

Kammavari Sangham ®1952



KSGI STAFF HANDBOOK

April 2018

Foreword

KSGI has been making steady efforts to work in a more guided way and this hand book, providing the necessary rules / guidelines / policies, is one such document to provide transparency in day to day functioning. These rules / guidelines / policies give us better focus and provide us a greater freedom in our decision making without waiting for directions from the top.

Although quite an amount of hard work has gone into framing / formulating these rules / guidelines / policies, they offer scope for improvements. Our experiences with these rules / guidelines / policies, I am sure, would result in an accumulation of newer thoughts from all of us, which can be incorporated in the form of amendments to this handbook over time.

The Management strongly believes that the employees understand the spirit of this document and shall work towards building a better as well as credible group of institutions.

Secretary,
KSGI

INDEX

#	Content	Page #
1	Foreword	--
2	A. Service Rules	1-9
3	B. Conduct Rules	10-14
4	C. Cadre & Recruitment Rules	15-23
5	D. Leave Rules	24-27

A: SERVICE RULES

The KS Group of Institutions (KSGI) Service Rules are applicable to all programs running under KSGI and shall be effective from the date of its approval by the Board of Directors and Governing Councils / Bodies of concerned institutions.

EXPLANATION / DEFINITION

- **Advisory Board** means a group or team of experts nominated for providing advice to the management of KSGI on matters requested for;
- **Competent Authority** means any authority to which power is delegated by KSGI;
- **Dean** means an official, appointed by the Competent Authority, to look after a Faculty of Study / Domain of Activities (such as Training and Placement, Academic Activities, Research and Consultancy, PG Studies, Innovation and Entrepreneurship, and UG Studies);
- **Director** means the authority, appointed by the Competent Authority, responsible for functioning of the institute / centre / unit as per the approved by the concerned Governing Council / Body;
- **Employee** means a KSGI employee;
- **Head** means an official, appointed by the Competent Authority, to look after the affairs of a Centre / Facility / Department;
- **Principal** means the executive head of the institute, appointed by the Competent Authority, responsible for day to day functioning of the institute as per the norms and standards approved by the concerned Governing Council / Body;
- **Permanent employee** means an employee who has satisfactorily completed probationary period (which has been indicated by issuing an explicit written order in this regard) and is entitled to a prescribed pay scale;
- **Probationary employee** means an employee who under assessment for a specified period of time before qualifying as a permanent employee;
- **Reporting Officer** means an official to whom an employee reports for duty / work assignment;
- **Temporary employee** means an employee, appointed through an explicit order, on a defined tenure drawing consolidated salary; and
- **Vacation Staff** means employees to whom regular annual vacation is allowed. All teaching staff except Deans, Directors and Heads comes under this category. Others come under the category of non-vacation staff.

I LATE COMING/ EARLY LEAVING

1. If an employee reports late for duty and / or leaves the campus early by half an hour without official permission / intimation, the employee shall automatically forfeit one day Causal Leave (CL) / Earned Leave (EL) or one day salary if there is no CL/EL at credit. The Concerned Reporting Officer shall issue a letter in writing (or any official electronic medium) to that effect to the erring employee;
-

2. Permission for faculty to come late or leave early under personal exigencies conditions would be given only once in a month for not exceeding two hours. Such permission would be subject to the normal work schedules not being disturbed. Time concessions beyond this will be appropriately adjusted against the individual's Casual Leave account. The Concerned Reporting Officer shall issue a letter in writing (or any official electronic medium) to that effect to the employee about using of such a provision;

II RETIREMENT AND RE-EMPLOYMENT

1. The age of superannuation shall be 60 years. Any revision in this age limit shall come into force after approval by the Governing Council / body of the institute with the concurrence / approval by the Management of KSGI.
2. An employee retiring from service may be re-employed, depending on merit, for a period of one or two years. Further renewals for duration of 1 / 2 years at a time may be possible till the employee attains the age of as specified by AICTE / UGC / GOK and it is 70 years at this point of time. Any revision has to be approved by the Governing body of the institute.
3. A retired employee who has been re-employed will receive a consolidated salary (indicated in a structured form of basic, DA, HRA, and CCA) fixed at the time of appointment for that 1 or 2-year term. Such employees will not be eligible for any other benefits such as PF, gratuity, EL and leave encashment. However, such employees shall be eligible for one day of leave per month, which cannot be accumulated or carried over to the following year.

III RESIGNATION

1. A Permanent employee wishing to terminate the employment at any institute of KSGI by tendering a resignation is required to provide THREE months notice to the Competent Authority and continue to discharge the duties during the notice period.
 2. A Probationary / Temporary employee wishing to terminate the employment at any institute of KSGI by tendering a resignation is required to provide at least one month's notice to the Competent Authority and continue to discharge the duties during the notice period.
 3. A employee wishing to terminate the employment at any institute of KSGI by tendering a resignation is required to provide one month's notice to the Competent Authority and continue to discharge the duties during the notice period.
 4. Any employee who fails to provide notice, such an employee shall be liable to pay the institution an amount equal to gross salary in lieu of the notice period. However, the Competent Authority may waive this requirement at its discretion on the merits of a case.
 5. An employee tendering resignation may be allowed to exercise the option to have the EL at credit being adjusted towards the notice period. However, the employee is not eligible for EL encashment or payment of Gratuity unless other conditions are fulfilled such as number of years of continuous service at KSGI.
-

6. At the time of resignation, if the number of CLs availed by an employee exceeds the number of months of service, employee has completed in that calendar year, such excess (advance) CLs shall be adjusted against the EL at credit. If there is a shortfall for the notice period, even adjustment of ELs, then the employee is liable to pay dues for getting the relief certificate from the institute.
7. In case, an employee leaves the institute without serving a notice, then the institute can initiate legal action against such an employee as per institute norms. The institute also has and reserves the right to inform the new employer of the employee regarding the unethical behavior of the employee.

