



DAYANANDA SAGAR INSTITUTIONS

DAYANANDA SAGAR BUSINESS ACADEMY ADMINISTRATIVE AND SERVICE MANUAL

Udayapura, Kanakapura Road, Opposite Art of Living International center,
Bangalore 560082

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ADMINISTRATIVE & SERVICE MANUAL

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ADMINISTRATIVE AND SERVICE MANUAL

Revised on 1st June 2017

DSI/ASM/DSBA/2017

Date: 01-June-2017

NOTIFICATION

Mahatma Gandhi Vidya Peetha (MGVP) Trust hereby makes the following Manual containing the rules governing the matters of general administration and to regulate the conditions of service applicable to the employees of Dayananda Sagar Institutions(DSI), which includes Dayananda Sagar Business Academy (DSBA), in superseding all the existing manuals. However, all decisions made earlier and orders issued stand valid. The management shall have the powers to effect any amendments, modifications or changes in relation to said decisions and orders issued as and when they become expedient.

Shri. Galiswamy

Secretary, DSI

Secretary

DAYANANDA SAGAR INSTITUTIONS

Kameswamy Layout Bangalore-7th



CHAPTER 1 : PRELIMINARY

1. **Title, Commencement & Application**

1.1 **Title.** The Administrative and Service Manual may be called “Dayananda Sagar Institutions Administrative and Service Manual (Revised) 2017”.

1.2 **Commencement.** It shall come into force with immediate effect.

1.3 **Applicability.** These service rules for the staff of Dayananda Sagar Business Academy will be applicable to all local staff including trainees, consultants, visiting staff attached permanently or temporarily engaged by the institution. These service rules are integral part of all employment contracts with the organisation. It shall apply without exception to the employees in the service and appointed for Unaided Dayananda Sagar Business Academy(referred as DSBA) owned and administered by Mahatma Gandhi Vidya Peetha(MGVP) Trust.

All the staff are requested to familiarize themselves with the rules immediately upon appointment since their services will be governed and regulated by these rules in addition to the statutory enactments that the institution is required to comply with, besides other conditions which may be spelt out in individual appointment letters or contract of service or office orders.

1.4 **Repeal and Savings.** These “Service Rules” incorporates contents of the previous Service Rules, modifications and changes governing conditions of service, leave rules and disciplinary measures. Scales of pay, qualifications, age etc shall be governed according to all other statutory norms as applicable to concerned employees of the institution.



CHAPTER 2 : DEFINITIONS

2. **Definitions.** In the Administrative and Service Manual unless the context otherwise means definitions would be as under:-

2.1 **“Academic Staff”** means any member of the staff engaged wholly or partly in teaching, research, development and extension activities.

2.2 **“Academic year”** means the year specified by the Government or University or any statutory bodies as applicable.

2.3 **“Appointing Authority”** means & in relation to any post in the college the authority competent to make appointments to any post as indicated in the Schedule.

2.4 **“AICTE”** means All India Council for Technical Education, New Delhi, established under AICTE Act-1987 (Act-52 of 1987).

2.5 **“Board”** means Karnataka Pre-University Board or Karnataka Secondary Education Examination Board as the case may be.

2.6 **“CBSE”** means Central Board of Secondary Education, New Delhi.

2.7 **“Chairman of the Trust”** means the Chairman of the MGVP Trust.

2.8 **“Trustees”** means the Trustees of the MGVP Trust.

2.9 **“Chairman”** means the Chairman of the Governing Council of the institutions under the Management of MGVP Trust.

2.10 **“College”** means Dayananda Sagar Business Academy and includes the higher education institutions working under MGVP Trust.

2.11 **“Confirmation”** means the successful completion of Probation.

2.12 **“Contract”** means the person or group or organisation who offers specialized or qualified service for the execution of services during the contracted period on mutual understanding or agreements.

2.13 **“Controlling Authority”** means the Governing Council in relation to all the employees working in the respective Institutions.

2.14 **“Council”** means All India Council for Technical Education (AICTE) established under the AICTE Act 1987 including South Western Regional Office at Bangalore.



- 2.15 **“Dayananda Sagar Institutions(DSI)”** means All educational and such other institutions which may be established from time to time and functioning under MGVP Trust.
- 2.16 **“Departmental Head”** means the Director of Collegiate Education, Director of Technical Education & Director of Pre University Education in Karnataka as the case may be.
- 2.17 **“Director”** means Director of the College/ institution.
- 2.18 **“Dean”** means the person or persons appointed by the Management, if and when necessary, to assist the Head of the Institution for day to day management of the institution in the exercise of academic and or administrative responsibilities. In the absence of the Head of the Institution, Dean will officiate as the Head of the Institution.
- 2.19 **“Disciplinary authority”** means the authority competent to impose penalty without infringing any of the legal requirements and includes the authority who have been vested with such powers by the Management.
- 2.20 **“Employee”** means a person, employed by the Management in the service of the Institution & Hostel attached thereto.
- 2.21 **“Employer”** means MGVP Trust or any authorized institution by the Management.
- 2.22 **“Enquiry Committee”** means the committee constituted by the Trust/ Head of the Institution.
- 2.23 **“Family”** means the employee, the spouse and dependent children. In the case of an unmarried employee, his/her dependent parents.
- 2.24 **“Financial year”** means the year consisting of 12 calendar months, the start and end dates may vary depending on the purpose.
- 2.25 **“Managing Committee”** means the committee constituted by the Trust to administer and manage the affairs of the Institution.
- 2.26 **“Governing Council”** means the Governing Council constituted by the Trust to administer and manage the affairs of the Colleges.
- 2.27 **“Government”** means Government of Karnataka.
- 2.28 **“Group D”** means category involved as supporting employee requiring



manual capability and includes Peons/helpers/housekeeping staff/ gardeners/ cleaners/security/Hostel Employees doing supporting jobs.

2.29 **“Head of Department (HoD)”** means the Head of Department of each Department of Studies in the Institution.

2.30 **“Head of Institution”** means a person appointed by the Management as Director/Principal who is responsible for the management of the institution in its academic and administrative matters and who is accountable to the Management.

2.31 **“Honorarium”** means payment made to specialists and guests who would not have been on the rolls of fulltime employment, but have been invited being specialists, part timers or guests at various programmes, conferences, selections or meetings. This would also include reimbursement of expenses incurred.

2.32 **“Institution”** means the Unaided Dayananda Sagar Business Academy, Skill development Institution akin to educational institution managed by MGVP Trust.

2.33 **“Management”** means the Board of Trustees of Mahatma Gandhi Vidya Peetha Trust (MGVP Trust) to manage, administer and govern the affairs of the Institution. The Honorary Secretary on behalf of the Management will issue all orders and circulars from time to time. Management may also include any other person as directed by the Board of Trustees for any limited period.

2.34 **“Managing Trustee”** means the Managing Trustee of the MGVP Trust.

2.35 **“Ministerial/Admin”** means personnel involved in office jobs and maintenance of records and includes office clerks/ typists/ accountants/ telephone operators/ confidential Assistants/ secretarial service employees dealing with files and records.

2.36 **“Pay”** means monthly payment made to employees consisting of basic pay and dearness allowance as fixed by the management, excluding other allowances for those in scale of pay or consolidated engagement payment for temporarily employed fulltime persons.

2.37 **“Part time”** means a person on the rolls to offer his/her specialized/



qualified service not on full time basis. The service could be on compensation or honorary basis or at his/her own will/free and will include guest faculty and guest speakers.

2.38 **“Permanent Employee”** means a person permanently employed in the service of the institution in any post, duly confirmed by the Management.

2.39 **“Person/ he/his”** or any other masculine words used is equally applicable to feminine gender as well.

