



# ACHARYA INSTITUTES

## HUMAN RESOURCES MANUAL

A Group of  
Educational Institutions under

**J.M.J. Education Society**

# 89/90 Soldevanahalli,  
Chikkabanawara – P.O., Hesaraghatta Main Road,  
Bangalore –560107

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## Acharya Institutes

Bangalore - 560107

### Human Resources Policy

Acharya Institutes, a group of Educational Institutions, was established in 1991. The Institutions are sponsored by J.M.J. Education Society, a non-profit organization dedicated to the cause of imparting quality Education.

#### 1 J.M.J. EDUCATION SOCIETY

Sl.No.	Name	Designation
1	Sri B.M. Reddy	President
2	Sri B. Premnath Reddy	Secretary
3	Smt. Kiran Reddy	Treasurer

The Governing Councils for different institutes under J.M.J. Education Society viz. Acharya Institute of Technology, Acharya College of Education, Acharya Institute Graduate Sciences, Acharya School of Management, Acharya School of Architecture Acharya School of Design, Acharya School of Law, Acharya & BM Reddy College of Pharmacy, Acharya Polytechnic, Smt. Nagarathnamma College of Nursing and Acharya Institute of Health Sciences, and Acharya Pre University College are constituted separately and incorporated in the respective documents.

#### 2 VISION & MISSION

##### 2 (a) VISION:



*To be a Premier academic institute of global repute striving for excellence in the arena of technical and non-technical education, and commitment to the Nation thereby creating eminent and ethical leaders through quality professional education with emphasis on holistic excellence.*

##### 2 (b) MISSION:

*Be a premier institute of academic excellence of global standards by imparting quality education for meeting the diverse needs of the industry, society, the nation and the world at large*

### 3 RECRUITMENT OF FACULTY

(a) Cadre Structure for Teachers:

LEVEL	CADRE
1	Lecturer
2	Senior Lecturer
3	Selection Grade Lecturer
4	Assistant Professor
5	Associate Professor
6	Professor
7	Librarian

(b) Qualifications: - Faculty Members are recruited based on the qualifications prescribed by AICTE/UGC for various cadres. At present the following criteria are followed.

MBA / Humanities & Sciences

Sl. No	Cadre	Qualification	Experience
1	Lecturer	Good Academic record with at least 60% marks or an equivalent CGPA at the Master's Degree level in the relevant subject from an Indian University or an equivalent Degree from a Foreign University. Besides fulfilling the above qualifications candidates should have cleared the National Eligibility Test (NET) for lecturers conducted by the UGC, CSIR or similar test accredited by the UGC.	No minimum requirement
2	Senior Lecturer	Good Academic record with at least 60% marks or an equivalent CGPA at the Master's Degree level in the relevant subject from an Indian University or an equivalent Degree from a Foreign University. Besides fulfilling the above qualifications candidates should have cleared the National Eligibility Test (NET) for lecturers conducted by the UGC, CSIR or similar test accredited by the UGC.	6 years experience in teaching
3	Assistant Professor/ *Selection Grade Lecturer/ Reader	Good Academic record with at least 60% marks or an equivalent CGPA at the Master's Degree level in the relevant subject from an Indian University or an equivalent to equivalent Degree from a Foreign University. Besides fulfilling the above qualifications candidates should	11 years experience in teaching Position is Assistant Professor. However, Doctoral degree is a must for the

		have cleared the National Eligibility Test (NET) for lecturers conducted by the UGC, CSIR or similar test accredited by the UGC.	designation.(*For SGL, Ph.D is not essential)
4	Associate Professor	First Class Degree AT Bachelor's or Master's level in the appropriate branch + Ph.D	15/14/13 years experience in teaching in case of M.Sc,(M.A)/ M.Phil/Ph.D./MBA/MCA.
5	Dean/ Professor	Ph.D with First Class Degree at Bachelor's or Master's level in the appropriate branch.	19/18/17 years experience in teaching in case of M.Sc, (M.A)/ M.Phil/Ph.D./MBA/MCA.
6	Librarian	Master's degree in Library Science/ Information Science/Documentation or an equivalent professional degree with at least 60% marks or its equivalent CGPA and consistently good academic record.	Experience in computerization of library.
		Qualifying in the national-level test conducted for the purpose by the UGC or any other agency approved by the UGC.	