IV GRATUITY

Payment of gratuity is allowable in the following circumstances –

- a. Resignation on grounds acceptable to the competent authority, after FIVE years of continuous service (i.e., serving at the institute without availing any other form of leave). However, this can be reduced purely at the discretion of the Competent Authority with the concurrence of the Management of KSGI in case of employees who have made outstanding contributions to the institute.
- b. Retirement on superannuation (provided the employee had served the organization for a minimum period of TWO years)
- c. Death while in service

Gratuity shall be calculated as

$$[(\text{Last Basic} + \text{DA})/26] * 15 \text{ days} * \# \text{ qualifying years of service}$$

V EARNED LEAVE

Earned leave is allowable in the following circumstances –

- a. An employee who has completed his probationary period and is deemed to be confirmed by a letter from a competent authority shall be entitled for Earned Leave of 10 days per year in case of vacation staff and 20 days per year in case of non-vacation staff.
 - b. This leave shall be credited to the employees leave account twice a year in two installment after once at the end of June and at the end of December.
 - c. The employee shall not claim for this leave as a matter of right. The reporting superior has to recommend for the leave after making alternate arrangements without asking for extra personnel.
 - d. This leave shall not be availed when the semester classes are going on and unless it is a medical emergency or for maternity reasons.
 - e. This leave shall be accumulated to a maximum of 30 beyond which the leave accrued shall lapse.
-

VI DISMISSAL, REMOVAL AND SUSPENSION

1. The pay and allowances of an employee, who is dismissed, removed or compulsorily retired from service cease from the date of such dismissal, removal or compulsory retirement.
2. An employee may be placed on suspension on grounds of misconduct as interpreted in the KSGI Conduct Rules, for a period of up to six months within which time, the competent authority is expected to complete the process of inquiry to establish charges against the employee or otherwise.
3. An employee may also be placed on suspension when proceedings have been taken for his / her arrest or judicial detention on civil or criminal charge. The suspension is in effect for the duration of the imprisonment / detention. During this period, the employee cannot draw any pay or subsistence without authorization from the competent authority.
4. Such an employee is entitled to the following payments:
 - 4.1 Subsistence allowance equal to 50% of the basic / consolidated salary drawn at the time of suspension plus applicable Dearness Allowance, along with full House Rent Allowance and City Compensatory Allowance.
 - 4.2 In situations where the period of suspension exceeds six months, the Competent Authority reserves the right to increase or decrease the amount of subsistence allowance for any period based on the reasons for extension of suspension not directly attributable to the employee or directly attributable to the employee, respectively. The said reasons have to be recorded in writing.
5. An employee under suspension shall not seek any employment, business, profession or vocation, either in private or in institutions where KSGI has interest.
6. On reinstatement, the competent authority shall make an order indicating the pay and allowances to be paid to him / her for the period of absence from duty, including the period of suspension, and whether or not the said period shall be treated as a period spent on duty.
7. Where the suspension of an employee is set aside by a Court of Law, the period of absence from duty shall be regularized, as per directions from the Court.

VII SPONSORSHIP / RECOGNITION FOR FACULTY ATTENDING CONFERENCES / SHORT TERM COURSES / SEMINARS / WORKSHOPS / TRAINING PROGRAMS AND DOING PUBLICATION ACTIVITIES

Faculty with any of the following conditions is qualified to seek sponsorship.

1. Full-time faculty with at least six-months of service at KSGI and whose article will be presented on behalf of KSGI in any reputed international conference as certified by the committee appointed for the purpose.
 2. Invited to assume important tasks such as chairing a session, delivering a inaugural address, and key-note address, in any international conference (this is approved purely on merit and case to case basis).
-

3. Assigned by KSGI to attend any international conference on behalf of the institute.

The faculty shall concurrently apply to various agencies such as AICTE, DST, UGC, and VTU for sponsorship. Paper / article to be presented in the conference and its acceptance documents shall accompany the application for sponsorship.

After the application has been reviewed and approved by the Competent Authority, the sponsorship will be provided by the following standards:

1. Domestic: based on the KSGI regulations of official trip expense and the registration fee will be reimbursed on the support of conference documents.
2. Overseas: (a) Round-trip airfare (economy class) from Bangalore to the conference location. (b) Living expenses will be compensated based on the actual expenditure subject to stipulated limitations. (c) Registration fee.

Upon return from the event, the faculty shall have to serve the institute for at least two-years. If the faculty fails to comply with this obligation, all the sponsorship shall be returned in its total amount to KSGI. A faculty can only be given the sponsorship to the maximum extent of One Month salary per year for attending conferences, workshops, training programs, recognition awards for publication of books and papers etc. This allocation of sponsorship amount is reviewed once every three years. After three years, it shall be obligatory on the part of the faculty to do publication activities to continue to be eligible for such sponsorships. Failing this, no further sponsorship allocations shall be available for such faculty until they meet the publication requirements.

In case of publications, it would be necessary for the author receiving such recognition / sponsorship to identify expressly himself/herself with KSGI by the words “written by KSGI faculty” and is officially published, wherever applicable, with an international ISBN book number. In case of multiple authors, each author shall get his portion of the recognition sponsorship divided by the number of authors.

