opportunities to all individuals, employment decisions at PES Institute of Technology & Management will be based on merit, qualifications, and abilities and does not discriminate in employment opportunities or practices based on race, color, caste, religion, sex, national origin, or any other characteristic protected by law.
2. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.
3. Any employee with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate reporting authority, HOD, Section Head, Principal. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

CLAUSE NO. 6

PAYMENT OF SALARIES

1. All employees will be paid their salaries on a working day in accordance with the Appointment Orders issued by PES Trust and/or PES Institutions. Salaries will be credited into SB Accounts of employees **on or before 1st of every month at State Bank of India, PES Branch, NH 206, Sagar Road, Shivamogga** (if 1st happens to be Sunday or Holiday; the next working day shall be considered). In case of delay during the

unavailable circumstances; prior intimation is given to the employees.

2. Payment of dues to such employees who have left the services of any PES Institution due either to their resignations or termination by the institute shall be made within 15 days of such action but after the employee has obtained a clearance certificate/No Due Certificate from the concerned department/offices/officers of the PES.
3. Authorized deductions from the salaries made to employee will be in accordance with the Govt. rules there under from time to time. However, all the details will be made available to the employee in the salary/pay slip.
4. Details of leave taken and available will also be made available in the salary/pay slip.

CLAUSE NO. 7	HOURS OF WORK, HOLIDAYS AND OVERTIME
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HOURS OF WORK, HOLIDAYS AND OVERTIME:

1. The periods of hours of work for all categories of employees shall be as per the provisions of the affiliating bodies of the concerned institute and the same shall be exhibited in the Notice Boards from time to time by the concerned Principal.
2. The management reserves the right to change periods of hours of work, number of shifts in case of security department, shift timings, and work on all the days of the week with staggered weekly holiday's system etc., at its discretion for any reason whatsoever subject to the provisions of concerned affiliating body's norms and regulations.
3. Management reserves the right to require any employee to work overtime on a working day or work on a weekly holiday and give substitute holiday. Refusal to do such overtime work or work on a holiday will be considered as disobedience to a lawful order of the Management.
4. Link Holidays declared if any, should be compensated as decided by the competent authority
5. Any employee working in the Department/Institute needs to take permission from the competent authority in writing for working beyond working hours.

CLAUSE NO. 8	LEAVE NORMS
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LEAVE:

Leave with Salary will be allowed to an employee in accordance with the provisions of Leave policies framed there under from time to time.

Grant of any leave to an employee shall depend upon the exigencies of work in the institute and shall be at the discretion of the Principal, CCA and Management.

An employee who desires to obtain leave or absence shall apply in advance to the Principal in writing in the prescribed form or to any other person appointed by the Trust for this purpose who, if he thinks fit may grant him/her leave, such application for leave should be made three days before the date from which the leave is to

commence, except in urgent or unforeseen circumstances when it is not possible to do so. Principal or any other Officer empowered by Trust in this behalf shall issue orders on such application and in case of urgent nature, immediately. If the leave is refused or postponed, the reasons therefore, will be recorded in the application itself.

If the employee who has proceeded on leave desires a extension thereof, he shall apply to the Principal in writing or to the person authorized, who shall send a written reply either granting or refusing the extension of leave to the employee.

In case the employee remains absent beyond the period of leave originally granted or subsequently extended, he shall lose his lien on his appointment unless he returns or does not communicate the reasons within 8 days (working) of the expiry of the leave and explains to the satisfaction of the Principal or any other person authorized by management his inability to return before the expiry of the leave.

CLAUSE NO. 9	LEAVE RULES FOR TEACHING STAFF
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In addition to the points stated in Clause No.8, the procedure for leave for teaching staff as given below shall be treated as part and parcel of these standing orders.

I EXPLANATION/ DEFINITION

1. Leave

Leave is permission to stay away from work. Leave is categorized under various heads.

2. Right to Leave

Leave cannot be claimed as a right, and when the exigencies so demand, leave of any description may be refused or revoked by the competent authority.

II KINDS OF LEAVE

The following categories of leave are permissible:

1. Casual Leave (CL)(Jan to Dec)
2. Special Casual Leave (SCL)
3. On Official Duty (OOD)
4. Restricted Holiday (RH)
5. Earned Leave (EL)
6. Vacation Leave (VL)
7. Extra Ordinary Leave (EOL) (only in case of bereavement of children, spouse or parents of the employee
– Max 4 days)

1. CASUAL LEAVE (CL)

1.1 CL may be granted to a permanent employee, whether he/ she enjoys annual vacations or not, for **Fifteen (15) days** in each calendar year.

1.2 A probationary employee may be granted maximum of **twelve** CLs in a year, however the employee will be credited with one CL every month.

1.3 No employee shall avail of more than **3** days of CL at a time.

1.4 Casual leave of half-a-day effective up to or from 1:15 PM on any working day may be granted. Half-a-day Casual leave may be granted either for forenoon/Afternoon session.

1.5 Casual Leave cannot be combined with any other leave or vacation. But can be Combined with holiday/s

1.6 CL on Saturday is considered as full day.

2. Special Casual Leave (SCL)

a. Special Casual Leave, not counting towards ordinary Casual Leave may be granted to an employee on being:

(i) Summoned to serve as a Juror or Assessor or to give evidence before a court of law as a witness in a civil or a criminal case in which his private interests are not at issue.

(ii) Deputed to attend a reference library outside the institute or conferences and scientific gatherings of learned and professional societies in the interest of the Institute, assignments like valuation, conduction of practical examination, invigilation work etc.

b. The period of such leave admissible in a year shall ordinarily not exceed **thirty days** but should, however, be sufficient to cover the period of absence necessary.

3. ON OFFICIAL DUTY (OOD)

3.1 OOD may be granted to an employee for activities such as delivering Lectures, being on deputation to other institutions & Universities, participating in delegations/ committees and such other, as approved by the competent authority.

3.2 The duration of leave shall be at the discretion of the Competent Authority as may be considered necessary on each occasion.

3.3 OOD may be combined with any other type of leave at the discretion of the Competent Authority.

4. Restricted Holiday (RH):

RH can be availed from list as announced by GOK from time to time. Maximum of only two RH are permitted in a calendar year for all the permanent employees of PES Institutions. One RH may be obtained between 1st Jan to 30th June and second RH shall be obtained only during 1st July to 31st December.

5. EARNED LEAVE (EL)

Earned leave shall not be availed without prior sanction of the Competent Authority.

5.1 All the permanent but confirmed teaching faculty members shall be entitled to earned leave of six days in a calendar year. However, HODs are entitled to 10 days of EL in a calendar Year.

5.2 The leave account of permanent but confirmed teaching faculty members shall be credited with earned leave in advance in two installments of Three days each on the 1st January and 1st July of every year.

5.3 The leave account of permanent HOD shall be credited with earned leave in advance in two installments of five days on the 1st January and 1st July of every year.

