



**Karunya INSTITUTE OF TECHNOLOGY AND SCIENCES**

(Declared as Deemed to be University under Sec. 3 of the UGC Act. 1956)

**A CHRISTIAN MINORITY RESIDENTIAL INSTITUTION**

AICTE Approved & NAAC Accredited

**Karunya Nagar, Coimbatore - 641 114, Tamil Nadu, India.**

# HR POLICY

(January 2023)

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### **FOUNDER'S NOTE ON THE EXPECTATION OF EACH STAFF**

Dear Co-worker at Karunya,

I value you as God's chosen vessel of honour to fulfill God's plan for humanity through Karunya University. The Karunya University has been established by the Almighty God through a vision given to my father late Bro.D.G.S. Dhi`nakaran and through a direction given to me on 2<sup>nd</sup> & 6<sup>th</sup> May 2008 that it is to be "a University with a social concern to bring forth solutions to the problems of humanity". To enable this divine vision to be fulfilled, God has chosen you to be a part of this vision and team. The Lord says in John 15:16, "You have not chosen Me but I have chosen you to go and bear fruits and that your fruit should remain". Always remember that you have been chosen by God and placed by God in Karunya and that you have a specific mission to fulfill here.

As the above verse continues, thus, "Whatever you ask the Father in My name He will give you", please pray daily for God to reveal to you each day as to what you have to accomplish to fulfill the over all vision and mission of your department and of Karunya corporately. As you receive God's guidance He will empower you with wisdom, favour in the eyes of men as well as God, to accomplish what He has revealed to you each day, specially at the time of the prayer in the morning assembly. Then through that you will gain stature amongst your students, colleagues, society and the nation.

Do not look to any other staff member for guidance or for them to be a model, you. You are unique. Remember God has a unique plan for you. A unique mission to be performed. So stand tall, look to God and do His will. As you do it you will work along with everybody with great ease and then you will have unique recognition as well as the favour of God. Then no man shall stand up against you and God will be on your side.

At Karunya we give equal importance to academic excellence, spiritual empowerment and value inculcation to form every student into an Ambassador to become a leader in the global society, in terms of working towards solving the human problems. To this end the students need to be provided with application oriented, fundamentally strong education in each area of their study by each faculty member. So we expect each faculty member to be well read in their subjects and not just follow the text books as well as have application orientation in their teaching. For this they should spend time with the industries, institutions and research related projects both internally and externally for stipulated periods of time to equip

themselves, in order to become competent and confident in their area of expertise, to help every student to be educated and to be motivated to think beyond and produce solutions to various problems of humanity in their area of study. When the students go out they should be confident to be social benefactors.

Secondly we believe that every student should acquire values to stand up for what is right and to live a disciplined life to become a leader in society and to lead the nation in righteousness. "Righteousness exalts a nation" (Proverbs 14:34). We believe in enabling each student to value other students from different parts of the nation and the world and to appreciate the global family values. To this end the campus life is organised. For this to happen, each faculty member is expected to be a model in one's life style and relationship as well as become part of the campus life operations including the life at the hostels and social activities.

Thirdly Karunya University believes in empowering students with strong spiritual values and faith in God through prayer to enable them to stand strong in the midst of all tribulations and trials in life and overcome them and to rise up to great heights. To this end the faculty members are expected to encourage the students in times of their weaknesses through their counsel and prayers and sharing the word of testimony from their life's experiences with regard to how God has led them in the past through prayers. The faculty member should be a participant of the assembly and guide them to seek corporate blessing. The faculty member is also expected to lead the student teams to go out and minister to the hurt and the needy in society as well as through various extension programmes, spiritual outreaches and counseling programmes.

Thus as a faculty member, may we encourage you that as God's servant one has to dedicate himself / herself fully to this work of God for one to receive God's blessings in abundance in one's family, profession and personal life. According to the Scripture may you receive hundred fold blessings in this world along with the eternal life for your soul, as you are fully committed to this service of the Lord.

May I share with you God's promise found in the Scriptures "Have I not commanded you? Be strong and of good courage; do not be afraid, nor be dismayed, for the LORD your God is with you wherever you go" (Joshua 1:9).

Please remember that I am praying for you each day that God will fulfill His promise and be with you and make you to achieve great things.

"Expect great things from God,  
Attempt great things for God" – William Carey

Dr. Paul Dhinakaran  
Chancellor – Karunya University

## **THE MINORITY STATUS**

The Institute has been declared as a Christian Minority Institution; within the meaning of Clause 1 of Article (30) of the Constitution of India by the Government of Tamil Nadu vide their GO MS.No.616 dated 28.7.1995 and annually by subsequent communications from the Department of Higher Education, Govt. of Tamil Nadu, the latest being letter (Ms) No.228, dated 5.7.2000.

The National Commission for Minority Educational Institutions (NCMEI) has declared "Karunya Institute of Technology and Sciences" as a Minority Educational Institution covered under Section 2(g) of the NCMEI Act, 2004 on 19.3.2014.

The Article 30 (1) confers the right on the minority communities to establish and administer educational institutions of their choice.

The essence of the right guaranteed by Article 30 (1) of the Constitution is a free exercise of their choice by minority institutions of the pattern of education as well as of the administration of their educational institutions. Both these, taken together, determine the kind or character of an educational institution which a minority has the right to choose. The rights protected by Article 30 (1) are laid down in 'absolute' terms without the kind of express restrictions found in Articles 19, 25 and 26 of the Constitution. It is open to the minority institution concerned to free itself from any statutory control or fetters, if freedom from them is considered by it to be essential for the full exercise of its fundamental rights under Article 30 (1) of the Constitution. This Article is meant to serve as a shield of minority educational institutions against the invasion of certain rights protected by it and declared fundamental so that they are not discriminated against.

The educational institutions contemplated under Article 30 (1) were not restricted to teaching of language, religion, etc., but covered all types of educational institutions. There is no limitation placed on the subjects to be taught in such educational institutions. As such minorities will ordinarily desire that their children should be brought up properly and efficiently and be eligible for higher university education and go out into the world fully equipped with such intellectual attainments as will make them fit for entering public services.

Regarding recognition of educational institutions, the Supreme Court has held that "the minorities understandably regard it as essential that the education of their children should be in accordance with the teachings of their religion and they hold quite honestly that such an education cannot be obtained in ordinary schools designed for all the members of the public but can only be secured of people well versed in the tenets of their religion and the traditions of their culture. The minorities evidently desire that education should be imparted to the children of their community in an atmosphere congenial to the growth of their culture. They also desire that scholars of their educational institutions should go out into the world well and sufficiently equipped with qualifications necessary for a useful career in life.



Without recognition therefore, the educational institutions established or to be established by the minority communities cannot fulfil the real objectives of their choice, and the rights under Article 30 (1) cannot be effectively exercised." The educational institutions mentioned in the Article 30 (1) include schools and colleges of general secular education. It is accepted that a religious minority has the right to establish a University under Article 30 (1).

A religious minority institution could not compel anyone to profess or practice any particular religion, but it can lay down that all religious practices which will be carried out inside its precincts should be in conformity with their principles. To carry the explanation a little further, such an institution cannot interfere with the belief and profession of religion, but it can control the outward manifestation of it within the boundaries of its property'. (A.I.R. (1957) Calcutta, at p.526 Case no.2,p.7)

'Administer' in Article 30 (1) includes enforcement of discipline in regard to dress and other matters: In a case involving the dress of a teacher, the High Court of Andhra Pradesh decided that the term 'administer' in Article 30 of the Constitution is wide enough to take in the enforcement of discipline in regard to dress and other matters by the educational institution". (A.I.R. (1964) Andhra Pradesh at p.279, see Case No.9, p.20)

In the light of the interpretation of Article 30(1) of the Constitution, the Constitution of Karunya University is framed.

## **2. GENERAL RULE**

### **2.1 Introduction**

Welcome to the Karunya Institute of Technology and Sciences. We are happy to have you as a part of the staff. It is expected that we will work together closely as an integrated team. While there are job descriptions for each position, employees are expected to be flexible and help wherever needed.

Every employee will abide by the rules and regulations of the Institution as applicable to staff from time to time. Notwithstanding the contract, the Institution will have the right to terminate his/ her employment for breach of trust, violation of rules and regulations of the Institution and any act of indiscipline. In case of termination of his/her employment for the act of indiscipline the Institution shall not be liable for any compensation whatsoever.

### **2.2 Equal Employment Opportunity Policy and Policy Against Harassment**

#### **(a) Equal Employment Opportunity Policy**

Karunya Institute of Technology and Sciences is a self-financing Christian Minority Institution. No employee or applicant will be subjected to discrimination because of race, colour, age, sex, religion, marital status, disability, military status or any other characteristic protected by law. This policy is applicable to all terms and conditions of employment, including recruitment, hiring, promotion, training assignment, evaluations, compensation and termination.

#### **(b) Policy Against Harassment**

##### **In General**

Karunya Institute of Technology and Sciences is committed to provide all employees with an environment that is free of discrimination and harassment. We will not tolerate conduct that constitutes or could lead or contribute to harassment based on sex, race, colour, religion or any characteristic or status protected by law. Examples of such prohibited conduct include, but are not limited to

- Ethnic slurs
- Use of computer (including the internet and email) to view or distribute racially offensive communications
- Threatening, intimidating or hostile acts directed at a particular sex or religious group

Harassment does not require intent to offend. Thus, inappropriate conduct meant as a joke or even a compliment can constitute prohibited harassment.

##### **Sexual harassment**

Sexual harassment is a specific type of discriminatory harassment. It includes unwelcome sexual advances, requires for sexual favors and other verbal or physical conduct of a sexual nature when:

- Submission to the action is either an explicit or implicit condition of employment
- Submission to or rejection of the action is used as a basis for employment decisions or
- Such conduct has the purpose or effect of interfering with the employee's work performance or creating an intimidating, hostile or offensive environment

Prohibited conduct includes, but is not limited to:

- Unwelcome sexual flirtations, advances or propositions
- Inappropriate touching
- Graphic verbal comments about an individual's body or appearance
- The use of sexually degrading words
- The use of computers (including the internet and email) to display or distribute sexually explicit images, messages or cartoons

In addition to the foregoing, no one with a supervisory role may at any time:

- Threaten or imply that an individual's submission to or rejection of a sexual advance will in any way influence any decision regarding that individual's employment, performance evaluation, advancement, compensation, assignments, discipline, discharge or any other term or condition of employment
- Make any employment decision concerning an individual on such a basis

### **(c) Procedures**

If you believe that you or anyone else has been subjected to prohibited conduct, you are required to report the relevant facts as promptly as possible. At your option, the report can be made to your higher authority Head of the Department (HoD) / Director / Dean / Registrar / Pro-Vice Chancellor / Vice Chancellor. You should report the conduct regardless of

- The offender's position at Karunya Institute of Technology and Sciences
- The fact the offender is not employed in Karunya Institute of Technology and Sciences eg. Vendor, visitor, temporary employee. Your time report is critical in order for the Karunya Institute of Technology and Sciences to take action to stop the conduct before it is repeated. All reports will be addressed promptly, with further investigation where needed to confirm facts or resolve dispute facts. In conducting its investigation, Karunya Institute of Technology and Sciences will strive to keep the identity of individuals making reports as confidential as possible.

Appropriate disciplinary action including unpaid suspensions and terminations will be taken against the personnel found to have violated these policies. Individuals who violate these policies may also be vulnerable to additional, personal exposure under applicable law.

### **(d) No Retaliation**

Threats or acts of retaliation against individuals who report inappropriate conduct or participate in an investigation will not be tolerated. If you think you have been subjected to retaliation, you are obligated to use the above procedure to report the pertinent facts. The Institution will investigate and take appropriate action in the manner described above.

### **3. RULES ON CONDUCT**

#### **3.1 Conflict of Interest**

Employees are expected to conduct themselves so as to avoid any actual or appearance of a conflict of interest. When a potential conflict of interest arises, the employee is obligated to disclose it in writing to the HoD / Director / Dean / Registrar / Pro-Vice Chancellor / Vice-Chancellor. The institution will take suitable action.

#### **3.2 Drug Free and Alcohol Free Workplace**

Employees are prohibited from the use or possession of illegal drugs or alcohol at any time in the workplace or during hours of employment. Employees are expected to report to work free from the influence of illegal drugs or alcohol and to remain free from such influence while on the Institution premises or while performing any work for the Institution off-premises. Employees who violate this policy will be subjected to disciplinary action including unpaid suspension and termination. Employees who observe infractions of this policy are expected to report them immediately to the HoD / Director / Dean / Registrar / Pro-Vice Chancellor / Vice-Chancellor.

#### **3.3 No Smoking Policy**

The Institution maintains a smoke free workplace. All employees and visitors must refrain from smoking anywhere in this Institution building, including but not limited to, the lobbies, elevators, stairways, corridors, restrooms, lounges, public areas and all other building spaces. Appropriate disciplinary action including unpaid suspension and termination would be taken against any individual who is found to have violated this policy.

#### **3.4 Whistleblower Policy**

The Institution maintains a comprehensive whistleblower policy which requires any employee with knowledge of actual or threatened illegal or unethical conduct to report the same to the Head of the Institution. All complaints filed pursuant to the Whistleblower Policy will be investigated as promptly and as confidentially as possible. No employee will be subjected to retaliation for a good faith complaint filed pursuant to the Whistleblower policy.

#### **3.5 Electronic Communication Systems**

The Institution maintains a comprehensive Electronic Communications Policy which delineates proper and improper uses of its computers, digital networks, voice mail, facsimile machines and copiers.

All communications used in this Institution's computers, digital network, voice mail, facsimile machines and copiers shall be the University's property. Employees should have no expectation of privacy relative to same.

To prevent unauthorized parties from obtaining access to electronic communications, employees should choose passwords that are difficult to guess (not a personal detail or reflection of work activities) and these should be changed regularly. Passwords must be disclosed to the Computer Coordinator.

To avoid viruses, employees should not open emails or attachments unless they are confident of the identity of the sender.

### **3.6 Dress Code**

The Institution expects all of its employees to dress professionally and appropriately when at work or representing the University off premises.

Employees who are inappropriately dressed will be asked to modify their appearance or if spot modification is not possible, to go home. Employees who are asked to go home for a dress code violation will be charged vacation or personal time for that time away from the work. Repeated violation of this dress code policy will lead to disciplinary action including termination.

### **3.7 Restriction of Alternative Employment**

Employee is not allowed to seek or take up any other employment in their name, family member's name or dependent's name during his service at Karunya Institute of Technology and Sciences, as it would create administrative complexities. On violation of this clause, the institution will take suitable action including termination.

### **3.8 Confidentiality of Information**

Employee is not permitted to divulge any information critical to the Institution or pass on any document relating to the Institution without express permission of the Management. Violation of this condition will be construed as a serious misconduct and the employee will lose the employment.

### **3.9 Performance Evaluation**

The Institution believes in maintaining a high performance team. Employee will be required to maintain high level of performance during his service with us. Employee performance will be subjected to evaluation at the close of each semester as per the policy of the Institution. If the member of staff's performance is found to be unsatisfactory, suitable steps will be taken including discontinuation of service.

## **4. DISCIPLINARY ACTION**

Conduct deficiencies will be addressed on a case by case basis. As and when a deficiency in conduct of a staff brought to the notice of the administration, a formal enquiry procedure will be initiated and subsequently based on the facts identified by the enquiry committee suitable punishment will be recommended by the disciplinary committee. In cases of severe conduct deficiency, the staff shall be suspended pending enquiry.

### **4.1 STANDING ORDERS AND DISCIPLINARY PROCEDURES**

Whereas it is expedient to require the Head of the Institutions or any other person of authority in Karunya Institute of Technology and Sciences to define with sufficient precision the conditions of service, the standing orders to be observed by every employee including disciplinary procedures to be followed and to make the said framed rules known to employees of the organization.

Whereas to make the employees to understand the details of standing orders and enlighten them that the breach of the same would attract penal action of minor and major nature which if known in advance, they may conduct themselves in such a way to avoid such act of misconduct while in service of the organization.

### **4.2 Classification of Employee**

**(a) "Employee"** means all persons directly employed by Karunya Institute of Technology and Sciences (KITS)

**(b) Supra which includes**

- Approved Probationer
- Probationer

but does not include casual and temporary workers / employees who do not sign a contract of agreement with KITS for service.

The term 'Competent Authority' wherever appearing in this document indicates the 'Registrar' of Karunya Institute of Technology and Sciences.

### **4.3 Short title, extent and application**

(a) These rules may be called "Standing Orders and Disciplinary Procedures Rules"

(b) It extends to all employees of Karunya which includes

- Karunya Institute of Technology and Sciences
- All projects under Karunya Institute of Technology and Sciences
- Any other institution which may be stated and run by Karunya Institute of Technology and Sciences, in future

### **4.4 Definition**

(a) "Administrative Manual" means the written statements, instructions, orders including the Standing Orders and Disciplinary Procedure rules which deal with the various organs or of Karunya Institute of Technology and Sciences prescribed in detail the manner of their activity

being concerned with such topics as are necessary to administer and manage the affairs of Karunya Institute of Technology and Sciences.

- (b) "Competent Authority" means the officer who is authorized by the Board of Trustees of Karunya Institute of Technology and Sciences to (i) appoint a person for employment (ii) to initiate disciplinary action against employees and to (iii) issue final orders inflicting any type of punishment which he may deem fit.
- (c) "Charges" means and includes the element of offence and also reference to the employee who is alleged to have committed such offence which are explicitly stated or implied in the Standing Orders and Disciplinary Procedure rules framed under Administrative Manual.
- (d) "Misconduct" means wrong or improper conduct ie. Conduct in violation of a definite rule of action which includes both failures to do what is required of an employee or doing a thing which is prohibited in the conduct rules framed even though the employee has not acted willfully or maliciously.
- (e) "Conduct rule" means the rules framed under Karunya Institute of Technology and Sciences administrative manual and the rules which may be framed from time to time to carry out the day to day administration of the organization.
- (f) "Enquiry Committee" means the committees of officers duly appointed by the Competent Authority to find out and report the alleged misconduct of an accused employee with reference to the conduct rules framed hereunder.
- (g) "Presenting Officer" means the Officer appointed by the Competent Authority to present the documents and produce the witnesses on behalf of the Karunya Institute of Technology and Sciences before a particular enquiry committee.

#### **4.5    Transfer**

Employees are liable to be transferred from one department to another department of the same institution or from one institution to another institution both at Karunya Nagar or other companies in India or abroad at the sole and entire discretion of the management, at any time, without detrimental to the existing condition of service.