For posts of Assistant Professor, Associate Professor and Professor, candidates from Industry/Profession with first class Master's Degree in appropriate branch and Professional work which is significant and can be recognized as equivalent to Ph.D. and with 5 years / 10 years experience also would be eligible.

(c) Mode of Selection of Faculty Members

Direct Recruitment to all Cadres is based strictly on merit. Selection is done by duly constituted Committees. The following procedure is adopted in selection of faculty members.

- 1 Advertisement in leading Newspapers, Internet
- 2 Scrutiny of applications received till the last date mentioned in the advertisement.
- 3 Constitution of the Selection Committee.
- 4 Intimation to candidates about the date and time of Interview
- 5 Based on the recommendations made by the Selection committee the candidates are informed of their selection.
- 6 Offer of employment will be released
- 7 Incumbent will join the Acharya Institutes

Occasionally, senior positions at Professor and Assistant Professor levels are filled up [by inviting retired persons or those taking Voluntary Retirement from other educational institutions and/or industry] on contract basis for a specified period.

- (d) Composition of Selection Committee to recruit faculty members.  
A selection committee is constituted with the following members.
- i) Chairman / ED
  - ii) Campus Director
  - iii) Principal of the college
  - iv) Head of the Dept
  - v) Director (HR)

Besides the above, experts may be invited to be a part of the Selection Committee.

#### **4 RECRUITMENT OF NON-TEACHING STAFF:**

- i) Cadre Structure of Support Staff

Category ADMINISTRATIVE STAFF

The recruitment process remain unaltered to hire Non-Technical category of staff also.

**N. B:** *In deserving cases relaxation like qualification and age may be given by the Management subject to ratification by the Governing Body.*

Mode of Selection of Non-Teaching Staff:

All the positions are advertised in the press/internet. After scrutiny of applications received and short listing by a committee consisting of;

- a) Director (HR)
- b) Principal
- c) Administrative Officer

Intimations are sent to the suitable candidates for a trade test, if necessary, and subsequent personal interview.

**SAVING CLAUSE:**

Nothing in these rules shall adversely affect the interests of any person who was appointed to the service of the Institute before the commencement of these rules, subject, however, to the condition that such person shall not be eligible hereafter for appointment to any other post in this Institute without possessing or acquiring such qualifications as are prescribed for that post.

All the appointments (Faculty and Staff) made after selection are forwarded to the Institute Governing council for ratification.

#### **5 SERVICE CONDITIONS INCLUDING PROMOTION POLICY**

- i) A person shall be deemed to have been appointed to the service when his appointment is made to a post in accordance with the existing norms of Acharya Institute but it shall not include staff appointed as Consultants / Visiting faculty

The pay of Teaching Staff shall be as fixed by the Selection Committee in accordance with the Acharya Institute norms.

The pay of Non-Teaching Staff shall be as fixed by the Selection Committee in accordance with the Acharya Institutes norms

- ii) The seniority of an Employee in any Grade shall, unless he/she has been reduced to a lower rank on punishment, leave on LOP, be determined by the date of his/her first appointment on probation.
- iii) The appointing authority shall, at the time of appointing two or more persons simultaneously to a Grade, fix the Seniority for them with reference to the rank fixed by the Selection Committee at the time of appointment, irrespective of date of joining.
- iv) All appointments in the academic services shall be made by open competition by an advertisement and selection, where in all the in-service personnel who possess the qualification prescribed shall also be permitted to apply. The Management may however make adhoc appointments in Specific cases or recruit by deputation.
- v) Save as otherwise provided every employee of the Institute shall be appointed under a written contract and the conditions of service relating to them shall as far as possible be uniform except in respect of salaries payable to them. The contract shall be lodged with the Chairman and a copy thereof shall be furnished to the employee concerned.

#### PROBATION:

- i) Initially the selected candidate will be appointed on probation for a period of one year from the date of reporting to duty. After which the performance of the appointee will be reviewed to regularize the appointment. The service conditions of the incumbent will be governed by the rules and regulations of the Institute issued from time to time.
- ii) If any candidate is appointed on purely temporary basis in a vacancy, the candidate has no right to claim permanency. However, such candidates may also apply for permanent post following the regular procedure adopted to the candidates of open competition
- iii) If a person, having been appointed temporarily to a post, is subsequently appointed on regular establishment, he/she shall commence probation from the date fixed for appointment on probation.
- iv) Any candidate appointed on temporary/ad hoc basis, his/her services can be terminated without any notice and without assigning any reason.