2.40 **“Principal”** means Principals of the respective Institutions.

2.41 **“Probationer”** means a person who has been taken in the scale but not confirmed as an employee pending successful performance during the probation.

2.42 **“PU College”** means Dayananda Sagar Pre University College and includes the any other Schools and Hostels attached thereto.

2.43 **“Qualifying service”** means the period of satisfactory work days and includes all holidays and authorized fully paid sanctioned leave periods, but does not include non-regularised absence, unpaid study or medical leave, suspension periods for which the penalties have been imposed. Total number of days for one year of qualifying service is 365 days. Only the period of service after confirmation in the grade is counted towards qualifying service. No weightage of any kind will be added for arriving at the qualifying service.

2.44 **“Re-employed”** means a person reemployed on fulltime basis after retirement from service.

2.45 **“Salary”** means pay and all allowances paid for the month and include CCA, qualification/Personal pay, Management contribution towards Provident fund paid, if any and any other allowances.

2.46. **“Scale or Grade”** means the running scale of basic pay with the indication of minimum and maximum basic, increments and efficiency bar (EB).

2.47 **“Temporary Employee”** means a person on the rolls of the institution to offer his/her service on temporary basis on a monthly or consolidated compensation during the period of engagement subject to such terms and conditions as prescribed.



2.48 **“Trust”** means Mahatma Gandhi Vidya Peetha(MGVP) Trust registered under the Indian Trust Act 1872.

2.49 **“University”** means Bangalore University or Bangalore Central University or Bangalore North University established under Karnataka State Universities Act 2000.

2.50 **“Working hours”** The working hours of the Institution shall be from 09.30 hours to 16.30 hours on all working days continuously with a lunch break between 1250 hours to 1330 hours.

2.50.1 In case of practical classes all the teachers shall continue to be on duty till the practical classes are over beyond the College hours.

2.50.2 For Remedial Classes, Bridge Programs and Special Tutorial Classes, all the teachers shall continue to be on duty till the classes are over beyond the College hours.

2.50.3 Institution will work on all even Saturdays.

2.51 All other expressions which have not defined shall have the same meaning as in the Byelaws Memorandum of Association, Rules & Regulations as may be enacted from time to time by the MGVP Trust.



CHAPTER 3 : APPOINTMENTS

3.1 **Head of the Institution.** The Head of the Institution will be selected and appointed by the Management.

3.2 **Dean/HOD.** The Dean/ HOD will be selected by the Management. Short listed candidates will be interviewed by the Chairman/ Vice Chairman/ Panel set up for same.

3.3 **Others.** Will be selected by the management. The appointing or Engaging authority will be:-

3.3.1 **Chairman/ Vice Chairman, MGVP Trust.** For academic teaching employee, Superintendent, consultants, advisors, part time for teaching, managers and employees on contract.

3.3.2 **Director/Principal or Head of the Institution.** Will conduct the first level of selection/ short listing for all appointments to be done at Chairman/ Vice Chairman, MGVP level. For the rest of the approvals will select personnel with approval of Chairman/ Vice Chairman.

3.4 **Rules for Appointees**

3.4.1 All appointees will be bound by the rules and regulations, terms and conditions, circulars and revisions thereon issued from time to time by the Management.

3.4.2 Appointees will go through the duty list and acknowledge as a token of acceptance for the terms of conditions and duties.

3.4.3 Appointments are done through the process of selection decided by the Management. The general composition of the selection committee would be Head of the Institution, Dean, Head of the Department, one senior faculty, one external expert.

3.4.4 No appointee shall be taken on the rolls without verifying; proof of date of birth, eligibility for the post in original, statutory requirements and antecedents, in case of doubt.



CHAPTER 4 : TERMS AND CONDITIONS OF SERVICE

4.1 **Employees in Scale after Confirmation**

4.1.1 Salary shall be determined from time to time in accordance with the scale of pay and allowances or revisions as prescribed by the management for each appointment.

4.1.2 The period of absence without sanction of leave will not count for payment of salary. No work No pay Principle holds good.

4.1.3 Payment of salary shall be made after the completion of the calendar month, after effecting necessary deductions towards the statutory deductions, house rent, other authorised deductions and fines if any.

4.1.4 An employee who has completed the whole of the preceding term satisfactorily, will be entitled to receive salary during vacation.

4.1.5 The annual increment for an employee falls due on the completion of one year of qualifying service. Subsequent annual increment will be effective only from that day. In the case of promotions, the date of future annual increments will get revised to the 1st day of the month of promotion.

4.1.6 The superannuation age of employees shall be 60 years. The date of retirement will be the last day of the month except when date of birth is 1st of the month, then date of retirement will be on the last day of the previous month.

4.1.7 For the purpose of Date of birth, date mentioned in the transfer certificate, SSLC/ 10th standard school certificate, Notarised affidavit given at the time of appointment of the employee are valid. In absence of any of them, Management nominated Doctor's certificate is taken as valid date of birth and the decision is final. No changes/ modifications made shall be considered at any time.



4.2 Probationers

4.2.1 All employees appointed in the scale will be on probation for the period as per terms of offer from the date of reporting.

4.2.2 The existing confirmed employees in grade posted to any new higher post/ position/ alternate post but not as a promotion will also be on probation afresh as the probation is done to assess the suitability for the post/ position of posting.

4.2.3 Duration of probation period can only be reviewed by the Director/ Principal based on the performance of the probationers, their previous competency and on the recommendations of the HOD. The period of absence without sanction of leave will not count towards probation period. Same will be counted as indiscipline and can result in extension of probation period automatically.

4.2.4 Payment of salary shall be made within 10 days after the completion of the calendar month, after effecting necessary deductions towards the statutory deductions, house rent, refund of loans, extra payments, other authorised deductions and fines if any etc.

4.2.5 Only those probationers who have completed the preceding period before vacation satisfactorily are entitled to receive salary during vacation.

4.2.6 Probationers are eligible for annual increments subject to satisfactory completion of probationary service in the 1st year. Second annual increment for those on 2nd year probation will be on satisfactory completion of probation. The annual increment on confirmation will be effective only on completion of that day. In case of promotions, the date of future annual increments will get revised to the 1st day of the month of promotion.

4.2.7 Absence without sanctioned leave, performance and dereliction of duties and responsibilities, violation of code of conduct and terms and conditions of offer will be taken into consideration for confirmation. Based on the assessment, probationary period can be extended or



services terminated. A maximum of two extensions each of six months may be considered by the Management beyond which the services shall be terminated. The decision of the Management shall be final.

4.2.8 Probationers absenting for a continuous eight days or more without sanctioned leave will be considered as deserter and deemed to have abandoned the job and services shall be terminated.

4.2.9 Only on successful confirmation, the period of probation excluding extensions and absence is counted towards service.

4.2.10 During the period of probation, no leave except casual leave at the rate of one day for every completed month of service will be granted. However, after successful completion of 1st year of probation the leave accumulated during the 1st year of probation can be sanctioned during the 2nd year of probation.

4.3 **Employees on Engagement (Temporary and Fixed Term)**

4.3.1 Compensation shall be determined in accordance with the terms and conditions of engagement.

4.3.2 Period of absence without sanction of leave will not be counted for payment. No work no pay principle will hold good.

4.3.3 Those on fulltime engagement are eligible only for one day of casual leave for every completed month of service and any other instructions issued from time to time for all other leave.

4.3.4 Payment of salary shall be made within 10 days after the completion of the calendar month, after effecting necessary deductions towards the statutory deductions, house rent, refund of loans, extra payments, additional payments made previously, recovery of damages, other authorised deductions and fines if any, etc.