#### **4.6    Acts of Major Misconduct**

The following acts and omissions shall be treated as misconduct:

- (i) Willful insubordination or disobedience, whether alone or in combination with another or others, of any lawful and reasonable order of a superior;
- (ii) Strike of work or inciting others to strike work in contravention of the provisions of the industrial Disputes Act 1947 (Central Act XIV of 1947), or any other enactment or rule for the time being in force;
- (iii) Theft, fraud or dishonesty in connection with the Karunya Institute of Technology and Sciences services or property or doing or engaging in any act which may induce the theft of property or abetting to commit theft of the property of Karunya Institute of Technology and Sciences;
- (iv) Taking bribes or any illegal gratification, whatsoever,

- (v) Habitual breach of any standing order;
- (vi) Collection of any money within the premises of the Karunya Institute of Technology and Sciences for purposes not sanctioned by the Competent Authority.
- (vii) Engaging in trade within the premises of the Karunya Institute of Technology and Sciences and inducing and supporting others to do the same.
- (viii) Drunkenness, riotous or disorderly behavior within premises of the Karunya Institute of Technology and Sciences or any act subversive of discipline which are not in the interest of Karunya Institute of Technology and Sciences;
- (ix) Habitual breach of any rule or instruction of the maintenance and running of any department or the maintenance of the cleanliness of any portion of the premises of Karunya Institute of Technology and Sciences;
- (x) Undertaking employment under any other employer or company in any capacity without the written permission of the Competent Authority, Karunya Institute of Technology and Sciences.
- (xi) Sleeping while on duty;
- (xii) Smoking in the premises of Karunya Institute of Technology and Sciences.
- (xiii) Distribution or exaltation within the premises of the Karunya Institute of Technology and Sciences of any bills or pamphlets or posters without the previous sanction of the Competent Authority;
- (xiv) Willful damage or damages due to negligence or carelessness at work in process or to any other property of the Institution;
- (xv) Failure to observe duly notified safety instruction or interference with any safety device or equipment installed within the Karunya Institutions.
- (xvi) Willful slowing down in performance of work, or abetment or instigation thereof;
- (xvii) Threatening, abusing, intimidating or assaulting any employee outside the premises of the Karunya Institute of Technology and Sciences, if such, abuse, intimidation or assault is in connection with the employment in the Karunya Institute of Technology and Sciences;
- (xviii) Disclosing to any person any information which may be detrimental to the growth of Karunya Institute of Technology and Sciences with regard to the working or process in the establishment, without the prior permission of the Karunya Institute of Technology and Sciences;
- (xix) Squatting or remaining anywhere within the premises of the Karunya Institute of Technology and Sciences other than the appointed place with a view to intimidate, coerce or threaten the Officer / Executives of Karunya Institute of Technology and Sciences;
- (xx) Interfering with machines or process not connected with the work allocated and / or asked to do by a member of the supervisory staff,
- (xxi) Conviction by any Court of law for any criminal offence involving moral turpitude;



- (xxii) Deliberately making false, vicious or malicious statements, public or otherwise, against the institution or any officer or employee of the establishment;
- (xxiii) Loitering, idling or wasting time during working hours or being within the establishment out of the authorized hours of work without previous written permission of the Head of the Department.
- (xxiv) Causing damages or doing any act which may cause or likely to cause damage to the instruments, installations, computer materials or any such materials which are used for the academic services of the Karunya Institute of Technology and Sciences.
- (xxv) Willfully causing damage to the properties or deliberately misusing the intellectual property of the institutions to any other third person / institution for a consideration.
- (xxvi) Wantonly or willfully doing a certain act which has reason to cause damage to the reputation of Karunya Institute of Technology and Sciences directly or indirectly.
- (xxvii) Any other acts or deeds or omission of acts or deeds which may cause or likely to cause irreparable loss of money or prestige to the Karunya Institute of Technology and Sciences.

#### **4.7 Acts of Minor Misconduct**

The following acts or omissions shall be treated as constituting minor misconduct:-

- (a) Habitual late attendance
- (b) Habitual absence in duty without leave and without reasonable cause for any 24 hours in a particular span of time.
- (c) Negligence or carelessness in work or neglect of work or idling while on duty involving loss to the institution.
- (d) Refusal to accept any communication when served.
- (e) Committing any nuisance in the institution, hospital, office or stores and in any premises of the institution.

#### **4.8 Nature and kind of punishment**

The following penalties and punishments may be imposed on an employee by the COMPETENT AUTHORITY or authorities to be nominated by the Board of Trustees for proved inefficiency, or gross misconducts, listed in sections 4.6 & 4.7 supra.

- (a) Warning in writing
- (b) Fine
- (c) Censure
- (d) Suspension
- (e) Withholding of increments without cumulative effect
- (f) Withholding of increment with cumulative effect
- (g) Withholding of promotion
- (h) Demotion (reduction to a lower rank)
- (i) Termination of service
- (j) Dismissal from service.

## **4.9 Procedure for conducting enquiry**

### **1. Principles**

When a Domestic or Departmental Enquiry is conducted under these rules the principles of natural justice should be followed scrupulously by the competent authority and punishments should be awarded only for proved misconducts. The following are three vital principles of natural justice.

1. Hear both the sides, before coming to a conclusion.
2. The accuser must not sit in judgment over the accused.
3. Sufficient opportunities should be given to the accused to defend his case.

### **2. Enquiry Procedure**

- (i) If a Head of the Department, Controlling Officer or a person of supervisory nature of work comes to understand that a breach of conduct is committed by an employee or an employee has conspired to commit a misconduct, he has to make a complaint to his superior officer in writing alleging the (i) Nature and number of misconduct (ii) How it contravenes to the standing orders of the Karunya Institute of Technology and Sciences (iii) Time and date (iv) Place / Location (v) Witnesses present (vi) Details of articles of evidentiary value and the details of co-accused person.
- (ii) On receiving the report, a detailed explanation in writing should be called for from the accused employee by the Controlling Officer / Head of the department / head of the Institution by giving sufficient time to the employee to explain his position. A copy of the complaint letter may be enclosed or if that complaint letter includes some other details which are not necessarily to be known to the accused employee, the portion of the letter where he is stated to have committed the misconduct can only be enclosed.
- (iii) On receiving the explanation letter, if the explanation is convincing and if the COMPETENT AUTHORITY is satisfied that the matter may be closed, or further action need not be taken, he may close the matter. The explanation offered by an employee should tantamount be a proper and satisfactory answer to each charge raised in the charge memo issued.
- (iv) If the explanation is not upto the points raised in the charge memo, another explanation letter may be called for from the employee.
- (v) If the employee admits that he had committed the misconducts, even then an enquiry should be conducted by an enquiry committee constituted by the competent authority as to ascertain whether the employee had written his explanation out of free will and volition or not. After completion of enquiry, appropriate punishment can be recommended by the disciplinary committee formed by the competent authority depending upon the nature of misconduct
- (vi) If the employee denies the charges, Enquiry Committee shall be constituted by the Competent Authority to enquire and to find out whether the charges levelled against the employee is proved with the materials on record and witness statements produced.

- (vii) The COMPETENT AUTHORITY shall also nominate any officer who is well versed with the facts of the case as Presenting Officer, who shall represent before the Enquiry Committee / Enquiry Officer as the case may be who will produce all the materials on record and produce witnesses on behalf of management so as to make effective representation against the accused employee.
- (viii) An enquiry officer / a member in the Enquiry Committee shall be an independent officer / faculty who is not directly connected with either to the department in which the accused – employee is / had been working or associated with the Presenting Officer in any manner or if it is objected by the accused employee with acceptable reasons in writing on valid grounds. The enquiry shall be conducted in the language known to the accused and as soon as the enquiry is completed, a copy of the enquiry proceedings, shall be handed over to the employee after obtaining his signature.
- (ix) After the receipt of the findings of the Enquiry Officer / Enquiry Committee as the case may be if all charges are not proved, the COMPETENT AUTHORITY shall cease to initiate further action against the employee and orders issued accordingly.
- (x) If few charges or all the charges are proved in the enquiry the same may be forwarded to the Disciplinary Committee members to suggest nature of punishments to be awarded from among the punishment stated at Section 4.8 (a) to (h) supra.
- (xi) However, before taking a decision on suggesting punishment for an employee, the following factors shall be taken into consideration.
  - (a) Nature of misconduct
  - (b) Past conduct of the employee as seen in his/her dossier / Personal File
  - (c) His past appreciable contributions to the institution if any
  - (d) His family condition.

Provided further, that the Disciplinary Committee shall always consider the interest of the Institution as a predominant factor in deciding the quantum of punishment as only its existence, the welfare of the remaining employees depend.

On receipt of the report from Disciplinary Committee who recommends proper quantum of punishment, the Competent Authority shall again call for an explanation from the employee, by stating the proposed punishment, giving him one more chance to produce any fresh evidence if any which he had omitted to be produced during the enquiry or witness which he had failed to produce before. After the receipt of the reply for the show cause notice from the employee by the COMPETENT AUTHORITY, and after due consideration if there is sufficient grounds, he may reduce the punishment still, and order accordingly. If he thinks that there is no extenuating situation where any leniency can be taken, he shall confirm the punishments what he had proposed in the Show Cause notice.

#### **4.10 Settlement of Accounts**

1. If the final orders are issued by the COMPETENT AUTHORITY dismissing an employee for a proven gross misconduct, all his service money due to him should be settled and a cheque / Demand Draft drawn in his name should be enclosed with the dismissal order.

2. A dismissed employee is entitled for the following:-
  - (a) Wage / Salary for the days he worked before dismissal or suspension if any.
  - (b) Arrears of subsistence allowance:
  - (c) Encashment of leave to the accused employee on the date of dismissal;
  - (d) Overtime allowance (if such a scheme is operational) / refund of any deposit money if received by the Institution.
3. No gratuity is payable to a dismissed employee.
4. In case of termination, an employee is entitled for the benefits mentioned in section 4.10 (2a to 2d) in addition to the gratuity.

## **5. BENEFITS TO EMPLOYEE**

### **5.1 Introduction**

Karunya Institute of Technology and Sciences offers the below benefits to its eligible employees. The Institution reserves the right to change the terms of or eliminate any or all of these benefit programmes at any time.

The Institution reserves the right to discontinue or modify any unvested retirement benefits or other benefits described in this Handbook, subject to applicable law.

### **5.2 Hours**

All staff are expected to work for 8 hours per day excluding lunch break.

### **Permission (Late Permission / Early Permission)**

Two permissions are permissible for a calendar year. However, when a staff member applies for the third permission, a half-day Casual Leave shall be deducted from his / her account.

### **5.3 Pay**

The pay roll period is monthly. Employees' monthly salary will be deposited in the employee bank account.

### **5.4 Overtime**

Given the nature of Institution work, exempt employees are often required to work beyond regularly scheduled hours. Exempt employees are not eligible for overtime pay, extra allowance, incentive, compensation, Bata etc.

### **5.5 Employee Provident Fund (EPF)**

EPF will be given to all the employees who are on rolls on scale and who have completed 60 days of service.

### **5.6 Pension Benefits**

The regular employee will get the Pension benefit as per the EPF regulation after retirement.

### **5.7 Gratuity**

As per the Gratuity Act, Gratuity will be given to the staff who have rendered continuous service for not less than five years.

## **5.8 Accommodation**

Karunya Institute of Technology and Sciences will provide accommodation to those who are willing to take care of the students in the student residences. Those who are availing accommodation facility in the campus (Quarters / Hostels) must attend all the campus activities. The accommodation will be withdrawn, if they are not complying with the conditions.

## **5.9 Day scholar policy for the children of staff**

Karunya Institute of Technology and Sciences (Karunya Nagar) is a fully residential institution. Hence, it is mandatory that all the students should stay in the residences. Relaxation is given for the staff members' children to study as day scholars in Karunya Institute of Technology and Sciences (Karunya Nagar), if they are staying within the campus as well as Angel Garden.

## **5.10 Health care**

SEESHA Karunya Rural Community Hospital will provide 24 hours medical service for the employees of Karunya Institute of Technology and Sciences.

## **5.11 Health Insurance Scheme**

Every employee should join in the Group Mediclaim Policy. Employee and their dependents (spouse + 2 children) can take medical treatment and avail expenses as stipulated by the Group Mediclaim policy.

## **5.12 Long Service Award**

The employees who have put in more than 25 years of continuous service in Karunya Institute of Technology and Sciences will be rewarded with a certificate (Long Service and Meritorious Certificate) along with 5 grams Gold Coin.

## **5.13 Scholarship for the Children of KITS Staff Members**

- a. Scholarship equivalent to annual fees subject to a maximum of Rs.40,000 per annum is provided for the Children of Staff Members studying in Karunya Institute of Technology and Sciences with a good academic background of minimum 60%
- b. Scholarship equivalent to annual fees subject to a maximum of Rs.5000 per annum is provided for the Children of KITS Staff Members studying in Karunya Christian School.

## **5.14 Staff Benevolent Policy**

- a. The staff members who have contributed Benevolent fund for a minimum of 2 years can avail a loan upto Rs.40,000/- and they are allowed to pay on easy installments through salary deduction. The loan can be availed after repayment of earlier loan.
- b. Gift for newly married staff members.
- c. Farewell Gift for the staff members who is leaving Karunya on superannuation.
- d. In case of a death of a staff, the bereaved family is given Rs.25,000/- for funeral expenses.

## **6. HR POLICY FOR TEACHING STAFF**

### **6.1 Classification**

Classification of posts shall be made by the Management as and when necessary following the UGC norms.

The Institution shall adopt the minimum qualification and experience for eligibility for consideration for recruitment/ promotion for its teaching faculty/academic posts keeping in view the UGC guidelines

The Board of Management (BoM) shall, from time to time, provide specific guidelines concerning qualification and experience in respect of such positions for which these are ambiguously specified, keeping in view the recommendations of the UGC for similar positions if any

### **6.2 Creation of Post**

Number of posts, both teaching and non-teaching categories are sanctioned by the Board of Management based on the recommendations of the Registrar. The Registrar shall make his recommendations based on the request for requirement made by the Deans of the schools. The Deans shall estimate the faculty strength as per the UGC / statutory requirement before the commencement of the academic year as per the HR calendar (6.11) and project it in the budget.

### **6.3 Professors with Ph.D. (After Superannuation)**

Professors with Ph.D after superannuation may be appointed for a period of one year and they may be reappointed further depending upon the need.

### **6.4 General rules for Faculty**

1. The workload and the deliverables for the faculty members shall be based on the following criteria. The faculty members shall be eligible for annual increment and also for the confirmation of service who fulfills this following criteria and as per the proforma made available by HODs / Deans. This is mandatory for the confirmation of service and also for the award of the increment.

Faculty Cadre	Workload	Direct Teaching Learning hours per week	Research per week	Deliverables
Professors	2 Theory (3 or 4 hours) and 6 Hour Lab (OR) 3 Theory (4 hours) (OR) 3 Theory (3 or 4 hours) and 3 Hour Lab / Tutorial Atleast one UG Theory Class	12 to 14 hours	6 hours	<ul style="list-style-type: none"><li>➤ Publications in 5 Scopus Indexed Journals (Minimum 2 SCI Indexed)</li><li>➤ 1 External Funded Research Project not less than 8 Lakhs / year (OR)</li><li>➤ Consultancy for a Minimum 5 Lakhs / year (Testing excluded)</li><li>➤ TLP Score – Minimum 40</li></ul>

Associate Professors	2 Theory (3 or 4 hours) and 6 Hour Lab (OR) 3 Theory (4 hours) (OR) 3 Theory (3 or 4 hours) and 3 Hour Lab / Tutorial Atleast one UG Theory Class	12 to 14 hours	6 hours	➤ Publications in 4 Scopus Indexed Journals (Minimum 2 SCI Indexed) (OR) Publications in 3 Scopus Indexed Journals and 1 External Funded Research Project for not less than 4 Lakhs / year ➤ TLP Score – Minimum 40
Assistant Professors (AGP 7000) & AGP (8000) / Grade II & Selection Grade	2 Theory (3 or 4 hours) and 9 hours of Lab (OR) 3 Theory (4 hours) and 4 Tutorial hours (OR) 3 Theory (3 or 4 hours) and 6 Hour Lab / Tutorial	15 to 17 hours	6 hours	➤ Publications in 3 Scopus Indexed Journals (Minimum 1 SCI Indexed) (OR) Publications in 2 Scopus Indexed Journals and 1 External Funded Research Project for not less than 1 Lakh / year ➤ TLP Score – Minimum 40
Assistant Professors (AGP 6000) / (Grade I)				➤ Publications in 2 Scopus Indexed Journals (Minimum 1 SCI Indexed) ➤ TLP Score – Minimum 40
Deans, Academic Directors, Deputy Registrar (SA), Chief Warden, Head - CTC and Department Heads with >400 Students	1 Theory (3 or 4 hours) For UG Class	3 to 4 hours	6 hours	Applicable as per Cadre (I, II or III)
Department Heads with < 400 Students (Applicable only for Engineering Departments)	2 Theory (3 or 4 hours) Atleast one UG Theory	6 to 8 hours	6 hours	Applicable as per Cadre (I, II or III)
<b>ADDITIONAL ASSIGNMENTS</b> I. Research Head II. CBCS University Co-ordinator III. Head - International Affairs IV. Deputy Heads (Spiritual Affairs)	Associate Professor Cadre 2 Theory (3 hours) & 3 Hour Lab Atleast one UG Theory	9 Hours	6 Hours	Applicable as per Cadre <b>Associate Professors</b> ➤ Publications in 4 Scopus Indexed Journals (Minimum 2 SCI Indexed) (OR) Publications in 3 Scopus Indexed Journals and 1 External Funded Research Project for not less than 4 Lakhs / year ➤ TLP Score – Minimum 40
	Assistant Professor Cadre 2 Theory (3 hours) & 6 Hour Lab Atleast one UG Theory	12 Hours	6 Hours	Applicable as per Cadre <b>Assistant Professor</b> ➤ Publications in 3 Scopus Indexed Journals (Minimum 1 SCI Indexed) (OR) Publications in 2 Scopus Indexed Journals and 1 External Funded Research Project for not less than 1 Lakh / year ➤ TLP Score – Minimum 40



2. Controller of Examinations and Admission Officer shall be full time dedicated positions and there shall not be any teaching / research workload.
3. Research work related to Funded Projects (Ongoing) is equivalent to 3 lab hours / week. Therefore, PIs & Co PIs of Ongoing Funded Projects with a grant of Rs.10 Lakhs and above can avail 3 hours / week (Lab) exemption in workload. Others with Projects Rs.50 lakhs and more, can avail a maximum of 6 hours / week (lab) as exemption in workload.
4. The sponsorship policy as given in 6.27 and 6.28 is applicable for attending conferences / workshops / seminar and presenting papers in the National and International conferences.