#### INCREMENTS:

- i) Increments will be sanctioned to such of those employees whose performance has been found satisfactory in terms of the achievement of objectives set out. on satisfactory report of performance of the Employee.

A committee consisting of Campus Director, Director HR, Head of the Institution shall review the performance indicators such as Students Feedback, Results achieved with respect to the subjects taught, effectiveness of proctorship, publication of papers in journals of repute, contribution to research, efforts on institution-industry interaction, placements, project funding and support to the Head of the Institution in various administrative matters etc and recommend appropriately to the Chairman.

The annual increment shall not be applicable to such of those employees who performance is not up-to-the mark and reasons thereof will be communicated to the concerned employee.

In case of Non-teaching employee, the appraisal is made only by

- a) Head of Institution / Functional Heads
- b) Director (HR)
- c) Campus Director

#### PROMOTION POLICY:

- i) A Committee consisting of Campus Director, Principal / Head of the Function, Director HR will review the process of Promotion based on the parameters viz availability of vacancy and the suitability of the candidate. The committee will submit recommendation to the Chairman /Executive Director for their review and decision which is final and binding.

#### RETIREMENT:

- i) The age of retirement for the Faculty members is 60 . However, deserving cases will be considered for extension of service till 65 years. All non-teaching, administrative and teaching staff shall retire on attaining the age of 58 years.

#### RESIGNATION:

- ⇒ Any member of the faculty in permanent service shall give three months notice in case he/she desires to be relieved on resignation or in the alternative he/she shall pay three months salary in lieu thereof. The resignation shall come into force from the date from which the appointing authority receives the resignation from the employee concerned. Relieving prior to notice period of three months in the middle of the semester is not recommended.
- ii) Any member of the Support Staff in permanent service shall give three months notice in case he/she desires to be relieved on resignation or in the alternative he/she shall pay three months salary in lieu thereof. The resignation shall come into force from the date from which the appointing authority receives the resignation



- iii) However, the appointing authority reserves the right to waive off the notice period or payment of notice pay in lieu thereof.

TERMINATION OF SERVICES OF AN EMPLOYEE:

- i) The Services of a temporary employee are liable to be terminated at ~~any time~~ without notice or payment in lieu thereof and assigning any reasons whatsoever.
- ii) The Management reserves the right to terminate the service of an employee whether probationer or regular is incapacitated to perform duties on medical grounds, as declared by the Acharya Institutes Medical Officer, giving one month notice or payment in lieu thereof
- iii) The Management may terminate an Employee whether temporary, probationer or permanent if he/she is involved in a criminal case or in the event, it is proved by a competent Committee appointed for this purpose that the Employee has failed to do his duty leading to moral turpitude or negligence of duties.
- iv) A service file shall be maintained in respect of each employee of the Institute where all his/her service particulars shall be recorded under the signature of appointing authority.
- v) In case of doubt or interpretation of a rule of JMJ Education Society, the decision of the Secretary / Chairman will be final and binding.
- vi) Notwithstanding said anything anywhere, any service rules, which involve financial commitments, will be subject to availability of funds and decision of the Management will be final.
- vii) The Management, subject to the ratification of the Governing Council, is the Authority for introducing, repealing or amending any service rule it deems necessary for day-to-day administration of the Institute.

(b) CODE OF CONDUCT:

- i) An employee of the Institute shall devote his whole time to the service of the Institute and shall not engage directly or indirectly in any trade or service or in another institution or any other work, which is likely to interfere with the proper discharge of his/her duties. This provision shall not apply to the academic work like giving guest lectures, giving talks and any other work undertaken with prior permission of the- Executive Director.
- ii) Every employee shall, at all times maintain absolute integrity and devotion to duty and shall do nothing against the dignity and decorum of the Institute, particularly in his relationship with the Head of Institution, Staff, Students and Visitors to the Institute.