4.3.5 Employees are bound by the terms and conditions of engagement.

4.3.6 The period of engagement does not count for service, in case of selection into scale and/ or probation.



4.4 **Employees on Part Time.** They are not eligible for any leave, or benefits other than terms and conditions of offer or any subsequent instructions issued from time to time by the Management.

4.5 **Employees on Contract.** They are bound by the terms and conditions of acceptance of offer or any subsequent instructions issued from time to time by the Management.



CHAPTER 5 : SELECTION & RECRUITMENT

5. Mode of recruitment, minimum qualifications, experience, eligibility etc. Recruitment shall be as specified here-in-after:

5.1 The minimum age limit for recruitment is 18 years. The upper age limit for recruitment as prescribed by Government in respect of General Category is 35 years. In respect of SC, ST & OBCs Category-I is 40 years & in respect of OBCs category IIA, IIB, IIIA, & IIIB is 38 years. It shall stand modified as and when amended by the Government. However, the maximum age limit is relaxable by the Management if the candidates are found otherwise suitable.

5.2 The minimum qualifications, teaching experience and other eligibility criteria for recruitment to the academic posts, Non-teaching posts and other categories of posts shall be as prescribed by the State Government, University Grants Commission and All India Council for Technical Education from time to time. The details of qualifications required for the faculty are as mentioned in **Appendix A**. However, as a self-financed College the qualification, recruitment and other eligibility criteria are relaxable by the Management if the candidates are found otherwise suitable.

5.3 The procedure for selection of candidates for recruitment to any post for a period of one year & above shall be by insertion of an advertisement in the newspaper notifying the vacancies that arise. The selection of candidate shall be by a Selection Committee. There would be two / three levels of interviews depending up on the position for which interview is taking place.

5.4 Selection of candidates shall be based on Demonstration/Interview, as the case may be, as suggested by the Selection Committee. Candidates shall be selected solely on the basis of merit as per the recommendation of the Selection Committee. Reservation of vacancies in favour of SCs, STs and OBCs are preferred subject to availability of such candidates.

5.5 The Candidates whose names are included in the select list prepared by the Selection Committee may be appointed at the discretion of the Management.



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Their appointment shall be on probation for a period of twelve months and is subject to satisfactory performance.

5.6 The Promotion is on the basis of satisfactory performance in Dayananda Sagar Institutions and at the discretion of the Management. Promotion policy is at **Appendix B.**

5.7 Termination of services of the employees shall be in accordance with the rules of procedure prescribed in the manual.

5.8 Provided that the services of the confirmed employees shall be liable for termination on valid grounds to be recorded in writing in the order of termination.



CHAPTER 6 : RESIGNATION

6. **Resignation of Employees.** Guidelines for resignation of employees are as under.

6.1 The Principal, faculty members, Non-teaching employees and administrative employees shall NOT tender the resignation to the post held by them respectively at any time midstream of a semester/academic year so as to avert disruption of the academic activities.

6.2 Resignation to the post shall be rendered by an advance notice period of one month or remitting one month salary in lieu of the notice period. Such a resignation shall be submitted through the Head of the Department to the Principal and routed to the Management. Acceptance of the resignation shall be at the discretion of the Management. Such a resignation letter written in their own hand shall be duly signed and submitted voluntarily & without there being any act of compulsion or coercion / duress.

6.3 An employee who has submitted one month advance notice of resignation shall not be entitled for any kind of leave during the period of notice except the casual leave for one day. Such an employee shall invariably be present on the last working day in the college to get himself/herself relieved of his/her duties in furtherance of the acceptance of the resignation.

6.4 However, the Management may at its discretion accept the resignation tendered even without one month advance notice. It is subject to the condition that such an employee shall pay one month gross salary without any deduction in the form of crossed DD/Cheque in lieu of one month advance notice for resignation.

6.5 Any resignation tendered by an employee shall be considered by the Management and decision taken in the matter of acceptance of the resignation or its rejection in the interest of the students. If a decision to accept the resignation emerges then an order relieving from a particular date shall be issued. Until such time he/she shall continue to be in service and await the decision of the Management.

6.6 The Management may at its discretion accept the resignation tendered



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by an employee at any time during the period of notice and waive the remaining portion of the notice period in pursuit of meeting any expediencies and exigencies.

6.7 Upon the acceptance of the resignation, the relieving order shall be issued to the employee against the submission of NOC obtained from the concerned sections/departments. The employee shall hand over the physical possession of all the Documents, Equipment, Appliances, Apparatus and other properties held in custody to the person suggested by the Principal.

6.8 Once the resignation is accepted and the employee is relieved of his/her duty in pursuance thereof it shall be final without liberty to withdraw the resignation. However the Management shall appoint such persons afresh without continuity of service.



CHAPTER 7: CODE OF CONDUCT

7. The code of conduct will be applicable for all the employees.
- 7.1 Every individual shall at all times, submit to high standards of excellence and integrity; maintain loyalty and devotion to duty. He/she should do nothing which is unbecoming of an employee of the institution.
- 7.2 Employees shall not join or continue to be a member of an association, the objects or activities of which are contrary to the interest or philosophy of the institution or the nation. He/she shall not engage or participate in any demonstration/ protest which is against the philosophy, spirit and practices of the institution.
- 7.3 Employees shall not through any means, publish in his/her own name or anonymously or in the name of any other person, a communication to the press or public utterance or make any statement or express an opinion which may result in an adverse criticism or embarrassment to the institution or Management or to any responsible member thereof.
- 7.4 Shall adhere to the code of conduct and discipline as laid down by the Management, duty list and instructions issued by the head of the Institution from time to time.
- 7.5 Employees shall attend all the courses/ seminars/ conferences such as FDP, personality development courses etc as directed by the institution and Management.
- 7.6 While in the fulltime employment of the institution, shall honestly and to the best of the ability, engage in the duties laid down by the Management, and /or the head of the Institution, as their whole time employment and they shall not undertake or carry on any other activity or business, including tuition, consultancy during college timings, which will reduce their efficiency, commitment and concerns as adjudged by the head of the institution.
- 7.7 It is highly unethical for any individual to pass derogatory remarks about the Management, other employees, contractors, students or parents. Grievances, if any, shall be brought to the Head of the Institution in writing.



7.8 In addition to the above, teaching faculty should note the following:-

7.8.1 Loyalty, sense of dedication and courteous behavior at all times, should be an inspiration to the students under their care.

7.8.2 Should do and say all that is in their power to promote harmony and team spirit among members of the staff, as well as encourage helping one another.

7.8.3 Faculty is expected to be objective in his/her judgments.

7.8.4 Shall not be late to class and while in class shall use the entire time for teaching which should include varied techniques. Shall check individual student's presence.

7.8.5 "Off class" hours shall normally be used in preparation of lessons and evaluation of submissions by students, counseling the students and for helping the authorities by taking up additional responsibilities as specified from time to time.

7.8.6 Faculty should be frank and fair to the parents and respect them and their views and judgments. Complaints from parents are normally based on misunderstanding or miscommunication. Serious complaints should be referred to the Head of the Institution as soon as possible.

7.8.7 Faculty must follow the dress code laid down by the Management. Faculty's conduct, speech and attitude should be exemplary.

7.8.8 Faculty shall promote students for extensive use of the library and other professional bodies.

7.8.9 Financial propriety and optimality shall be exercised in all the dealings meeting to the needs of requirements including purchase specifications and quantity.

7.9 Employees shall obey all the instructions issued or come to be known concerning the items of social interests, discipline such as usage of mobile at the campus, parking, driving, dirtying/ littering the campus, bad habits including smoking at public places, dress regulations, consumption of drugs/ intoxicated drinks or facilitations of the same.