5.4 Earned leave cannot be carried forwarded.

6. Vacation (VL)

Vacation is a planned period of permitted absence from work for permanent but confirmed teaching staff. The planning is to be based on administrative, academic and other considerations. The vacation shall normally be for 15 days after completion of the odd and even semester. Availing vacation is subject to approval of concerned HOD and the Principal. However, all the teaching staff of the Department shall not take vacation at once and the teaching staff shall discuss with their concerned HODs for availing the vacation. The vacation for probationary / temporary employees shall be 6 days in a semester.

All the faculty members shall report back to the duty one week prior to the commencement of the ensuing semester

CLAUSE NO. 10

LEAVE RULES FOR NON-TEACHING STAFF

LEAVE RULES OF NON-TEACHING STAFF MEMBERS

In addition to the points stated in Clause No.8, the procedure for leave for non-teaching staff as given below shall be treated as part and parcel of these standing orders.

Working Hours:

Monday to Friday: 9:00 am to 5:00 pm

Lunch Break: 45 minutes (usually between 1:30 pm to 2:15 pm)

Saturday: 9:00 am to 2:00 pm.

Types of leave:

Non – Teaching Staff (After completion of 2 Years at PES Institutions) Lab Instructor and Office staff	
1.	Casual Leave (CL) – 15 Days (Jan to Dec)
2.	Earned Leave (EL) – 10 Days
3.	Restricted Holiday – 2 Days (1 X 2 Semester)
4.	Vacation Leave – Not Applicable
5.	On Official Duty (OOD) & Special Casual Leave (SCL)

- | |
|--|
| 6. Leave Without Payment (LWP) |
| 7. Extra Ordinary Leave (EOL) (only in case of bereavement of children, spouse or parents of the employee – Max 4 days) |

Non – Teaching Staff (Probation Period)

Lab Instructor and Office staff

- | |
|--|
| 1. Casual Leave (CL) – 12 Days(Jan to Dec) |
| 2. Earned Leave (EL) - Not Applicable |
| 3. Restricted Holiday – Not Applicable |
| 4. Vacation Leave – Not Applicable |
| 5. On Official Duty (OOD) & Special Casual Leave (SCL) |
| 6. Leave Without Payment (LWP) |
| 7. Extra Ordinary Leave (EOL) (only in case of bereavement of children, spouse or parents of the employee – Max 4 days) |

1. Casual Leave (CL):

- a) CL may be granted to employee, whether he/she enjoys annual vacation or not as indicated in the table subject to submission of leave application through proper channel.
- b) Under emergency circumstances the employee may be granted Casual Leave according to his eligibility. Upon resuming duty the employee would be required to submit leave application and record such period of absence.
- c) CL cannot be carried over for the next year.
- d) CL on Saturday is considered as full day.
- e) Half day CL is permitted either for the forenoon session (9:15 am to 1:15 pm) or for the afternoon session (2:00 pm to 5:00 pm).

2. Earned Leave (EL):

- a) EL would be applicable to all support staff of PES except for support staff who is undergoing training/probation.
- b) EL will be granted only during the period when there is no regular teaching work, examination and or such other responsibilities.
- c) Prior approval in writing of the concerned competent authorities through HOD/Section Head is mandatory requirement. But if the employee, exceeds eligible leaves of 10 days, then LOP is made for the exceeded leaves & cannot be set off against any other kind of leave.
- d) An employee can claim a minimum of 03 days EL and maximum of 05 days EL at a stretch including any holidays/Sundays appearing in-between.

- e) An employee is eligible to apply any time (subject to satisfaction of the competent authority as per 2. (b) in a year and there shall be a minimum of four months difference between any two ELs in any calendar year.
- f) Upon resignation of the employee, if he/she exceeded the leave eligibility, LOP will be made for the non-eligible leaves.
- g) EL has to be applied in writing i.e. Leave application form, at least 1 week in advance prior to the date of commencement of such leave.
- h) The application in writing needs to be approved by the competent authority and to be sent through HOD/Section Head concerned before forwarding to the HR Department.
- i) Every employee would be eligible for **10 days** of Earned leave for every calendar year on prorata (it indicates proportionate crediting of leaves from the date of joining for the balance period of the calendar year) basis.
- j) EL cannot be carried forwarded.
- k) EL cannot be offset against the notice period required to be given as part of the terms of employment while the employee discontinues his services from the Trust.

7. Restricted Holiday (RH):

RH can be availed from list as announced by GOK from time to time. Maximum of only two RH are permitted in a calendar year for all the permanent employees of PES Institutions. One RH may be obtained between 1st Jan to 30th June and second RH shall be obtained only during 1st July to 31st December.

8. Vacation Leave:

Vacation Leave for all the support staff at PES Group of Institutions is **Not Applicable**.

9. On Official Duty (OOD) & Special Casual Leave (SCL):

- a) OOD & SCL, not counting towards Casual Leave may be granted to an employee on Requests of the employees and/or Orders of the competent authority.
- b) The duration of both OOD & SCL shall be at the discretion of the competent authority.
- c) Only OOD may be combined with any other type of leave at the discretion of the competent authority.
- d) The period of such leave admissible in a year shall ordinarily not exceed 10 days.

10. Leave Without Pay (LWP):

- a) LWP are approved leaves which can be sanctioned only when employee is medically un-fit and unable to resume his/her duties.

- b) In such cases, the employee shall produce a medical certificate stating the valid reasons for such leaves.
- c) In normal circumstances, the benefit under this clause is limited to 1 week or six days on a continuous basis (including holidays/Sundays appearing in-between LWP).

NOTE:

Absence beyond sanctioned leave period or being absent when leave is not sanctioned will be treated as **Loss of Pay (LOP)** and will attract issuing of memo for which the employees shall give explanation in writing through the proper channel. Decision of such cases will be taken from the competent authority.

The onus of timely submission of approved leave application forms to the HR department lies completely on the person availing leave and while processing the payroll no prior intimation will be sent to the defaulting individuals. However, information regarding number of paid days will be mentioned in the pay slip of the month.

CLAUSE NO. 11**MATERNITY AND PATERNITY LEAVE****MATERNITY LEAVE**

- a) Maternity leave (ML) is allowable only to permanent staff members (After completion of probation). An employee may be granted maternity leave for 180 days. Application for leave should be supported by a medical certificate from a Registered Medical Practitioner.
- b) Additional days of maternity leave extendable on mutual consent.
- c) ML cannot be combined with any other leave.
- d) ML shall not be admissible to employees who have two or more living children.

PATERNITY LEAVE FOR BOTH TEACHING AND NON-TEACHING STAFF:

In order to qualify for paternity leave and pay, staff must satisfy the following conditions:

- The employee must have at least 2 years of continuous employment at PES.
- The employee must be expecting to have responsibility for the upbringing of the child, and be the child's father.