- iii) No employee shall, without obtaining the prior approval of the Principal, ask for or accept or in any way participate in the raising of any subscription or other pecuniary assistance in pursuance of any object whatsoever except for routine, farewell and felicitation functions connected with the Institute.
- iv) No Staff-member of the Institute shall engage himself/herself in coaching privately, students for any remuneration.
- v) No employee shall, except with the prior written approval of the Chairman, accept any remunerative or honorary work not connected with the Institute.
- vi) No employee shall, except with the prior written approval of the Chairman, own, wholly or in part, conduct or participate in editing or management of any news papers or other periodical publications.
- vii) No employee shall, while being on duty, take part in politics which includes holding office, elective or otherwise in any political party or contesting in election to the State Legislature or the Parliament or local body elections
- viii) No employee shall take part in any act or movement, such as strike, incitement thereto or similar activity in connection with any matter pertaining to his service or to any other matter, which tends to bring disrepute to the Institute, nor shall he/she resort to media with his/her grievances.
- ix) The Governing Body pursuant to the provisions of these rules shall exercise the power, after giving the employee concerned, an opportunity to explain his/her case.
- x) No employee shall remain absent himself/herself from duty without prior permission. In case of emergency of proceeding on leave without prior permission, he/she must explain the circumstances, which were beyond his/her control before resuming.
- xi) Every employee shall be at work punctually at the timings fixed unless permitted otherwise by his/her Head of Institution / Function.

However, the above rules do not apply to Employees appointed on deputation, contract basis and for persons appointed temporarily for a specific period.

The following acts of commission/omission shall be treated as misconduct.

- Failure to exercise efficient supervision on the subordinate staff
- Insubordination or disobedience to any lawful Order of his/her Superior Officer.
- Gross negligence in teaching or any other duty assigned.
- No outsider shall be allowed to get inside the premises of the Institute without prior permission.

- Any act involving moral turpitude punishable under the provisions of the IPC
- Intemperate habits affecting the efficiency of the teaching work.
- Failure on the part of an Employee to give full and correct information regarding his/her previous history and record of service and violating any other specific directions or instructions given by his/her Superior Officer.

(c) DISCIPLINARY PROCEEDINGS (As detailed below)

No order imposing any punishment on a Member shall be imposed except after:

- i) The member will be informed in writing by the Director (HR) / Head of Institute in regard to the allegations on which disciplinary action is proposed to be taken and is given an opportunity to make representation that he/she may wish to make in person orally or in writing.
- ii) Such representation, if any, is taken into consideration by the Authority competent to impose penalty.

(d) DISCIPLINARY PUNISHMENTS AND APPEALS:

These rules shall apply to all Employees of the Institute.

The following penalties may, for sufficient reasons be imposed upon the Employees of the Institute namely;

- a) Censure
- b) Fine
- c) With-holding of increments / promotion.
- d) Reduction to a lower post or a lower stage in the time scale.
- e) Recovery from pay of the whole or part of any pecuniary loss caused to the Institute by negligence or breach of orders
- f) Suspension
- g) Compulsory Retirement
- h) Dismissal from the college service

Authorities who impose penalties and the Appellate Authority is tabulated below

SI No	Penalties/ Punishment	Authorities who impose F/P				
		Teaching	Non-teaching	Others	Appellate	Executive rank (Principal & above)
1	Censure	Principal	Principal	Principal	Principal	President/ Secretary

2	Fine	Principal	Principal	Principal	Principal	President / Secretary
3	Withholding increment	Principal	Principal	Principal	Secretary / Director (HR)	President / Secretary
4	Withholding promotion	Secretary/ Director(HR)	Secretary/ Director (HR)	Secretary/ Director (HR)	Secretary/ Director (HR)	President / Secretary
5	Recovery from pay of the whole or part of the pecuniary loss to the institute	Secretary	Secretary	Secretary	Secretary	Secretary
6	Suspension	Secretary	Secretary	Secretary	Secretary	Governing Council
7	Dismissal / Termination	Secretary	Secretary	Secretary	Secretary	Governing Council

Where it is proposed to impose, on an employee, any of the penalties specified, he/she shall be given an opportunity for making any representation that he/she may desire to make, and such representations, if any, shall be taken into consideration before the order, imposing the penalty is passed.

No employee of the Institute shall be dismissed or removed or demoted except after an enquiry in which he has been informed of the charges against him and given a reasonable opportunity of being heard in respect of these charges and where it is proposed after such enquiry to impose on him / her any such penalty, until he/she has been given a reasonable opportunity of defending herself / himself, of, but only on the basis of the evidence adduced during such enquiry.

The enquiry under sub-rule (a) shall be made by a Board of Enquiry Constituted for the purpose. The Executive Director of the Institute shall constitute the Board.