- 7.10 Employees irrespective of the positions is bound by the instructions issued from time to time by the Management including concerning discipline, security, theft, etc.
- 7.11 Employee shall subject themselves for check, if need be by the security personnel including at the gates.
- 7.12 Employee who is the cause of disharmony among others, would be considered guilty of serious misconduct.
- 7.13 Employee shall be present for their institutional activities unless otherwise permitted.
- 7.14 Employee shall be at their workplace in the institution premises for the entire working hours of the Institution. He/she shall not go out of the work place without the written permission of competent authorities during the authorised working hours.
- 7.15 Employee shall not absent without the sanctioned approval of the competent authority.
- 7.16 Employee in scale who absents for more than eight continuous work days is liable for disciplinary action.
- 7.17 Employee on engagement for a specific period on consolidated salary absenting for more than eight hours is deemed to have severed temporary appointment.
- 7.18 Employee shall not accept any other job outside the institution when on fulltime employment unless permitted by the Management. If the same is noticed, the same is treated as a break in service and disciplinary action will be initiated. The termination of probationer will be resorted to without notice.



CHAPTER 8 : DISCIPLINE AND PENALTIES

8.0 Discipline and Penalties

8.1 To ensure the well-being and the general good the following disciplinary actions shall be taken by

8.1.1 Head of Institution

8.1.1.1 Suspension.

8.1.1.2 Issue of Show cause notice.

8.1.1.3 Issue of charge sheet.

8.1.1.4 Censure meaning letter expressing displeasure.

8.1.1.5 Recovery from pay of the whole or part of any, pecuniary loss by negligence or breach of orders.

8.1.1.6 Fine in the case of peons, attenders.

8.1.2 The Disciplinary Authority

8.1.2.1 Withholding of increments with or without cumulative effect.

8.1.2.2 Reduction to a lower stage in the time scale of pay for specified period with further direction as to whether or the employee will earn increments of pay during the period of such reduction and whether on the expiry of such period the reduction will or will not have the effect of postponing the future increments of his pay.

8.1.2.3 Reduction to a lower time scale of pay, grade, post or service which shall, unless otherwise directed, be a bar to the promotion of the employee to the time scale of pay, grade, post or service from which he was reduced with or without further directions regarding.

- Seniority and pay in the scale of pay, grade, post or service to which the employee is reduced.
- Conditions of restoration to the time scale of pay,



grade or post of service from which the employee was reduced and his seniority and pay on such restoration of their scale of pay, grade, post or service.

8.1.2.4 Compulsory retirement as a penalty.

8.1.2.5 Dismissal from service which shall ordinarily be a disqualification for future employment.

8.2 In all the above disciplinary cases, Article 311 of constitution of India should be followed. Opportunity should be given to the charged person to defend his case by giving reasonable time, explaining the charges with available documents.

8.3 The disciplinary authority shall, before imposition of penalties call upon the person concerned to explain his/her conduct, or shall institute an enquiry by a person or committee constituted for the purpose. The person concerned shall have the right to be heard at the enquiry. The report of the enquiry shall form part of the record. In the enquiry proceedings, the charge –sheeted employee is entitled to be supported by his co-employee but the representative cannot be changed till the completion of complete case except in the case of death of his representative. The enquiry shall be held in accordance with the principle of natural justice.

8.4 Designated member of the Management is the appellate authority in all cases.

8.5 Every employee, upon whom any penalty is imposed, shall have the right to appeal to the designate member of the management within 15 days of the receipt or proof of advice of communication of the penalty. President may, at his /her discretion, allow a personal hearing or before the board. The designated member of the management's decision shall then be final.

8.6 **Suspension is not a penalty.** Suspension only indicates that there is an impending disciplinary case being initiated and it has been found not advisable for the charged to be on duty. During the period of suspension the employee will not be entitled to receive any salary but will receive a subsistence



allowance amounting to 50% of his/her salary (Basic+DA+HRA+CCA). The suspended employee shall give a declaration that he is not employed anywhere else, every month, to be eligible to receive subsistence allowance. He shall give attendance on all working days at the nominated time failing which it will be treated as absent and no subsistence allowance is payable for that day. If the employee is exonerated, he/she will be reinstated and paid the salary for the period during which he/she was suspended, and the subsistence allowance already paid is adjusted but not the Bata which is paid for the physical work done. An employee who is arrested and kept in custody for more than 48 hours is deemed to be under suspension.

8.7 Termination of an Employee. An employee shall be terminated by the disciplinary authority on the recommendation of the enquiry committee for the following reasons:

8.7.1 For gross misconduct and refusal to mend even after three written warnings

8.7.2 For subscribing to practices that is in contradiction to those cherished and held by the institution.

8.7.3 Being mentally unsound (to be certified by medical doctor of Govt/ Medical College hospital)

8.7.4 Declared insolvent

8.7.5 Found guilty of any criminal offence

8.7.6 False information /declaration given at the time employment or during the course of employment to gain undue advantage.

8.7.7 The above misconducts are only inclusive and not-exhaustive. Any such acts or omission of the employee which renders him unfit to continue in service, or amounting to an act unbecoming of a disciplined employee, would make him liable for disciplinary action.

8.8 The service of probationers, temporary , part-timers, those on contract and on reemployment to be taken as terminated forthwith without notice, if they get involved in acts of immoral turpitude, crime, arrests, ill health of over 30 days and unbecoming of good and worthy citizens of the country.



8.9 The departmental enquiry can be continued even after the retirement, for the limited purpose of recovery of any financial loss caused by the delinquent employee.

8.10 The code of conduct set out in clause-4 is only illustrative and not exhaustive. Therefore, the conduct which is good conduct will be deemed as misconduct and the employees are liable for disciplinary action.

8.11 Without prejudice to what is contained in these rules, the conditions of service of employees of the institution are subject to and shall be in terms of Chapter-IX of the Karnataka Education Act 1983. Wherever rules are inconsistent, the provisions of act shall prevail.

8.12 DISCIPLINARY AUTHORITY AND APPELLATE AUTHORITY:

[a] shall be the disciplinary Authority and
..... shall be the appellate authority for teaching faculty.

[b] shall be the disciplinary authority
and the Appellate Authority for non-teaching
faculty.

8.13 The Penalty set out are only illustrative and non-exhaustive.

8.14 Against the order of the disciplinary authority, the employees shall have the right of appeal within 30 days from the date of communication of the order.

8.15 The employees are entitled to take the assistance of a co-employee for defending the charge before the Enquiry officer. The disciplinary authority may either hold the enquiry by themselves or appoint the enquiry officer to hold such enquiry and submit the report for their decision.



CHAPTER 9 : LEAVE POLICY

9.1 **Employee Category.** The employees shall be divided into the following categories for the purpose of leave:

9.1.1 **Vacation Employee.** Confirmed teaching employees in the institution who avail vacation after attending to examinations, valuation etc.

9.1.2 **Non-Vacation Employee.** Confirmed administrative, Head of the Institution, Dean, HODs, Ministerial, administrative and Group D employees.

9.1.3 **Probationers, Full time/ Temporary Employee.** Teaching and non-teaching staff who are on probation.

9.1.4 **Contract and Re-employed Employee.** Include both teaching and non-teaching employee.