Entitlement

Staff can take 6 days off including Sundays and holidays appearing in-between in a single block, as long as it is taken within 30 days of the actual date of childbirth. Staff cannot begin paternity leave until the actual day of childbirth.

Notification

Staff must notify their Principal through proper channel in writing of their intention to begin paternity leave at least four weeks before the baby is due. They will need to provide them with the following information:

- How much leave they intend to take (either 3 or 6 days)
- When they plan on beginning the leave e.g. on day of the birth, 2 weeks after the birth etc.
- Once the baby is born, staff must confirm the actual date of birth, as soon as possible. (by producing to the HR, the original birth certificate)

- Should the dates for your paternity leave change, for any reason, the HOD/Section Head should be notified (wherever possible), at least 12 days in advance.

If the baby arrives earlier than expected, provided that 2 years continuous service has been completed, staff would still be entitled to paternity leave.

CLAUSE NO. 12**ATTENDANCE SYSTEM****ATTENDANCE SYSTEM AND LATE COMING AND EARLY GOING:**

Every Employee shall record his daily attendance in the manner prescribed by the management from time to time.

Identity Card: All the employees to wear Identity Cards while on duty.

No Employee shall leave the premises/institute during the working hours without prior written permission from the concerned section head or such other officer who is duly authorized.

Every Employee shall be at his place of work at the time fixed for the start and end of work.

Employee coming later than 30 minutes is liable for LOP unless permitted by competent authority. The Management shall be entitled to deduct salary only for the period of late attendance or absence without permission.

CLAUSE NO. 13**REPORTING**

All employees also are informed to note the following with reference to attendance system and reporting at PES:

Compulsory Stay Hours In the Department/ Institution	Monday to Friday : 09:15 AM to 01:15 PM 02:00 PM to 05:00 PM Saturday : 09:15 AM to 01:15 PM
Bio-Metric System	Thumb Impression is compulsory both in the morning before 9:15 AM and at the evening after 05:00 PM
Lunch Break (45 Minutes)	01:15 PM to 2:00 PM (45 Minutes to be defined by the respective HODs/Principals /section heads /in charge etc. However, time of lunch may be staggered between 12:45PM to 1:30 PM 1:30 PM to 2:15 PM etc. so that the offices are not deserted.
Late coming	Late coming is allowed to an extent of 30 minutes only twice in a month with the permission of their respective HOD and Principal / Section heads / in-charge etc. if late coming is repeated for the 3 rd time in a month , then it is treated as ½ day CL.
Early going	Early going is allowed to an extent of 30 minutes only twice in a month (if the employee does not have any work) with the permission of their respective HOD and Principal/ Section heads /in-Charge etc. If the employee goes early without information to their

	respective HOD and Principal, section heads/in-Charge etc; it is treated as ½ day CL. if the time of departure is not available, the whole day is treated as CL at the discretion of the competent authority. If it is repeated for the 3 rd time, a memo will be issued seeking written explanation from the employee. Competent authority will take action on these issues based on written explanation.
Movement Register	All the Teaching and Non Teaching Departments need to maintain a Movement Register with following details – Sl. No., Name, Department, Purpose, Out Time, Signature, In Time, Signature, with remarks if any.
Leave of absence	As per leave rules, all the PES institutions have seven different kinds of leave (refer to leave rules). Leave application shall be routed through proper channel well in advance to get sanctioned. Employee/s can go on leave only when leave is sanctioned.
Class adjustments / in-Charge matters	When an employee goes on leave, his duties and responsibilities shall be adjusted/discharged by other staff member/s. there shall not be any kind of disturbance to the students or to the department whatsoever.
Leave not allowed	Employees will not be permitted to take leave over SMS / Telephone / Mobile etc. except on emergencies.
Loss of pay (LOP)	Competent authority will decide about the circumstance where LOP is applicable, LOP is applicable after all their eligible CLs are completed in the leave account.

Note: The principal need to decide the working hours of the employees where classes/laboratories are starting early and give information of those employees to the HR department in writing for records.

CLAUSE NO. 14

BIOMETRIC BASED ATTENDANCE MONITORING SYSTEM

1. All biometric systems operate on the basis of the automatic identification or authentication/verification of a person.
2. With a view to improve efficiency in monitoring the attendance, leave records and over all working environment, Biometric Based Attendance Monitoring System (BBAMS) has been introduced in all PES Institutions. Adequate numbers of machines have been installed to avoid long queues and inconvenience during institutes' opening time.
3. Submit the leave application duly forwarded by the competent authority for any type of leave, SCL, OOD, etc. prior to availing the leave. If it is not possible, submit the same by the date of resuming the duty without fail to HR through proper channel.
4. HR Department will maintain the relevant Biometric Attendance Records. It is the employee's duty to ensure the recording of their entry/exit in the Bio-metric Registry device. In case of device-failure, it may be reported to the HR without delay.
5. HR Department will arrange for the entry of all leaves, possible in the Bio-metric System and regularize the absence as per the available data. The record of late entry and/or early exit also will be maintained by him.

He will also be entrusted with the deduction of leave of an employee if any employee exceeds cumulative grace period of 60 minutes per month or to calculate deductible amount.

6. HR Department will make the Summary and consider the same for processing of the salary as per biometric by 25th of every month. If it falls on a Holiday, the next working day will be applicable. Before it is sent for processing of salary the same needs to be verified by the HODs/Section Heads (or next-in-charge).
7. The HODs/Section Heads (or next-in-charge) shall verify this report and corrections/comments may be made accordingly. The corrected Report with pending Leave applications may be given back to HR Department on or before 26th of the same month. If 26th happens to be a holiday, the next working day can be earmarked for this purpose compulsorily.
8. HR Department will give Summary and Detailed Muster Roll (with timings) for the salary processing on or before 26th of every month (if it falls on working day) after incorporating the corrections of HODs/Section Heads.

CLAUSE NO. 15**CRITERIA FOR EMPLOYMENT & PROMOTION****CRITERIA FOR EMPLOYMENT / PROMOTION OF TEACHING STAFF AT PES**

- PESITM Appointments - As per AICTE/University/ Govt Norms.
- In addition to the above for promotion in deciding merit factor, the employee's academic merits, seniority, efficiency, effectiveness, performance, emotional quotient, contributions, attendance, past service records shall also be taken in to consideration.
- Employee's promotion at PES, to a higher grade / skill /post is the executive right and function of the Management. While promoting an employee, his academic merits, performance over the years and seniority will be considered as main criteria. In deciding merit factor, the employee's qualification, efficiency, effectiveness, performance, contributions, attendance, past service records shall be taken in to consideration.

