

Employee Service Rules



KALASALINGAM ACADEMY OF RESEARCH AND EDUCATION
KRISHNANKOIL – 626126
Tamil Nadu, INDIA

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REGISTRAR
Kalasalingam Academy of Research and Education
(Deemed to be University)
Anand Nagar, Krishnankoil - 626 126.

Employee Service Rules of KARE

Employees appointed in KARE are governed solely by the rules and regulations laid down by the Board of Management.

1. Authority

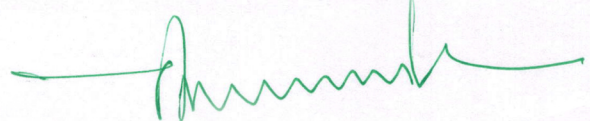
KARE is wholly administered by a Trust and its Board of Management reserves its right to alter or amend or repeal or annul any or all of the rules and regulations.

2. Appointment

1. Qualifications for various posts shall always be in accordance with the norms prescribed by the Board of Management from time to time.
2. Employees appointed shall deposit all the original certificates of their academic qualifications with KARE on the date of joining duty. In cases where original certificates cannot be deposited due to reasons beyond their control, a security deposit equivalent to three months salary and allowances will have to be made on the date of joining. The deposit will be refunded on the date when the employee submits all original certificates.
3. When the employee has to necessarily produce the originals to an external body, the employee shall produce the proof of such a requirement and deposit a sum equivalent to 3 months gross salary (including allowances) of the employee and collect the originals from KARE. The holding of the certificates by the employee in such cases shall not exceed one month from the date of such withdrawal. The deposit amount will be refunded on surrendering all the certificates to KARE.

3. Accountability and Responsibility

1. Employees should maintain punctuality always. They should not leave the campus before the closing time of work for the day without obtaining the permission from the concerned authority.
2. Every faculty shall complete the syllabus for the courses as prescribed by KARE.



3. Every faculty is normally held responsible for the results of the students taught by him.
4. Absence from duty without obtaining prior sanction of leave, or habitual late attendance will amount to gross misconduct attracting summary termination of service.

4. Salary

1. Salary payable to any employee is formulated by KARE from time to time.
2. Salary is credited to the account maintained in the Bank by the employee within 7 working days in the succeeding month.

5. Provident Fund

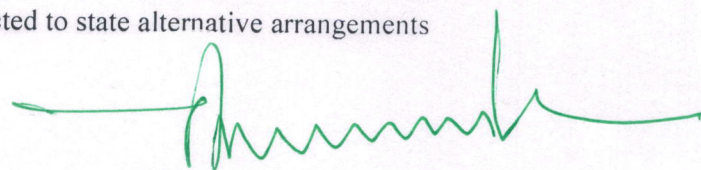
1. Employees are governed by the Employees Provident Fund Miscellaneous Act 1952.

6. Promotions and Increments

1. Promotions shall be made only on the basis of 'merit and performance.'
2. The Board of Management has the right to prescribe the mode to assess the performance of the employee. Faculty members desires of promotion should apply when the application is called for in the proper format.
3. When the authorities realise extra-ordinary contributions from a faculty member, fast-track promotion will be conferred without separate application and processing. Fast-track promotion is possible in the case of extra-ordinary performance of faculty member in teaching and/or research and/or administration.
4. DA revisions and increments are decided based on the prevailing situations frequently.

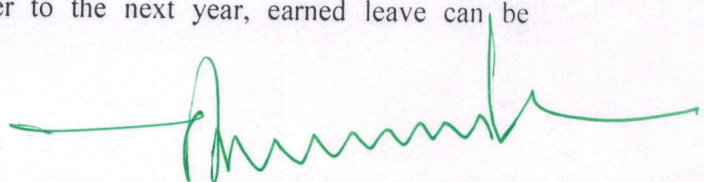
7. Leave

Leave cannot be claimed as a matter of right. The essence of the leave regulations is to enhance the sense of responsibility in a faculty member to impart, without any break, credible and effective teaching to the students given to his or her charge during the academic session. Hence, any leave application expected to state alternative arrangements



made for the academic activities. Wherever suitable, the necessity of granting the leave in terms of benefits to the student community and administration of KARE is also to be stated. Granting of any leave is at the discretion of KARE.