#### **6.5 Policy with respect to Adjunct Faculty/Visiting Faculty:**

1. The Deans of the Schools may identify Eminent Professors / Industrialists in their respective fields / specializations in consultation with the Vice Chancellor to be appointed as Adjunct Faculty for a period of one year. They may be involved in teaching, research and consultancy.
2. Adjunct Professors from a foreign country would be paid a consolidated salary of Rs.1,20,000/- per month or Rs. 30,000/- per week. They will be provided food and accommodation. Their travel (airfare-economy- round trip) through the shortest route will be reimbursed only once.
3. Adjunct Professors from India would be paid a consolidated salary of Rs. 60,000/- per month or Rs. 15,000/- per week. They will be provided food and accommodation. Their travel (airfare-economy – round trip) through the shortest route will be reimbursed only once.
4. If they are employed on an hourly basis, Rs. 3500/- per hour (max. 10 hours in a semester) and Rs. 2,000/- per hour (max. 10 hours in a semester) will be given as remuneration for a Foreign and Indian Professor respectively. However, this arrangement can be implemented once in a semester. This arrangement will not cover the air or train travel.
5. Once a Adjunct faculty is approved by the Vice-Chancellor, subsequent visits can be arranged by the school / department subject to the availability of funds in the school/department budget.

#### **6.6 Policy with respect to Part-time Faculty:**

- 1) The Deans of the Schools may identify the faculty who have minimum of 10 years Teaching / Research / Industry experience in their respective fields / specializations to be appointed as part-time faculty members with the approval of Vice Chancellor.
- 2) The part-time faculty members resume will be scrutinized and put up to the Vice Chancellor for his review and perusal. However, it will be placed before the HR Committee for the final recommendation for approval.
- 3) The part-time faculty may be involved in giving lectures for UG & PG programmes with maximum of two subjects per semester per faculty.

- 4) Once a part-time faculty is approved by the Vice-Chancellor / HR Committee, the subject allocation and subsequent visits can be arranged by the school / department subject to the availability of funds in the school/department budget.

### **6.7 Payment for Part-time faculty**

- 1) The part-time faculty may be given the remuneration on an hourly basis as shown in the table below;

<b>Part-time Faculty Category</b>	<b>Programme</b>	<b>No. of Subjects</b>	<b>No. of hours per week</b>	<b>Remuneration per hour (in ₹)</b>	<b>Total Remuneration per week (in ₹)</b>	<b>Total Remuneration per month (in ₹)</b>
<b>Category I:</b> PG with Ph.D. (OR) PG with ≥ 8 years of experience in lieu of Ph.D.	UG	Single subject	3	1,000	3,000	12,000
		Two subjects	6	1,000	6,000	24,000
	PG	Single subject	3	1,250	3,750	15,000
		Two subjects	6	1,250	7,500	30,000
<b>Category II:</b> PG with < 8 years of experience.	UG	Single subject	3	750	2,250	9,000
		Two subjects	6	750	4,500	18,000

- 2) Norms for the internal faculty members taking extra classes for UG programmes:  
Internal faculty, after fulfilling the teaching workload policy norms of the Karunya Institute of Technology and Sciences, if willing to handle subjects on part-time basis, may be allotted with one UG subject and shall be paid remuneration at the rate of 50% of the recommended remuneration for part-time faculty members.

### **6.8 Distinguished Professors**

The Schools and Departments may identify 'Distinguished Professors' or 'Professors of Eminence' in their respective fields, specializations. The names of these Professors will be placed before the Board of Management for approval, once approved they will be appointed to serve as Professor of Eminence for the Institution. They will be used by the Institution for Guidance, consultancy, guest lectures, endorsement of programs and courses etc.

### **6.9 Payment for Distinguished Professors**

Once appointed to the post of Professor of Eminence they will be paid an annual retainer fee of minimum ₹50,000 and will be paid additionally for visits and consultations based on the internationally acceptable market rates for the work done.

### **6.10 Professor Emeritus**

This position shall be made available to the professors of Karunya Institute of Technology and Sciences after they have crossed the age of 70 years and are considered to be useful because they have sponsored projects and continue to guide research scholars. The approval for this post must be accorded by the Board of Management and these Professors shall receive an honorarium of ₹ 15,000 per month in addition to the 5% consultancy payment made on the total value of the funded research project being operated by the professor.

## **6.11 Recruitment procedure**

### **(a) Faculty**

Faculty recruitment will be a continuous process. Anytime an expert is available & whenever a vacancy arises recruitments can be made following the faculty recruitment procedure of the Institution. All positions will be filled by selection & not by promotion. Internal candidates will also have to apply through proper channel to be considered for vacant positions as per the requirements.

Deans / Heads of Schools are responsible to work out the staff requirement as per the required specialisations & work load with justification and get the same approved for appointment by the VC on behalf of BoM for the oncoming academic year taking into consideration the new courses to be started that year on the approval of the BoM. On approval, budget provisions for the same would be made by the Dean.

It shall be the responsibility of the Dean to provide/find adequate and suitably qualified and experienced staff for the department/Institution as and when approved positions fall vacant or arises. He/she shall also help in motivating the career path according to the specialisation for the internal faculty members & support them to get the exposure & training in that area.

Deans with the help of the faculty, staff & students shall identify suitable persons available elsewhere (India or abroad) & invite them to apply for consideration for selection by the University Faculty selection Committee through the Registrar.

Apart from this, the Dean may give a list of approved vacancies to the Registrar by end of January / early February with a detailed note on the job description, job specification, type of appointment (contract, probation) and the earliest date of appointment. The Registrar shall call for applications through advertisement in media (both print and electronic) / referrals / KITS & JC websites.

Candidates may apply for the faculty position in Karunya through online portal and they can view the status of their application at any time.

The received online applications shall be forwarded to the respective Deans / Directors for short-listing by the two member school level HR committee. The HODs shall recommend / shortlist the candidates and the Deans shall approve the shortlisted candidates online.

On approval of the Deans, the HR shall schedule the interview and the external experts from the renowned institutions may be nominated by the Vice Chancellor. The interview call letter is automated and shall be sent to the shortlisted candidates through email.

On completion of the interview process, the Head (HR) will fix the salary as per the HR Committee's decision & policy and the appointment order shall be generated online.

The Registrar shall make arrangements for the selection Committee to interview the short-listed candidates who are to be appointed on a regular basis at the next earliest possible time. The members of the selection committee shall assess the candidates based on the items in the 'Applicants Scorecard'. (This is an objective 100 point score card that scales qualitative variables like research, paper presentations, organization of seminars/conferences/ workshops, publications, research projects undertaken etc into measurable entities). If an application is not processed because of any reason, the HR may intimate the applicant about the decision at the earliest.

**(b) Selection Committee**

- (i) There shall be a Selection Committee for making recommendations to the board of Management for appointment to the post of Professors, Associate Professors, Assistant Professors and such other posts as may be prescribed in accordance with the UGC Regulations on Minimum Qualifications for Appointment of faculty and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2010 as amended from time to time.
- (ii) Every Selection Committee shall be constituted in accordance with the UGC Regulations on Minimum Qualifications for Appointment of faculty and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2010 as amended from time to time and as per the rights of this Minority Institution under Act 30(1) of the Constitution of India.

The Selection Committee shall consist of the following members:

- a) Vice-Chancellor - Chairperson
- b) Pro Vice Chancellor (Strategy & Operations) - Member
- c) Pro Vice Chancellor (Quality Standards) - Member
- d) Registrar - Member Secretary
- e) Minimum of one expert in the concerned subject nominated by the VC  
(Out of the panel of names approved by the relevant statutory body of the Institution)
- f) Dean of the concerned faculty, wherever applicable
- g) Head / Chairperson of the Department / School
- h) One person nominated by the Chancellor

**(c) HR Calendar for New Appointments:**

S. No.	Recruitment Procedure	Tentative Month
1	Submission of Workload Calculation from each Department to HR Section	10 <sup>th</sup> January
2	Advertisement in leading national dailies	February (3rd week)
3	Online Application	20 <sup>th</sup> February to 5 <sup>th</sup> March
4	Review by HOD / Deans based on eligibility circulated by HR	5 <sup>th</sup> March to 10 <sup>th</sup> March
5	Generating Call Letters	10 <sup>th</sup> March to 15 <sup>th</sup> March
6	Interview	01 <sup>st</sup> April
7	Offer Letter	10 <sup>th</sup> April
8	Joining formalities	1 <sup>st</sup> June
9	Induction Program	2 <sup>nd</sup> June to 15 <sup>th</sup> June

**(d) Administrative Posts**

The candidates for the administrative posts at or above the ranks of Directors / Deans will be selected for a period of one to three years by the Vice Chancellor in consultation with the Chancellor. The rest of the administrative posts shall be selected / nominated by the Vice Chancellor in consultation with respective Deans / Directors.

**(e) General**

Based on the job requirements for each post, the review of the performance of the staff may be made periodically as required, by the Heads of Departments / Schools and recorded suitably as per the norms laid down by the Internal Quality Assessment Cell.

**6.12 Certificate of Good Health & Character**

No person shall be permitted to join the service of the Institution unless he / she has been certified by a qualified medical practitioner approved by the University to be of sound constitution and medically / physically fit and free from all communicable diseases and is fit for employment under the University.

### **6.13 Acceptance of terms & conditions of appointment**

No person shall be appointed to the service of the Institution unless he/she gives in writing that he /she has accepted the terms and conditions contained in the appointment letter issued to him/her.

### **6.14 Grant of increments / Advance increments**

The Competent Authority may in exceptional cases grant advance increments while recruiting exceptionally suitable person(s) and those employees showing outstanding performances, not exceeding five increments to a person on the recommendation of the Institution Faculty Selection Committee.

Before sanctioning yearly increments for staff, the following points are to be considered:

- a) Leave without pay if any, during the period will postpone the due date of increment according to the period of leave without pay. The day of accordance will be the first of the quarter in which the due date of increment falls.
- b) Any special increment sanctioned to the staff members in appreciation of their effort or recognition of higher studies will not alter the due date of increment.
- c) Any disciplinary action taken against the staff concerned should be taken into consideration at the time of increment as well as at the time of selection for higher posts.
- d) The increment shall be processed as per the HR increment Calendar:

S.No.	Quarter	Call for Date for submitting Proforma for Increment	Last date for submitting the Proforma for Increment	HR Scrutiny	Increment Meeting	Office Orders
1	1st Quarter (January to March)	01 <sup>st</sup> December	07 <sup>th</sup> December	12 <sup>th</sup> December	15 <sup>th</sup> December	21 <sup>st</sup> December
2	2nd Quarter (April to June)	01 <sup>st</sup> March	07 <sup>th</sup> March	15 <sup>th</sup> March	21 <sup>st</sup> March	28 <sup>th</sup> March
3	3rd Quarter (July to September)	01 <sup>st</sup> June	07 <sup>th</sup> June	15 <sup>th</sup> June	21 <sup>st</sup> June	28 <sup>th</sup> June
4	4th Quarter (October to December)	01 <sup>st</sup> September	07 <sup>th</sup> September	15 <sup>th</sup> September	21 <sup>st</sup> September	28 <sup>th</sup> September

- e) List of staff for whom increments are due should be sent by the Registrar along with a full-fledged performance appraisal report as given in section 6.31 to the HR Committee for recommendation and for the final approval of the Vice-Chancellor.

f) For the sanction of the increment, one should satisfy the following also:

- Satisfactory performance of duty
- Fulfilling the criteria mentioned in section 6.4.1
- Should not have received any adverse remarks / memo
- Satisfactory students' feedback

### **6.15 Commencement of Service**

Except as otherwise provided by or under these Rules, service of an employee shall be deemed to commence from the working day on which the employee reports for duty in an appointment covered, by these Rules at the place intimated to him by the Competent Authority provided he / she reports before noon, otherwise his service shall commence from the following working day.

"Service" includes the period during which an employee is on duty as well as on leave duly sanctioned, but does not include any period during which an employee is absent from duty without permission or overstay leave, unless specifically permitted.

### **6.16 Employees on Probation**

All persons appointed in the Institution either by direct recruitment or re-appointment to another cadre shall be on probation.

#### **a) Period of Probation**

The period of probation in case of employees shall be one year. The Competent Authority may extend the period of probation of an employee, by another year only if his / her performance is not found satisfactory during the period of probation.

#### **b) Termination of Probation**

The probation period may be terminated by the competent authority, in case their attendance, conduct, work progress are not satisfactory as per the assessment made and also on the recommendation of the Dean/Head of the School.

### **6.17 Confirmation of service**

On satisfactory completion of the probation an employee shall be Approved Probationer subject to fulfillment of the following criteria. No probationer shall be deemed to have been Approved Probationer unless done in writing by the Competent Authority. The HR Committee shall be the final authority to decide on the satisfactory completion of the probation.

- An employee should have obtained a minimum prescribed score in the performance appraisal report on successful completion of the probation period.
- There are no adverse remarks noted or reported against the concerned employee. In the event of any such observation, the period of probation is likely to be extended for such period as deemed appropriate under the circumstances.

### **6.18 Induction of New Staff**

A brief campus trip to show the different location of the Karunya Campus to the new appointee shall be arranged by the HR Section.

All newly inducted faculty shall undergo faculty induction programme organized by the HR Section.

The Dean shall introduce the new appointee to the HoD and also the HoD (DoVE) for a special briefing on Karunya's vision.

The Department shall assist the new appointee in obtaining campus accommodation and other amenities (such as cooking gas connection, etc). A handout can be given as to whom they should contact for each need. The handout may contain various telephone numbers, copies of requisition forms both for internal assistance and requirements from external agencies.

### **6.19 Resignation / Termination of Service:**

In case the faculty wants to leave the Institution or the management decides to terminate the services, one month notice or one month wages in lieu of notice is required on either side. However, the faculty member will not be relieved in the middle of the semester. In the case of proved moral turpitude the Management has the right to immediately terminate the services of the faculty both in the case of Approved Probationers and Faculty on Probation.

### **6.20 System for Relieving Staff**

The staff member who wishes to leave the institution shall submit the resignation through the head of the department concerned.

The HoD should clearly certify that the staff member can be relieved and his absence shall not affect the routine duties of the department till the end of the semester without any additional burden to other staff members.

The staff in-charge of the establishment section shall forward a note to the Registrar indicating clearly the notice period required and given along with other remarks if any.

When the above documents are clear, the Registrar shall inform the Vice Chancellor and accept the resignation and direct the staff member to obtain "No Due Certificate".

Service certificate will not be issued to staff who do not comply with the above regulations

An exit interview shall be conducted to obtain the feedback from the faculty proposing to leave the Institution.



## **Termination of Service**

Services will be automatically terminated at the close of the period of contract unless otherwise communicated in writing. Any further employment is subject to the discretion of the management and subject to availability of vacancies. In case of further employment, the service during the previous period will not be reckoned with, to compute the continuity of service for any reason.

Nothing in these rules shall affect the right of the Institution to terminate the services of an employee without notice or pay in lieu thereof on his /her being certified by a Medical Officer to be physically unfit (permanently incapacitated) for further continuance in the service of the Institution.

### **6.21 Superannuation & Retirement**

Retirement Age: 58 years on scale. However, after the age of 58 years, if the service of the faculty is required by the Management, the HR Committee shall decide about the reappointment of the faculty by examining the medical fitness, teaching learning skills, administrative skills, research competency and contribution to the department. If reappointed after 58 years, year by year till 70 years of age, can be considered. The decision of the HR Committee shall be binding and final.

### **6.22 Record of service**

Record of service includes maintenance of a Performance Appraisal Report in respect of each employee, and Personal file in respect of each employee.

### **6.23 Seniority**

Inter-se seniority of employees appointed in each grade shall be regulated by the order in which their names are placed in the selection list for the grade irrespective of their dates of joining upto three months of the issue of the appointment orders. After three months of the issue of the appointment order if one joins, he shall be placed below all those who have joined earlier even though he secures a higher place in the selection.

Service will not be counted for the leave on loss of pay. Absence from duty will result in break in service. In both the cases the inter se seniority will be affected.

### **6.24 Pay Scales**

The scale of pay for faculty positions will be as per the norms of the Institution which is in accordance with the UGC pay commission and other allowances as per the university norms as approved by the Board of Management.

1. 7<sup>th</sup> Central Pay Commission applicable for School of Engineering and Technology / School of Agricultural Sciences / School of Management:

<b><i>S.No.</i></b>	<b><i>Designation</i></b>	<b><i>Rationalized Entry Pay</i></b>
1.	Assistant Professor (Grade I)	₹57,700
2.	Assistant Professor (Grade II)	₹68,900
3.	Assistant Professor (Selection Grade)	₹79,800
4.	Associate Professor	₹1,05,100
5.	Professor	₹1,44,200

HRA and D.A as per norms.

**Performance Margin:**

The performance margin for faculty members in terms of API score & maximum permissible Basic Pay limit in 7th pay shall be as follows:

Designation	Criteria	Maximum permissible limit of Basic Pay in 7th Pay
Assistant Professor (All Grades)	API scores less than 350 from Research & Academic Development	₹1,01,000 (Basic Pay)
Associate Professor	API scores less than 600 from Research & Academic Development	₹1,80,000 (Basic Pay)

2. Pay Scale applicable for the School of Sciences, Arts & Media:

<b>S.No.</b>	<b>Designation</b>	<b>Pay Band</b>	<b>Grade Pay</b>
1.	Assistant Professor (AGP 6000)	15,600-39,100	6,000
2.	Assistant Professor (AGP 7000)	15,600-39,100	7,000
3.	Assistant Professor (AGP 8000)	15,600-39,100	8,000
4.	Associate Professor	37,400-67,000	9,000
5.	Professor	37,400-67,000	10,000

HRA and D.A as per norms.

