

SRI SRINIVASA EDUCATIONAL & CHARITABLE TRUST®

SAPTHAGIRI COLLEGE OF ENGINEERING

(Affiliated VTU, Belagavi and Approved by AICTE New Delhi)

14/5, Chikkasandra, Hesaraghatta Main Road Bangalore-57

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Code of Conduct & Service Policies



Redefining Excellence in Technical Education



SAPTHAGIRI COLLEGE OF ENGINEERING

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Code of Conduct & Service Policies

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CHAPTER-I

1. TITLE AND COMMENCEMENT:

1.1 The existing service rules have been revised by the Governing Council (GC) of SCE and will come into effect from 08/08/2019, and shall apply to all the employees of SCE.

1.2 The Governing Council of SCE reserves right to amend/modify, alter and add to any of these Rules and to bring any such amendment, alteration with effect from such date as it may fix and authorize any committee to implement such rules.

CHAPTER-II

2. DEFINITIONS:

2.1"Governing Council" means the body constituted according to the guide lines given by AICTE for the college, referred to as GC.

2.2"Chairman" means chairman of GC.

2.3"Competent Authority" in relation to the exercise of any power means the GC or any other authority empowered to exercise any such power by the GC.

2.4" Institution" means Sapthagiri College of Engineering

2.5"Head of the Institution" means the Principal of the College.

2.6"Employee" means a person in the employment of SCE.

2.7"Family" means an employee's wife or husband, dependent children and dependent parents

2.8"Permanent Employee" means an employee who upon satisfactory completion of the period of probation.

2.9"Temporary post" means a post that an individual employee may not hold for more than a limited period without re-appointment.

2.10 "Probationer" means an employee appointed on probation against substantive vacancy in any cadre with an intention to continue on permanent basis.

2.11 "A Casual Employee" means one who is employed on day-to-day basis for specific work of casual nature.

2.12 "Continuous Service" means the service of an employee from the beginning of his/her service in the institution, without any break.

2.13 "Time Scale Pay" means pay which increases by periodical increments from a minimum to a maximum.

2.14 "Special Pay" means pay paid in addition to the emoluments of a post or of an employee granted in consideration of

2.14.1 The special nature of the duties, or

2.14.2 Specific addition to the work or responsibility

2.14.3 Necessity of acquiring or retaining an employee in the interest of the Institution.

2.15 "Subsistence Pay" means payment made to an employee who is not in receipt of regular pay or leave salary.

2.16 "Substantive Pay" means pay, other than special pay, personal pay to which an employee is entitled on account of holding the post to which he has been appointed substantively or by reason of his/her substantive position in a cadre.

2.17 "Leave Salary" means the amount paid by the management to an employee during Leave period.

2.18 "Holiday" means a holiday notified by the Institution.

2.19 Committee: Committee set up by the GC for a purpose.

CHAPTER - III

3. APPOINTMENT AND CONFIRMATION

3.1 All appointments of all categories shall be made by the GC. The GC shall appoint selection committee for the purpose.

3.2 A candidate appointed by direct recruitment shall assume charge of the post for which he/she was appointed within the period specified in the appointment order.

3.3 At the time of joining the candidate shall complete the following formalities:

3.3.1 Submission of joining report.

3.3.2 Submission of attested copies of educational qualification certificates along with originals for verification. Some of the original certificates may have to be deposited with the office as required by the Institution which will be returned on leaving the college.

3.3.3 Submission of Relieving Letter or proof of having completed the condition of appointment with the previous employer.

3.3.4 Submission of proof of age, accepted by the Institution.

3.3.5 **Nomination** for Provident Fund and such other benefits in prescribed form.