An employee who has received sponsorship is bound to serve the institution for a period of two years from the date of receipt of sponsorship failing which, he / she is liable to pay the institution an amount equivalent to the amount received as sponsorship.

All faculty publishing research papers or invited articles or book chapters or books with KSGI affiliation are required to submit the following declaration form:

DECLARATION TO BE SIGNED BY THE AUTHOR(S)

I / we hereby declare that this article or book chapter or book is based on my/our individual / joint, original, previously unpublished research and development work. This article has not been submitted for publication or

already published elsewhere in any conference, seminar, workshop, journal, periodical, book, e-book, web site or other on-line publication. To the best of my / our knowledge, the article does not contain any material that infringes the copyrights of any other individual or organization and does not hurt the sentiments of any individual(s) or religion(s). Any quotation or reference in the article has been cited properly. No portion of this article has been copied or downloaded from any paper, book, periodical, web site or other sources. In particular, no diagram, figure, chart, graph or photograph has been taken from any other source without prior written approval from the copyright holder(s). Further, the opinions expressed or implied in this article are entirely mine / ours and do not necessarily reflect the opinions of my / our employer.

Signature of staff who are also AUTHOR(S)

Name of Author(s) with affiliations as indicated in the research paper	
Title of the research paper or invited articles or book chapters or books	
Research fund, if any, used for the research work	

B: CONDUCT RULES

Every employee shall at all times:

- (i) Maintain absolute integrity;
- (ii) Maintain devotion to duty; and
- (iii) Do nothing which is unbecoming of a KSGI employee.

Every employee shall take all possible steps to ensure the integrity and devotion to duty of all employees under his/ her control and authority.

1. TAKING PART IN POLITICS AND ELECTION

- (a) No employee shall be a member of, or be otherwise associated with, any political party or any organization which takes part in politics nor shall he/she take part in, subscribe in aid of, or assist in any other manner, any political movement or activity.
- (b) No employee shall canvass or otherwise interfere with or use his/ her influence in connection with or take part in, an election to any legislature or local authority. An employee qualified to vote at such election may exercise his/ her right to vote, but shall give no indication of the manner in which he/ she proposes to vote or has voted.

2. ASSOCIATIONS

No employee shall join, or continue to be a member of, an Association, whose objects or activities are prejudicial to the interest of KSGI

3. DEMONSTRATION AND STRIKES

No employee shall engage himself / herself or participate in any demonstration which is prejudicial to the interest of KS Group of Institutions, public order, decency or morality, or which involves contempt of court, defamation or incitement to an offence. He/ She shall not resort to, or in any way instigate, incite or abet, any form of strike by any number of KSGI employees.

4. CONNECTION WITH PRESS OR RADIO

No employee shall -- except with prior permission of the management -- take recourse to the press for vindication of any official act which has been the subject matter of adverse criticism.

5. CRITICISM OF KSGI

No employee shall make any statement of fact or opinion, which has the effect of an adverse criticism of any current or recent policy or action of KSGI, which is capable of embarrassing the relations between KSGI and the Statutory Authorities. 'Statements' include voicing of opinions in any radio broadcast or in any document

published in his/ her own name, anonymously, using pseudonymous or in the name of any other person in any communication to the Press or in any public utterance.

6. EVIDENCE BEFORE A COMMITTEE OR ANY OTHER AUTHORITY

(a) No employee shall - except with the previous sanction of KSGI - give evidence in connection with any enquiry conducted by any person, Committee or Authority, except when he/ she is summoned by a judicial authority.

(b) Where any sanction has been accorded under Rule 11.1, the employee giving such evidence shall not criticize the policy or any action of KSGI.

7. UNAUTHORISED COMMUNICATION OF INFORMATION

No employee shall - except in accordance with any general or special order of KSGI or in the performance in good faith of the duties assigned to him/ her - communicate, either directly or indirectly, any official document or any part thereof or information to any KSGI employee or any other person to whom he/ she is not authorized to communicate such document or information.

8. CANVASSING OF NON-OFFICIAL OR OTHER INFLUENCE

No employee shall bring or attempt to bring any political or other influence to bear upon any superior authority to further his/ her interests in respect of matters pertaining to his/ her services under the KSGI.

9. BIGAMOUS MARRIAGE

(a) No employee who has a wife/ husband who is still alive, shall contract another marriage without first obtaining permission of the Government; notwithstanding that such subsequent Marriage is permissible under the personal law for the time being applicable to him / her.

(b) No Male / Female employee shall marry any person who has a wife / husband, who is still alive, without first obtaining the permission of the Government.

10. SMOKING; CONSUMPTION OF INTOXICATING DRINKS AND DRUGS

An employee shall –

- (a) strictly abide by the laws relating to intoxicating drinks or drugs in force in any area in which he may happen to be for the time being
- (b) take due care that the performance of his duties is not affected in any way by the influence of any intoxicating drink or drug
- (c) not appear for duty or in a public place in a state of intoxication
- (d) not habitually use any intoxicating drink or drug in excess so as to damage his own health and physical and mental well being
- (e) strictly abide by the Rule of “NO SMOKING INSIDE THE KSGI CAMPUS”

11. PROHIBITION OF SEXUAL HARASSMENT

KSGI shall constitute an Internal Complaint Committee (ICC) in each of the group institutions as per the directions of UGC "Prevention, Prohibition and Redressal of

Sexual Harassment of Women Employees and Students in Higher Educational Institutions Regulations, 2015 (amended from time to time)". No employee shall subject any women employees and / or students to sexual harassment in working / teaching places. "Sexual harassment" includes any unwelcome sexually inclined behaviour, whether directly or indirectly, such as:

- Physical contact and advances
- Demand or request for sexual favors
- Sexually colored remarks
- Showing any pornography, or
- Any other unwelcome physical, verbal or non-verbal conduct of sexual nature

The possible actions that can be taken against the respondent?