## 6.25 Professional Development Account (PDA) Policy for Faculty Members:

### A. PDA Policy for Publications in Scopus Indexed Journals based on Impact Factors:

<b>S.No.</b>	<b>Schools / Departments</b>	<b>Papers published in Scopus indexed journals (Non-Paid Journals) with impact factors</b>	<b>Incentive (one time/paper)</b>	<b>Remarks</b>
1	Engineering	Between 1 and 2	2,000	Max. 5 in a calendar year
2	Engineering	Between 2 and 5	5,000	Max. 2 in a calendar year
3	Non-Engineering	Between 2 and 3	2,000	Max. 5 in a calendar year
4	Non-Engineering	Between 3 and 5	5,000	Max. 2 in a calendar year
5	Engineering and Non-Engineering	Between 5 and 10	10,000	No Restriction in no. of papers
6	Engineering and Non-Engineering	10 and above	20,000	No Restriction in no. of papers

**Note:** The first / Corresponding Author will only be eligible to receive the Incentive.

## **B. PDA Policy for Funded Projects:**

1. For Faculty Members who obtain Funded projects, an equivalent amount of 50% of the overhead expenses only allotted by the funding agency for the project period, will be averaged and be credited into the PDA every month, till the project period is over.
2. In case of Funded Projects the Principal Investigator is only eligible to receive the equivalent amount of 50% of the overhead expenses allotted by the funding agency to be credited into the PDA.
3. In case of multiple investigators involved in the project, an equivalent amount of 50% of the overhead expenses allotted by the funding agency shall be apportioned between / among the investigators and be credited into the PDA.
4. This should be spelt out at the time of submitting the proposals to the Registrar / Vice Chancellor (i.e., while obtaining the signature of the Registrar / Vice Chancellor) as a disclosure form.

## **C. PDA Policy for Consultancy:**

Faculty members are encouraged to undertake consultancy work in the areas of their interest, with the explicit approval of the Head of the School and the Registrar. The proceeds from the consultancy project will be shared as follows.

Projects where Institutional facilities (infrastructure) are utilized.

To the Consultancy Coordinator	- 35%
To the Institution	- 35%
To the Department Budget (for academic oriented development)	- 20%
To the Lab Asst	- 10%

This distribution is from the surplus amount remaining after deducting the consumables and other expenditure incurred by the Institution.

Projects where Institutional facilities (infrastructure) are not utilized

To the Consultancy Team	- 55%
To the Institution	- 30%
To the Department	- 15%

## 6.26 Career Advancement Scheme for Faculty:

### 1. School of Engineering / School of Agricultural Sciences / School of Management:

Position	Eligibility Criteria
Assistant Professor (Grade II)	Ph.D. degree with 4 years of Experience in the position of Assistant Professor (Grade I)
	A minimum of 140 Academic performance Indicator (API) scores from Research and Academic development
Assistant Professor (Selection Grade)	Ph.D. degree with 9 years of Experience out of which 5 years of experience in the position of Assistant Professor (Grade II)
	A minimum of 230 Academic performance Indicator (API) scores from Research and Academic development
Associate Professor	Post Ph.D. publications and guiding Ph.D. students is highly desirable.
	Experience: A minimum of 12 years of experience; out of which a minimum 3 years in the cadre of Assistant Professor (Selection Grade)
	A minimum of 350 Academic performance Indicator (API) scores from Research and Academic development
Professor	Post Ph.D. publications and guiding Ph.D. students is highly desirable.
	Experience: A minimum of 15 years of experience; out of which a minimum 3 years in the cadre of Associate Professor.
	A minimum of 600 Academic performance Indicator (API) scores from Research and Academic development

### 2. School of Sciences, Arts and Media:

Position	Eligibility Criteria
Assistant Professor (AGP 7000)	Ph.D. degree with 4 years of Experience in the position of Assistant Professor (AGP 6000)
	A minimum of 40 Academic Performance Indicator (API) scores from Research and Academic Development
Assistant Professor (AGP 8000)	Ph.D. degree with 9 years of Experience out of which 5 years of experience in the position of Assistant Professor (AGP 7000)
	A minimum of 140 Academic Performance Indicator (API) scores from Research and Academic Development.
Associate Professor	Post Ph.D. publications and guiding Ph.D. students is highly desirable.
	Experience: A minimum of 12 years of experience; out of which a minimum 3 years in the cadre of Assistant Professor with AGP 8000.
	API: A minimum of 230 cumulative API from Research and Academic Development
Professor	Post Ph.D. publications and guiding Ph.D. students is highly desirable.
	Experience: A minimum of 15 years of experience; out of which a minimum 3 years in the cadre of Associate Professor.
	API: A minimum 350 cumulative API from Research and Academic Development

## 6.27 HR Calendar for Career Advancement:

HR CALENDAR FOR CAREER ADVANCEMENT						
S.No	CADRE	Call for Date for submitting Application for Career Advancement	Last date for submitting the Application for Career Advancement	Deans / HoDs Scrutiny (last date for submitting to HR)	HR Meeting	Office Orders
Teaching						
1	Grade I to Grade II / AGP (6000) to AGP (7000)	20 <sup>th</sup> January	27 <sup>th</sup> January	10 <sup>th</sup> February	21 <sup>st</sup> March	31 <sup>st</sup> March
2	Grade II to Selection Grade / AGP (7000) to AGP (8000)					
3	Selection Grade to Associate Professor / AGP (8000) to Associate Professor	10 <sup>th</sup> February	17 <sup>th</sup> February	27 <sup>th</sup> February	01 <sup>st</sup> April	10 <sup>th</sup> April
4	Associate Professor to Professor					
Administrative / Technical / Essential Staff						
1	All Cadres	01st August	07 <sup>th</sup> August	17 <sup>th</sup> August	21 <sup>st</sup> September	30 <sup>th</sup> September

## 6.28 Faculty Development Programme

1. The faculty members will be sponsored to attend twice in a year in the conferences / symposiums / workshops, organized by the eminent, reputed and accredited Institutions / Universities, like IITs, Anna University, etc. based on the recommendation and approval given by the HOD and Dean respectively.
2. Faculty who are presenting papers at conferences / seminars / workshops in which the proceedings are scopus indexed shall be sanctioned towards registration fee to the extent of 50%, subject to the maximum amount of Rs.3,500/- in a financial year, with a condition that the course materials / proceedings that are given by the organizers, should be submitted in the Library and the participation / attendance certificate to HR.
3. Faculty attending conferences / seminars /workshops without presenting papers will be granted SCL only. The Dean shall approve the same based on the recommendation of the HOD and the HOD should ensure that work in the department will not be affected due to the absence of the faculty.
4. TA & DA will be reimbursed as per the norms of the Institution. If the TA or DA will be borne by the organizers, the amount will not be reimbursed.
5. After attending the conference / symposium / workshop, the concerned faculty should conduct a seminar for the concerned department faculty.

## 6.29 Norms for Sponsoring Faculty for Presenting Paper in International Conference Abroad

1. Faculty on Probation / Approved Probation with minimum of two years of satisfactory experience at Karunya are eligible to be sponsored to present paper in International Conference Abroad, provided the conference is of high standard and or sponsored by reputed organization, as decided by a committee consisting of Dean, Pro-Vice Chancellor and Vice Chancellor. Registration fee upto a maximum of Rs.15,000/- will be paid.
2. Faculty will be permitted to avail 50% of the travel cost of Conference abroad subject to a maximum of Rs.35,000/- once in two years.

3. The candidate should be identified as Karunya Institute of Technology and Sciences Faculty in the title of the paper and as author of the paper.
4. The first author of the paper alone will be sponsored. However if the first author, due to some reason is unable to present, then the co-author may be sponsored with the written consent of the first author and the discretion of the above committee.
5. The Faculty sponsored shall execute a bond to serve the Institution for a minimum period of two years after the conference, failing which he / she shall refund the amount granted with interest.
6. Faculty who wish to present paper in International Conferences Abroad are requested to apply to at least two funding agencies such as DST, UGC, AICTE, CSIR, etc, for financial support and the copies of the communications should be submitted to the committee.

### **6.30 PROFORMA FOR ANNUAL INCREMENT FOR FACULTY MEMBERS**

Name of the Faculty Member & Emp. ID. \_\_\_\_\_

Designation & Department: \_\_\_\_\_

#### **TEACHING, LEARNING, RESEARCH AND EVALUATION RELATED ACTIVITIES**

**Brief Explanation:** Based on the teacher's self-assessment, API scores are proposed for

(a) Teaching related activities; (b) research (c) domain knowledge; (d) participation in examination and evaluation; (e) contribution to innovative teaching, new courses etc. (f) co-curricular (g) extension activities (h) professional development related contributions.

The API score required by teachers is 100 and a minimum of two journal papers listed in Scopus / Web of Science for annual increment from the two preceding semesters.

#### **Workload for the Odd Semester of the Assessment Year ( )**

S.No.	Subjects	Number of Credits			Total Hours
		Lecture	Tutorial	Practical	
1					
2					
3					
4					
5					
Total					

#### **Workload for the Even Semester of the Assessment Year ( )**

S.No.	Subjects	Number of Credits			Total Hours
		Lecture	Tutorial	Practical	
1					
2					
3					
4					
5					
Total					

(Instructions given after the table)

(Instructions given after the table)					
S.No.	Nature of Activity	To be awarded by	Maximum Score		Marks Obtained
1	Lectures, seminars, tutorials, practicals, contact hours undertaken as percentage of lectures allocated [Average] X 50	Eduserve	20	Min 40	
	Online Students feedback	Eduserve	20		
	HoD's evaluation on Faculty (Outcome of Class Committee meetings)	HoD	10		
2	Preparation and imparting of knowledge / instruction as per curriculum, syllabus enrichment by providing <b>additional resources to students.</b> Use of participatory and innovative teaching-learning methodologies; <b>updating</b> of subject content, course improvement etc.	HoD/Dean	10		
3	Research papers published in Referred journals (Listed in Scopus or Web of Science - 10 Marks for each paper).	HoD/Dean	30		
4	Sponsored Research Projects / Consultancy / Patent	HoD / Dean	20		
5	Examination duties (invigilation 3 / per each duty; Question paper setting 5 marks per paper, evaluation / assessment of answer scripts 5 marks per paper).	CoE	15		
6	Student related co-curricular, extension and field based activities (such as extension work through NSS/NCC and other channels, cultural activities, subject related events, advisement and counseling)	DoVE / DECE/CW	10		
		DECE / CW	10		
7	Contribution to Corporate life and management of the department and institution through <b>participation</b> in academic and administrative committees and responsibilities	HoD / Dean	10		
8	Professional <b>Development</b> activities (such as participation in seminars, conferences, short term training courses, talks, lectures, membership of associations, dissemination and general articles, <b>not covered</b> in CAS / Recruitment Table)	HoD / Dean	10		
9	Mentoring: Mentoring to prevent attendance shortage and accruing of arrears. Arrears clearance <b>net</b> 2 marks for subject Attendance Marks per student: Student getting a break (0); continuing the course but not permitted to write the examination (1); condoned (3); More than 75% (5); More than 90% (10) -Average is given as marks	HoD	10		
<b>Total score</b>			<b>175</b>		
<b>Minimum API Score Required</b>			<b>100</b>		

**TEACHING, LEARNING, RESEARCH AND EVALUATION RELATED ACTIVITIES**

**Assessment by DEAN / HOD**

Name of the Staff Member: \_\_\_\_\_ Designation: \_\_\_\_\_

**Recommendations of the HOD/DEAN:**

**Strength:**

**Weakness:**

**Opportunity / Critical Area for Development:**

**Head of Dept.**

**Dean**

**Name & Signature**

**Name & Signature**

**I hereby agree and accept that the above mentioned recommendations are based on unbiased observations and facts.**

Signature of the Faculty: \_\_\_\_\_

Date: \_\_\_\_\_

**Instructions for filling the above form**

S.No.	Nature of Activity	Instructions
1	Lectures, seminars, tutorials, practicals, contact hours undertaken as percentage of lectures allocated [Average] X 50	Downloadable from Eduserve
	Online Students feedback	Print out to be attached from Eduserve
	HoD's evaluation on Faculty (Outcome of Class Committee meetings)	To be awarded by HoD
2	a) Preparation and imparting of knowledge / instruction as per curriculum, syllabus enrichment by providing <b>additional resources to students</b>	Faculty will prepare a list of activities in a A5 sheet
	b) Use of participatory and innovative teaching-learning methodologies; <b>updating</b> of subject content, course improvement etc.	Faculty will prepare a list of activities in a A5 sheet
3	Research Publication	Faculty will prepare a list of research publications in a A5 sheet
4	Funded Research Project / Consultancy / Patent	Faculty will prepare a list of funded research project / consultancy/patent in a A5 sheet
5	Examination duties (invigilation 3 / per each duty; Question paper setting 5 marks per paper, evaluation / assessment of answer scripts 5 marks per paper).	Downloadable from CoE



6	Student related co-curricular, extension and field based activities (such as extension work through NSS/NCC and other channels, cultural activities, subject related events, advisement and counseling)	Faculty will prepare their involvement in any of these activities and submit to any one: DoVE / DECE / CW, they will assess according to fixed criteria
7	Contribution to Corporate life and management of the department and institution through <b>participation</b> in academic and administrative committees and responsibilities	Faculty will prepare a list of activities in a A5 sheet
8	Professional <b>Development</b> activities (such as participation in seminars, conferences, short term training courses, talks, lectures, membership of associations, dissemination and general articles, <b>not covered</b> in CAS / Recruitment Table)	Faculty will prepare a list of activities in a A5 sheet
9	Mentoring: Mentoring to prevent attendance shortage and accruing of arrears. Arrears clearance <b>net</b> 2 marks for subject Attendance Marks per student: Student getting a break (0); continuing the course but not permitted to write the examination (1); condoned (3); More than 75% (5); More than 90% (10) -Average is given as marks	Downloadable from CoE / Eduserve
<b>Total Score</b>		
<b>Minimum API Score Required</b>		

### **PROCEDURE FOR SUBMISSION OF INCREMENT FORM**

1. The faculty have to fill in the required Pro-forma for increment by providing information for the last two semesters.
2. The submissions of all data must be precise, crisp and tabulated in A5 sheet.
3. All the sheets submitted must be signed by the respective faculty.
4. The table has to be submitted with suitable supporting documents to the HOD.
5. The HOD has to assess the submitted Performa, enter the marks in the table, sign it and hand over all the assessment forms to the Dean.
6. The Dean after verifying the assessed form, has to discuss about the performance of the respective faculty in person with them and get it signed by the faculty and send it to the HR Section of the Registrar's Office.
7. The Head of the Departments will be assessed by the Deans of the respective schools and by the Vice Chancellor.
8. The Deans will be assessed by the Vice Chancellor and the Vice Chancellor will forward the assessed forms only to the HR Section.
9. The HR Section of the Registrar's office will do the final scrutiny of the assessment forms and present it to the HR Committee.

### **6.31 RESEARCH AND ACADEMIC CONTRIBUTION PROFORMA FOR CAREER ADVANCEMENT**

**Brief Explanation:** Based on the teacher's self-assessment, API scores are proposed for research and academic contributions. The self-assessment score will be based on verifiable criteria and will be finalized by the screening [CAS] /selection [recruitment] committee.

The cumulative scores from the date on which the candidates obtains their P.G. qualification / starts service whichever is later

The API score required by teachers for career advancement / recruitment is given in the HR policy.

**Group I:** Engineering / Sciences / Agriculture/ Veterinary Science / Medical Sciences

**Group II:** Languages / Arts / Humanities/ Social Sciences / Library / Physical Education / Management

S.No.	APIs	Criteria	Max. points for university and college teacher position	Points obtained
A. RESEARCH PUBLICATIONS				
A	Research papers published in:	Journals (Listed in SCOPUS or Web of Science)	20/publication	
		Conference proceedings as full papers, etc. (Listed in SCOPUS or Web of Science)	10/publication	
<p>The API for joint publications will have to be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the first/principal author and the corresponding author/supervisor/mentor of the teacher would receive equally 60% of the total points and the remaining 40% would be shared equally by all other authors.</p> <p>the API score for paper in refereed journal would be augmented as follows: Papers with impact factor between 5 and 10 by 5 points and papers with impact factor greater than 10 by 10 points.</p>				
B. RESEARCH BOOK PUBLICATIONS (Max.Marks : 50)				
B	Research Publications (books, chapters in books, other than refereed journal articles)	Text or Reference Books Published by International Publishers with an established peer review system	25/sole author, 5/chapter in an edited book	
		Subject Books by National level publishers/ State and Central Govt. Publications with ISBN/ISSN numbers	15/sole author, and 3/chapter in edited books	
		Chapters contributed to edited knowledge based volumes published by International Publishers	10 / chapter	

<b>C. FUNDED RESEARCH PROJECTS / CONSULTANCY / PATENT</b>				
C (i)	Sponsored Projects*  Carried out/ ongoing	(a) Major projects amount mobilized with grants above 30.0 lakh [Group II 5 lakh only]	20/each project	
		(b) Major Projects amount mobilized with grants above 5.0 lakhs upto 30.0 lakh [Group II 3 lakhs to 5 lakhs]	15/each project	
		(c) Minor Projects (Amount mobilized with grants above Rs.50,000 upto Rs.5.0 lakh) [Group II 25,000/= to 3 lakhs]	10/each project	
C (ii)	Consultancy Projects carried out / ongoing	Amount mobilized with minimum of Rs.10.0 lakh [Group II 2 lakh only]	10 per every Rs.10.0 lakh and Rs.2.0 lakh, respectively	
C (iii)	Completed projects: Quality Evaluation	Completed project Report (Acceptance from funding agency)	20/each major project and 10/each minor project	
C (iv)	Projects Outcome / Outputs	Patent/Technology Transfer/Product/Process Major Policy document of Govt. Bodies at Central and State level	30/each national level output or patent; 50/each for international level	
<b>D. SUCCESSFUL Ph.D. GUIDANCE (Max.Marks : 80)</b>				
D	Ph.D.	Degree awarded	10/each candidate	
<b>E. RESOURCE PERSON (Max.Marks : 30)</b>				
E (i)	Refresher courses, Methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes. Soft Skills development programmes, Faculty Development Programmes	(a) Not less than two weeks duration	10/each	
		(b) One week duration	5/each	
E (ii)	Papers in Conferences/ Seminars/ Workshops etc.	Participation and presentation of research papers <b>(oral/poster)</b> in		
		a) Conference conducted abroad	10/each	
		b) National	5/each	
E (iii)	Key Note address in Conferences/ symposia	a) Conference conducted abroad	10/each	
		b) National level	5/each	

### **6.32 Policy on Fellowship for Summer Industry Experience for Faculty**

#### **Introduction**

The Vision of the Institution is to ensure that faculty incorporate application oriented teaching practices by exposing students to the latest industry standards on relevant technologies. Therefore, the KITS administration has decided to empower the faculty by permitting them to work on a technology based LIVE project in an industry approved by the Department.

#### **Duration:**

Minimum period of 30 days during the period between 10<sup>th</sup> May and 20<sup>th</sup> June (every year).