CLAUSE NO. 16**SALARY ADVANCE POLICY**

Purpose	:	This policy provides guidelines and direction regarding the Payment of salary advances.
Office of Accountability	:	Human Resources and Accounts Sections of PES Trust
Administrative Responsibility	:	Chief Coordinator, Administration,
Sanctioning Authority	:	Trustee, PES Trust
Eligibility	:	This policy applies to all current permanent PES employees after Completion of 3 years of continuous service. Temporary employees are not covered.
Scope	:	Salary advances will be considered only for: <ul style="list-style-type: none"> (a) Medical emergencies of Own & Dependent family members (b) To meet Own Marriage Expenses

PROCEDURE FOR SALARY ADVANCE

1. The request for the salary advance must be through a proper channel (for e.g. through concerned HOD/Section Head and Principal).
2. Employee, after getting remarks written on the application by the concerned HOD/Section Head and Principal; employee shall submit the application to Chief Coordinator Administration (CCA), PES Trust.
3. Agreement on non judiciary stamp paper to be signed by the employee (Employee shall buy Rs. 50/- non judiciary stamp paper and submit the same at HR section for printing of the agreement. HR Section shall print these terms on the stamp paper. Original will be kept with the Trust and photo copy will be given to employee).
4. Not more than one advance will be granted to any one employee in a given calendar year. And there will be a gap of 3 years from one advance to another advance.
5. The amount of salary advance shall not exceed an equivalent amount of 2 months' Gross salary due to the employee at the time of salary advance.
6. Repayment will be made in 10 interest-free Equated Monthly Installments (EMIs) from following month's regularly processed payroll.
7. Advance amount will be issued in the form of a separate crossed cheque only written in favour of the employee.
8. In the event employee's resignation from Institution or Institution terminating employee service prior to a repayment of the entire salary advances, the unpaid balance will be recovered in one installment from the salary. If salary is not sufficient, then the employee is expected to pay the dues within 7 days from the date of intimation of termination from either side.
9. PES Trust reserves its right to change and/or withdraw this policy any time without prior notice. However, changes made will be brought to the notice of all employees.

CLAUSE NO. 17**SALARY INCREMENTS**

1. Increments are not automatic and it shall be earned by employee, which is based on his work, performance, attendance and conduct. No increment will be withheld without giving the employee a reasonable opportunity to represent against such action. The management reserves the right to give double increment in the same scale of pay to any employee for exceptional performance in a year.
2. Management reserves the right to withhold an employee's increment, if, in its opinion his work, conduct, attendance, discipline, service is not satisfactory subject to provisions of the law.
3. Annual increment will be considered only when it falls due in respect of the employee concerned on the basis of their date of appointment.

CLAUSE NO. 18**SECURITY SEARCH**

1. As deemed necessary; all employees entering or leaving the institute at any time are liable to be searched whilst within the premises by a person authorized to do so by the management.
2. To ensure that they are not in unauthorized possession of property belonging to the institute or of other employees or of any articles prejudicial to the security of the office or to other employees.
3. In case of a female employee the search shall be carried out by another female person authorized by the management.

CLAUSE NO. 19**ENSURE CONFIDENTIALITY**

1. No employee shall take any paper, book, photographs, instruments, apparatus, documents or any other property of the institute or of the premises nor shall be in any way pass, or cause to be passed or disclose or cause to be disclosed any information or matter concerning the operations of the institute/trust to any unauthorized person, company or corporation without the written permission of the concerned Principal.
2. If any employee is found doing so he would be liable for disciplinary action or may be suspended / terminated from service.

CLAUSE NO. 20**WORKING IN SHIFTS**

Working in Shifts shall be allowed only to security personnel. However, the number of hours of each shift shall be decided and is at the discretion of the Management.

CLAUSE NO. 21**MARRIAGE WISHES TO THE EMPLOYEES**

PES Trust®, Shivamogga is pleased to gift the employee/s who are getting married, a sum of **Rs.2,500/-** in cash or compliment worth Rs. 2,500/- (Rupees Two Thousand and Five Hundreds Only), along with the Wishing Letter (format available with HR section).

Procedure to be followed:

Trust's H R in charge will initiate this activity with a letter and get the signature of Joint Secretary and send the wedding card with remarks to the PES Accounts Section for release of amount well in advance.

Trust's Accounts Section on receiving the request from the HR Section will debit the respective Institution & hand over the cash to HR in charge after getting an acknowledgement on the cash voucher.

Trust's HR Department shall assume the complete responsibility of reaching both (1) Letter signed by competent authority and (2) Cover containing Rs.2,500/- (Rupees Two Thousand Five Hundreds Only) through the Trustee/ Authorised person to the person married.

CLAUSE NO. 22**DRESS CODE****PERSONAL APPEARANCE**

An employee is expected to maintain a smart appearance at all times during his/her hours of work and to follow any rule of the institute relating to appearance. All the employees are expected to wear clean and presentable clothes. Campus environment reflects the institutes' way of working and employees are expected to maintain professional standards.

DRESS CODE:

Dress Code for all employees working in the institutions being run by PES Trust (R) and PES Trust Employees

Management is pleased to bring to the notice of all teaching and non teaching staff of PES Institutions to strictly adhere to the dress code guidelines and uphold the decorum of PES Group of Institutions.

a) Dress Code: Teaching Staff:**Gents –**

1. Principal, Professors, HODs, HOD I/c shall wear formals with blazer **during** academic calendar days.
2. Associate Professors, Assistant Professors, Librarian, Placement Manager and Physical Education Director shall wear formals with tie during academic calendar days.
3. During non-academic calendar days all of them may wear formals with shoes.

Ladies –

1. Shall wear saree during academic calendar days.
2. During non academic calendar days faculty may wear saree or decent salwar kameez.

Non – Teaching Staff

Gents – All staff members shall wear Formals with Shoes.

Ladies – All others shall wear saree or decent salwar kameez.

Instructors:

Gents – All the staff members shall wear Formals with shoes

Ladies – All others shall wear saree or decent salwar kameez.

Drivers & Security Personnel

Uniforms as given by the Institute shall compulsorily be worn

Housekeeping Staff

Saree with Aprons

b) Identity Cards:

All the staff members should compulsorily wear the Identity Cards during office hours and shall produce them whenever demanded by the authorities.

c) Mobile Phones:

Restricted places for mobile usage for all teaching and non-teaching staff members:

Class room, Labs, Library, Principal Chamber, CCA Chamber, Board Rooms.

Mobile usage is strictly prohibited in the following places for outsiders/Visitors/parents/Guardians/Persons from Media etc.

Libraries, Accounts Sections, HR Section, Examination Section, Principals Chambers, CCA Chamber and Board Rooms.

CLAUSE NO. 23

RETIREMENT / SUPERANNUATION

The age of superannuating shall be 60 years and every employee attaining the said age/service shall be retired from services and no employee shall have any claim to be continued in the service of the institute thereafter.

CLAUSE NO. 24

EMPLOYEES BENEFITS / COMPENSATION

The following is a brief description of employee benefits / compensation / statutory benefits made available to all the employees as applicable by PES Trust. Employees are hereby requested to keep in touch with HR Department to know more details about the benefits being made available to the employees.