- Warning
- Written apology
- Bond of good behaviour
- Adverse remark in the Confidential Report
- Stopping of increments / promotion
- Suspension
- Dismissal
- Any other relevant actions

Inquiry process shall be as follows:

- The inquiry shall be completed within a period of **NINETY** days from the date of the complaint.
- On completion of the inquiry, the ICC shall provide a report of its findings to the employer within a period of **TEN** days from the date of completion of the inquiry and such report be made available to the concerned parties.
- If the allegations against the respondent has been proved, it shall recommend punitive actions to be taken against the respondent to the employer.
- The employer shall act upon the recommendation within **SIXTY** days of receiving it.

Each ICC shall prepare the annual returns (either academic, calendar of Financial year) as per the following table notified by UGC.

#	Description	# Cases
1	# complaints of sexual Harassment received in the year	
2	# complaints disposed off during the year	
3	# cases pending for more the 90 days.	
4	# workshops on awareness programmes against sexual harassment conducted during the year	
5	Nature of action	

PREVENTION OF ALL FORMS OF RAGGING:

All employees should be aware of all forms of ragging such as Display of noisy, disorderly conduct, teasing, excitement by rough or rude treatment or handling, including rowdy, undisciplined activities which cause or likely to cause annoyance,

undue hardship, physical or psychological harm or raise apprehensive fear in a fresher, or asking the students to do any act or perform something which such a student will not do in the ordinary course and which causes him/her shame or embarrassment or danger to his/her life, etc.

An employee who has any intimation about the ragging on or off the campus among the students or employees, must report the same to the Anti Ragging Cell / Committee in the institute for taking suitable remedial action.

Punishment for Participation in/or Abetment of Ragging :

1. Cancellation of admission.
2. Suspension from attending classes.
3. Withholding / withdrawing scholarship / fellowship and other benefits.
4. Debarring from appearing in any test / examination or other evaluation process.
5. Withholding results.
6. Debarring from representing the institution in any national or international meet, tournament, youth festival, etc.
7. Suspension/expulsion from the hostel.
8. Rustication from the institution for periods varying from 1 to 4 semesters or equivalent period.
9. Expulsion from the institution and consequent debarring from admission to any other institution.
10. Fine up to Rs. 25,000/.

Affidavit by students and parents

Each student and his/her parents / guardian shall have to furnish an affidavit along with the application form to the effect that they will not participate in or abet the act of ragging and that, if found guilty, shall be liable for punishment under the penal law of India.

12. BETTING, GAMBLING, MONEY LENDING, CHIT FUNDS

No employee shall indulge in any type of betting, gambling, money lending or participate in chit fund activity.

13. PENALTIES FOR DIFFERENT TYPES OF OFFENCE

The following additional rules in case of unauthorized absence, financial misappropriation, sexual harassment, nepotism, and participation in strike or political elections (without written permission from the management) are applicable.

#	Complaints / Allegations proved as against an Employee in Domestic Enquiry or otherwise.	Punishment / penalties / fine which may be imposed by the Disciplinary Authority or authorized Officer in this behalf
1	Misconduct of lesser gravity.	ONE to THREE (i.e., 1 to 3) Annual increments may be deferred.
2	Unauthorized absence for more than 7 (Seven) days.	Permanent Termination from employment.

3	Temporary misuse of college funds less than Rs.10,000/-	Up to FIVE (i.e., 5) Annual increments will be deferred or Reducing the basic pay to the next lower slab
4	Temporary / permanent misuse of funds more than Rs.10,000/-	Permanent termination of employment
5		
6	Inexcusable mistakes in the work	In the first instant oral warning and in the 2 nd and subsequent instants basic pay to be reduced to the next lower slab OR Permanent termination of employment
7	Regular late coming without valid reasons in spite of warnings either oral or written	One annual increment will be deferred and Permanent termination of employment if there is NO improvement
8	Sexual Harassment	Permanent termination of employment or as recommended by ICC
9	Non-compliance to the written instructions from Higher authority	2 Annual increments will be deferred and Permanent termination of employment if there is NO improvement
10	Misuse of official power to his/her family members to get jobs	Reducing to the next lower slab and Permanent termination of employment if there is NO improvement
11	Misuse of official powers for obtaining contracts, leasing or act that disturbs	Permanent termination of employment
12	Violating rules and regulations for the sake of contesting in election / to work in political field.	Permanent termination of employment
13	Violating rules and regulations for the sake of participation in any public protest	Reducing the basic pay to the next lower slab and Permanent termination of employment if there is NO improvement
14	Misconduct and Examination Malpractice	Action as per VTU Guidelines and directions

C: CADRE & RECRUITMENT RULES

RECRUITMENT AT KSGI

Eligible candidates can apply at any time of the year. The advertisement for faculty positions is rolling and open ended. The details and application form are given in the advertisement notice available at www.ksgi.edu.