9.2 **Leave Authorisation.** For the sake of clarity the leave authorisation for the various categories are as under:

Vacation Staff	Non-Vacation Staff
a. Professor	Director/ Dy. Director
b. Associate Professor	Principal/ Vice Principal/ Dean
c. Assistant Professor	HODs
	Librarians/ Assistant Librarians/ Library assistants
	All Administrative/ Ministerial Staff
	Instructors/Assistant Instructors
	Lab Assistants/ Office Assistants/ PA's
	Housekeeping Staff
Eligible for vacation as per respective University norms	Not eligible for vacation
Not eligible for Earned	Eligible for 20 days of Earned



Leave	Leave
Eligible for 10 days of Sick Leave	Eligible for 10 days of Sick Leave
Eligible for 15 days of Casual Leave	Eligible for 15 days of Casual Leave

9.3 Kinds of Leave Admissible and Procedure for Sanction

9.3.1 **Casual Leave:** Every employee who is working in DSI shall be entitled to Casual Leave of 15 days in a calendar year. Not more than 3 days at a stretch can be availed. In case of new entrants, the casual leave admissible shall be reckoned at one day for every completed one month of service in the first year of the service. Casual Leave cannot be combined with any other kind of leave except General Holiday.

9.3.2 **Earned Leave (Non-Vacation):** It is admissible to the employees not availing vacation. To avail Earned Leave, an employee must have completed one year of service out of which he or she should have actually attended 260 days. Earned leave is to be taken not less than 5 days at a time and approval by the concerned authority, should be taken at least one week before proceeding on leave. The intervening Sunday and declared holidays will be accounted as Earned leave. The maximum accumulation of Earned Leave shall be 180 days. Employees who avail Earned leave are not entitled to avail any other leave like special leave and vacation leave under any University rules.

9.3.3 **Vacation.** Employees who go on vacation leave must see that the academic work does not suffer in any way and should avail in such a way that their services are available to the institution at short notice. Employees who have not completed one year are eligible are eligible vacation leave as below:

9.3.3.1 Less than six months - 3 days

9.3.3.2 Between six months and one year - 6 days

9.3.3.4 Above one year - University norms



9.3.4 **Sick Leave.** In case of leave on medical grounds, the leave application shall be supported by a medical certificate with the recommendation from the surgeon / attending doctor, indicating the reason thereof and the period required for joining the duty after availing leave on medical grounds. The Medical Certificate / Fitness Certificate should be signed by the Registered Medical Practitioner. If vacation staff avails Sick leave, number of days availed will be adjusted from vacation leave eligible.

9.3.5 **Maternity Leave.** Full time married lady employees who have completed a minimum one year of successful completion of service are entitled for Maternity Leave of 135 days for any one child of the first two confinements only. Maternity Leave can be combined with vacation or Earned Leave or Loss of Pay. The Maternity Leave shall not be debited against any other leave credit. The salary admissible for the period of Maternity Leave shall be equal to the pay and allowances drawn immediately before proceeding on Maternity Leave.

9.3.6 **Compensatory off.** Compensatory off cannot be claimed as a matter of right and shall not be availed by any staff at their discretion and in the routine course unless it is sanctioned by the authority competent to grant the Casual leave. It shall not also be utilized for more than 3 days as a prefix or suffix in combination with holidays. Faculty members who intend to avail compensatory off shall apply and obtain prior sanction of the Principal.

9.4 **Loss of Pay.** Loss of Pay means that such an employee is not entitled to any pay and allowances during such an absence. Any unauthorised absence of an employee who does not have any other leave at his / her credit may be treated as Loss of pay.

9.5 **Right to Claim Leave.** Leave cannot be claimed as a matter of right. Sanction of leave is the discretion of the authority competent to sanction leave. The competent authority decides the fairness of reason for not obtaining prior permission before availing leave. Leave must be applied in the prescribed format



& get sanctioned before proceeding on leave. Otherwise, availing of unsanctioned leave shall be treated as unauthorized absence and such an employee shall be liable for disciplinary action and the leave shall be treated as Loss of pay.

9.6 Termination of Employees Overstaying the Leave or Remaining Absent. Any employee who has been sanctioned leave and does not resume to duty on expiry of the leave period or overstays leave by seeking extension of leave or remains unauthorized from the duty for a period exceeding one month shall be liable for termination from service. Such employee shall not be eligible for any terminal benefits save as otherwise provided by any law for the time being in force besides his being disqualified for further employment.

9.7 General Instructions for Availing Leave:

9.7.1 For availing any kind of leave, prior approval by the appropriate sanctioning authority is required.

9.7.2 In case of any emergency or sudden illness, information should reach the Institutional office/ HOD/ Head of the Institution within one working day.

9.7.3 Leave cannot be claimed as a matter of right but only as a privilege. Leave can be refused, revoked or curtailed by the sanctioning authority.

9.7.4 If the services of the vacation employees are required during a vacation beyond 3 days, they will be compensated for the number of dates worked during the vacation by crediting of leave. However, the maximum credit in a year will not exceed 30 days.

9.7.5 Unused earned leave cannot be uncashed but can be carried forward to subsequent year.

9.7.6 Leave without pay may be granted by the Head of Institution, based on the merits of the case in consultation and approval by the Management. However, the leave cannot be availed before sanction. If done, the same will be treated as indiscipline.

9.7.7 No leave of any kind will be granted for taking up any other job



in India or abroad for any period. If the same has been done in discreet way, the same entails removal from service with no benefits and disciplinary action will be initiated against such employees.

9.7.8 If employee is already enjoying any higher eligibility, the higher eligibility is continued. If the employee rejoins then the present rules are applicable.

9.7.9 In all cases of new joining or rejoining, the previous accumulations of any type of leave cannot be added.

9.8 **Leave Sanctioning Authority.** Sanctioning authority for all categories of leave shall be as follows:

9.8.1 Head of the Institution - Management

9.8.2 Other Employees - Concerned Head of the Institution
up to 30 days. For periods beyond 30 days, Management shall be the sanctioning authority.

9.8.3 All leave beyond what has been given in the norms shall be sanctioned only by the management.

9.8.5 Extraordinary leave shall only be sanctioned by the Management.



CHAPTER 10 : EMOLUMENTS & INCREMENTS

10.1 **Emoluments**

10.1.1 The Emoluments consisting of pay, dearness allowance, house rent allowance, city compensatory allowance and special allowance shall be as determined by the Management from time to time. However subject to financial resources of the respective college and school the Management may extend the UGC/AICTE/State Pay Scales as applicable from time to time with or without allowances admissible thereon under the state Government rules.

10.1.2 Provided that the employees are not conferred with any right to seek sanction of any particular scales of pay and/or allowances admissible thereon.

10.1.3 Provided further that a higher pay scale may be sanctioned by the Management in deserving and exceptional cases.

10.1.4 The Management has discretion to appoint other employees depending on the need. Notwithstanding anything contained in the sub-rules (10.1.1) to (10.1.3) the Management may sanction Consolidated Gross Salary to any of the employees depending upon the nature and tenure of appointments.

10.1.5 In the event of any employee having been appointed in the time scale of pay applicable for the post held by him, his pay shall be fixed at the minimum of the pay scale.

10.1.6 The Management may sanction higher starting of pay by sanctioning the advance increments in most deserving cases keeping in view of the teaching and administrative experience, higher and specialized qualification and eminence in the field of higher learning.

10.2 **Increment/Revision**

10.2.1 Increments to the employees will NOT flow automatically as a matter of course. A full time employee shall be entitled to annual



increment in the running time scale of pay as approved by Management applicable to the post held by him/her upon completion of one incremental period of 12 months. It will be released by the Management upon evaluation of satisfactory performance, service records and self-appraisal reports.

10.2.2 However the Management may fix a cut-off date for sanction of increments upon completion of incremental period of one year.

10.2.3 The following period shall not be counted for increment:

- 10.2.3.1 Loss of pay leave (LOP)
- 10.2.3.2 Unauthorized absence from duty
- 10.2.3.3 Suspension
- 10.2.3.5 Maternity leave
- 10.2.3.5 Study leave
- 10.2.3.6 Interruption or break in service

10.2.4 Satisfactory record of service reflected in appraisal performance report is also a condition precedent for release of increment. Advance increments, additional increments or special increments may be sanctioned by the Management in exceptional cases in recognition of the outstanding ability, merit and highest degree of integrity.