Every Employee of the Institute shall be entitled to one appeal from an order imposing on him any of the penalties specified in Rule (b), to the Appellate authority.

In case of appeal, the decision of Appellate authority is final.

#### Teaching Faculty's Job Responsibilities – AICTE guidelines

The job responsibilities as a faculty consist of 4 components viz. Academic, Research & Consultancy, Administration and Extension Services. A brief description of these 4 components as described by the AICTE pay commission (1997) is given below. Your normal annual increment is subject to your satisfactory performance in the above components.

#### JOB RESPONSIBILITIES OF FACULTY

As per AICTE Pay Commission [1997] Recommendations, the Job Responsibilities of Faculty consists of 4 components viz;

- 1 Academic
- 2 Research & Consultancy
- 3 Administration
- 4 Extension Services

Each of them is described below:

#### ACADEMIC

- Class Room Instruction
- Laboratory Instructions
- Curriculum Development
- Development Learning Resource Material & Laboratory Development
- Students Assessment & Evaluation including examination work of University
- Participation in the Co-curricular & Extra-curricular Activities
- Students guidance & Counseling & helping their personal, ethical, moral, and overall character development
- Keeping Abreast of new knowledge and skills, help generate new knowledge and help dissemination of such knowledge through books publication, seminars, etc.
- Continuing Education Activities
- Self development through upgrading qualification, experience & professional activities

#### RESEARCH & CONSULTANCY

- Research & Development Activities and Research Guidance.
- Industry sponsored Projects.
- Providing Consultancy and Testing Service.
- Promotion of industry institution interaction and R&D.

#### ADMINISTRATION

- Academic and Administrative management of the Department / Institution.
- Policy Planning, Monitoring & Evaluation and Promotional activities both at Departmental and Institutional level.
- Design and development of new programs.
- Preparing project proposals for funding in areas of R&D Work, Laboratory Development, Modernization, Expansion, etc.
- Monitoring and Evaluation of academic and research activities.
- Participation in policy planning at the Regional / National level for development of technical education.
- Helping mobilization of resources for the institution.
- Develop, update and maintain MIS.
- Plan and implement Staff Development activities.
- Conduct Performance Appraisal.
- Maintain accountability.

#### EXTENSION SERVICES

- Interaction with Industry and Society.
- Participation in Community Services.
- Providing R&D support and consultancy services to industry and other User agencies.
- Providing non-formal modes of education for the benefit of the community.

- Promotion of entrepreneurship and job creation.
- Dissemination of knowledge.
- Providing technical support in areas of social relevance.

Any other relevant work assigned by the Head of the Institution.

#### WORKING HOURS

The institute's working week consists of 40 working hours per person. This excludes lunch break.

#### TEACHING DAYS

The institute shall 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 contacting teaching days and do not include days of examination/tours/sports etc.

### **6 WORK LOAD**

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

- |    |                              |   |                  |
|----|------------------------------|---|------------------|
| a) | Principal                    | : | 4 hrs/week       |
| b) | Professor                    | : | 8 hrs/week       |
| c) | Assistant Professor          | : | 12 hrs/week      |
| d) | Lecturers & Senior Lecturers | : | 16 / 18 hrs/week |

#### Performance Appraisal of Employees

Annual Staff and Faculty Performance Appraisal Systems have been introduced. The system consists of:

- Appraisal by Peer Group
- Head of Department
- Appraisal by Students
- Appraisal by Management (Principal)

#### Weightages given to the Appraisals

In case of Faculty and support staff (who have interaction with students)

- |  |     |
|--|-----|
| ▪ Appraisal by Students                  | 40% |
| ▪ Appraisal by Head of Department        | 20% |
| ▪ Appraisal by Peer group                | 10% |
| ▪ Appraisal by Management (Principal/HR) | 30% |

In case of other Staff

- |  |     |
|--|-----|
| ▪ Appraisal by Head of Department/<br>Immediate supervisor | 50% |
| ▪ Appraisal by Chairman                                    | 50% |

## Transparency

The Principal / Head of Department will discuss results of the appraisal with each employee. Sustained good performance will be a requirement for:

- Internal promotions
- Selection to HoDs / Chairpersons of Committees
- Selection Grade promotions
- Eligibility for Study Leave and other benefits

Results of the appraisal will find a place in the Personal file. Non-performance will be suitably dealt with.