I CADRE STRUCTURE

There shall be one Principal for the institution, one Head for each department and Deans for academic affairs, examination, continuing education, research and development, students, Industry interaction, and Training & Placement and the faculty to student ratio shall be 1:20 as per AICTE / UGC norms, amended from time to time, with a minimum cadre ratio of 1:2:6. The qualification and experience for various faculty positions shall be as per AICTE / UGC norms.

Regular Appointments

All recruitments are done directly, through newspaper advertisements and references, strictly on merit and are finalized by selection committees duly constituted for the purpose. The Selection Committee comprises of:

1. The Interview committee shall consist of the following members:
2. The Management (Hon.President, Hon.Secretary & Hon. Treasurer)
3. The VTU Nominee on the Committee.
4. The Chief Executive Officer,
5. Principals of the Two Colleges,
6. The HoDs of the Two Colleges
7. The KRP for Circuit Branches / Subject Experts for Non Circuit Branches.

The following traits shall be required for the post specified below:

For teaching posts:

1	Qualification & Experience
2	Power of Expression
3	Technical knowledge and excellence
4	Overall Personality and achievements

For non- teaching posts:

a	Qualification & Experience
b	Power of Expression
c	Technical / General knowledge
d	Overall Personality

Appointments Orders will be issued to the selected candidates as per the merit list given by the selection committee. All appointments shall be subject to the following conditions.

1. An appointee shall be on probation for two years, extendable by one year based on performance. In case of unsatisfactory performance or breach of discipline, the services of a probationer are liable to be terminated at a week's notice on unsatisfactory performance or disciplinary grounds.
2. The probation shall be deemed closed only on issue of an official communication to that effect by the Director / Principal.

Ad hoc Appointments

Heads of Institutions along with Heads of Departments are authorized to make ad-hoc appointments for periods varying from 6 to 12 months, for various staff positions in the department through internal selection committees duly approved by Management. Such committee shall consist of HOD, two senior professors, and one professor from any other department / institute in KSGI. All ad hoc appointments shall be subsequently ratified by the selection committee constituted for regular appointments at the earliest and the appointment may be permitted to continue as an ad hoc one.

I. CRITERIA FOR EMPLOYMENT

The qualification, experience and scales of pay for various teaching and non-teaching positions are as per AICTE / UGC / GOK / KSGI norms. Any exceptions have to be approved by the Governing Council / Body with the concurrence of Management.

Staff may be appointed for various posts on consolidated salary, which shall be the minimum basic on the corresponding scale, for a period up to attainment of desirable performance.

II. PROMOTION - TEACHING STAFF

An employee who records requisite performance, possesses/acquires the requisite qualification, and renders satisfactory service, will have periodical career advancement opportunities. Career advancement provides for the progress of employees at the discretion of the competent authority subject to satisfying the following parameters -

- a. Annual appraisal reports
- b. Student evaluation record of each year
- c. Record of publications, reports, patents etc
- d. Consultancy & Training, R&D project proposals / grants
- e. Contribution towards the development of the institute
- f. Recognitions received from outside agencies in the form of awards, projects etc.

He or she will have to appear before a Screening Committee that meets during every quarter of the calendar year where a decision is taken.

III. PROMOTION – NON-TEACHING STAFF

The following parameters shall form the basis for promotion -

- Qualification and experience
-

- Annual appraisal reports
- Contribution towards the development of the institute

IV. PERFORMANCE EVALUATION FOR ALL STAFF

An open, transparent and objective Performance Appraisal System comprising self-appraisal, peer evaluation and student evaluation shall be implemented. KSGI would evolve guidelines for this purpose from time to time. The following incentive / disincentive scheme shall be adopted to ensure staff performance –

Extremely good performance	<i>Increment plus citation in the first year of such performance.</i>
Consecutive similar performance	<i>Increment plus citation plus Cash Award.</i>
Non-performance once	<i>Advise + regular increment</i>
Second year of non-performance	<i>Withhold increment, advise and extend probation.</i>
Third year of non-performance	<i>Closure of employment.</i>

V. TEACHING DAYS

Institution will have at least 180 full teaching days per year (or 90 full teaching days per semester). "Teaching days" here shall mean actual class room / laboratory contact teaching days and shall not include days of examinations / tours / sports etc.

VI. WORKLOAD

Workload of a teacher should not be less than 40 hours a week, of which teaching contact hours should be as follows:

Principal	6 hours / week
Heads of Department / Deans / Directors / Professors	14 hours/week
Associate Professors / Assistant Professors	16 hours/week

For the above stipulation, two tutorial hours / laboratory hours will be counted as one teaching hour

VII. ACCOUNTABILITY

Better compensation package, and performance and accountability are inter-related, and one cannot be had without the other. Performance appraisal and accountability shall be an integral part of every pay revision package.

VIII. PERKS IN ADDITION TO THE PAY AT KSGI

Institute offers unparalleled opportunities for Professional Development and ideal surroundings with high quality of life. Some of the perks available to the faculty are:

1. Freedom and autonomy to pursue research in areas of interest
2. Encouragement to take up sponsored research and consultancy projects
3. 100% flexibility in cadre structure to provide opportunities for career advancement to deserving candidates
4. Financial support for attending one conference within India each year
5. KSGI pays incentive for project revenue to the investigators on case to case basis.
6. The consultancy revenue shall be shared in the ratio of 60% (investigators) : 40% (Institute).
7. KSGI pays Publication Incentive for reputed journal publications.
8. Sport and other facilities will be extended

Short term assignments at KSGI

There are various schemes under which a person can take up an assignment on short term basis such as visiting / Adjunct faculty for a period ranging from one month to a year.