10.2.5 Temporary and part time employees appointed on consolidated or gross salary may be sanctioned an adhoc lump-sum increment at the discretion of the Management.

10.2.6 Increment may be with-held as a measure of penalty or punishment with or without cumulative effect by the Management. In such cases the increment will be released only after the expiry of the currency of the period of withholding the increment.

10.2.7 An employee promoted and whose pay is fixed at the minimum of the pay scale applicable to the promotional post shall be entitled to the next increment in the pay scale of the promoted post after expiry of one year from the date of fixation of such a pay. However, the Management has a discretion to sanction the increment with immediate effect if desires.



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10.2.8 In the event of an employee on leave as on the date of accrual of increment it shall not be sanctioned till he/she returns to duty.

10.2.9 Any increment accruing on a day which is not the first day of the month shall be advanced to first day of the relevant calendar month.



CHAPTER 11: GRATUITY

11. Following are the other terms and conditions of Service Rules.

11.1 **Gratuity.** Gratuity will be paid to the employee strictly in accordance with the payment of Gratuity Act, 1972. However, notwithstanding the definition of 'Employee' contained in the Act, Probationers, Temporary Staff, Part Timers, Guest Lectures, re-employed and those who are on contract are not entitled for gratuity as the amount paid to them is allowance and not salary or wage as the case may be and their engagement is need based and for a specific period.

11.2 **Employee Provident Fund.** All eligible employees as per statute are eligible for Management contribution of EPF. Employee's contribution will be deducted and deposited to EPF account along with the Management share.

11.3 **Pension.** Not payable.

11.4 **Voluntary Retirement.** An employee in grade after 15 years of continuous qualifying service is eligible for voluntary retirement with a three months' notice. The notice period count from the date of acknowledgement of notice. However, the right to accept the voluntary retirement rests with the Management. Notice, once submitted cannot be withdrawn by the employee.

11.5 **Termination Notice before 15 Years of Qualifying Service.** For good and sufficient reasons, Management or the employee has the right to terminate employment with three months' notice or salary in lieu.

11.6 **Promotions.** All promotions will be made by the selection committee nominated by the Management. The committee shall keep in view the past performance, seniority, pending cases, confidential reports and fitness for higher post including aptitude. All cases of partiality or recommendations shall be viewed seriously.

11.7 **Transfer.** The Services of the employees are liable to be transferred to any of the Institutions, offices, either existing now or that may be set up in future by Management.



11.8 Annual Performance or Confidential Reports (ACR)

11.8.1 For continuous monitoring of performance of all categories of employee, performance appraisal reports shall be done.

11.8.2 It shall highlight the performance, behavior, sincerity, concerns, achievements and fitness in the post and for promotions. The initiating authority shall ensure that the assessment is free from bias and not casual in nature.

11.8.3 Any non-satisfactory reports curtailing further growth shall be advised to the employee so that the individual can strive to improve in future.

11.8.4 For all promotions including career advancement schemes, employee should have consistent Good performance in the appraisal for a continuous period of 3 years preceding the promotion.

11.8.5 For the purpose of promotions, rating of good is treated as satisfactory performance. ACR are maintained as follows.

Employee category	Initial submission	Initiating authority	Accepting authority	Maintained by
Head of Institution	Employee	Management	Management	Management
Dean/ HOD/Superintendent/ Chief Librarian	Employee	Head of Institution	Management	Institution
Employee under HOD- Ministerial/ Lab assist/ teaching and non- teaching	Employee	HOD	Head of Institution	Institution
Ministerial/ drivers/ technical Employee	Employee	Superintendent	Head of Institution	Institution

11.8.7 For Group D Employee, the controlling employee at the level of Superintendent/ HOD will give an annual report in regard to trustworthiness, performance etc as per guidelines which will be submitted to Head of the Institution for review and necessary action thereon. The report will be kept at the institution.



CHAPTER 12 : DISCHARGE OF DUTIES AND RESPONSIBILITIES TEACHING STAFF

12.1 The teaching faculty including the Part-time faculty members shall perform the duties & discharge the responsibilities diligently assigned to them in terms of the norms of the UGC, AICTE, University, State Government and the Management.

12.2 Professors and the Heads of the Departments shall ensure the maintenance and smooth functioning of their Departments. For this purpose one of the Professors is designated as Head of Department. All the theoretical and practical academic work will have to be supervised to ensure that classes are conducted as per time table & syllabus within the scheduled time limit. They should co-operate with inter-departments for extending teaching facilities like class rooms, practical classes etc. They shall bring to the notice of the Principal from time to time with respect to any cases in the Department relating to attendance, lesson plan, work done dairy, internal assessment etc., assigned to the faculty for scrutiny. The grievances of the students in the Department will have to be sorted out by the Head of Department.

12.3 The HODs shall be responsible for proper conduct of tutorial, class room Lectures and Practical sessions. In case of candidates promoted from 1st year to 2nd year and 2nd year to 3rd year, as the case may be, they shall not be deemed to have been admitted to the next succeeding year of the course by their names being entered in the attendance register. Such candidates shall pay the fee prescribed for admission to next year course of study and produce the fee receipt to the HOD/Principal seeking admission and submit the application for admission in the prescribed form. Only upon producing such receipt for having paid the prescribed fee and submitting the application their names shall be entered in the attendance register and allowed to attend the classes. Until such time candidates who are eligible for promotion shall not be allowed to higher classes.



12.4 They shall also organize the Seminar, Conferences, Workshops and Co-Curricular activities related to their Departments from time to time.

12.5 Associate Professor /Assistant Professor/ is responsible for their teaching and practical classes assigned to them. They shall carryout the instructions given to them from time to time. They shall also be responsible for the supervision and management of the Laboratories attached to them. They shall discharge the additional functions as and when assigned to them by the Head of the Department or Principal.

12.6 Faculty shall engage the classes as per the regular time table. All the syllabi will have to be covered as per the time table, within the prescribed time limit. They shall strive hard to improve and upgrade the quality to the expected standard to enable the students to score good marks. They shall liaise between the students and Head of the Department for developing the leadership. They shall conduct the tests for Internal Assessment/ Continuous Internal Evaluation in order to improve the skills and knowledge of the students. They shall diligently maintain the register of Internal Assessment and attendance register. They shall assist the HODs to organize the co-curricular activities like Seminars, Workshops, Conferences, personality development and skill development programmes, internships, industrial visits, intercollegiate fests etc., for the benefit of students.

12.7 The Part Time teachers/ Visiting Faculty shall discharge their functions and perform their duties allocated to them and also carryout their assignments entrusted to them by the Principal and HOD from time to time. They shall be on-par with the regular faculty members except the conditions of service specifically made applicable to them.

12.8 All the Faculty members comprising of the Principal, Professor, Associate Professor, Assistant Professor/ Lecturers including the Part-time faculty members shall perform their functions and discharge their duties with utmost integrity, dedication, loyalty and devotion in carrying out the academic and administrative activities. They shall make themselves available for academic work, research, development and extension activities in pursuit of achieving the academic excellence and eminence, during the working and functional hours of the



College on all working days.

12.9 All the stipulations shall be equally applicable to the part-time teachers who shall complete their academic work and carry/out their Practical's on the days prescribed without altering them to any other alternate days preceding or succeeding, to meet their personal exigencies.

12.10 The HOD of P.G. Programmes shall be responsible for the Research, Development and Extension activities in the P.G. Department of studies. He/she shall co-ordinate with all Professors and HODs and also P.G. faculty in the conduct of P.G. classes and practical's effectively.