#### **Career Advancement:**

Industry experience will be considered as an essential metric for career advancement in the future and the faculty members shall consult the HoD and effectively plan summer break every year.

#### **Guidelines for selection/approval:**

The faculty members shall submit a detailed proposal to PROVC (RC) through proper channel clearly mentioning the industry name, background of the company, technology/ platform, details of LIVE project, justification on how it adds value to students and the institution and shall present it before the Executive Committee. An Alumni from industry shall be an external expert for the presentation.

#### **Institutional Fellowship Grant:**

All selected Faculty members are eligible for "Summer Industry Experience Fellowship", which covers a Fellowship Grant of Rs.30,000, Contingency grant of Rs.5000 and TA as per norms (one time to and from travel from KITS).

#### **Undertaking:**

Upon selection, he / she shall execute a bond to serve the institution for a minimum of one year after completion of the fellowship. On their return, they shall submit a detailed project report, attendance certificate and give a presentation to the Executive Committee of the institution for the release of Fellowship Grant.

### **6.33 Policy for Karunya – Israel Research Fellowship**

#### **Preamble**

The vision of the Institution is to empower the faculty members in the thrust areas of research namely Food, Water, Health, Energy and also to build the expertise of the faculty members on par with global standards. The mission is to expose the faculty members to state-of-art research facilities, innovative global teaching learning practices, project based learning, flipped classes, blended learning, global evaluation methodologies and to bring the best practices to KITS. Karunya has signed MoUs with Technion – Israel Institute of Technology, Jacob Blaustein Institutes for Desert Research (BIDR), Ben-Gurion University of the Negev, Beersheva, Israel, Hebrew University of Jerusalem Rehovot, Agriculture Research Organization, Israel, Bar-Ilan University, Israel, Hebrew University (The Institute of Archaeology) to strengthen academic and research collaborations. In

order to maximize Karunya-Israel relationships, it has been decided to send a delegation of KITS faculty members to Israel and visit the Higher Education Institutes (HEIs)/ Research laboratories working in relevant technologies and strengthen the collaborative tie-ups with those Institutes/ Laboratories/ Professors.

### **Eligibility**

All faculty members of Karunya Institute of Technology and Sciences who are on regular rolls are eligible to avail this fellowship.

### **Duration of the Visit**

A maximum of two weeks delegation trip to Israel.

### **Number of Delegations**

A maximum of two delegation trips during the calendar year accommodating up to ten faculty members per trip.

### **Objectives of the Visit**

- 1) Exposure on the latest educational standards and modern technologies.
- 2) Understanding teaching learning methods adopted in HEIs in Israel.
- 3) Establishing research initiatives and collaborations with Israeli HEIs/ Laboratories/ Academicians.
- 4) Participate in exchange activities/ programmes with HEIs in Israel.
- 5) Strengthening the existing tie-ups with HEIs in Israel.

### **Selection Process**

The faculty member shall express their interest by submitting a detailed proposal in the prescribed proforma clearly mentioning the collaborator name/institute name, motives of the visit and related expected outcomes.

A selection committee comprising of the following members will scrutinize the applications and interview the faculty members. The selection will be based on the following norms:

#### *Norms for Selection:*

- i. Expertise and competence of the faculty member;
- ii. Overall contribution to KITS in terms of Research, Consultancy, academic delivery and product development;
- iii. Alignment of faculty members research to the University's thrust areas of research namely Food, Water, Health and Energy;
- iv. Clarity in the objective of the trip and motivation towards the same;
- v. A day-wise detailed interaction schedule for the entire period of stay;
- vi. Linkages with collaborators in Israel;
- vii. Detailed justification.

### *Selection Committee:*

- i. Vice-Chancellor - Chairman
- ii. All Pro Vice-Chancellors– Members
- iii. Registrar – Member
- iv. Deans – Member
- v. Head (Research) – Member
- vi. Advisors - Members

The faculty members will present the justification of their visit to this committee for necessary approval and award of this fellowship.

Up on return, the faculty members will present the proceedings and outcomes to the Karunya-Israel Progress Monitoring Committee (PMC) which comprises of the following members:

### *Karunya-Israel Progress Monitoring Committee:*

- i. Vice-Chancellor - Chairman
- ii. All Pro Vice-Chancellors– Members
- iii. Registrar – Member
- iv. Respective Deans - Member
- v. Advisors - Members
- vi. Respective HoDs - Member

The committee shall meet quarterly (last week of April, July, October and January) to review the progress made by the Karunya-Israel delegation and his/her team in carrying out the research in the University's thrust areas of research (Food, Water, Health, Energy) and submit a detailed report to the Executive committee. The Coordinator-Academic Research shall coordinate and schedule the meetings.

## **Fellowship Grant**

The selected faculty members are eligible for the Fellowship grant covering all expenses including cost related to visa and travel as per KITS travel policy. Additionally, a per diem of USD 70 per day (including food, local travel and other incidental expenses) will be sanctioned to the faculty members for the entire duration of stay. The visa, travel and accommodation will be arranged and booked by KITS Travel desk as per policy. The total amount of the Fellowship (including tickets, visa, accommodation, per diem, incidental expenses, etc.) shall not exceed Rs.2,50,000 (Rupees Two lakhs fifty thousand) per candidate.

## **Budget**

The proposed budget per delegation trip accommodating 10 faculty members shall not exceed Rs.25,00,000 (Rupees Twenty five lakhs). A total budget of Rs.50,00,000 (Rupees Fifty lakhs) allotted during the calendar year under Research and Development head for this Fellowship.

## **Terms and Conditions**

1. The selection is purely based on merit and performance in the interview.

2. The selected faculty members should ensure that they have all the necessary documents for filing the visa application.
3. The selected faculty members will travel in group with other selected members and any request for special provisions will not be entertained during the travel.
4. Upon selection, he/she shall execute a bond to serve the institution for a minimum of three years after visit.
5. On return, he/she shall present the proceedings of the visit, work planned/scheduled with the collaborating institute/professor, expected outcome, etc. to the progress monitoring committee, failing which the faculty member has to return the entire Fellowship amount to KITS.
6. He/she will also have present a quarterly progress for two years subsequent to the delegation trip, to the Karunya-Israel PMC, updating the activities that are undertaken and outcomes if any.

### **6.34 Policy for Karunya – US Research Fellowship**

#### **Preamble**

The vision of the Institution is to become one of the top world class University with global standards and to be ranked among the top 500 in the QS Global Ranking. The US higher educational system has always been a progressive model and has raised top ranked Universities and has attracted quality students from all across the globe. Therefore, the mission is to expose the faculty members to state-of-art research facilities, innovative global teaching learning practices, project-based learning, flipped classes, blended learning, global evaluation methodologies, incubation and startup ecosystems in the US and to evolve best practices at KITS. In order to fulfill this mission and to empower the faculty members in the thrust areas of research namely Food, Water Health and Energy, it has been decided to provide Karunya-US Research Fellowship and to send KITS faculty members to the US for visiting the US Universities/ Research laboratories working in relevant technologies and strengthen the collaborative tie-ups with those Universities/Laboratories/ Professors.

#### **Eligibility**

All faculty members of Karunya Institute of Technology and Sciences who are on regular rolls are eligible to avail this fellowship.

#### **Duration of the Visit**

A maximum of four weeks trip during the months of May/June to any one (or) more of the US Universities ranked among top below 500 in QS ranking.

#### **Objectives of the Visit**

- 1) Exposure on the latest educational standards and modern technologies.
- 2) Understanding teaching learning methods adopted in HEIs in the US.
- 3) Establishing research initiatives and collaborations with the US HEIs / Laboratories/ Academicians.
- 4) Participate in exchange activities/ programmes with HEIs in the US.
- 5) Strengthening the existing tie-ups with HEIs in the US.



## Selection Process

The faculty member shall express their interest by submitting a detailed proposal in the prescribed proforma clearly mentioning the collaborator name/ institute name, motives of the visit and related expected outcomes. He/she shall obtain necessary permission from the US University/Laboratory/Professor, intended to visit and the letter of consent should be enclosed with the application.

A selection committee comprising of the following members will scrutinize the applications and interview the faculty members. The selection will be based on the following norms:

### *Norms for Selection:*

- i. Expertise and competence of the faculty member;
- ii. Overall contribution to KITS in terms of Research, Consultancy, academic delivery and product development;
- iii. Alignment of faculty members research to the University's thrust areas of research namely Food, Water, Health and Energy;
- iv. Clarity in the objective of the trip and motivation towards the same;
- v. A day-wise detailed interaction schedule for the entire period of stay;
- vi. Linkages with collaborators in the US;
- vii. Detailed justification.

### *Selection Committee:*

- i. Vice-Chancellor - Chairman
- ii. All Pro Vice - Chancellors - Members
- iii. Registrar - Member
- iv. Deans - Member
- v. Head (Research) - Member
- vi. Advisors - Members

The faculty members will present the justification of their visit to this committee for necessary approval and award of this fellowship.

Up on return, the faculty members will present the proceedings and outcomes to the Karunya-US Progress Monitoring Committee (PMC) which comprises of the following members:

### *Karunya-US Progress Monitoring Committee:*

- i. Vice-Chancellor -Chairman
- ii. All Pro Vice-Chancellors –Members
- iii. Registrar –Member
- iv. Respective Deans -Member
- v. Advisors -Members
- vi. Respective HoDs -Member

The committee shall meet quarterly (last week of August, November, February and May) to review the progress made by the faculty and his/her team in carrying out the research in the University's thrust areas of research (Food, Water, Health, Energy) and implementing the best

practices and submit a detailed report to the Executive committee. The Coordinator-Academic Research shall coordinate and schedule the meetings.

### **Fellowship Grant**

The selected faculty members are eligible for the Fellowship grant covering all expenses including actual cost related to visa and travel as per KITS Travel Policy. Additionally, a per diem of USD 70 per day (including food, local travel and other incidental expenses) will be sanctioned to the faculty members for the entire duration of stay. The total amount of the Fellowship (including tickets, Visa, accommodation, per diem, incidental expenses, etc.) shall not exceed Rs.4,25,000 (Rupees Four lakhs twenty five thousand) per candidate.

### **Budget**

The proposed budget per trip accommodating 10 faculty members shall not exceed Rs.42,50,000 (Rupees Forty two lakhs fifty thousand) per year and shall be allotted under Research and Development head for this Fellowship.

### **Terms and Conditions**

1. The selection is purely based on merit and performance in the interview.
2. The selected faculty members should ensure that they have all the necessary documents for filing the visa application.
3. Upon selection, he/she shall execute a bond to serve the institution for a minimum of three years after visit.
4. On return, he/she shall present the proceedings of the visit, work planned/scheduled with the collaborating institute/professor, expected outcome, etc. to the Karunya-US PMC, failing which the faculty member has to return the entire Fellowship amount to KITS.
5. He/she will also have to present a quarterly progress for two years subsequent to the delegation trip, to the Karunya-US PMC, updating the activities that are undertaken and outcomes if any.

## **7. LEAVE RULES FOR TEACHING STAFF**

### **7.1 Preamble**

The Policy of the Management is to encourage each staff to be productive and the policies and goals of the Institution are framed for this purpose as well as to help them grow in stature in the professional realm and within the organisation. This is all the more necessary since the stature of the organization increases only in proportion to the development of its staff as well as their contributions towards that. A development oriented trend needs to be followed now in the light of the changing trends in the educational scenario, as well as the trends in the employment market. In line with these, the leave rules have been framed in order for the staff to utilize the period of their services effectively and productively.

### **7.2 Policy**

- a) Leave is to be treated not as a right, but as a privilege to be availed with restraint.
- b) It can be either granted or declined by the authorities depending on the exigencies of service.
- c) All Faculty are expected to be present at all Institution Programmes and staff meetings. The faculty are expected to apply for leave in advance and can avail leave only after getting sanction.

### **7.3 Declared Holidays**

Each year the Management shall declare the general holidays for the Institution for that year.

### **7.4 Leave Rules**

- 1. For the leave rules, the teaching staff of the Karunya Institute of Technology and Sciences are classified as
  - (i) Probationer
  - (ii) Approved Probationer
  - (iii) Faculty appointed after Superannuation.
- 2. All the faculty are expected to avail leave only after getting the approval from the relevant leave sanctioning authority. However, in case of emergency the information should be communicated to the controlling officers, which need to be duly recorded without fail and later ratified.
- 3. The period of absence from duty without prior intimation shall be treated as leave on loss of pay even if leave is available on credit.
- 4. Normally leave will be recommended by a higher level official and is to be approved by the next higher official. The hierarchy of staff of KITS is as shown below:

Vice-Chancellor
Pro-Vice Chancellor/Deans/Directors/Registrar/ HoD (Independent)
CoE/HoD/Controlling Officer/Dy.Registrar
Professors/Associate Professors/Assistant Professors

However the Vice Chancellor can sanction Leave on Loss of Pay (LLP) on extraordinary humanitarian grounds.

5. The enclosed table gives the leave eligibility norms for the staff members.
6. A committee specifically appointed shall recommend granting of Study leave / Sponsorship / Post Doctoral Fellowship / Sabbatical leave for approval by the Board of Management
7. An approved probationer who is promoted for higher post and is re-classified as probationer in the higher post will continue to enjoy the leave rules of the approved probationer, because of one's status as approved probationer already in the lower post.
8. While going on leave,  
  
Leave should be granted only after alternative arrangements are made, duly signed by the substitute member, failing which the leave may be rejected.
9. Declared holidays can neither be suffixed nor prefixed for any leave except for CL. When CL is to be combined with the holidays, CL need to be applied only for the working days.
10. Joining report is to be submitted for all leave except for C.L.

## **7.5 Station Leave Permission**

All the Deans / Directors / HoDs / Academic / Industrial / Placement / Research / Chief Warden, JCWs, Wardens, SRAs and other School / Department and Hostel administrators are to apply for the station leave permission to their immediate supervisors before leaving the campus for a period more than ½ day during working days.

## **7.6 Casual Leave**

### **Approved Probationer**

- 1) Total casual leave granted to a teacher shall not exceed 12 days in a calendar year
- 2) Casual leave cannot be combined with any other kind of leave except special casual leave, OD and Vacation. It may be combined with holidays including Sundays. Holidays or Sundays falling within the period of casual leave shall not be counted as casual leave.

### **Probationer**

- 3) Total casual leave granted to a teacher shall not exceed 12 days in a calendar year and the faculty is eligible to take one day CL on completion of 1 month of service.

### **7.7 Special Casual Leave**

Special casual leave, not exceeding 15 days in a calendar year may be granted to a faculty

- 7.7.1 The faculty may be permitted as a special gesture to encourage academic research in availing Special Casual Leave to the maximum of Four days in a Calendar year for Ph.D. Entrance Examination, Selection Interview, Course Work Examination, Meeting the Guide after registration, attending Doctoral Committee and attending Viva-Voce.
- 7.7.2 The remaining Four days of Special Casual Leave may be granted for the following purposes.
- a) To conduct examination of a University / Public Service Commission
  - b) Board of examination or other similar bodies / Institutions; and
  - c) To inspect academic institutions attached to a statutory board, etc.
  - d) Attending conference, congresses, symposia and seminars on behalf of the Institution or with the permission of the Institution.
  - e) Delivering lectures in institutions and universities at the invitation of such institutions or universities received by the Institution and accepted by the Vice Chancellor;
  - f) Working in another Indian or foreign university, any other agency, institution or organization, when so deputed by the Institution;
  - g) Participating in a delegation or working on a committee appointed by the Government of India, State Government, University Grants Commission, a sister university or any other academic body.
  - h) For going as an External Examiner to other institutions.
- 7.7.3 The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion;
- 7.7.4 The leave may be granted on full pay. Provided that if the faculty receives a fellowship or honorarium or any other financial assistance beyond the amount needed for normal expenses, he/she may be sanctioned duty leave on reduced pay and allowances;

NOTE: Special casual leave cannot be accumulated, nor can be combined with any other kind of leave except casual leave. It may be granted in combination with holidays or vacation

## **7.8 Duty leave**

- 1) To perform any approved duty for the Institution.
- 2) Duty leave may be combined with earned leave, medical leave or extraordinary leave.

## **7.9 Medical leave (Half Pay Leave) for Approved Probationer**

- 1) Medical leave admissible to a permanent faculty shall be 10 days for each completed year of service.
- 2) Faculty can avail Medical leave for hospitalization and for subsequent period of convalescence at home. However, Medical Leave can also be availed for sickness without hospitalization for undergoing treatments for the ailments such as Dengue, Fracture, Eye Cataract Operation, Chicken Pox, Accident Cases, Covid and Measles which is certified by the Government Registered Medical Practitioner and approved by the competent authority of the Institution.
- 3) When a staff reports for duty after sick leave, a Medical and fitness certificate should be submitted with the joining duty letter.

### **Commuted leave**

- 1) Commuted leave, not exceeding half the amount of half pay leave due, may be granted on the basis of medical certificate from a registered medical practitioner to a permanent faculty.
- 2) When commuted leave is granted by the competent authority, twice the amount of such leave shall be debited against the half pay leave due.
- 3) Commuted leave during the entire service shall be limited to a maximum of 180 days.

## **7.10 Maternity leave for Approved Probationer**

- 1) Maternity leave on full pay shall be granted to permanent female faculty for a period not exceeding 90 days once in service.
- 2) Maternity leave can be combined with EL, half pay leave or LLP, but any leave applied for in continuation of maternity leave may be granted only if a medical certificate supports the request.

## **7.11 Earned leave (EL)**

1. Earned leave will be credited to the individuals account on 10<sup>th</sup> January of each year for the previous calendar year.
2. E.L. calculation will be for a calendar year and for faculty who join in the middle of a year the period from January 1 to date of joining will be treated as LLP.
3. A staff is allowed to accrue a maximum of 180 days of Earned Leave.

4. The EL is given by
  - i) 1/30<sup>th</sup> of actual service excluding only LLP for approved Probationer
  - ii) 1/60<sup>th</sup> of actual service excluding only LLP for Probationer
5. EL can be en-cashed once every year in December subject to a maximum of 15 days at a time.
6. Available EL can be en-cashed in full on termination / resignation / superannuation / death

## **7.12 Vacation**

Vacation is declared by the competent authority in 2 parts (Summer Vacation Leave + Christmas Vacation Leave) in a calendar year.

### **Probationer**

These Faculty members may be given vacation in addition to Christmas recess as detailed below:

No. of years of service at KITS
Nil during the Calendar year of joining
Maximum 7 days during the next calendar year
Maximum 15 days after that

### **Approved Probationer**

These Faculty members can avail vacation for a maximum period of 45 days in a year.