IX. FACULTY WORKLOAD DISTRIBUTION

This document is prepared in order to ensure uniform understanding of the workload and other responsibilities of the faculty members at KSGI. The workload for different categories of faculty members shall be as per AICTE norms. The workload includes theory, lab, research, consultancy, training, testing, and administration.

Theory load includes (a) Preparing the lecture notes, e-notes and PPTs (b) Delivering the lectures (c) Identifying and following up of slow learners (d) Setting and grading the assignments (e) Setting the test question papers and grading of test papers (f) Preparing the teaching aids for the subject (g) Arranging expert lectures for the subject (h) Attending to the university examination work

Lab load includes (a) Delivering the lab instructions (b) Grading the practical records (c) Preparing the teaching aids (d) Preparing the lab manuals with sample data and calculations (e) Attending to the university examination work

Research load includes (a) Research and consultancy (b) Publishing the research papers (c) Attending conferences (d) Working towards patents (e) Writing project proposals for funding (f) Chairing technical sessions (g) Delivering technical talks (h) Working on technical committees (i) Visiting institutes of higher learning / industry (j) Guiding UG / PG Projects (k) Guiding Research students (l) Taking up other research related work

Admin load Includes (a) Heading the department / organization (b) Working as lab in-charge (c) Organizing conferences/seminars/workshops (d) Organizing continuing education programs (e) Working as Class Teacher (f) Working as Test Coordinator

(g) Working as Time Table Officer (h) Coordinating Seminars (i) Coordinating ISTE and such other activities (j) Coordinating ESIMS (k) Coordinating the College Placement activities (l) Coordinating Industrial Training for Students (m) Coordinating Department Placement activities (n) Coordinating university exams (o) Working on Hostel / Discipline / Anti-ragging and other committees (p) Coordinating TSDP / GSDP / SASP / SAP and such other activities (q) Aiding the statutory inspections and other events (r) Any other admin duty assigned

X. INCENTIVES TO INVESTIGATORS OF FUNDED PROJECT PROPOSALS

Incentive will be paid to the team of investigators of research projects with external funding as decided by the Management. It is imperative that all those involved in the project would be equally responsible for the successful completion of the project.

XI. REDUCTION IN TEACHING LOAD FOR FACULTY PURSUING RESEARCH WORK

- Faculty members working as principal investigators of sponsored project(s) are exempted from their teaching/lab load up to a maximum of 6 units per week for the duration of the sanctioned project(s).
- Faculty pursuing M.Sc. (Engg) / Ph.D. approved by the concerned university are exempted from their lab load up to a maximum of 6 units per week for a period not exceeding 2 years, subject to the requirement that a satisfactory progress report from the research committee is submitted at the end of each semester to be eligible for this workload exemption during the following semester.
- A maximum of 10-15% of the faculty strength could be away on such sponsorships at a given point of time. The workload of such staff would have to be redistributed among the other faculty members.

XII. GUIDELINES FOR SPONSORSHIP TO CONFERENCES / SEMINARS / WORKSHOPS / SYMPOSIUMS

1. Information Brochures on various Faculty Development Programs / Conferences / Seminars / Workshops are received by the Principal or the Head of the Department who shall convey the information through proper announcement in the Notice Board and the Circular File.
 2. Interested faculty shall fill in the application form and enclose a copy of the brochure and justify why they want to participate in a particular program and how it will help them to teach in their department. Further, if the FDP / Conference / Seminar / Workshop is during term, the applicant shall also indicate the alternate arrangements made by him/her for his/her classes during his/ her absence in the college.
-

3. Faculty should submit the Application to their respective Head who in turn shall make his/her recommendation and forward it to the Principal for his consideration and recommendation.
 4. The Principal on verifying the justification, usefulness and the alternate arrangements made shall endorse the application with his recommendation and submit it to the CEO's Office for consideration.
 5. The CEO shall make his observation and recommendation and seek the Approval of the Management for their kind sanction of Registration Fee and permissible TA/DA.
 6. The Management's approval shall be conveyed to the concerned faculty through their respective heads.
 7. Teachers who report back to duty after successful completion of the FDP/ Conference / Seminar / Workshop or any other training program shall submit the receipt for the amount paid towards registration fee and two copies of their Attendance and Participation Certificate and a brief report to the department. One copy is to be filed at the Department and the other to be filed in the Office in the Personnel file of the individual or a common FDP/ Conference / Seminar / Workshop/Training File along with the receipt which will be helpful to keep track of the amount spent by each institution on such Training and Development expenditure.
 8. During term up to 3 days of FDPs may be permitted while 1-2 week FDP/ Conference / Seminar / Workshop may be permitted during vacation. Faculty can attend only one program per semester. They should submit the Application at least one week in advance.
 9. A maximum of two programs per year shall be permitted (only one during each semester or term).
 10. Faculty who desire to attend more than the above shall do so, during the vacation and at their cost
 11. Economy class airfare or I class train fare as applicable may be permitted with Rs.2000, Rs.2500 and Rs.3000/- or actuals (whichever is lower) as accommodation / transport / food allowances per day for APs, ASPs and Ps respectively.
-

12. Financial assistance, if any, from the organizers shall be indicated in the application itself
13. For participation in events outside India the amount to be sanctioned for registration and per day allowance will be on case to case basis.