12.11 The Principal is the Head of the Institution vested with the powers of superintendence, control and supervision in all of the affairs of the College. He/she shall be responsible for the smooth functioning of the Departments and also activities related to research, development and extension of all the Departments. He/she will exercise such power and carry/out such functions as prescribed under this Manual. He/she will formulate the perspective planning and monitor it for the co-ordinated development of the departments in pursuit of promoting the qualitative growth of the College and address all the issues connected therewith and ancillary thereto. The Principal and/or HOD of PG programmes is responsible for prevention and elimination of ragging by enforcing the guidelines and directions issued by the Government, UGC, AICTE and Supreme Court. He/she will ensure that not a solitary case of ragging has crept in through the enforcement of discipline among the students.

12.12 The Principal who is ex-officio Chief Superintendent of examinations or a senior faculty appointed by the Principal will conduct the examinations smoothly and strictly in terms of the Examination Manual besides ensuring conduct of timely tests for award of Internal Assessment marks.

12.13 The workload of the faculty and the minimum working hours shall be as prescribed by the University Grants Commission, All India Council for Technical Education, University and Department of Higher Education from time to time.



CHAPTER 13 : DUTIES/ RESPONSIBILITIES OF NON-TEACHING STAFF

13. Duties and responsibilities of Administrative & other Supporting, Non-teaching staff

13.1 The Administrative & other Supporting, non-teaching employees shall perform their duties and discharge their responsibilities analogous to the members of the teaching faculty and assist them in carrying out the academic activities of the department.

13.2 The Lab Attenders/Assistants are responsible for the maintenance of the laboratories. They shall accommodate the various courses for smooth conduct of practicals. They shall co-operate with the staff of the other department or courses in the conduct of practical smoothly. They shall carry out the normal repairs and maintenance of the equipment, machines, plants etc., and ensure that no such machineries, equipment etc., are rendered unserviceable and initiate appropriate steps to ensure the smooth working. They shall be in constant touch with the Head of the Department/Principal for maintenance and upkeep from time to time.

13.3 Duties and responsibilities of Library Staff

13.3.1 The Librarian, Assistant Librarian and Library Assistant shall be non- vacation staff. They shall work keeping the Library open from 08.30hrs to 17.00hrs from Monday to Friday and 08.30hrs to 15.00hrs on Saturdays by staggering the working hours.

13.3.2 The Librarian shall supervise the library for its effective functioning. They shall formulate the policy and perspective planning for maintenance of scientific system of library. They shall ensure access, use and security of library materials by utilizing the supporting facilities like reprography, computers, internet, online journals, computerized services, library software and other information services.



13.3.3 They shall be responsible for proper maintenance of Title books, texts, periodicals, journals and other documentation. The work relating to cataloguing, classification and filing cards of each of the books etc., They shall carry out their functions for acquisition of books, journals, periodicals etc., in consultation with Principals, HODs and Faculty for reference and issue and involve in bibliographical activities, circulation, stock maintenance, electronic display, Library Software, reprographic work, social and extension activities.

13.3.4 They shall prepare the budget estimates for each academic year and obtain the approval of the Library Committee and Governing Council well in time.

13.3.5 They shall accept the gifts and donation of books, journals, periodicals and other library materials and acknowledge the receipt of the same to the donors expressing the gratitude.

13.3.6 They shall organize enrichment programme on OPAC (Online Public Access Catalogue) at frequent intervals for the updating of knowledge of the students. The Librarian shall perform all the duties related to examinations of the College.

13.3.7 The Librarian shall perform all the duties related to examinations of the College.

13.4 **Duties and responsibilities of the Director of Physical Education**

13.4.1 The Director of Physical Education shall be non-vacational staff and their working hours would be staggered from early morning to late afternoons and evenings to train the students in sports and games. The Director of Physical Education is responsible to organize and ensure participation in different sports and games.

13.4.2 They shall be responsible for coaching of the students and conduct of tests and measurements from time to time. They shall enforce the rules prescribed for games and sports. They shall prepare the students to participate in the sports and games events conducted from time to time at state level, university level and inter-collegiate



level and also National Tournaments and athletic meet. They will prepare event plans well in advance before the commencement of the academic year and implement them effectively, applying the National Sports Policy.

13.4.3 They shall adopt the latest scientific method of training and coaching curricular development related to college and the University like Bio-Mechanics of sports techniques, exercise, physiology and sports medicine. They shall draw up the design and training for physical education and sports before the commencement of the academic session. They will also arrange for the indoor games, gymnasium and yoga programmes in the college and in the hostels.

13.4.4 In addition to their normal duties and functions as physical education faculty they shall be responsible for enforcement of methods of physical fitness development, continuous running method, interval running methods, circuit running methods, weight lifting, accretion run and pace race and development of flexibility and co-ordinating ability.

13.4.5 They are also responsible to prepare the students for participation in the Annual Sports/Athletic meet, Intercollegiate, Interuniversity & National Level Sports/Athletic meet & tournaments.

13.4.6 They will make all endeavors to win and secure the medals, trophies and awards through the students in the games, etc.

13.5 **Placement Officer / Coordinator**

13.5.1 The placement officer / coordinator is responsible for Training and Guidance of the students to help them focus upon and later choose career of their choice or to pursue higher education further. He/she shall do ground work, plan, prepare calendar of events and set targets before arranging campus interviews by inviting the companies and corporate bodies.

13.5.2 He/she shall undertake career guidance activities in-house such as lectures and interactions by industrialists, company Public Relations, etc., with objective to enhance the employability skills of the students.



13.5.3 He/she shall arrange for industrial/ field visits, reach out to companies and arrange exhibitions to establish liaison for support of career guidance and placement activities

13.5.4 He/she shall correspond, document and maintain records and databases of the students recruited as well as programmes conducted.

13.5.5 He/she shall arrange for conduct of training programmes in soft skill development, personality development, communicative English, motivation and such other allied programmes from time to time in each semester systematically by inviting experts, resources persons & alumnus for the successful selections for recruitment.

13.6 **Human Resource and Corporate Relations**

13.6.1 The HR Executive shall carry out the duties and functions relatable in consultation with the Principals on matters of recruitment. He shall publish the advertisements in the leading newspapers inviting applications to the vacant posts. He shall scrutinize the applications so received and prepare a list of eligible candidates fulfilling the criteria prescribed to hold the post. A shortlist of candidates shall be prepared for inviting them for interviews. He shall coordinate with the Principal in arranging the interview of the candidates on the date and time scheduled.

13.6.2 Candidates who have appeared for interview shall demonstrate in the class rooms in the presence of Principal, HOD and subject expert. After the demonstrations, a panel of eligible candidates shall be prepared based on the performance in the demo for interview.

13.6.1 Corporate relation managers will also liaise with industries for arranging field visits for students.



CHAPTER 14 : OBLIGATION OF THE EMPLOYEES

14.1 Every employee shall abide by the rules and regulations governing their conditions of service. They shall always maintain integrity, loyalty, dedication, honesty and devotion to duty to up keep the dignity, reputation and image of the institution. They shall not do anything which is unbecoming of an employee. They shall carry out their duties and responsibilities conscientiously.

14.2 Every employee shall take care of the properties, material, Instruments, machines, furniture and apparatus etc, of the College. He/she shall take all the reasonable precautions to safeguard them against accident, damage, pilferage or loss. In the event of any damage or loss is caused attributable to the conduct of any employee on account of mishandling or misuse, the concerned employee shall be liable for disciplinary action and for recovery of the assessed value of the breakage, damage or loss.

14.3 It is incumbent on the part of the employee to promptly report any occurrence of such event to the notice of the Management if it endangers the lives of the persons and likely to result any damage to the property and so on.