### **Summer Vacation Leave (SVL)**

1. Competent authority shall declare vacation period during the Summer time.
2. Any staff member eligible for vacation is allowed to avail vacation only with specific recommendation of one's concerned controlling officer and approval of the competent authority.
3. Fifteen days of eligible vacation should be reserved for Christmas vacation
4. All the staff members are encouraged to avail complete vacation, however due to exigencies of service; any staff can be restrained from availing vacation.
5. 1/3<sup>rd</sup> of the period, if any, during which he/she is required to perform duty during vacation, will be credited as EL.
6. During the Vacation period, the faculty members are required to engage themselves in online learning (MOOC, Coursera etc.), industry internship/ fellowship/ project, product development, research, knowledge Upgradation etc.

7. Non-class work days may be fruitfully utilized for publications, for lab developments, curriculum development, syllabus upgrades, staff industrial visits and interaction, conducting academic councils, finance committees, etc. formulate budgets, stock taking, formulate developments proposals, undertake external projects and job works, conduct short term courses, STTP, conferences, etc.

Each Dean of School / Head of Department shall make an annual activity plan for their Department including all these activities with dates prior to the start of the academic year.

The concerned Dean / HOD may give specific tasks to this effect, after mutual consultation taking into consideration the eligible vacation leave available for each of those staff during that period. Based on this the concerned staff shall plan one's own timetable with activities relating to one's personal academic development.

#### **Christmas Vacation Leave (CVL)**

1. The competent authority may declare 15 days of Christmas vacation for staff to include the days from 24<sup>th</sup> December to 1<sup>st</sup> January, if there are no exigencies of service.
2. All types of leaves (except CL) can neither be suffixed nor prefixed. Casual leave can be both suffixed and /or prefixed to the Christmas vacation (CVL).
3. All the staff members can avail the Christmas recess from 24<sup>th</sup> December to 31<sup>st</sup> December and if anyone is restrained, he will be given EL equivalent to the number of working days (maximum of 5 days).

### **7.13 Sabbatical leave / Academic leave**

- 7.13.1 Full time faculty with Ph.D. of the Institution who have completed seven years of continuous service after Approved Probation in Karunya Institute of Technology and Sciences may be granted sabbatical leave to undertake research in frontier areas / technology development, work in a related area in an industry, solely for the object of increasing their proficiency and usefulness to the Institution.
- 7.13.2 The duration of leave shall not exceed one year at a time and two years in the entire career of a faculty.
- 7.13.3 The sabbatical leave shall not be granted until after the expiry of five years from the date of faculty return from previous sabbatical leave.
- 7.13.4 The programme to be followed during sabbatical leave shall be submitted to the Institution for consideration along with the application for grant of leave by the HR Committee.
- 7.13.5 A faculty shall, during the period of sabbatical leave, be paid half pay and allowances subject to the following conditions:



- a) At any given time only one faculty in a department and maximum of 5% of the school strength shall be considered by the management.
- b) Sabbatical leave shall be considered only until the age of 54.
- c) The faculty availing the sabbatical leave should execute a service agreement to serve for 5 years after completing the leave and rejoining the Institution service.
- d) During the tenure of sabbatical leave, generation of any IPR in the form of patent / copy right / trademark need to be executed in the name of Karunya University with the host institute / industry.
- e) A faculty on sabbatical leave shall not take up (during the period of that leave), any regular appointment under another organization in India and abroad.
- f) The faculty member shall make a Skype presentation to the department faculty once in four months during his / her leave to enhance the awareness among the department faculty.
- g) Sabbatical leave shall not be clubbed with any other leave.

7.13.6 A faculty on sabbatical leave shall not take up (during the period of that leave), any regular appointment under another organization in India or abroad. He / she may, however, be allowed to accept a stipend / fellowship or ad-hoc teaching and research assignment with honorarium or any other form of assistance, other than regular employment in an institution of advanced studies.

7.13.7 During the period of sabbatical leave, the faculty shall be allowed to draw the increment on the due date. The period of leave shall also count as service for purposes of pension (if available), provided that the faculty rejoins the Institution on the expiry on his / her leave.

7.13.8 On return from leave, the faculty shall submit a written report to the institution, the nature of Research / Technology Development or other work undertaken during the period of leave and what the faculty member intends to implement in the Institution for its benefit.

7.13.9 The Institution (HR Committee) reserves the right to approve or reject the application for sabbatical leave.

Note: In case of the faculty breaking the service agreement he / she has to pay the compensation to the Institution to the tune of 110% of the gross (CTC) salary for the period of the leave availed to cover the loss and damage incurred to the Institution.

#### **7.14 Study leave**

7.14.1 A faculty who has the approved qualification for teaching as per the Karunya Institute of Technology and Sciences norms is eligible to apply for study leave while pursuing Ph.D.

7.14.2 Full Time faculty who have completed 3 years of continuous service as Approved Probationer in Karunya Institute of Technology and Sciences may be granted Study Leave once in their entire career.

7.14.3 The duration of the Study Leave shall be for a maximum of 1 year.

7.14.4 A faculty availing himself / herself of Study Leave shall undertake that he / she shall serve the Institution for a continuous period of atleast 3 years after he / she reports back or pay adequate compensation of 50% of the gross (CTC) salary drawn at the time of availing the leave. A service agreement for this purpose will be executed by the faculty before he / she proceeds on leave.

7.14.5 Care should be taken that the number of faculty given study leave, does not exceed 1 per department and upto a maximum of 5% of the School strength (the 5% will include the total of faculty availing sabbatical and study leave).

7.14.6 Study Leave may be combined with Earned Leave or Vacation provided that the Earned Leave at the credit of the faculty.

7.14.7 A faculty on Study Leave shall on his / her return and rejoining the service at the Institution and on production of the Certificate for which the Study Leave is granted may be eligible to the benefit of the annual increments which he / she would have earned in the course of time if he / she had not proceeded on Study Leave. No faculty shall however, be eligible to receive arrears of increment.

7.14.8 Study leave shall count as service for pension, provided the faculty joins the Institution on the expiry of his / her study leave and on production of the certificate for which the study leave is granted.

7.14.9 Study Leave granted to a faculty shall be deemed to be cancelled in case it is not availed within 6 months of its sanction.

7.14.10 The faculty shall submit to the *Dean* of the School, once in four months a progress report.

7.14.11 There should be a gap of seven years before availing the sabbatical leave if a faculty has availed the Study Leave.

7.15.12 The Study Leave could also be considered for PDF as extraordinary leave on loss of pay for a faculty with Ph.D. who has served the Karunya Institute of Technology and Sciences continuously for 3 years.

### **7.15 Leave on Loss of Pay**

Leave on Loss of Pay (LLP) will be granted only under exigency. The maximum period of Leave on Loss of Pay will be one year. However, in compelling situations in pursuit of Research and Academics, the period of Leave on Loss of Pay may be extended for more than a year by executing a bond to serve the Institution for a continuous period of atleast 3 years or pay adequate compensation of 50% of the Gross (CTC) salary drawn at the time of availing the leave.

**TEACHING STAFF LEAVE NORMS**  
**TYPES OF LEAVE AT A GLANCE**

Type of Leave	Purpose(s)	Eligibility	
		Approved Probationer / Professors on Contract (with 1 yr KITS service)	Contract/ probationer / temporary
Casual leave	Time off for personal reasons or emergency purposes	12 days in a calendar year	1 day per completed month of service 1
Special Casual Leave	To conduct exam/Public Service Commission / Board of Examiners / Doctoral Committee Meeting / To attend Conference/ symposia, etc	15 days in a calendar year	1 day per completed 1 month of service
On Duty leave	To perform any duty for the Institution	Leave to be regulated by competent authority	
Sick Leave	Personal illness, injury,	10 days per completed year of service.	Nil
Maternity Leave	Pregnancy	90 days of maternity leave once in service when applicable	Nil
Earned Leave	Time off for personal reasons or emergency Purposes	$\frac{365 - \text{LLP Available}}{30}$	$\frac{365 - \text{LLP Available}}{60}$
Vacation leave	Vacation Leave	Maximum 45 days per year	Christmas vacation from 24 <sup>th</sup> Dec. to 31 <sup>st</sup> Dec. Summer vacation nil during the Calendar year of joining Maximum 7 days during the next calendar year Maximum 15 days after that
Leave on Loss of Pay (LLP)	Covers absences for which no appropriate or other leave is available - non-pay status	LLP is granted only under exigency	

## **8. DOMESTIC TRAVEL POLICY – TEACHING STAFF**

Karunya Institute of Technology and Sciences covers the cost of journey and the cost of boarding and lodging incurred by the Faculty during the tours undertaken to outstation locations within the country on official duty. 'Outstation Location' is any location beyond 40 km from Karunya Institute of Technology and Sciences. All tours must be approved in advance by the Head who assigns the task to the staff. Owing to periodic change in the cost of boarding and lodging, the D.A shall be revised once in three years. The following classification is done for entitlements for domestic tours.

### **8.1 Tour Entitlements**

Table 1

Employee Grade	Mode of Travel	Local Conveyance
Grade A(I)	Air – Executive Class Train – I A/C or (Sleeper Bus) A/C Bus	Taxi (AC)
Grade A (II)	Air – Economy Class Train – I A/C or (Sleeper Bus) A/C Bus	Taxi (AC)
Grade A (III)	Train – I A/C or (Sleeper Bus) A/C Bus Airfare only for long distance	Taxi (AC)
Grade B	Train II A/C or below or (Sleeper Bus) A/C Bus	Taxi
Grade C	Train III A/C or below or A/C Bus	Taxi

**Note:**

- (i) All ticket bookings shall be done through KITS "Travel Desk", which is established to help the faculty and staff to book train tickets / air tickets and to arrange hotel accommodations in various places for all official trips. Faculty members are requested to use OLA / Uber or any other call taxis that has mobile apps / e-based billings for official trips in out stations as per the eligible TA/DA policy.
- (ii) The charges include actual fare, reservation charges, sleeper/berth charges and travel agent charges.
- (iii) Cancellation charges should be borne by the individual if the trip is cancelled by the individual or for personal reasons.
- (iv) Any air travel to be availed due to exigencies for those who are not eligible for air travel, should get the approval from the Registrar.

### **8.2 Daily Allowance (DA)**

DA is paid to cover boarding and lodging expenses. If boarding and lodging are provided free of cost, then staff are not entitled for DA.

**Boarding:** The boarding is to cover the food expenses incurred during official tour and shall be restricted to the limit fixed under. Boarding allowance is calculated for the period of actual stay as per the table 2.

**Lodging:** The lodging is to cover the lodging charges incurred during the official tour. The claim for lodging shall be for actual amount subject to the maximum fixed and supported by the receipt for payment of Hotel / Guest House bill. If the receipt for lodging is not produced or in case of separate own arrangement, the allowance under lodging shall be allowed at the rate of 40% of maximum fixed under lodging. Lodging allowance is not allowed for the travel period. The following is the maximum limit for boarding (B) and lodging (L)

Table 2

City Class	A		B		C	
Employee Grade	L	B	L	B	L	B
A (I)	Actual	Actual	Actual	Actual	Actual	Actual
A (II)	3500	600	3000	450	2000	400
A (III)	3250	575	2300	425	1850	375
B	3000	550	2000	400	1750	350
C	2500	500	1750	350	1500	300

Incidental Expenses (20% on Boarding) for all

For the fraction of a day, the daily allowance (boarding) shall be reimbursed as follows

Hours	D.A Allowed
0 to 6 hours	20%
6 to 12 hours	60%
12 hours to less than 24 hours	75%

Incidental Expenses is provided to cover the charges incurred in utilizing the services of personnel like a porter, laundry man bell boy etc.,, purchase of dailies and other miscellaneous charges.

### **8.3 Local Conveyance**

For journey performed within 40 Kms from Karunya Institute of Technology and Sciences campus, the actual fare for staff shall be provided if traveled by bus. If traveled by KITS vehicle, no Travel Allowance shall be paid. If traveled by own vehicle, Travel Allowance shall be paid @ Rs.3.50 per km for two wheelers and Rs.8.00 per km for four wheelers. The competent authority shall permit the individual to travel in his own vehicle based on need and for the benefit of the Institution. However, when two or more people have to attend the same meeting / work, they shall be permitted to use one vehicle.

Type of Leave / Guest	Transport Facility
Official OD	Yes
Personal OD (Attending conferences, DC meetings, chief guest, etc.,)	No
Guest on official invitation (Association Inauguration, Guest Lecture, etc.,)	Yes
Guest on their own	No

All the DC Meetings to be scheduled on a Saturday in a month as per the calendar. The external DC Members will be provided transport (or) taxi (or) Rs.8.00 per km for using their personal vehicle.

#### **Annexure - A**

Category	Category
Grade A(I) Vice Chancellor	Grade A (II) Pro-Vice Chancellors, Registrar, Deans, Directors, CoE, Finance Officer
Grade A (III) HoDs, Programme Heads, Professor scale	Grade B Programme Coordinators, Deputy Registrar, Associate Professor scale
Grade C Assistant Professor scale, Assistant Librarian, Assistant Physical Director, Any other Teaching faculty in the KITS	

#### **Annexure – B**

Classification of Cities for the purpose of DA

<b>Class A</b>	<b>Class B</b>	<b>Class C</b>
All Metros	All State Head Quarters (Not part of Class A cities), District Head Quarters and Hill Stations like Ooty, Kodaikanal, Shimla, and J & K	All cities other than Class A and Class B

### **8.4 Travel Desk**

The faculty members can book the train tickets / air tickets and can arrange hotel accommodations in various places for all official trips through KITS official Travel Desk. The faculty members can use OLA / Uber or any other call taxis that has mobile apps / e-based billings for official trips in out stations.

**ACADEMIC POLICY ON THE RESPONSIBILITY AND ACCOUNTABILITY  
OF FACULTY MEMBERS AND THE PREPARATION OF RECORDS  
FOR THE ACADEMIC AUDIT OF KARUNYA INSTITUTE OF TECHNOLOGY AND SCIENCES**

It is the responsibility of every faculty member working in Karunya University to keep all the academic records for Academic Audit.

Every faculty member is accountable for the work entrusted on him/her and copies of work done by students are to be produced for academic audit, so that the work will be assessed and possible improvements can be made based on the outcome of the Academic Audit.

**BLUE BOOKS AND ACADEMIC RESPONSIBILITY OF FACULTY MEMBERS.**

1. Details about the Staff, affiliation, subject taught are to be written clearly wherever necessary.
2. A separate blue book has to be submitted by the faculty members for every subject handled.
3. Once in a month the Faculty member should meet the HoD and discuss the portions covered and problems related to teaching and get his/her signature in the blue book.
4. Should mark attendance as neatly as possible.
5. Faculty members need to deliver all lecture hours without fail. In case they miss some classes due to personal/medical leave, those classes are to be replaced after reporting to duty. In case, a faculty member is not able to complete the portion, he/she should ask for extra class from the HOD to complete the portion.
6. All the Faculty members should make sure that all the topics in the syllabus should be prepared and taught well to the students.
7. Permitting students to teach a few topics / a few units is a bad practice and hence it should be avoided.
8. While setting question papers for tests and quality assessment components, Faculty members should make sure that each tests / quality assessment covers the units as stipulated by the Dean.
9. Faculty members have to allocate marks appropriately to the questions depending on the length of answers expected from the students. It is a good practice for the faculty members to write a mock test and balance the question paper before submitting it to the HoD.
10. Syllabus coverage has to be entered as per the format given at the end of the blue book.
11. At the end of the semester, Faculty members have to check the syllabus coverage with the Teaching Plan and to revise the Teaching Plan accordingly for subsequent semesters. If a faculty member feels that some recent topics are to be included in the syllabus, he/she can

modify the syllabus suitably and submit a copy to the HoD for consideration in the subsequent Curriculum Development Cell meeting.

12. The Teaching Plan has to be attached at the end of the Blue Book, so that it can be referred by the Faculty, HoD, Dean and Academic Auditor. A copy of the Teaching Plan is to be given to the Representative of the class in which a faculty member is teaching the subject. The Faculty members should make sure that every student in the class has a copy of the Teaching Plan and the syllabus of the subject they teach.
13. Whenever a faculty member is teaching a new subject, a Teaching Plan has to be prepared. However, suitable modification can be made in the existing Teaching Plan based on requirements.

### **YELLOW BOOKS AND ACADEMIC RESPONSIBILITY OF FACULTY MEMBERS**

1. Details about the Staff, affiliation, subject taught are to be written clearly wherever necessary.
2. Faculty members are to meet the HoD and discuss about the laboratory classes and get his/her signature at the end of 30, 60 & 90 working days.
3. All the Faculty members should make sure that all the experiments mentioned in the syllabus are carried out without fail.
4. List of experiments planned/conducted are to be written as per the format given at the end of the Yellow Book, so that it can be referred by the Faculty, HoD, Dean and Academic Auditor.
5. The faculty member handling the lab can suggest new experiments to be included during subsequent semesters depending on the availability of new/old equipments. The faculty member may indicate such changes to be incorporated through a letter to the HoD for further action.
6. If any equipment is not functioning or malfunctioning, it should be brought to the notice of the HoD by the Faculty member, so that maintenance work can be carried out to keep the equipment in good condition.
7. Faculty members need to prepare a Self Study Report on the Internal Marks. If students are not performing well, the reasons are to be found and corrective actions need to be carried out.
8. Care should be exercised by every faculty member to see that Internal Marks are correctly assigned for conducting experiments, writing observations, writing the record and performing model examination.



## **COURSE FILES AND ACADEMIC RESPONSIBILITY OF FACULTY MEMBERS**

1. Details about the Staff, affiliation, subject taught are to be written clearly wherever necessary.
2. A separate course file has to be submitted by the faculty members for every subject handled. Storing materials for two subjects in one course file or the material belonging to two or three faculty members in to one course file are not permitted.
3. The detailed internal Theory mark is to be attached.
4. Self Study report of Blue Book is to be attached. Faculty members have to take care of students who are under performing in his/her subject. Remedial measures are to be taken to give individual attention to weak students to improve their performance by helping them to understand topics which they do not know.
5. Copies of internal test question papers and quality assessment are to be included in the Course file.
6. Sample copies (photo copy/original) of three answer scripts (highest, lowest and average) for each test and each quiz are to be included.
7. Faculty members are expected to read the answers line by line and to give correct marks based on the worthiness of answers (nothing less and nothing more).
8. Quality Assessment sample copies like Assignment, Class Mini Project (Photo copies /originals of the highest, lowest and average) are to be enclosed.
9. The faculty member should make sure that the creativity of students is improved by working on class Mini Projects.
10. Faculty members are required to give a real problem faced by the Society for which students are made to suggest possible solutions through class Mini Projects. As a faculty member of a Institution with social concern, every faculty member is to train students to contribute their knowledge to the society.
11. Sample Teaching Materials, containing power point presentation are to be provided.
12. Depending on the topic, the faculty member can select the mode of teaching as follows:
  - Chart and talk method
  - Power Point presentation.