3.3.6 Application for Identity Card along with 3 passport size photographs.

3.3.7 Application for opening Bank Account in the bank prescribed by the college.

3.4 Any of the following documents may be accepted as proof of the date of birth /age:

3.4.1 Secondary School Leaving Certificate/ any other valid document accepted by the Institution. The age of an employee verified with reference to any of the

above shall be the sole evidence of the age of the employee for all purpose concerning his/her employment including retirement. The date of birth once furnished and accepted by the Management and entered in the Service Register shall be final and conclusive and under no circumstance, the request for correction of the same will be entertained.

3.5 The Institution may verify the antecedents of the candidate either directly or through an Agency by referring to the previous Organization in which the Candidate was working. In the event it is found that the candidate had suppressed material information or furnished wrong information, the employee is Liable for summary termination of employment.

3.6 All the appointments shall be subject to the candidate being medically found fit and the candidate shall produce Medical Certificate from the Doctor specified by the institution. The institution may require employee to be examined by a Medical Officer approved by the Institution for the purpose. If on examination, the employee is found suffering from any disease or complaint that is infectious or medical ly objectionable and detrimental to the healthy functioning of the Institution or to the health of the other employees, students, and staff, The Institute may terminate his/her services for being found medically unfit.

3.7 All the employees other than temporary shall ordinarily be on probation for a Period of one year. The probationary period may be extended for a further Period if found necessary. Notice of extension of probation will be given to the employee in writing before the expiry of the probationary Period. In computing the period of probation Leave without salary granted to a Probationer shall be excluded.

3.8 SERVICE RECORD: A Service Register shall be maintained for every employee showing among other things his/her permanent address, date of appointment, consolidated pay, scale of pay on Which he/she was appointed, increments given from time to time, leave availed, transfers, promotions, suspensions, punishments etc. The Register shall be opened immediately after employee reports for duty and will be updated periodically.

3.9 SENIORITY:

The Seniority in a particular cadre of service or class approved shall be determined based on The following factors. However, the decision of the GC/COMMITTEE is binding on all employees regarding seniority.

3.9.1 All persons confirmed shall be senior to all others not confirmed in that cadre.

3.9.2 The Seniority of persons, who are confirmed, shall be According to the dates of confirmation: where the date of confirmation of any two or more employees is the same, their

relative seniority shall be determined with reference to their rank in the lower grade. If seniority cannot be fixed on the said principle, the one who is older in age shall be treated as Senior.

3.9.3 When persons are recruited to a class post both by internal promotion and direct recruitment, the internally promoted candidate shall rank higher than recruited directly.

3.9.4

When promotions are made on the basis of seniority cum merit at the same time, the relative seniority shall be determined by their seniority in the lower cadre.

3.9.5 When promotions to a class of post or cadre are made by selection at the same time, the seniority shall be in the order in which the Names of Candidates are arranged in the Order of Merit.

3.9.6 Seniority of direct recruitments shall be determined as follows:

3.9.6.1 When the recruitment is made through the process of written test and interview, the seniority shall be in the order of Position in the Merit list.

3.10 PROMOTIONS: As per the guidelines of VTU and/or AICTE from time to time, against the Vacancy/vacancies.

CHAPTER- IV

4. DUTIES AND CONDUCT

4.1 Duties of Teachers:

4.1.1 Teachers are encouraged to apply for patents, Research work publish technical papers, review paper, newspaper articles, Research article publish books, monograms and give invited talks, chair technical sessions and such academic activities.

4.1.2 Teachers must be conscientious in teaching and giving his/her attention to the students.

4.1.3 Teachers are expected to record, wherever required by the Regulation Registers and all Academic marks of their students from time to time, in Particular at the reopening of the College and at the end of the term /Semester for college. Each year teacher must supply any statistical and other data required by the Head of the Institution.

4.1.4 In addition to normal class room duties, the teachers shall co-operate with the Head of the Institution and other members of the Teaching Staff in promotion of an atmosphere of academic excellence and in the performance of extra duties and devoting extra time which is required for the welfare of the student or the Institution in general.