PROVIDENT FUND SCHEME

As per Govt. norms from time to time.

EMPLOYEE'S STATE INSURANCE CORPORATION'S SCHEME

As per Govt. norms from time to time.

GRATUITY SCHEME

As per Govt. norms from time to time.

HEALTH INSURANCE SCHEME

Health Insurance through a Health Insurance Service Provider (currently with ICICI Lombard)

Note: Health Insurance service provider may be changed every year. (Yearly contract)

Definition : Employee

Sum Insured per family = Rs.2,00,000 (subject to change as per policy involved)

Total Premium = As per the age of the employee (A total of 50% of premium of each employee's share is contributed by PES Trust (R), Shivamogga.

Room Rent = Rs.3,000 per day & for ICU – No limit

Ambulance Charges – Rs.750 / hospitalization & overall limit Rs.1500 / policy period
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Treatment : Network Hospitals – cash less; Others – Reimbursements
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Mid-term Inclusion /Deletion – will be possible on Pro-rata basis

Compensation:

If an employee, while in service passes-away anywhere on any reason whatsoever on any date in a month; final salary for that particular month shall be given for full month to the family member of the deceased through crossed cheque. HR Department shall take care in identifying legal/deserving heir of the deceased while writing and handing over of the cheque. Cheque shall be handed over by the Principal and/or any other authorized official of PES Trust. In case of driver's/sweeper's/attender's death owing to any reason whatsoever; a sum of Rs.2, 500/- (in cash) shall be sent to the deceased family on priority.

CLAUSE NO. 25**SPONSORSHIP SCHEMES & BUDGET**

1. Sponsorship for attending workshops, seminars, conferences, symposiums, FDPs, QIPs or any other training programmes in order to upgrade teaching, learning and research skills faculty/staff members
2. The details of the scheme are as follows:

PESITM	
Intake	Amount (Rs)
60	24,000
120	48,000

Norms & procedure

1. The Faculty shall write application through proper channel for sponsorship.
2. Faculty should have put in a minimum of one year of service at PES Institutions for eligibility under this scheme.
3. Maximum amount of sponsorship under this scheme is Rs.5,000/- per faculty p/a (Including registration fee).
4. Registration fee of Rs.1,000/- per faculty/programme can be sponsored.
5. If the amount is not used in any AY the amount left in each department/institution cannot be carried forwarded to the next AY.

6. Heads of institutions need to check the quality of the training programme/seminar etc before it is forwarded to management.
7. Applications of the faculty shall reach the management through proper channel well in advance (at least 10 days in advance to the scheduled programme).
8. Sanctioning of entire amount and/or part of the amount is fully as per the discretion of PES Trust.
9. The amount shown may be changed or withdrawn any time at the discretion of the Management without any prior notice.

CLAUSE NO. 26**TA, DA AND REIMBURSEMENTS***

**REIMBURSEMENT CHART
FOR VARIOUS POSITIONS - LIST OF TA / DA AND MAXIMUM ALLOWANCES**

Si No	CATEGORY	DEARNESS ALLOWANCES		TRAVEL ALLOWANCES
		MAJOR CITIES	OTHER CITIES	
1	Principal	Rs.600	Rs.400	Air - Eco Class
2	Professors and above			
3	Assistant / Associate Professors	Rs.450	Rs.250	Rail - FC a/c
4	Librarian / Sports Director / Managers	Rs.375	Rs.225	Rail - SC a/c
5	SDC / FDC / Superintendents / Instructors / Supervisors / Others	Rs.350	Rs.200	Rail - SC

* If trains are not available from Shivamogga, actual bus fares apply (production of ticket required)

LIST OF HALTING ALLOWANCES			
Si No	CATEGORY	MAJOR CITIES	OTHER CITIES
1	Principal	Rs.3000 + Tax	Rs.2000 + Tax
2	Professors and above		
3	Assistant / Associate Professors	Rs.600	Rs.500
4	Librarian / Sports Director / Managers	Rs.500	Rs.400
5	SDC / FDC / Superintendents / Instructors / Supervisors / Others	Rs.400	Rs.300

LIST OF MILEAGE ALLOWANCES		
Si No	CATEGORY	ENTITLED MODE OF CONVEYANCE
1	Principal	AC Car or Taxi - actual against receipts
2	Professors and above	
3	Assistant / Associate Professors	Rs.9/- per km against receipts
4	AAO / Librarian / Sports Director / Managers	Rs.7/- per km against receipts
5	SDC / FDC / Superintendents / Instructors / Supervisors / Others	Rs.6/- per km against receipts

* Subject to change from time to time.

* Only for Institute work with prior approval from the Competent Authority.

CLAUSE NO. 27

TERMINATION OF EMPLOYMENT

1. The services of permanent employee may be terminated either by the Management or by the employee by giving a notice of 30 days or paying a month's salary in lieu of notice period without assigning any reasons. In case of higher positions like Doctorates, HODs, Professors, Associate Professors, Section Heads, Principals etc the notice period and relieving shall be at the discretion of the management. Notice period may be waived off at the discretion of the management in special cases.
2. If employee desires to leave the service after completion of an academic year, he/she may do so, but employee needs to submit his/her resignation before availing vacation.
3. The services of a Probationary, Temporary, Casual Employee / Trainee may be terminated at any time during or on the expiry of such probationary or temporary or training period without notice/ compensation and without assigning any reason whatsoever.
4. The educational service being given to the students is of high value and if any employee spoils quality & educational services will have to be given a memo. If the same is repeated; his services will be terminated after conducting domestic enquiry.

CLAUSE NO. 28

TRANSFER

1. An employee shall be liable to be transferred from one job to another in any department/section of department within PES Institutions as the Management may decide at its discretion. To any other location / sister concerns where educational services of the employer is being undertaken.
2. All the terms and conditions of the Transfer shall be specifically mentioned in the Transfer Letter.
3. For any lawful reason Employee may be called upon temporarily to do any other kind of work other than their usual jobs and they shall not refuse to do such jobs if it does not involve more skill than their present jobs, nor shall they refuse such transfer.

CLAUSE NO. 29**SAFETY, HEALTH AND HYGIENE**

1. Strict observance of all safety instructions by the employee is obligatory. Employee shall not, unless specifically authorized interfere with any safety device or adjust any machine under power or in motion. Protective clothing or appliance for safety of the instructor/employee shall be worn by whosoever engaged in the job. Otherwise, the employee concerned shall be liable to disciplinary action.
2. It is obligatory on the part of the management to train the employees in usage of First Aid, Fire Fighting, and usage of safety equipment devices. All Employees shall have to agree to undergo the above training.

CLAUSE NO. 30**ACCIDENTS**

1. Any employee sustaining an injury during the course of his work shall immediately bring it to the notice of Departmental/Section Head for necessary action with the help of the Principal of the concerned institute. All such injuries shall be entered in the register kept for the purpose in the Department.