## **PROJECT WORKS AND ACADEMIC RESPONSIBILITY OF FACULTY MEMBERS**

1. The faculty members guiding Projects are expected to meet the students and discuss with them frequently. Project guides have to show the right directions and to correct the students whenever they deviate from the objectives.
2. The faculty member has to monitor the progress of the students almost every day and help the students to proceed in the right direction.
3. Project topic should be chosen in such a way that they address the problem faced by the society and by working on the project; students should be able to provide solutions to alleviate the sufferings of human beings. The report should be prepared as per the guidelines given by the COE. 80% of the report should contain information about the implementation of the Project. Only 20 percent of the report to contain collected information attached in the Appendix.
4. The Project should be done well so that the outcome of the Project will be useful in publishing an International Journal paper or for presenting an international conference paper.
5. Plagiarism and buying the Project from Industries are to be strictly prohibited. In case of external Project, an internal guide may be appointed by the Department who will get in touch with the student to monitor the progress of the work.

Project work reviews are to be conducted as per the norms of the Institution.

## **9. H.R. POLICY FOR ADMINISTRATIVE / TECHNICAL / ESSENTIAL STAFF**

### **9.1 Approval of number of posts**

Number of posts for the Lab Staff / Administrative Staff categories is sanctioned by the Board of Management based on the recommendations of the Registrar. However, this is subject to review every year.

The Lab Staff / Administrative Staff are transferable across the Institution in their own trade / specialization

### **9.2 Recruitment procedure**

All positions will be filled by selection. All eligible internal candidates will have to apply through proper channel to be considered for vacant positions in the higher cadre.

The Dean is responsible to work out the staff requirement as per the required trade & work load with justification and get the same approved for appointment by the VC on behalf of BoM by January for the oncoming academic year taking into consideration the new courses to be started that year on the approval of the BoM in its meeting the previous October. On approval budget provisions for the same would be made by the Dean.

It shall be the responsibility of the Dean to provide/find adequate and suitably qualified and experienced staff for the department/Institution as and when approved positions fall vacant or arises.

The Dean may give a list of approved vacancies to the Registrar by January with a detailed note on the job description and job specification. The Registrar shall call for applications through advertisement in media (both print and electronic) / referrals / websites of KITS & sister concerns.

The received applications shall be short-listed by the Dean and submitted to the Registrar within a week's time.

The Registrar shall make arrangements for the selection Committee to interview the short-listed candidates who are to be appointed on a regular basis at the next earliest possible time. The members of the selection committee shall assess the candidates based on the performance in the appropriate trade test.

### **9.3 Selection Committee:**

There shall be a selection committee for recommendations to the Board of Management for appointment of administrative / technical / essential staff.

The Selection Committee shall consist of the following members:

- a. Vice Chancellor - Chairman
- b. Pro Vice Chancellor - Member
- c. Registrar - Member Secretary
- d. Dean of the concerned school
- e. HoD / Chairperson of the Department

#### **9.4 Certificate of Good Health & Character**

No person shall be permitted to join the service of the Institution unless he / she has been certified by a qualified medical practitioner approved by the University to be of sound constitution and medically / physically fit and free from all communicable diseases and is fit for employment under the Institution.

#### **9.5 Acceptance of terms & conditions of appointment**

No person shall be appointed to the service of the Institution unless he gives in writing that he has accepted the terms and conditions contained in the appointment letter issued to him/her.

#### **9.6 Grant of increments / advance increments**

The Competent Authority may in exceptional cases grant advance increments while recruiting exceptionally suitable person(s) and those employees showing outstanding performances, not exceeding five to a person on the recommendation of the Selection Committee.

Before sanctioning yearly increments for staff, the following points are to be considered:

- i. Leave without pay if any, during the period will postpone the due date of increment according to the period of leave without pay. The day of accordance will be the first of the quarter in which the due date of increment falls.
- ii. Any special increment sanctioned to the staff members in appreciation of their effort or recognition of higher studies will not alter the due date of increment.
- iii. Any disciplinary action taken against the staff concerned should be taken into consideration at the time of increment as well as at the time of selection for higher posts.
- iv. List of staff for whom increments are due should be sent by the Registrar along with a full-fledged performance appraisal report to the Selection Committee for recommendation and for the final approval of the Vice-Chancellor.
- v. For the sanction of the increment, one should satisfy the following:
  - a) Satisfactory performance of duty
  - b) Fulfilling the criteria 2, 3 & 4 of the assessment form of administrative & technical staff. Sanctioning of annual increment for the administrative, technical & essential staff whose overall assessment score must be greater than or equal to 80%
  - c) He should not have received any adverse remarks
- vi. Copies of all certificates should be submitted to the Registrar's office at the time of reporting by all Lab Staff / Administrative Staff members.

## **9.7 Commencement of service**

Except as otherwise provided by or under these Rules, service of an employee shall be deemed to commence from the working day on which the employee reports for duty in an appointment covered, by these Rules at the place intimated to him by the Competent Authority provided he / she reports before noon, otherwise his service shall commence from the next following working day.

"Service" includes the period during which an employee is on duty as well as on leave duly sanctioned by the Competent Authority, but does not include any period during which an employee is absent from duty without permission or overstay leave, unless specifically permitted by the Competent Authority.

## **9.8 Employees on Probation**

All persons appointed in the Institution Service either by direct recruitment or re-appointment to another cadre shall be on probation.

### **Period of Probation**

The period of probation in case of employees shall be one year. The Competent Authority may extend the period of probation of an employee, by another year only if his / her work is not found satisfactory during the period of probation.

## **9.9 Discharge / Revision during Probation**

The probation period may be extended or services terminated by the management, in case their attendance, conduct, work progress are not satisfactory as per the assessment made.

In case the Lab Staff / Administrative Staff who are Approved Probationers wanting to leave the Institution or the management decides to terminate the services, one month notice or one month wage in lieu of notice is required on either side. In the case of proved moral turpitude the Management has the right to immediately terminate the services of the Lab Staff / Administrative Staff both in the case of Approved Probationers and Probationers.

## **9.10 Confirmation of service**

On satisfactory completion of the probation, an employee shall be Approved Probationer subject to fulfillment of the following criteria. No probationer shall be deemed to have been Approved Probationer unless done in writing by the Competent Authority. The Competent Authority shall be the final authority to decide on the satisfactory completion of the probation based on the recommendation of the HR Committee.

1. An employee should have obtained a minimum of outstanding rating in the performance appraisal report on successful completion of the probation period.
2. There are no adverse remarks noted or reported against the concerned employee. In the event of any such observation, the period of probation is likely to be extended for such period as deemed appropriate under the circumstances.

### **9.11 Induction of New Staff**

- i) A brief campus trip to show the different location of the Karunya Campus to the new appointee shall be arranged.
- ii) All newly inducted Lab Staff / Administrative Staff shall undergo one day induction programme.
- iii) The Dean shall introduce the new appointee to the HoD and also HoD (DoVE) for a special briefing on Karunya vision.
- iv) The Department shall assist the new appointee in obtaining campus accommodation and other amenities (such as cooking gas connection, etc). A handout can be given as to whom they should contact for each need. The handout may contain various telephone numbers, copies of requisition forms both for internal assistance and requirements from external agencies.

### **9.12 Resignation / Termination of Service:**

In case the staff wants to leave the Institution or the management decides to terminate the services, one month notice or one month wages in lieu of notice is required on either side. However, the staff member will not be relieved in the middle of the semester. In the case of proved moral turpitude the Management has the right to immediately terminate the services of the staff member both in the case of Approved Probationers and Faculty on Probation.

### **9.13 System for Relieving Staff**

- i) The staff member who wishes to leave the institution shall submit the resignation through the Head of the Department concerned.
- ii) The HoD should clearly certify that the staff member can be relieved and his absence shall not affect the routine duties of the department till the end of the semester without any additional burden to other staff members.
- iii) The staff in-charge of the establishment section shall forward a note to the Registrar indicating clearly the notice period required and given along with other remarks if any.
- iv) When the above documents are clear, the Registrar shall inform the Vice Chancellor / Pro-Vice Chancellor and accept the resignation and direct the staff member to obtain "No Due Certificate".
- v) Service certificate will not be issued to staff who do not comply with the above regulations.
- vi) An exit interview shall be conducted to obtain the feedback from the Lab Staff / Administrative Staff proposing to leave the Institution.
- vii) A farewell party shall be arranged by the Controlling Officer.

### **9.14 Termination of services**

Services will be automatically terminated at the close of the period of contract unless otherwise communicated in writing. Any further employment is subject to the discretion of the management and subject to availability of vacancies. In case of further employment, the service during the previous period will not be reckoned with, to compute the continuity of service for any reason.

Nothing in these rules shall affect the right of the Institution to terminate the services of an employee without notice or pay in lieu thereof on his /her being certified by a Medical Officer to be physically unfit (permanently incapacitated) for further continuance in the service of the Institution.

### **9.15 Retirement**

Administrative / Technical / Essential Staff will be superannuated at the age of 58.

### **9.16 Record of service**

Record of service includes maintenance of a Performance Appraisal Report in respect of each employee, and Personal file in respect of each employee

### **9.17 Seniority**

Inter se seniority of employees appointed in each grade shall be regulated by the order in which their names are placed in the selection list for the grade irrespective of their dates of joining up to three months of the issue of the appointment orders. After three months of the issue of the appointment order if one joins, he shall be placed below all those who have joined earlier even though he secures a higher place in the selection.

Service will not be counted for the leave on loss of pay. Absence from duty will result in break in service. In both the cases the inter se seniority will be affected.

### **9.18 Qualification:**

#### **A. CONSTRUCTION STAFF**

<b>Qualification</b>	<b>Recommended Scale of pay</b>	<b>Construction</b>
B.E / B.Tech in Civil / Electrical / Mechanical Engineering	Rs. 15600-39100 + Rs. 5400 <b>E</b>	Asst. Engineer
Minimum 8 years of Experience as Asst. Engineer	Rs. 15600-39100 + Rs. 6600	Asst. Executive Engineer
Minimum 8 years of Experience as Asst. Executive Engineer	Rs. 15600-39100 + Rs. 7600	Executive Engineer

**B. MAINTENANCE STAFF**

Qualification	Recommended Scale of pay	Maintenance/ Transport	Campus Communication
<b><i>HMV/ ITI / Diploma*/B.Sc*/ relevant equivalent degree*</i></b>	Rs.5200-20200 + Rs. 2200  3625-85-4900 *3 increments <b>A</b>	Plumber / Electrician/ Pump Operator Gr. II	Telephone Operator Grade II
Minimum 6 years of Experience in Karunya in Gr.II	Rs. 5200-20200 + Rs. 2800) <b>B</b>	Plumber / Electrician/ Pump Operator Gr.I	Telephone Operator Grade I
Minimum 8 years of Experience in Karunya in Gr.I	Rs. 9300-34800 + Rs. 4400 <b>C</b>	Plumber / Electrician/ Pump Operator (Selection Grade)	Telephone Operator (Selection Grade)

*The regular vacations will not hold good for the essential staff*

**C. TECHNICAL STAFF**

Qualification	Recommended Scale of pay	Category / Laboratories	Workshops	Computer Center
<b><i>ITI / Diploma*/B.Sc*/ relevant equivalent degree*</i></b>	Rs.5200-20200 + Rs. 2200  *3 increments <b>A</b>	Lab Technician Gr. II	Mechanic** Gr II ** - Appropriate trade	Computer technician Grade II
<b><i>B.E / M.Sc / relevant equivalent degree</i></b> Or Minimum 6 years of Experience as Lab Technician Gr. II	Rs. 5200-20200 + Rs. 2800) <b>B</b>	Lab Technician Gr. I	Mechanic** Gr I	Computer technician Gr I
Minimum 8 years of Experience as Lab Technician Gr. I	Rs. 9300-34800 + Rs. 4400 <b>C</b>	Senior Lab Technician	Senior Mechanic**	Senior Computer technician
Minimum 6 years of Experience as Lab Technician Selection Grade	Rs. 9300-34800 + Rs. 4700 <b>D</b>	Lab Technician Selection Grade	Mechanic** Selection Grade	Computer Technician Selection Grade
Minimum 8 years of Experience as Senior Lab Technician	Rs. 9300-34800 + Rs. 5400 <b>E</b>	Demonstrator	Foreman	Computer Instructor



#### **D. ADMINISTRATIVE STAFF**

<b>Qualification</b>	<b>Recommended Scale of pay</b>	<b>Designation</b>
B.A. / B.Sc / B.Com/ relevant equivalent degree / M.A.**/ M.Sc** with essential computer knowledge	Rs.5200-20200 + Rs. 2200 ** 2 increments at entry only <b>A</b>	Assistant / Accountant Gr. II
M.Com / PG Diploma / Shorthand higher with a degree & 3 years relevant exp. Or Minimum 6 years of Experience as Assistant / Accountant Gr. II	Rs. 5200-20200 + Rs. 2800) <b>B</b>	Assistant / Accountant Gr. I
M.B.A / M.C.A or Minimum 8 years of Experience as Assistant / Accountant Gr. I	Rs. 9300-34800 + Rs. 4400 <b>C</b>	Assistant Section Officer / Assistant Purchase Officer / Assistant Stores Officer / Assistant PRO / Assistant Accounts officer / Assistant Superintendent / Assistant Manager
Minimum 6 years of Experience as Asst.Section Officer/Asst. Purchase Officer/ Asst Stores Officer / APRO / Asst Accounts officer	Rs. 9300-34800 + Rs. 4700 <b>D</b>	Section Officer / Purchase Officer / Stores Officer / PRO / Accounts officer / Superintendent / Manager
Minimum 8 years of Experience as Superintendent	Rs. 9300-34800 + Rs. 5400 <b>E</b>	Asst. Registrar
Minimum 6 years of Experience as Asst. Registrar	Rs. 15600-39100 + Rs. 6600	Dy. Registrar

**Note:**

- \* Candidates with qualifications from Distance Education may be appointed based on the performance in the skilled test and interview. However, Open University scheme candidates need not be considered.
- \* All the new appointments shall be on contract basis for a period of two years. After two years the contract appointment shall be regularized/extended based on the performance of the staff member.

#### **E. FINANCE OFFICER**

<b>Qualification</b>	<b>Recommended Scale of pay</b>	<b>Designation</b>
CA / ICWA / MBA (Finance) / M. Com. With 15 years experience in reputed organizations	Rs. 37400 – 67000 + Rs. 8800	Finance Officer

**Note:**

The Finance Officer may be appointed through direct recruitment and the basic can be fixed depending on the qualification and experience.

## **10. LEAVE RULES FOR ADMINISTRATIVE, ESSENTIAL STAFF** **(Non-Vacation Staff)**

### **10.1 Preamble**

The Policy of the Management is to encourage each staff to be productive and the policies and goals of the Institution are framed for this purpose as well as to help them grow in stature in the professional realm and within the organisation. This is all the more necessary since the stature of the organization increases only in proportion to the development of its staff as well as their contributions towards that. A development oriented trend need to be followed now in the light of the changing trends in the educational scenario, as well as the trends in the employment market. In line with these, the leave rules have been framed in order for the staff to utilize the period of their services effectively and productively.

### **10.2 Policy**

- a) Leave is to be treated not as a right, but as a privilege to be availed with restraint.
- b) It can be either granted or declined by the authorities depending on the exigencies of service.
- c) All staff are expected to be present at all Institution Programmes and staff meetings. The staff are expected to apply for leave in advance and can avail leave only after getting sanction.

### **10.3 Working Days**

The essential staff will be required to work 6 days in a week and 5 ½ days for other non-vacation staff. 1<sup>st</sup> Saturday will be holiday for all staff and they can avail holiday on Sundays.

### **10.4 Leave Rules**

1. For the leave rules, the staff of the Karunya Institute of Technology and Sciences are classified as
  - (i) Probationer and staff on Contract
  - (ii) Approved Probationer.
2. The non-vacation staff are the essential services staff, and the Registrar will periodically notify the sections and individuals falling into this category

The following staff are declared as non-vacation staff:

- Construction & Maintenance Staff under Chief Engineer, including Chief engineer
- Office of the Controller of Examinations
- Transport Section and Land Department
- Purchase Section, Stores Section, Admissions Office, Promotions Office, Media Centre, including Head (KMC)

- Assistants in the Schools and Departments
  - Staff Members of the Vice Chancellor's Office, Pro-Vice Chancellor's Office, Registrar's Office, Dean's Office, Director's Office, HODs Office, Controlling Officer's Office, Student Section, Finance Section and HR Section
  - Department of Value Education
  - Project Manager
  - Industry Training and Placement Office
  - Hostel / Mess Staff including Assistant Warden
  - Farm Staff including Senior Manager
  - Telephone Operator, Telephone Technicians
  - Call Centre Executives, Admissions Executives, Promotional Executives, Alumni Executives and other executive positions in this cadre
  - Security & Guest House
  - All Administrative & Essential Staff
  - Any other staff notified under essential (non-vacation) category from time to time
3. All the staff are expected to avail leave only after getting the approval from the relevant leave sanctioning authority. However, in case of emergency the information should be communicated to the controlling officers, which need to be duly recorded without fail and later ratified.
  4. The period of absence from duty without prior intimation shall be treated as leave on loss of pay even if leave is available on credit.
  5. Normally leave will be recommended by a higher-level official and is to be approved by the next higher official. The hierarchy of staff of KITS is as shown below:

HoD
Controlling Officer
Staff

However the Dean shall sanction Leave on Loss of Pay (LLP) and On Duty Leave (OD).

6. The enclosed table gives the leave eligibility norms for the staff members.
7. An approved probationer who is promoted for higher post and is re-classified as probationer in the higher post will continue to enjoy the leave rules of the approved probationer, because of one's status as approved probationer already in the lower post.
8. While going on leave,
  - a. Leave should be granted only after alternative arrangements are made, duly signed by the substitute member, failing which the leave letter may be rejected. This should also be entered in the alternate arrangement register available with the Department / School.
  - b. It shall be ensured by the staff member that sanctioned leave letters reach the competent records section on time for it to take effect.
  - c. Both the department and Institution office will make suitable entry regarding leave in the leave register / OA.