14.4 Every employee shall take appropriate precautions against the hazards and use safety devices and preventive measures.

14.5 Employee shall not organize or participate in any demonstration or resort to strike on any pretext which is prejudicial to the interest of the student and decency or morality of the Institution. He shall not instigate or incite or abet any form of strike, agitation or stoppage of work.

14.6 Employee shall not criticize the Management in any form affecting the reputation and image and also he shall not comment on the functioning of the Institution and academic activities to the detriment of the student.



CHAPTER 15 : FACULTY INCENTIVE POLICY

15 The proposed incentive scheme is to motivate the faculty members of our college to undertake quality research, consultancy and other research related activities are outlined as under

15.1 **Incentives for completing PhD Degree while in service**

15.1.1. For the purposes of incentive under this clause, the degree awarding Institution will be a UGC-approved University or an Institution of national standing. In case the institution is a deemed University or a private one, a duly appointed Committee shall certify the credibility of the Institution awarding the degree. The faculty undertaking their PhD pursuit are advised to check with the Institute about the Institution they are registered under, to ascertain the credibility of such Institution. The Institute will also pro-actively advise the faculty on the credibility of relevant institutions.

15.1.2 .Faculty members shall be given a maximum of 5 day of study leave with salary per semester on completing the PhD course work. The allowance is withdrawn on conferment of Ph.D or after 3 years from the date of preregistration/registration, whichever is earlier.

15.1.3. Faculty member of any department will be promoted as associate professor, subject to prerequisites, on submission of PhD thesis provided she/he satisfies other requirements as and when formulated.

15.1.4. Faculty will be rewarded for publication in reputed UGC-recognized journals.

15.1.5 .Two Additional Increments, upon successful completion of Ph.D. payable when the next regular increment falls due, provided the faculty



has served for a minimum of three years at the Institute. These increments apply only in the current grade.

15.2. **Requirement of publications**

15.2.1 Every faculty member must publish at least one research paper every year. For Shared publication, proportionate share is taken into consideration.

15.2.2 The publications will be considered only if they are indexed in Web of Science, Scopus, Humanities International Complete, EBSCO Host or Dare Database-International Social Sciences Directory and other equally reputed journals.

15.3 **Funds for Attending Conference**

15.3.1. Faculty members with a paper to be presented will be permitted to attend conferences.

15.3.2 Any faculty member desirous of presenting a paper in India will be given 50% of registration fee and travel and accommodation, applicable to maximum of two conferences in a year. However, in exceptional cases, for top quality conferences the faculty may be paid full amount.

15.3.3 Faculty desirous of attending a conference outside India will be advised to apply for travel funding from outside agency. Only if the agency supports part of the total expenditure, will the institute provide rest of the amount. In exceptional cases, for merited papers accepted for presentation in reputed conferences, funding may be provided in its entirety. In such cases, decision will be arrived at by the research advisory committee.

15.3.4 Cash award of Rs.10,000/- in case of a paper presented at a Seminar/Conference at an institute of repute outside India.

15.3.5 Cash award of Rs.1,000/- in case of a paper presented at an International Seminar/Conference at an institute of repute in India.

15.4 **Incentive for Externally Funded Research.** The Institute shall pay the research team an incentive equivalent to 7% of the research grants received



from external funding agencies (in case of a team, the amount shall be shared among team members).

15.5 Award for Publications of text books

15.5.1 Rs. 10,000/- if the text book is published by an international publishers like McGraw Hill, Prentice Hall, Oxford University Press or other internationally reputed publishers.

15.5.2 Rs. 5,000/- if the text book is published by a national publisher like Tata-McGraw Hill, Prentice Hall of India, MacMillan India, Sage.

15.5.3 Rs. 3,000/- if the text book is published by Regional / Local publishers.

15.5.4 Rs 1000/- if it is chapter contribution.

15.6 Award for Publishing a Professional Articles

15.6.1 Rs. 2,000/- for International magazine/Newspaper.

15.6.2 Rs. 1,000/- for National magazine/Newspaper.

15.7. Undertaking Consultancy Projects

15.7.1 If there is a substantial contribution by the faculty member and the staff in the consultancy project and no resources of the Institution (like laboratory, computer, software etc. utilized), the members involved in the consultancy project will take 80% of the total value of the consultancy amount received and 20% will go to the college.

15.7.2 If the resource of the college such as laboratory facilities, computing facilities, drafting and other facilities are utilized in the consultancy project, the share of the college will be 70% of the total consultancy amount received and 30% will go to the faculty and other staff involved in the consultancy work.

15.8. Cash award of Rs.5,000/- in case receiving of any international award and Rs. 2000/- for National award.

15.8. Sabbatical for faculty. Faculty members can avail the facility of leave with pay (basic salary or up to 50% consolidated) for a maximum period of 1 year



while augmenting their academic qualification like Ph.D or post-doctoral studies. This facility shall apply only once during his/her tenure. The head of the institute shall recommend such applications on the basis of merit. Such faculty using the facility shall commit to continue with the institute for next three years.

Appendix A

(Refers to para 5.2)

MINIMUM QUALIFICATION AND TEACHING EXPERIENCE
PRESCRIBED FOR FACULTY MEMBERS

Sl. No	Category of Post	Qualification
1	Principal / Director	A Master degree with atleast 55% and PhD with 15 years of teaching experience in the University or College. Industry experience will be an added advantage.
2	Professors	A Master degree with atleast 55% of marks with PhD in the relevant discipline having a minimum of 10 years teaching experience in the University /College.
3	Associate. Professor	A Master degree with atleast 55% of marks with PhD in the relevant discipline having a minimum of 5 years teaching experience in the University/College.
4	Assistant Professor	A Master degree with atleast 55% of marks and qualifying in the National Eligibility Test conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.
6	Librarian/ Director of Physical Education	Master degree in Physical Education/Library and Information Science with atleast 55% of marks. In case of librarian he should have consistently good academic record and computerization of library. In case of Director of Physical Education he should have consistently good record of having represented



		University/college at inter-university/collegiate competitions/ the State in National Championships and passed in physical fitness test.
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Appendix B

(Refers to para 5.6)

PROMOTION POLICY

Promotion Policy/ increment for teaching staff is as based on the following criteria:

1. **Feedback from students** – Students shall provide feedback for the faculty who had taken the class in the semester. It is required that the rating of the faculty should be good and above.
2. **Performance Appraisal** – Faculty will provide his/her self-appraisal every year indicating the contributions made by the faculty in terms of both academic and research areas.
3. **Result Analysis** – Semester wise result analysis for every subject should be prepared which indicates the percentage of total pass with merit and percentage of failures.
4. **Annual Faculty Audits** - An external expert will audit individual faculty to measure their strength and suggest areas of improvement.
5. A faculty having joined as assistant Professor at DSBA will work for academic fulfillment of all the assigned responsibility. He/ She should register for Ph.D and consistently show the progress in Ph.D work by submitting progress report to the respective head of the department every six months.
6. Faculty should work for academic excellence. There should be recognizable qualitative Contribution from each individual. After attaining prescribed years of service as specified by the statutory body, one can apply for Associate Professor post based on the vacancy position. Selection will be by the expert committee formed by the management through a review process.



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7. In case of faculty working as assistant Professor, after completing Ph.D, the salary enhancement will be accorded as decided by the management subject to approval by the governing council.
8. All such faculty with Ph.D, after getting the recognition from the management in terms of hike in salary, will have to work for next two years and show progress in academic excellence. After the period of two years, based on vacancy position, they can apply for Associate Professor Cadre and the selection will be through a review process by the expert committee formed by the management.
9. For Professor and HOD posts, the selection will be through review process by the expert committee based on the prevailing vacancy position.