CLAUSE NO. 31**ESSENTIAL & EMERGENCY SERVICES**

1. The following personnel shall form the essential and emergency services and they shall be on duty at all times of emergency including occurrence of fire, catastrophe, epidemic, civil commotion, riot etc., for the permanent good of the institution and its employees.
 - a. Watch and Ward and fire personnel.
 - b. Electrical/Mechanical and Maintenance Personnel.
 - c. Water supply and First Aid Personnel.
 - d. Physical Education and Ground Personnel.
 - e. Drivers and Sweepers.
 - f. Generator Section, STP Plant Section, Canteen Personnel.
 - g. Hostel Personnel, Wardens and Chief Warden.
 - h. Principal/HODs/Section Heads
 - i. Accounts Department
 - j. HR Department shall coordinate Essential and Emergency Services.

CLAUSE NO. 32**OTHER EMPLOYMENT**

1. No employee while in the service of the institute or under suspension for any misconduct is allowed to accept other employment or undertake any work of service, either directly or indirectly, honorary or otherwise.
2. Subject to the provisions of any enactment of the rule in force in the state for the state for the time being; the decision of the concerned Principal upon any question arising out of, in connection with or incidental to these Standing Orders shall be final.
3. However, employees on visiting or contract may take permission in writing from the Principal concerned for accepting any other employment/part-time assignments/work.

CLAUSE NO. 33**DUTIES AND OBLIGATIONS**

1. No employee shall reveal any confidential matter regarding the institute's services which has become known to the employee in the course of his employment with the institute.
2. Every employee shall devote his full time to the work of the company diligently and faithfully and observe the rules and regulations contained therein as well as other instructions, directions, stipulations which are being issued from time to time by the institute.
3. Employee shall not undertake any assignment, employment or business outside his employment without the institute's specific approval in writing.
4. Employee shall be courteous to their superiors, fellow employees and visitors and clients.
5. Each employee shall be responsible for and shall take proper care of machines, plants, tools, furniture in the laboratory generally and specifically entrusted to him. Employee shall not take out of the premises any articles, documents, drawings belongings to the institute without a pass in the prescribed form permitted by the institute.
6. Employee shall take all necessary precautions to safeguard the company's property or prevent accident or damage to it. Employees shall report any occurrence which he may notice which may cause danger to himself or to other employees or might result in damage to institute's property.
7. Security working in shifts shall leave the place of work only after their reliever has taken charge of their duties, otherwise report to supervisor for alternative arrangement in the interest of uninterrupted working/service.
8. The management reserves the right to call any employee according to exigencies of work, to work on a weekly day of rest or on a declared holiday.
9. All employees shall produce a satisfactory evidence of age.
10. Every employee shall be prepared to and agreeable to perform even a lower classified job when asked by the management in the interest of uninterrupted and productive working of institute.
11. Any employee is liable to perform all jobs which are ancillary to, incidental to or connected with or preliminary to his main duties.
12. An employee is required to strictly abide by the discipline of the Institute without fail. He must not also get himself involved directly or indirectly in any act of subversive of discipline like abusing, threatening, stopping other employee from coming to work, assaulting or fighting etc.,
13. An employee must not indulge in or cause others to indulge in slowing down production.
14. An employee must not indulge in and/or force or cause others indulge in any prejudicial activities inside the premises. Example holding meetings, canvassing for union, raising union subscription, shouting slogans, leading or participating in processions, distribution or display of posters or leaflets, wearing black

armbands/ head bands, moving around with badges displaying demands etc., inside the campus.

15. No employee shall waste or idle away time during his duty hours through gossiping with co-workers, moving here and there without any work, business or sitting idle.
16. No employee shall defame his employer and /or any of the superior officers for any reasons whatsoever.
17. If an employee remains absent without taking permission from the superior/s in a systematic manner or after reporting to the work; resort to stoppage of work or not engaging academic workload/classes without

any valid reasonable cause or in breach of any standing orders or agreement, the management shall be entitled to deduction of that particular day/s salaries in lieu of notice or for breach of agreement.

CLAUSE NO. 34	SEXUAL HARASSMENT
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Sexual Harassment broadly means:

1. Any unwelcome sexually determined behavior whether direct or implied willful within the definition of sexual harassment.
2. This will include demand or request for sexual favors, sexually colored remarks, physical contact, advances, showing pornography including obscene screen saver, wall paper etc.
 - a. PES wants to ensure that the working environment supports an employee's dignity, respect and prohibits such behavior against its employees by any of its employees, vendors or clients.
3. Any person who would like to lodge a complaint; they may do so with **Sexual Harassment Prevention Committee** of the concerned institutewho will look into the case, investigate and submit a report to the management along with committee's recommendations.
 - a. PES Trust will take an extremely stern view of any act that is detrimental to an Individual's dignity.

CLAUSE NO. 35	GRIEVANCE REDRESSAL MECHANISM
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1. Complaints relating to Sexual Harassment and any other related issues should be reported to the principal through proper channel in writing. A committee shall be formed in the institute. The committee shall comprise of women employees and shall include a woman from any Non-Governmental Organization working for the cause of women. The committee shall conduct enquiry on the compliant received.
2. The findings of enquiry should be forwarded by committee to the concerned institute Principal within 5 working days and the disciplinary authority shall initiate immediately disciplinary action against such erring employee and if found guilty he should be dealt with in accordance with the provisions of these Standing Orders.
3. In cases where the offender is a Client's or Prospective Client's employee, a formal complaint will be lodged with the concerned principal for redressal.

4. In case the complainant is not satisfied with the action taken by Principal, the complaint should be escalated directly to the Management.
5. Management will review all complaints and actions in respect of Sexual Harassment in its meetings.

CLAUSE NO. 36**ANTI - DISCRIMINATION POLICY**

Institute will not discriminate/ restrict the employees in recruitment, employment/working on the basis of CASTE / SEX / CREED/ RELGION / NATIONAL ORGIN / POLITICAL AFFILIATIONS / GENDER/AGE / RACE OR ETHNIC

GROUP subject to suitability of the employees to the employment and conforming to the requirement of existing Law of the Land.

CLAUSE NO. 37**MISDEMEANOR**

An employee / workman may be warned or censured for under noted offences after giving him an opportunity to be heard, action as mentioned in the applicable law may also be taken against him for any of the under noted offences.

- a. Late attendance
- b. Negligence in performing duties
- c. Neglect of work
- d. Absence without leave or without sufficient cause from the appointed place of work.
- e. Entering or leaving or attempting to enter or leave the premises of the establishment except by a gate or entrance notified.
- f. Committing nuisance on the premises of the establishment.
- g. Breach of any rule or instruction for maintenance of running of machines
- h. Any act which may be considered as misconduct in common parlance.