1. Faculty members can apply for on-duty leave on their own for a period not exceeding 10 days in an academic year. On-duty leave may be granted to a staff member for attending conferences, Faculty Development Programmes, undertaking examiner-ship in a university, etc. On-duty leave can be availed after getting approval from HoD, Dean and Director-Accreditation and Ranking. During academic teaching session, applying for on-duty leave shall be avoided.
2. By completion of a month of service, an employee is eligible for a casual leave of one day. Employees are permitted to avail 12 days of casual leave in a year (July to June). Casual leave counting start afresh from July of every year and Casual leave is not carried over. However, staff working for admission and administration may be allowed to avail casual leave in special circumstances by the approval of the Vice-Chancellor.
3. The maximum period for which casual leave can be taken is not more than 3 days at a time, except under special circumstances. For more than 3 continuous days of casual leave approval is to be obtained from Vice-Chancellor. Sundays and holidays, when prefixed or suffixed to casual leave, will not count towards casual leave.
4. Employees are expected to avail casual leave with prior approval. Casual leave availed without prior sanction, or refusal of sanction by the competent authority or leave extended beyond the sanctioned period can be treated as leave on loss of pay and repeated such incidents may result in disciplinary action. Employees, after exhausting the casual leave, if required to proceed on leave on loss of pay, shall get prior sanction from the Vice-Chancellor through proper channel, clearly stating the emergency. The Vice-Chancellor treat appropriately the leave on loss of pay availed by the faculty without prior sanction.
5. Those who did not exhaust their casual leave at the end of June of every year are entitled for earned leave equal to $\frac{1}{3}^{\text{rd}}$ of the remaining casual leave + 2 day in a year. While casual leave is not carried over to the next year, earned leave can be



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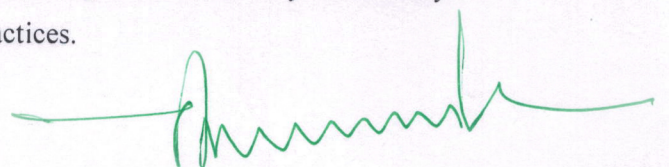
- accumulated to a maximum of 30 days. Earned leave can be encashed at a minimum interval of two years and the approval will be based on budget allocation.
6. Leave on medical grounds with full pay shall be granted to any Employee subject to (i) availability of casual and earned leaves at his credit and (ii) production of a medical certificate from a registered medical practitioner. Such a medical certificate should accompany the requisition for leave. At the time of rejoining duty, a certificate of fitness issued by a registered medical practitioner should be produced. KARE reserves the right to instruct that employee to appear before any medical practitioner for medical examination, before sanctioning the leave and for fitness verification to rejoin.
 7. Employees with more than 5 years of service can apply for the earned leave for any unavoidable reasons other than sickness with prior permission. Members of the teaching faculty cannot avail the earned leave while the academic session is in progress. Earned leave can be availed at a maximum of one occasion in a year.
 8. Generally circular for vacation leave is issued by the end of odd and even semesters. Faculty member attending to teaching work who have completed three years of services as on 30th June of the year are entitled to vacation leave which shall not exceed 30 days (20 days in summer and 10 days in winter) in an academic year. However, if duties assigned during vacation-leave should be given priority and attended. Faculty members who did not teach at KARE, and those who availed leave on loss of pay in any one or both of the immediate earlier semesters are not entitled for vacation. HoD need to submit and get approval of the vacation leave proposal of all faculty members of the department and ensure that at least 1/3 of the faculty members are available anytime.
 9. Faculty members can be granted study leave and deputed for higher studies. Such a leave shall not exceed 36 months in the whole of the employee's career. In such cases, the employee has to execute an agreement, as prescribed by KARE, to serve KARE for a minimum period which will be not less than three times of the leave availed of from the date of re-joining.
 10. Sabbatical leave for research work shall be granted for faculty members with more than 3 year of experience at KARE. The maximum period of sabbatical leave can be 2

weeks. Leave for post doctoral fellowship shall be granted for a maximum of 1 year for faculty members with more than 1 year of experience at KARE. Once availed, the next sabbatical leave may be granted after a minimum period of 2 years considering the outcomes of previous sabbatical leave.

11. No employee shall remain absent after the expiry of his leave period without obtaining prior sanction for extension of leave. Such overstay will be treated as dereliction of duty and attract penalty.
12. All married female employees with more than 3 years of experience at KARE are eligible for maternity leave. Maternity leave with full pay for a maximum of 26 weeks at each instance can be availed by female employees with less than two surviving children.
13. Staff can avail a maximum of 5 days of compensation leave for 'Work on Holiday' (WH) in a year. If a staff is to be assigned WH beyond 5 days in a year, prior written permission should be obtained from Vice-Chancellor stating necessity and the history of WH of the staff in the year.

8. Code of Conduct

1. Employees should maintain absolute integrity and absolute devotion to duty at all times.
2. Those holding responsible posts should maintain independence, and impartiality in the discharge of their duties.
3. Report to superiors the fact of your arrest or conviction in a Criminal Court and the circumstances connected therewith, as soon as it is possible to do so.
4. If any legal proceedings are instituted for the recovery of any debt due from employee or for adjudging employee as an insolvent, is to be reported to the immediate authority.
5. Employees are expected to maintain high ethical standards and honesty; promote the principles of merit, fairness and impartiality in the discharge of duties; maintain accountability; and use resources efficiently, effectively and economically.
6. Employees are expected to refrain from doing anything which is or may be contrary to any law, rules, regulations and established practices.



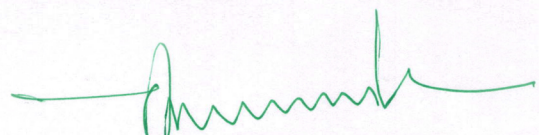
7. Employees are expected to use the IT infrastructure and facilities for official use only.
8. Employees are expected not to engage in canvassing business of Life Insurance Agency, Commission Agency or Advertising Agency owned or managed by family members or others.
9. Employees are expected to keep away from demonstrations organized by political parties in the vicinity/neighbourhood of Government offices and maintain political neutrality.
10. Employees are expected not to receive gifts from students, parents and subordinates.