**APPLICATION FORM FOR ATTENDING FACULTY
DEVELOPMENT PROGRAM/ CONFERENCE / SEMINAR /
WORKSHOP**

Name of the Faculty	
Department Designation	
Name of the Program: (attach Brochure)	
Organizing Institution and Address;	
Dates & Duration of the program	
Registration Fee:	
Sponsoring Agency (if any)	AICTE, DST, VGST, VTU, OtherS(specify)
If a paper is being presented, Title of the paper (Submit a copy of the paper)	
Details of the last program attended: Name of the Program: Organizing Institution and Address; Dates & Duration of the program Registration Fee:	
Justification and Value addition:	
Recommendation of HOD:	

Recommendation of the Principal	
---------------------------------	--

CEO Recommendation:

President/ Secretary

XIII. GUIDELINES FOR GRANT OF INCENTIVES FOR JOURNAL PUBLICATIONS

In order to encourage research among staff and students, KSGI has introduced the journal publication incentive scheme and guidelines for the staff.

- The publication of an article in a peer-reviewed journal is an essential building block in the development of a coherent and respected network of knowledge. It is a direct reflection of the quality of the work of the authors and the institutions in which they are working. It is therefore important to adhere upon standards of expected ethical behavior (article should not have content with regard to race, gender, sexual orientation, religious belief, ethnic origin, citizenship, or political philosophy, copyright infringement and plagiarism) on the part of authors in the act of publishing. Authors should take reasonably responsive measures when ethical complaints lodged concerning the published paper. If the complaint is upheld, KSGI treats the same as unethical practice adopted by the employee to obtain unjustified benefits and the management of KSGI has full right to terminate the services of such employees by forfeiting all the applicable financial benefits due to the employee.

Incentive is paid to the KSGI employee subject to the following conditions:

1. It is assumed that all the authors have contributed equally for the publication of the paper and each author is equally responsible for the ethical behavior.
 2. The staff must be permanent employee of the KSGI to be eligible for claiming the incentive.
 3. The staff should have indicated KSGI as the author's affiliating institute in the journal paper under consideration for incentive.
 4. The incentive per journal paper is fixed and it is divided equally among all the authors (for example, the journal paper under consideration for incentive has 5 authors with 1 from KSGI, 2 KSGI students, and 2 from non-KSGI, then KSGI employee would get one-fifth of the paper incentive but not full paper incentive).
-

XIV. Upper Age limit for service of Staff Members irrespective of Cadre at KSGI:

Upper Age Limit of Teaching Staff at the time of entering the work force of KSGI could be anything irrespective of the cadre. But the Normal Age Limit at exit / retirement from KSGI shall be 60 years for all the cadres. However, AICTE and other regulatory bodies stipulate the Upper Age Limit as 70 years for teachers who teach and conduct research and who are exceptional in their work and 65 years of age for Administrators.

XV. Age of Retirement

The retirement age of employees in an institution is 60 years of age. If any person is found fit in terms of good health, adequate contribution and performance by the Management he/she may be appointed on a consolidated salary that is mutually agreeable to both the employer and the employee. He shall not be eligible for any other allowance.

XVI. Guidelines for Reappointment

Any employee who has worked for KSGI earlier and left, for their own reasons, either without following proper procedures or has abandoned without intimation shall not be permitted to apply for any post in the KSGI.

However if anyone has left after obtaining proper permission and relief for Medical / Educational / Any other acceptable reason he /she shall be eligible for consideration after the entire process of recruitment as a fresh candidate.

XVII. Long Term & Continuous service of the staff members of the group

Staff of KSGI who work for ten years and more are felicitated and honored by the Management at one of the college functions and a token of appreciation is also given as an encouragement.

XVIII. Hierarchy to be maintained at all levels of Administration at KSGI

Hierarchy is to be meticulously maintained and every letter in the communication chain shall bear the notings / recommendations and signature of the reporting superiors.

D: LEAVE RULES

I. EXPLANATION/ DEFINITION

1. LEAVE

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

2. RIGHT TO LEAVE

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

3. VACATION

Vacation is a planned period of permitted absence from work for permanent teaching staff. The planning is to be based on administrative, academic and other considerations.

II. CONDITIONS

1. An application for leave must be made in writing in the prescribed form and can be availed only after it has been sanctioned by the Competent Authority.
2. An employee who absents himself/ herself from duty without leave will not be entitled to any salary for the days of such absence.
3. Except in an emergency, leave should be applied in advance.
4. Absence beyond sanctioned leave period or absenting when leave is not sanctioned will be treated as leave without pay and will attract disciplinary action.

III. KINDS OF LEAVE

The following categories of leave are permissible:

1. Casual Leave (CL)
2. Special Casual Leave (SCL)
3. On Official Duty (OOD)
4. Compensatory Leave
5. Maternity Leave
6. Career Enhancement Leave (CEL)

1. CASUAL LEAVE (CL)

- 1.1 Casual Leave may be granted to a permanent employee whether employee enjoys annual vacations or not for 15 days in a calendar year (8 days credited in the month of January and 7 credited in the month of July every year)
 - 1.2 A probationary employee may be granted 1 day per month (granted upon completion)
 - 1.3 No employee shall avail of more than 5 days of CL continuously at a time.
 - 1.4 Casual leave of half-a-day effective up to or from 1 pm on any working day may be granted.
-

- 1.5 Saturdays are treated as Full day for the purpose of CL.
- 1.6 Casual Leave cannot be combined with any other leave or vacation.