CLAUSE NO. 38**DISCIPLINARY ACTION**

The following disciplinary action may be imposed for misdemeanor/misconduct.

- Censure or warning
- Strict warning.

The following punishments may be imposed for major misconduct:

1. With holding/stoppage of day/s salary
2. Stoppage of increment.
3. Removal from service which does not disqualify for future employment in other organizations/institutions/establishments
4. Demotion / reduction to a lower grade of post or lower scale.
5. Issue an order for inquiry by a committee after suspension without salary till the inquiry is completed. Continuation in the service depends on inquiry report submitted by the committee.
6. Dismissal from service without notice.

7. Persons found working under the influence of Alcohol will be suspended immediately based on the reports of HOD/ Section Head.
8. Procedure of termination in respect of Alcohol cases - Internal Committee needs to be formed. Committee needs to submit the report. If the employee was under the influence of Alcohol is proved
9. During the working hours; Head of the Institution needs to discuss with the competent Authority and accordingly termination / final warning should be given to the employee in writing.

CLAUSE NO. 39**PROCEDURE FOR DISCIPLINARY ACTION**

1. An order of punishment including dismissal shall be made only after the employee concerned is informed in writing of the alleged misconduct and is given an opportunity to explain the circumstances alleged against him and after conducting the domestic enquiry wherein the charges are proved except when the misconduct is admitted in writing. During the domestic enquiry, the diligent employee may have the assistance of any of his co-employee working in the institute, if he is so desires in writing. However, no outsider will be allowed to assist diligent employee in the enquiry.
2. In awarding punishment under these rules and regulations, the management shall take into account the gravity of the misconduct and at the same time, may refer to the previous record of employee and any extenuating or aggravating circumstances, if any.
3. If after enquiry, an employee is adjudged guilty of the misconduct alleged against him and punishment is awarded, employee shall not be entitled to any remuneration for such period other than the subsistence allowance already paid to him. If penalty other than dismissal or removal is imposed on him, the punishing authority shall, by order, decide as to how the period guilty of the alleged misconduct, he shall be reinstated in his post and shall be paid the difference between the subsistence allowance already paid the emoluments which he would have received if he had not been suspended, the period of suspension being treated as on duty.
4. Inquiry committee shall submit its report to the Principal and accordingly decision shall be taken by the principal of the concerned institute.
5. This process shall be completed within 10 working days.
6. If the employee is not satisfied on the report of the inquiry committee and decision of the Principal, he may represent his case to the management through CCA. Decision taken by the management is final and binding in all respects.

CLAUSE NO. 40**COMPLAINTS**

All complaints arising out of employment, including those relating to unfair treatment or wrongful exertion on the part of the employer or his officer or his servant shall be submitted by the employee to the Principal through proper channel of the institute. The Principal shall personally investigate the complaints at such times and places as he may fix and the complainant employee shall have the right to be present at such investigation. The decision of the investigation officer and the action, if any taken by him shall be intimated directly to the complainant.

If the employee is not satisfied on the decision of the Principal, he may represent his case to the management through CCA. Decision taken by the management is final and binding in all respects.

CLAUSE NO. 41**NOTICE AND COMMUNICATION**

1. Service of any communication, notice or order to an employee shall be deemed sufficient if it is sent to the last known address of the employee by registered post/courier with acknowledgment due and exhibiting a copy of the same on the notice board of the institute.
2. Notice to be exhibited or given under these rules and regulations shall be in English.
3. An employee shall receive any notice or memo which the Principal may seek to serve upon him from time to time.
4. If an employee refuses to receive any notice or memo, the person serving the same shall in the presence of at least one witness make an endorsement to that effect to the notice or memo, with particulars of date and time of refusal and put his signature and obtain the signature of witness there under and a copy of the notice may be put-up on the Notice Board and sent to the concerned person by registered post with acknowledgment due to the last known address and this shall be deemed sufficient proof of his having received the same.
5. General notices required by these orders shall be given by pasting the same on the notice board of the institute maintained for such purposes. Important notices concerning individual employee including notice conveying decision to terminate his services shall be served on the last known address or handed over to the employee personally or as per the following paragraph.
6. Where an employee is not available for service of any such notice or memo or order, it shall be deemed sufficient service of notice, if such notice memo order by registered post/courier acknowledgment due is posted to his last known address, a copy of the same is put on the notice board of the company.
7. Any notice, order, charge sheet, communication or intimation which is personal / official etc., addressed to an employee shall be given in English and shall if he so desires, be explained to him in Kannada language which he understands.

CLAUSE NO. 42**GRATUITIES**

1. PES is committed to ensuring all business/service relationships with suppliers, clients and resource persons are legal and based on professional integrity.
2. Physical and open gifts such as pen, calendar, samples, diary, reference book by the publisher and/or any other office stationary as a part of gratitude are acceptable by the individuals and employees. Any physical /open gift more than Rs.500/- shall be brought to notice of the management without fail. If an employee hides the information, if the management comes to know disciplinary action shall apply.
3. Gratuities of any nature of any amount shall not be received by the employees from anybody.
4. No employee/department/institute may give a gift/gratuity to a client/resource person without prior approval from management, such gifts and gratuities must always be part of an approved program. Specific gifts will be purchased centrally in appropriate quantities with management's approval and will be

delivered to the person/department/institute to be handed over to the client/resource person.

CLAUSE NO. 43**VISITORS POLICY**

All employees need to ensure that any visitor coming to meet them take permission of their immediate reporting head as far as possible. The employee needs to intimate the same to the security section and the reception. On the arrival of the visitor, security would inform the concerned person who can either receive the visitor himself or direct the guest to the visitor's place/area. After the visit, the visitor should be escorted to the reception. However, if a visitor comes uninformed, security will check with the concerned person. If the person declines to accept or to receive the guest, the visitor would be sent back. If the visitor is accepted then the above-mentioned procedure will be followed.

CLAUSE NO. 44**GRANT OF SERVICE CERTIFICATE**

Every employee other than casual/temporary employee who leaves employment or retires or resigned as per norms or his services are otherwise terminated shall be given service certificate on employee's request by the drawing officer/Principal.

In the service certificate of the 'terminated employees', the reason for having terminated shall be mentioned in the service certificate.

CLAUSE NO. 45**PETTY CASH EXPENSES**

Amount per month-Institution	:	Rs.2,000/- (Rupees Two Thousands Only)
Amount P/M per Dept at PES	:	Rs.1,000/- (Rupees One Thousand Only)
Period of Spending	:	One month starting from first day of the month
Settlement of petty cash	:	Last day of the month
Responsibility	:	Principal
Accounts Office	:	PESITM Accounts Office

GENERAL INFORMATION REGARDING THE USE OF PETTY CASH:

1. Petty cash is obtainable on 1st of every month (or immediate working day) at PESITM accounts office.
2. Small purchases (if any) need to be spent on any emergency office supplies only.
3. If an employee has made a purchase with their personal amount; the same may be reimbursed on submission of receipt/voucher from the petty cash amount.
4. Each purchase must not exceed Rs.500/- in total for any one purpose per day. Making several receipts to avoid compliance with Rs.500/- limitation violates the intent of the use of the Petty Cash amount and is, therefore, not allowable. Any purchase above Rs.500/- shall be purchased through the existing indent system of the institution.