## **7 LEAVE RULES**

These rules shall be called Acharya Institutes, Soldevanahalli Leave Rules and are applicable from 1<sup>st</sup> January , 2018.

### **a) Casual/Sick leave : CL/SL**

- i. All Faculty and staff are eligible for 12 days Casual/Sick leaves in a calendar year and unused casual leave cannot be carried over to the next year.
- ii. Casual/Sick Leave can be availed at a time not exceeding three days. General holidays and Sundays, prefixed, suffixed or occurring in between if combined with casual Leave shall be limited to seven days a1l inclusive.
- iii. All Faculty and Staff who are on probation can avail casual/Sick leave only on a pro-rata basis of 1 day of casual leave in a month. CL shall be credited on 20<sup>th</sup> of every month. Confirmed staff will be credited with 6 leaves in advance once in six months during January and July.
- iv. Sundays and Holidays availed during the period of casual leave are not counted as part of Casual/Sick leave and compensatory leave.
- v. Vacation, On Duty (OD) or Absent Leave or any other leave cannot be prefixed or suffixed to and / or cannot be combined with casual/sick leave.
- vi. The recognition of the presence of the individual for work is done only based on the Bio-Metric Data as recorded.
- vii. Sundays / Public holidays /weekly offs can be prefixed or suffixed to casual leave.
- viii. Casual/Sick leave is to be availed by individuals only on prior sanction of at least 24 hours. However, on emergency, the individual can be absent from duty after informing at least by telephone/email/fax to the competent authority and administration office. This is permitted only on emergency.

- ix. It is the responsibility of the faculty/staff to make alternative arrangement for the Lecture class/work responsibilities as the case may be, the faculty has missed because of availing the casual leave. The HOD will monitor and take suitable steps to see that no Lecture class/work is unattended. The same should be intimated to the Principal.
- x. The rules and regulations given above may be followed while working out the pay bill for that month.
- xi. The Sanctioning authority will be the Principal / \* For Acharya Polytechnic – Principal (Academic)

**b) PERMISSION**

The faculty and staff can avail one permission of one-hour in a month. The Sanctioning authority will be the Principal

**c) MARRIAGE LEAVE**

Confirmed and unmarried Staff members both Teaching & Non-Teaching who are getting married are eligible for Marriage Leave of Ten (10) days only. They should submit the Leave application enclosing the Marriage Invitation Card for sanction' The faculty should make alternative arrangement for entrusting his /

her teaching subject to any other faculty and he / she has to make up that subject before the last working day. The Sanctioning authority will be principal.

This facility is provided once only in an employee's service in Acharya Institutes.

**d) MATERNITY LEAVE**

All married women employees irrespective of cadre appointed on regular basis and have completed at least 2 years of service, with the Institute are eligible for a max of 6 months of maternity leave only full pay only once during the entire service period. This leave is not debited to leave account.

Maternity leave salary for such employees shall be released in three installments of one month salary after each completed month of service on rejoining after returning from Maternity leave. The sanctioning authority will be the Principal.

**e) PATERNITY LEAVE**

All married men employees, irrespective of the cadre appointed on regular basis are eligible for five days of paternity leave with full pay once during the entire service period. The sanctioning authority will be Principal.



**f) EARNED LEAVES /VACATTON LEAVES**

For the purpose of eligibility to avail Earned Leave (EL) / Vacation leave (VL) all employees of Acharya Institutes are classified as Non-vacation and Vacation staff.

**Non-vacation Staff:**

All Admin employees who are classified as Non teaching and Teaching Admin are eligible to avail Earned Leaves.

**Vacation Staff [Faculty]:**

All employees who are classified as Teaching faculty are eligible to avail Vacation leaves in lieu of Earned leaves.

Confirmed employees classified under Non vacation staff, will earn Earned leaves at the rate of 20 (18+2) days for every 12 months of completed and continuous service after successfully completing their probationary period.