2. SPECIAL CASUAL LEAVE (SCL)

- 2.1 Special Casual Leave may be granted to an employee on being –
 - (a) Summoned to serve as a Juror or Assessor or to give evidence before a court of law as a witness in a civil or a criminal case in which his private interests are not at issue.
 - (b) Deputed to attend assignments like valuation, conduction of practical examination, invigilation work, or any other examination related work assigned by the affiliating university or regulatory authority etc.
 - (c) Required to be absent for any other purpose approved by the authorities of the institute.
- 2.2 The period of such leave admissible in a year shall ordinarily not exceed **FIFTEEN days** but should, however, be sufficient to cover the period of absence deemed necessary by the competent authority.

3. ON OFFICIAL DUTY (OOD)

- 3.1 OOD may be granted to an employee for activities such as delivering lectures, being on deputation to other institutions, participating in delegations / committees and such other, as approved by the competent authority in the interest of KSGI.
- 3.2 The duration of leave shall be at the discretion of the Competent Authority as may be considered necessary on each occasion.
- 3.4 OOD may be combined with any other type of leave, except Casual Leave, at the discretion of the Competent Authority.
- 3.4 The period of such leave admissible in a year shall ordinarily not exceed **TEN days** but should, however, be sufficient to cover the period of absence deemed necessary by the competent authority .

4. EARNED LEAVE (EL)

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

- 4.1 A permanent employee other than teaching staff (excepting HODs) shall be entitled to earned leave of # days present / 20 in a calendar year. (# day present = # days in a year - # Sundays - # holidays - #days of vacation availed - # days of CL availed - # days EL availed)
 - 4.2 The leave account of an employee shall be credited with earned leave in advance in two installments of fifteen days each on the 1st January and 1st July every year.
 - 4.3 The leave at credit of an employee at the close of the previous half year shall be carried forward to the next half year, subject to the condition that the total leave at credit does not exceed two hundred and forty days.
 - 4.4 Vacation staff shall be entitled to earned leave of ten days in a calendar year.
-

- 4.5 The leave account of a vacation staff entitled to EL shall be credited in advance with earned leave in two installments of 5 days each on the first day of January and July of every year.
- 4.6 On closure of probation, an employee is entitled to vacation at the end of the full semester.

5. COMPENSATORY LEAVE

Employees working on Sundays and other public holidays are eligible for a compensatory leave that may be utilized within the following 30 days. Compensatory leave cannot be accumulated and carried over beyond a month.

6. MATERNITY LEAVE

1. Maternity leave is allowable only to permanent female employees who have served the institution for a minimum period of THREE years (including Probation period)
2. An employee may be granted maternity leave as mandated by the Government amounting to a maximum of 180 days.
3. Application for leave should be supported by a medical certificate from a Registered Medical Practitioner.
4. Maternity leave may also be granted to an employee in case of miscarriage or abortion, whether natural or induced, under the Medical Termination of Pregnancy Act, 1971, subject to the conditions that:
 - (a) the leave does not exceed six weeks; and
 - (b) the application for leave is supported by a medical certificate from a Registered Medical Practitioner.
5. Maternity leave may be combined with vacation or any other kind of leave, except CL.
6. Maternity leave shall not be admissible to employees who have two or more living children.
7. A female employee, on her adopting a child, may be granted leave up to 180 days or till the adopted child attains the age of one year -- whichever is less -- subject to the condition that such employee should not have two living children at the time of adoption.

7. MARRIAGE LEAVE :

Any employee who is getting married for the first time shall be permitted to avail marriage leave up to ten continuous days. However, he/she shall complete his/her portions before availing this leave by taking advance special classes / alternate classes and also be responsible for making alternate arrangements for his/her classes during his leave period for the regular classes in the time table. He / she shall, along with the leave letter, produce adequate proof (marriage invitation) for the marriage and also the alternate arrangement made for the period of leave.

8 . CAREER ENCHANCEMENT LEAVE (CEL)

CEL may be granted to an employee who has put in not less than **SEVEN** years of continuous service with the institute, for one or more of the following objects:

- a) To conduct research or advanced studies in India or abroad
- b) To write text books, standard works and other literature related to his/ her area of academic expertise.
- c) To visit or work in industrial concerns and technical departments of Government to gain practical experience in their respective fields
- d) To visit or work in a University, Industry or Government research laboratory in India or abroad
- e) Any other purpose for the academic development of the staff member, as approved by the Competent Authority.

The grant of such leave shall be subject to the following conditions:

- a) The period of CEL shall not exceed **one year** at a time inclusive of vacations, if any, but the Competent Authority may grant in addition any other leave up to a maximum of 120 days which the employee might have earned during his/ her service
- b) No substitute shall be appointed in the vacancy and his / her work shall be shared by the other members of the faculty
- c) An employee shall not undertake during the period of CEL, any regular appointment under any other organization in India or abroad. He/ she shall, however, be free to receive a scholarship, fellowship, bursary or any other ad hoc honorarium
- d) An employee availing for himself/ herself of CEL shall furnish a bond in the prescribed form to serve KSGI for a minimum period of three years on return to duty. Failing which, he/ she is liable to pay back to the institution, an amount equal to what was paid during the CEL, with an annual interest of 6%.

9. VACATION AND LEAVE SALARY

1. An employee, during the period of permitted vacation, shall be entitled to full pay and allowances as drawn by him / her in regular course.
 2. An employee on Earned Leave duly sanctioned shall be entitled to leave salary equal to the pay drawn at the time of proceeding on leave.
 3. Increment during Leave - If the increment falls during leave other than Casual Leave, the effect of increase in pay shall be given the day following the date of expiry (last day) of the leave as such, without prejudice to the normal date of increment.
-