9. Declared holidays can either be suffixed or prefixed for any leave except for CL, and CL need to be applied only for the working days irrespective of holidays.
10. Joining report is to be submitted for all leave except for C.L.

#### **10.5 Station leave permission**

All the Administrators and Controlling officers are to apply for the station leave permission to their immediate supervisors before leaving the campus for a period more than ½ day during working days.

#### **10.6 Casual leave**

##### **Approved Probationer**

- 1) Staff in this category are eligible for 12 days of Casual Leave in a year.
- 2) Casual leave cannot be combined with any other kind of leave except OD, Vacation. It may be combined with holidays including Sundays. Holidays or Sundays falling within the period of casual leave shall not be counted as casual leave.

##### **Contract / Probationer**

- 3) Total casual leave granted to a staff shall not exceed 12 days in a calendar year and the staff is eligible to take one day CL on completion of 30 days of service.

#### **10.7 Duty leave**

- 1) To perform any approved duty for the Institution
- 2) Duty leave may be combined with earned leave, half pay leave or extraordinary leave.

#### **10.8 Medical leave (Half Pay Leave) for Approved Probationer**

- 1) Medical leave admissible to a permanent staff shall be 10 days for each completed year of service.
- 2) Staff can avail Medical leave for hospitalization and for subsequent period of convalescence at home. However, Medical Leave can also be availed for sickness without hospitalization for undergoing treatments for the ailments such as Dengue, Fracture, Eye Cataract Operation, Chicken Pox, Accident Cases, Covid and Measles which is certified by the Government Registered Medical Practitioner and approved by the competent authority of the Institution.
- 3) When a staff reports for duty after sick leave, a Medical and fitness certificate should be submitted with the joining duty letter.

##### **Commutated leave**

- 1) Commuted leave, not exceeding half the amount of half pay leave due, may be granted on the basis of medical certificate from a registered medical practitioner to a permanent staff.

- 2) When commuted leave is granted by the competent authority, twice the amount of such leave shall be debited against the half pay leave due.
- 3) Commuted leave during the entire service shall be limited to a maximum of 180 days.

#### **10.9 Maternity leave (for Approved Probationer)**

Maternity leave on full pay shall be granted to permanent female staff for a period not exceeding 90 days once in service. Maternity leave can be combined with EL, half pay leave or LLP, but any leave applied for in continuation of maternity leave may be granted only if a medical certificate supports the request.

#### **10.10 Earned leave (Non-vacation staff)**

1. Earned leave will be credited to the individuals account on 10<sup>th</sup> January of each year for the previous calendar year.
2. E.L. calculation will be for a calendar year and for staff who join in the middle of an year the period from January 1 to date of joining will be treated as LLP.
3. A staff is allowed to accrue a maximum of 180 days of Earned Leave.
4. The EL is given by
  - i) 1/30<sup>th</sup> of actual service excluding only LLP for approved Probationer
  - ii) 1/60<sup>th</sup> of actual service excluding only LLP for Probationer
5. EL can be en-cashed once every year in December subject to a maximum of 15 days at a time.
6. The EL as on January 1, 2009 less than EL en-cashed subsequently is paid in full on termination / resignation / superannuation / death
7. The Earned Leave (earned after January 1, 2006) at the time of final settlement will be paid to the staff as per the norms given below:
  - a) Nil - on Termination
  - b) 100% - on Resignation
  - c) 100% - on Retrenchment
  - d) 100% - on Superannuation

#### **10.11 Christmas recess**

1. Essential Staff are entitled for Christmas Recess on December 24, 25, 26, 31 & January 01. The unavailed Christmas Recess can be compensated with equivalent number of CPL.
2. Other non-vacation staff members can avail the Christmas recess from 24<sup>th</sup> December to 31<sup>st</sup> December and if anyone is restrained, he will be given CPL equivalent to the number of working days during the recess.
3. All types of leaves (except CL) can either be suffixed or prefixed. Casual leave can be both suffixed and /or prefixed to the Christmas Recess

**10.12 Holidays**

The essential staff can avail *12 Government Holidays in a year.*

**10.13 Leave on Loss of Pay**

Leave on loss of pay may be granted to those staff who desires to avail such leave for valid reasons, and should be approved in advance. The period of LLP availed will not be counted as service.

**STAFF LEAVE NORMS (Non-Vacation Staff)****TYPES OF LEAVE AT A GLANCE**

Type of Leave	Purpose(s)	Eligibility	
		Approved Probationer	Contract/ probationer/temporary
Casual leave	Time off for personal reasons or emergency purposes	12 days in a calendar year	1 day per completed 1 month of service
On Duty leave	To perform any duty for the Institution	Leave to be regulated by competent authority	
Sick Leave	Personal illness, injury	10 days per completed year of service.	Nil
Maternity Leave	Pregnancy	90 days of maternity leave once in service when applicable	Nil
Earned Leave (Non-vacation)	Time off for personal reasons or emergency Purposes	365 – LLP Availed ----- 30	365 – LLP Availed ----- 60
Holidays	Holidays	Govt. Holidays - 12 days Or RH - 12 days	Govt. Holidays - 12 days Or RH - 12 days
Christmas Recess	Christmas Recess	<u>For Essential Staff:</u> December 24, 25, 26, 31 & January 01  <u>Other Non-vacation staff:</u> 24 <sup>th</sup> December to 01 <sup>st</sup> January	<u>For Essential Staff:</u> December 24, 25, 26, 31 & January 01  <u>Other Non-vacation staff:</u> 24 <sup>th</sup> December to 01 <sup>st</sup> January
Leave on Loss of Pay (LLP)	Covers absences for which no appropriate or other leave is available - non-pay status	LLP is granted only under exigency	

## **11. LEAVE RULES FOR ACADEMIC DEPARTMENT LAB STAFF (Vacation Staff)**

### **11.1 Preamble**

The Policy of the Management is to encourage each staff to be productive and the policies and goals of the Institution are framed for this purpose as well as to help them grow in stature in the professional realm and within the organisation. This is all the more necessary since the stature of the organization increases only in proportion to the development of its staff as well as their contributions towards that. A development oriented trend need to be followed now in the light of the changing trends in the educational scenario, as well as the trends in the employment market. In line with these, the leave rules have been framed in order for the staff to utilize the period of their services effectively and productively.

### **11.2 Policy**

- a) Leave is to be treated not as a right, but as a privilege to be availed with restraint.
- b) It can be either granted or declined by the authorities depending on the exigencies of service.
- c) All staff are expected to be present at all Institution Programmes and staff meetings. The staff are expected to apply for leave in advance and can avail leave only after getting sanction.

### **11.3 Working Days**

The vacation staff will be required to work 5 ½ days in a week with 1<sup>st</sup> Saturday holiday. Each year the Management shall declare the general holidays for the Institution for that year.

### **11.4 Leave Rules**

- 1. For the leave rules, the staff of the Karunya Institute of Technology and Sciences are classified as
  - a) Probationer and staff on Contract
  - b) Approved Probationer.

Lab Technicians and Mechanics, etc in the departments (academic related) are declared as vacation staff.
- 3. All the staff are expected to avail leave only after getting the approval from the relevant leave sanctioning authority. However, in case of emergency the information should be communicated to the controlling officers, which need to be duly recorded without fail and later ratified.
- 4. The period of absence from duty without prior intimation shall be treated as leave on loss of pay even if leave is available on credit.

5. Normally leave will be recommended by a higher-level official and is to be approved by the next higher official. The hierarchy of staff of KITS is as shown below:

HoD
Controlling Officer
Staff

However the Registrar/Vice Chancellor would sanction Leave on Loss of Pay (LLP) and On Duty Leave (OD).

6. The enclosed table gives the leave eligibility norms for the staff members.
7. An approved probationer who is promoted for higher post and is re-classified as probationer in the higher post will continue to enjoy the leave rules of the approved probationer, because of one's status as approved probationer already in the lower post.
8. While going on leave,  
Leave should be granted only after alternative arrangements are made, duly signed by the substitute member, failing which the leave may be rejected.
9. Declared holidays can neither be suffixed or prefixed for any leave except for CL. When CL is to be combined with the holidays, CL need to be applied only for the working days.
10. Joining report is to be submitted for all leave except for C.L.

#### **11.5 Station leave permission**

All the Administrators and Controlling officers are to apply for the station leave permission to their immediate supervisors before leaving the campus for a period more than ½ day during working days.

#### **11.6 Casual leave**

##### **Approved Probationer**

1. The staff will be required to work for 5 ½ days with 1<sup>st</sup> Saturday holiday and they will be eligible for 12 days of Casual Leave in a year.
2. Casual leave cannot be combined with any other kind of leave except OD, Vacation. It may be combined with holidays including Sundays. Holidays or Sundays falling within the period of casual leave shall not be counted as casual leave.

##### **Contract / Probationer**

3. Total casual leave granted to a staff shall not exceed 12 days in a calendar year and the staff is eligible to take one day CL on completion of 30 days of service.



### **11.7 Duty leave**

- 1) To perform any approved duty for the Institution.
- 2) Duty leave may be combined with earned leave, half pay leave or extraordinary leave.

### **11.8 Medical leave (Half Pay Leave) for Approved Probationer**

- 1) Medical leave admissible to a permanent staff shall be 10 days for each completed year of service.
- 2) Staff can avail Medical leave for hospitalization and for subsequent period of convalescence at home. However, Medical Leave can also be availed for sickness without hospitalization for undergoing treatments for the ailments such as Dengue, Fracture, Eye Cataract Operation, Chicken Pox, Accident Cases, Covid and Measles which is certified by the Government Registered Medical Practitioner and approved by the competent authority of the Institution.
- 3) When a staff reports for duty after sick leave, a Medical and fitness certificate should be submitted with the joining duty letter.

#### **Commuted leave**

- 1) Commuted leave, not exceeding half the amount of half pay leave due, may be granted on the basis of medical certificate from a registered medical practitioner to a permanent staff.
- 2) When commuted leave is granted by the competent authority, twice the amount of such leave shall be debited against the half pay leave due.

### **11.9 Maternity leave (for Approved Probationer)**

Maternity leave on full pay shall be granted to permanent female staff for a period not exceeding 90 days once in service. Maternity leave can be combined with EL, half pay leave or LLP, but any leave applied for in continuation of maternity leave may be granted only if a medical certificate supports the request.

### **11.10 Earned leave (Vacation staff)**

1. Earned leave will be credited to the individuals account on 10<sup>th</sup> January of each year for the previous calendar year.
2. E.L. calculation will be for a calendar year and for staff who join in the middle of a year the period from January 1 to date of joining will be treated as LLP.
3. A staff is allowed to accrue a maximum of 180 days of Earned Leave.
4. The EL is given by
  - i) 1/30<sup>th</sup> of actual service excluding only LLP for approved Probationer
  - ii) 1/60<sup>th</sup> of actual service excluding only LLP for Probationer

5. EL can be en-cashed once every year in December subject to a maximum of 15 days at a time.
6. The EL as on January 1, 2009 less the EL en-cashed subsequently is paid in full on termination / resignation / superannuation / death
7. The Earned Leave (earned after January 1, 2006) at the time of final settlement will be paid to the staff as per the norms given below:
  - a) Nil - on Termination
  - b) 100% - on Resignation
  - c) 100% - on Retrenchment
  - d) 100% - on Superannuation

### **11.11 Vacation**

Vacation is declared by the competent authority as Summer Vacation Leave in a calendar year. Staff members appointed on Temporary/Probationer/Contract basis may be given vacation in addition to Christmas recess as detailed below:

No. of years of service at KITS
Nil during the Calendar year of joining
Maximum 7 days during the next calendar year
Maximum 15 days after that

### **Approved Probationer**

Approved probationers can avail vacation for a maximum period of 22 days in a year in addition to Christmas recess.

### **Summer Vacation Leave (SVL)**

1. Competent authority shall declare vacation period during the Summer time.
2. Any staff member eligible for vacation is allowed to avail vacation only with specific recommendation of one's concerned controlling officer and approval of the competent authority.
3. All the staff members are encouraged to avail complete vacation. However, due to exigencies of service, any staff can be restrained from availing vacation.
4. Half of the period, if any, during which he/she is required to perform duty during vacation will be credited as EL,
5. Casual Leave cannot be combined with any type of leave except vacation.

6. During the Vacation period, the technical staff members are required to engage themselves in skill Upgradation, product development, knowledge Upgradation etc.
7. Non-class workdays may be fruitfully utilized for lab development, preventive maintenance etc.

Each Dean of School / Head of Department shall make an annual activity plan for his department including all these activities with dates for the department.

The concerned Dean / HOD may give specific tasks to this effect, after taking into consideration the eligible vacation leave available for each of those staff during that period.

### **Christmas Recess**

1. All the staff members can avail the Christmas recess from 24<sup>th</sup> December to 01<sup>st</sup> January and if anyone is restrained, he will be given CPL equivalent to the number of working days during the recess.
2. All types of leaves (except CL) can either be suffixed or prefixed. Casual leave can be both suffixed and /or prefixed to the Christmas Recess

### **11.12 Leave on Loss of Pay**

Leave on loss of pay may be granted to those staff who desire to avail such leave for valid reasons, and should be approved in advance. The period of LLP availed will not be counted as service

## **ACADEMIC DEPARTMENT LAB STAFF LEAVE NORMS (Vacation Staff)**

### **TYPES OF LEAVE AT A GLANCE**

Type of Leave	Purpose(s)	Eligibility	
		Approved Probationer	Contract/ probationer/temporary
Casual leave	Time off for personal reasons or emergency purposes	12 days in a calendar year	1 day per completed 1 month of service
On Duty leave	To perform any duty for the Institution	Leave to be regulated by competent authority	
Sick Leave	Personal illness, injury,	10 days per completed year of service.	Nil
Maternity Leave	Pregnancy	90 days of maternity leave once in service when applicable	Nil
Earned Leave	Time off for personal reasons or emergency Purposes	$\frac{365 - \text{LLP Availed}}{30}$	$\frac{365 - \text{LLP Availed}}{60}$
Vacation leave	Vacation Leave	Christmas Recess from 24 <sup>th</sup> Dec. to 01 <sup>st</sup> Jan. Summer vacation maximum 22 days per year	Christmas Recess from 24 <sup>th</sup> Dec. to 01 <sup>st</sup> Jan. Summer vacation nil during the Calendar year of joining Maximum 7 days during the next calendar year Maximum 15 days after that
Holidays	Holidays	Govt. Holidays - 12 days Or RH - 12 days	Govt. Holidays - 12 days Or RH - 12 days
Leave on Loss of Pay (LLP)	Covers absences for which no appropriate or other leave is available - non-pay status	LLP is granted only under exigency	

## **12. DOMESTIC TRAVEL POLICY** **(Administrative / Technical / Essential Staff)**

Karunya Institute of Technology and Sciences covers the cost of journey and the cost of boarding and lodging incurred by the Non-Teaching Staff during the tours undertaken to outstation locations within the country on official duty. 'Outstation Location' is any location beyond 40 km from KITS campus. All tours must be approved in advance by the Head who assigns the task to the staff. Owing to periodic change in the cost of boarding and lodging, the D.A shall be revised once in three years. The following classification is done for entitlements for domestic tours.

### **12.1 Tour Entitlements**

Table 1

<b>Employee Grade</b>	<b>Mode of Travel</b>	<b>Local Conveyance</b>
Grade A (III)	Train III AC or below or Sleeper Bus	Call Taxi
Grade A (IV)	Train III AC or below or Sleeper Bus	Call Taxi
Grade A (V)	II Sleeper or Non A/C Bus	Auto
Grade A (VI)	II Sleeper or Non A/C Bus	Bus

**Note:**

- i) The charges include actual fare, reservation charges, sleeper/berth charges and travel agent charges.
- ii) Cancellation charges should be borne by the individual if the trip is cancelled by the individual or for personal reasons.

### **12.2 Daily Allowance (DA)**

DA is paid to cover boarding and lodging expenses. If boarding and lodging are provided free of cost, then staff are not entitled to DA.

**Boarding:** The boarding is to cover the food expenses incurred during official tour and shall be restricted to the limit fixed under. Boarding allowance is calculated for the period of actual stay as per the table 2.

**Lodging:** The lodging is to cover the lodging charges incurred during the official tour. The claim for lodging shall be for actual amount subject to the maximum fixed and supported by the receipt for payment of Hotel / Guest House bill. If the receipt for lodging is not produced or in case of separate own arrangement, the allowance under lodging shall be allowed at the rate of 40% of maximum fixed under lodging. Lodging allowance is not allowed for the travel period. The following is the maximum limit for boarding (B) and lodging (L)

Table 2

City Class	A		B		C	
Employee Grade	L	B	L	B	L	B
Grade A (III)	2000	500	1750	400	1500	350
Grade A (IV)	1750	400	1500	300	1250	250
Grade A (V)	1500	350	1250	250	1000	200
Grade A (VI)	1100	200	750	200	500	175

Incidental Expenses (20% on Boarding) for all

For the fraction of a day, the daily allowance (boarding) shall be reimbursed as follows

Hours	D.A Allowed
0 to 6 hours	20%
6 to 12 hours	60%
12 hours to less than 24 hours	75%

In Incidental Expenses is provided to cover the charges incurred in utilizing the services of personnel like a porter, laundry man, bell boy etc., purchase of dailies and other miscellaneous charges. For Grade V and VI, the local conveyance is only by bus or their own two wheeler.

### **12.3 Local Conveyance**

For journey performed within 40 Kms from KITS campus, the actual fare for staff shall be provided if traveled by bus. If traveled by KITS vehicle, no T.A shall be paid. If traveled by own vehicle, T.A. shall be paid @ Rs. 3.50 per km for two wheelers and Rs. 8.00 per Km for four wheelers (Grade III & IV). The competent authority shall permit the individual to travel in his own vehicle based on need and for the benefit of the Institution.

#### **Annexure - A**

Category	Category
Grade A (III) HR Manager, Other Managers	Grade A (IV) Public Relation Officer, Section Officer, Marketing, HR & Placement Executives
Grade A (V) Senior Assistant, Senior Accountant, Department Assistant, Lab staff and office assistants in placement, library and CoE Office	Grade A (VI) All other NTS

#### **Annexure – B**

Classification of Cities for the purpose of DA

Class A	Class B	Class C
All Metros	All State Head Quarters (Not part of Class A cities), District Head Quarters and hill stations like Ooty, Kodaikanal, Shimla, and J & K	All cities other than Class A and Class B

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