5. Proof of purchase, in the form of a valid original receipt, must be obtained from the vendor. The receipt must indicate the type of item(s) purchased the name of the vendor, the date and the amount of the purchase/s.
6. Materials and supplies available at PESITM Office (Stores & Service) cannot be purchased from outside sources except when such goods and services will not satisfy departmental requirements (explanation required).
7. Petty cash may be used towards urgent posts and courier expenses (only for limited numbers up to 5 in a month) from the department/institution.
8. Petty cash expenses may be used for treating guests, parents (with coffee, tea, and biscuits). The amount shall not cross 50% of petty cash earmarked per month towards this expenses. Heads of the institutions and HODs to use their discretion with reference to working lunch to be offered to guests.
9. All petty cash purchases are subject to review to ensure compliance with this policy. Misuse of the Petty Cash Policy may result in discontinued use of the Petty Cash privilege.
10. When institution determines the need to purchase Petty Cash items and an advance is requested, the institute must properly complete all the norms of Accounts Office in time.
11. Principal is authorized to receive the Petty Cash Advance, shall send the "Request for Advance Petty Cash Funds" to the Accounts Office of PESITM.
12. Institutions/Departments are responsible for investigating various sources of suppliers for obtaining the best possible price.
13. Decision of the Management of PES Trust is final and binding in all the issues relating to usage of petty cash expenses in all the departments and institutions.

CLAUSE NO. 46**POLICY ON FUEL REIMBURSEMENT**

Eligibility	:	All the employees of PES Trust (R)
Applicability	:	For using employee's personal vehicles for official work/duty.
Two Wheeler	:	Rs.4/- per k/m
Four Wheeler	:	Rs.6/- per k/m
Accounts Office	:	PESITM Accounts Office

Settlement Procedure: Cash voucher duly filled by an employee mentioning the date, reason, and destination of travel along with the number of Kilometers on the backside of the voucher needs to be authorized by their immediate reporting Head/HOD and Principal. Cash to be collected from the Accounts Department against submission of details.

Settlement Time: Employee needs to apply within maximum of 2 working days of traveling. If an employee's nature of work involves frequent travelling, then such employee can apply on a weekly basis.

This policy terms may be revised or cancelled at the discretion of the management.

CLAUSE NO. 47	MOBILE BILL REIMBURSEMENT
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Amount per month	:	Maximum of Rs.500/-
Eligibility	:	Principals and HODs of PESITM
Accounts Office	:	PESITM Accounts Office

GENERAL INFORMATION:

1. PES Trust recognizes that Principals and HODs may be required to make business/official calls using their cell/mobile phones and therefore Trust has decided to reimburse mobile bills to all the Principals and HODs who are regularly required to use their personal cell phones to perform their job duties.
2. Actual cell/mobile phone bills must be submitted to PESITM Accounts Office between 5th to 10th of every month and get the same reimbursed from the same office.
3. If an HOD is in-charge for some other department; a maximum of Rs.500/- only is reimbursable.
4. Cell/Mobile Phones should be in their own names.

CLAUSE NO. 48	POLICY ON ORGANIZING EVENTS / PROGRAMMES AT THE DEPARTMENTS AND PES INSTITUTIONS
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Principals, HODs, section heads of all departments of all PES institutions are hereby informed to note the following in organizing any program in their respective department / institution. Further, they are informed to submit a detailed plan of action, budget statement, the expected audience of the programme, expected benefit of the programme & name/s & designation/s of the programme coordinator/s through the proper channel. The detailed plan of action shall be submitted through the concerned Principal in writing. The Principal and HOD / event co-ordinator/s shall also get their detailed plan of action approved by Trustee through Chief Coordinator Administration.

In addition to the above, concerned programme co-ordinator/s is/are hereby informed to complete the following tasks within the **four working days** after completion of the programme:

1. Clearance of all the bills (food, transportation, accommodation, programme related expenses, and any other expenses) relating to the programme. Coordination with the Accounts section is required and it is the duty of the programme co-ordinator/s.
2. Photo Album (if any) both soft (in CD format) & hard copies.

3. Preparing & sending of “Thanking letters” to the Guests & Invitees of the programme (preferably by the **very next working day** after the programme).
4. Approval needs to be taken in advance for any sort / type / value of memento being given to the guests & invites. Programme Coordinators/HOD/Principal needs to discuss and take approval by the Management

about the memento to be given to the guest. Purchase of memento from the market without discussion and approval will not be approved.

5. It is the duty of the concerned programme co-ordinator/s to report to the management through CCA along with concerned HOD/Principal after completion of all the work as detailed above within **five working days** after completion of the programme. The detailed programme report (Programme report shall be prepared in duplicate; one shall be retained in the department and the other copy shall be submitted to the Chief Coordinator Administration through proper channel).

CLAUSE NO. 49

POLICY ON CASH COLLECTIONS AND SUPPLY OF FOOD

No employee is permitted to collect any cash from the students or parents or anybody without prior written permission of the Principal/CCA/Management for conducting any programmes in the department / institute.

Project/dissertation/thesis supervisor/guide cannot demand money/money's worth from research/project student/s what so ever might be the reasons. Head of Institution needs to initiate disciplinary action as stated in clause no 38.If any cash is collected after the permission of the concerned authority, statement of expenses to be submitted to the same authority after spending the collected cash.

At the time of welcome/send off programmes or any other event as decided by the competent authority; food supply shall only be from canteens/vendors working within the PES campus only is permitted.

Staff members shall not attend the programmes organized by the students without prior permission/approval of the competent authority outside the PES campus.

CLAUSE NO. 50

ENFORCEMENT

The Section Heads, Process Heads, Department Heads, and Principal shall be held responsible for the proper and faithful observance and enforcement of these standing orders.

A copy of these Standing Orders shall be made available to Section Heads, Process Heads, Department Heads and Principal and kept for reference under password protected file and in all the teaching and non-teaching departments and shall always be kept in legible condition

Epilogue

The contents of this manual/service rules are solely written for the employees of PES Institutions / PES Trust. PES Institutions & PES Trust have taken all reasonable care to ensure that the contents of this Human Resource / Service Rules manual do not violate any copyright or any other intellectual property rights of any person, organization and/or institute in any manner whatsoever.

PES Institutions / PES Trust would like to acknowledge original author/s of that / those source of information and websites. Subject to objections raised (if any) from any of the source/s, person/s, organization/s, website/s, and institution/s, we would most humbly and willingly acknowledge the use of the information/material explicitly or even withdraw the same as the case may be.

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