- Employees during their probationary period are not eligible for Earned Leaves.
- Earned Leave shall be credited to the account of an employee every month at the rate of one and a half days per month after completion of one year of service' {i'e', a total of 18 (eighteen) Earned leaves per year} and shall be credited on 20th of every month. An employee can avail such leaves during any part of the year.
- Additional 2 days (Two days) of earned leaves can be availed only during the Restricted Leaves days declared at the beginning of the year.
- Employees classified under A.6.1 can accumulate to their credit up to a Maximum of 30 days EL accrued from Jan 2018. Accumulation cannot be done from additional restricted leaves permitted
- Earned leave can be availed for one day or half day with prior approval of 24 hours from the respective Head of the Institute.
- Earned Leave in excess of 20 days at a stretch can be availed with the approval of the Chairman.
- For staff with accumulated Earned leaves until 31-12-17(herein called AEL for reference), the same can be availed every year subject to the extent

of maximum 12 per year' If not utilized, a minimum Twelve AEL (12) shall be deducted from his/her old accumulated Earned leaves (AEL) and shall not be eligible to be carried forward further. These leaves need to be applied well in advance with a notice of 48 hours and can be availed only on approval from the sanctioning authority.

The sanctioning authority will be the Head of the Institution / Head of particular function (in which the concerned employee is engaged.)

Confirmed employees classified (vacation staff) can avail vacation leaves at the rate of 20 (18+2) days Vacation leave in lieu of EL for every 12 months of completed and continuous service after successfully completing their probationary period.

- Employees during their probationary period are not eligible to avail VL.
- Vacation Leaves shall be credited to the account of an employee only during the vacation window declared by the Principal of the respective Institution and can be availed only during such vacation window. Wherever semester scheme is in place, the faculty / staff can avail 9 days of VL in a semester. The total number of VL shall not exceed 18 days per year and there shall be no carryover of such leaves.
- An additional two days of vacation Leaves can be availed during any of the Restricted leaves day's list prescribed at the beginning of the year. There shall be no carryover of such leaves.
- The sanctioning authority will be the Head of Institution.
- Extension/Addition of vacation leave for research in pursuit of PhD programmes.
- Provision is made here under for Faculty (only those Vacation staff) to extend their vacation leaves for research related purposes. Acharya such facilities to avail extended vacation Leaves to encourage to enroll them for PhD Programmes while working at the Acharya Institutes. Under this provision Faculty Members who are desirous of pursuing PhD Programmes under recognized Guides and universities shall be considered as eligible for such extended vacation leaves. Such extended vacation leaves can be availed to a maximum of six (6) days per semester but subject to maximum of Twelve (12) days per year and can be availed only during the vacation window declared by the Head of the concerned Institute. There shall be no carry forward of such leaves. However' Heads of Departments shall make such nominations for employees desirous of availing the extended on the suitability of the specialization field and of Research for the Departmental Development, while ensuring that the Department doesn't have too many specialists in one area atone.
- Employees who are deputed/designated on Statutory OOD (on Official duty by statutory bodies) by the statutory bodies for the purpose of evaluation duty, examination duty etc may also avail the extended vacation window for such duties.

- In case such statutory OOD (on official duty by statutory bodies) duties mentioned above when needed to be undertaken during NON Vacation period/window declared by the Head of the Institute, prior permission needs to be taken from the Head of the Institute for the same. It is the responsibility of the faculty/staff to make alternative arrangement for the Lecture class/work responsibilities as the case may be, the faculty would have missed on account of such statutory OOD (on official duty by statutory bodies). The HOD/Principal shall monitor all such cases and take suitable steps to see that no Lecture class/work is left unattended. The Principal is authorized to sanction leave. Such OODs attended during NON vacation period shall be in lieu of/deducted from the extended vacation leave of 12 days which the employee would have been otherwise entitled to pursue Research Programmes and the employee shall not be eligible to avail the twelve (12) extended vacation leaves mentioned above  
The HOD/Principal shall monitor all such cases and take suitable steps to see that no Lecture class/work is left unattended.

## **GENERAL RULES**

All employees of MJM Education Society may note the following default criteria for all types of leave of absence:

- a. Approval of application is not a matter of right and until sanctioned, employees shall not absent themselves unless an emergency dictates such actions.
- b. Employees are expected to avail leave without affecting regular working and where important pending work or Class work will be affected; they shall make arrangements for alternate / substitutes to handle the work.
- c. In case of long leave exceeding 15 days, the employees shall hand over charge to another authority as designated by the Principal.
- d. Employees proceeding on leave and travelling out of Bangalore Metropolitan area shall also obtain station-Leaving permission along with Leave.
- e. In such cases they shall mention their Leave Address and contact Numbers in their application for leaving Station.
- f. Service of all employees who go on Leave (LWP/AL) i.e., without pay for period in excess of 30 days, shall be treated as discontinuity in service and does not count for promotions, accumulations of leave and so on.
- g. Employees are advised to take prior permission to avoid discontinuity of service, if they are absent without permission for more than 30 days. Approval authority is from a Team consisting of Principal, HR Director, Campus Director and Chairman.