4.1.5 No teacher shall undertake private tuition or any other assignment in any other Institutes, Govt. Departments, and NGOs etc. without explicit permission from the Head of the Institution.

4.1.6 Teachers shall follow the duties / work load as prescribed by VTU or Regulatory Bodies like AICTE/UGC etc. GC or the Competent Authority shall have the final say in assigning duties/workload.

4.1.7 Teachers shall also engage in research and development in their respective areas of interest, take up industry consultancy and sponsored projects.

4.1.8 No teacher is permitted to inflict corporal punishment on a student.

4.2 Code of Conduct for Teachers & Employees:

4.2.1 No teacher shall violate the code of conduct as given by Karnataka State Government, Visvesvaraya Technological University and AICTE including the following

4.2.1.1 Knowingly or willfully neglect his/her duties.

4.2.1.2 Propagate through his/her teaching, lessons or otherwise communal or sectarian outlook or incite or allow any student to indulge in communal or sectarian activity.

4.2.1.3 **Discriminate** against any student on the ground of religion, caste, creed, language, gender, and place of origin, social and cultural background or any of them.

4.2.1.4 **Indulge** in or encourage any form of malpractice connected with the examination or other activities of the Institution.

4.2.1.5 **Make** any sustained neglect in correcting class work or home work done by the student.

4.2.1.6 **While** being present in the Institution absent himself/herself except with the prior permission of the Head of the Institution from the class which he/she is required to handle.

4.2.1.7 **Remain Absent** from the Institution without leave or Prior permission of The Head of the Institution. Provided that where such absence without leave or without the prior permission of the Head of the Institution is due to reason beyond the control of the employee (serious and emergencies), if on

return to duty, the staff has applied for and obtained, post facto, the necessary sanction for the leave.

4.2.1.8 Accept any job of a remunerative or non remunerative character from any source other than the Institution or give private tuition to any student or other person or engage him/her in any business unless permitted by the Head of Institution.

4.2.1.9 Ask for or accept (except with the previous sanction of the Principal) any contribution or otherwise associate himself/herself with rising of funds or make any other collections, whether in cash or in kind, in pursuance of any objective whatsoever.

4.2.1.10 Engage himself/herself as a selling agent or canvasser for any publishing firm or trader.

4.2.1.11 Accept or permit any member of his/her family or any other person acting on his/her behalf to accept any gift from any student or parent with whom he/she comes into contact by virtue of his/her position in the Institution.

4.2.1.12 Cause, or incite any other person to cause, any damage to Institution property.

4.2.1.13 Behave or encourage or incite any student, teacher or other employees to behave in a rudely or disorderly manner in the Institution premises.

4.2.1.14 Be guilty of or encourage violence or any conduct which involves moral turpitude.

4.2.1.15 Be guilty of misbehavior or cruelty toward any parents, guardian, student, teacher or other employee of the Institution.

4.2.1.16 Organize or attend any meeting during the Institution hours except where he/she is required or permitted by the Principal to do so.

4.2.2 Every teacher shall

4.2.2.1 Be punctual in attendance and in respect of his/her class work and also for any other work connected with the duties assigned to him/her by the management/Principal of the Institution.

4.2.2.2 Abide by the rules and regulations of the Institution and show due respect to the Constituted Authority.



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Vision:

To be a best institution imparting quality engineering education to deal with community needs through learning and performance.

Mission:

To implement path breaking student centric education methods.
To augment talent, nurture teamwork to transform to develop individual as responsible citizen.
To educate the students and faculties about entrepreneurship to meet vibrant requirements of the society.
Strengthen Industry-Institute interaction for knowledge sharing.

NO RAGGING

Penalty for ragging as per government orders:

- * Any person who indulges in ragging shall be punishable with imprisonment for a term, which may extend to one year
- * Students who indulge in ragging will be liable for Rustication, Dismissal and Expulsion from the college.
- * All the academic certificates including the passport will be embossed to the effect that he/she had indulged in Ragging.



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