## **8 FACULTY DEVELOPMENT**

### **Higher Studies**

Preference will be given for the doctoral programmes, followed by Master Degree and Second Masters Degree Programmes on execution of a bond to the effect that he/she shall serve the institution for a period of 5 years in respect of Doctoral programmes and 3 years in respect of Master's Programmes and that in case he/she fails to successfully complete the said programme, he/she would refund the assured amount as per bond executed: and further that he/she would refund the assured amount on pro-rata basis in case he/she does not serve the Institute for the full period as per the bond on return after successful completion of studies.

### **Seminars / Workshops / Conferences**

Selected staff members are sponsored by the management for seminars, workshops and conferences while meeting the expenses towards delegation fee and also treating the period of absence as "ON DUTY".

As an encouragement to the faculty to present papers in Seminars/Workshops of their interest, the management of Acharya Institutes is pleased to provide a partial reimbursement of expenses to the faculty, presenting papers in Seminars / Workshops. The reimbursement will be as under:

- i) For Acharya Institute of Technology, Acharya Polytechnic and Acharya & BM Reddy College of Pharmacy:
  - For faculties with 1-3 years of experience : Rs. 3,000/- p.a.
  - For faculties > 3 years : Rs. 5,000/- p.a.
  - For faculties who undergo NPTEL/Online course : Max of Rs.2000 p.a
- ii) For Acharya Institute of Journalism & Communication, Acharya's NR Institute of Nursing,, Acharya College of Education and Acharya Pre-University College:
  - For faculties with 1-2 years of experience : Rs. 2,500/- p.a.
  - For faculties with 3 years and above : Rs. 4,000/- p.a.

### **Promotion of Research**

The institute aims at providing, promoting research, development, consultancy and such other profession – promotional activities, involving the faculty at various levels.

Such of those faculty, who exhibit initiative and drive by getting substantial grants for R & D work or for strengthening the infrastructure in the institute will be suitably encouraged and receive special commendations.

### **Staff Development & Training: Support Staff (Administrative)**

Arranging in-house training programme for improving communication skills, particularly skills of writings, (with such inputs as grammar at basic level) with the help of the Department of English.

Arranging two-week training programme by way of requesting resource persons including the retired senior Government officials with experience in Administration and Accounts areas besides utilizing the services of the Senior Officers. The training programme covers different functional and ministerial skills.

Arranging training programme so as to enable the ministerial staff to acquire adequate working knowledge through hands on experience of computers utilizing the services of Faculty attached with Computer Centre.

### **Staff Development & Training: Support Staff (Technical)**

In respect of Technical Staff such as Lab Assistants, Lab Technicians etc., refresher Training & Retraining Programmes shall be arranged in such technical areas, as required in view of changed curricula (Lab Practical) and also as suggested by the respective Program Managers and functional heads.

## **9 WELFARE SCHEMES FOR FACULTY & SUPPORTING STAFF**

### **WELFARE MEASURES**

The following are the service benefits and welfare measures extended to the staff of the Institute:

- Provision of canteen in the campus,
- In the event of death of an employee while in service, an exgratia of Rs.10,000/- is granted to the dependants of the deceased employee, towards funeral expenses.
- Educational loan for higher studies in deserving cases.
- Grant of Rs.5,000/- for marriage for the Administrative Staff, Maintenance, House keeping staff and drivers
- Interest Free advances during emergency.
- In the event of death of an employee, while in service his/her dependant will be considered for employment on compassionate grounds, depending upon the merit of the case, limited to the cadre Junior Assistant, subject to eligibility of the individual concerned and the availability of vacant posts.
- All the members of staff are covered under Employees Provident Fund Scheme as per the act, according to which persons. The employee and the management contributes 12% of the pay of such employees towards the fund.

### **Grievances Redressal Cell**

To redress the genuine grievances of staff and students, so as to ensure a congenial atmosphere for studies and smooth working of administration, the Institute has constituted the grievances redressal cell headed by Director - HR

- There is a women's cell which looks after the interests of women employees in the work place is headed by Mrs. Rajeshwari, Associate Prof. and Head of the Department (E&C).