9. Seeking other employments, part time work etc.

1. No employee shall accept a paid employment either on part time or advisory basis in any company, educational KARE, mutual benefit societies or any other society or firm or act as an agent either on salary or commission basis.
2. No employee shall, except with the prior sanction of KARE, own wholly or in part, conduct or participate in any business activities including private tuition.
3. Employees applying for higher education and employment in other KAREs should route their application through the proper channel.
4. In cases where applications have been routed through the proper channel, before attending any interview, employee should obtain prior permission from the Vice-Chancellor, through the proper channel. A photo copy of such call letter shall accompany his request.
5. In an academic year only 2 applications seeking employment elsewhere will be forwarded, with a ceiling of 6 applications in his service in this KARE.

10. Publications, Public Utterances etc

1. Employee should not use official position or influence for publication or the sale of books and other publications (written, audio and video) that contain political or other aspersions, objectionable material and views against the policies of the Government.
2. No employee shall be a member of, or be associated with any political party or any organization which takes part in politics nor shall he take part or subscribe or associate or assist in any manner in political movements or activities.



3. No employee shall be a member, representative or office bearer of any association representing or purporting to represent the employee member unless the association shall not indulge in any activities detrimental to the interests, growth and functioning of KARE and the association shall not indulge in any activities defaming KARE or other colleagues or superiors.
4. No employee shall engage himself or participate in any activity that is anti-secular or which tends to create disharmony in any society, or in any demonstration which is prejudicial to the interest of the sovereignty and integrity of India, security of the State and the relationship between State and the Centre, relationship between KARE and the Government both at the Centre and the State.
5. Any employee involved in criminal or civil proceedings shall inform KARE of such proceedings.
6. No employee shall associate and / or participate in any strike or incitement thereto or in similar activities, which shall also include absence from work or instigating others or neglect of duties with the aim of getting a demand accepted by the superiors or KARE.
7. If any question arises, as to whether a membership or activity falls within the scope of this rule, the decision of KARE shall be final and binding.

11. Marriage and Morality

1. No employee shall enter into or contract a marriage with a person having a living spouse. No employee, having a living spouse, shall enter into or contract a marriage with another person.
2. No employee shall engage himself in the activities of a tout.
3. Employees shall endeavour to avoid habitual indebtedness, loss or insolvency. No employee shall indulge in money lending business in KARE.
4. No employee shall involve himself in any act of moral turpitude on his/her part which may cause embarrassment or bring discredit to KARE.
5. As KARE is an educational institution, all employees are forbidden from consuming liquor or narcotics either in the campus or outside the campus while on duty or otherwise. Employee should be a role model to students.

6. Every employee shall maintain absolute integrity and attention to duty at all times and shall do nothing which is unbecoming of an employee of KARE.
7. Employees have a bounden responsibility to protect the dignity and modesty of the employees and students. Any act of moral turpitude reported on any employee shall entail summary termination, after an enquiry. The service certificate shall carry a due endorsement of such moral turpitude.

12. Disclosure of documents and information

No employee shall in the performance of the duties assigned to him release or disclose, directly or indirectly, any official documents or any part thereof or information to any other person to whom he is not authorized to communicate such information or documents.

13. Plagiarism / Intellectual Property Rights

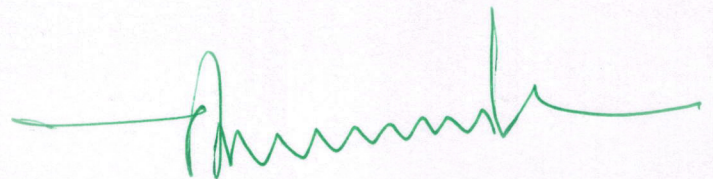
Disciplinary proceedings will be initiated against an employee indulging in plagiarism, violation of intellectual property rights, copyrights and other unlawful activities. If found necessary, such case will be referred to the law-enforcing authority.

14. Strike and Demonstrations

No employee shall associate and / or participate in any strike or incitement thereto or in similar activities, which shall also include absence from work or instigating others or neglect of duties with the aim of getting a demand accepted by the superiors or KARE.

15. Age of Superannuation

1. The age of superannuation shall be 65 years and the member will be relieved from the services at the end of that academic year.
2. KARE reserves its right to extend the service of a superannuated employee on yearly basis and / or appoint superannuated candidate on contract basis.



16. Suspension

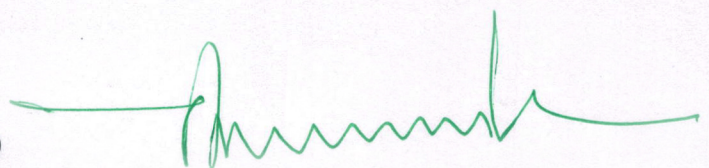
KARE has the absolute right to place any employee under suspension for any breach of rules. During the period of suspension, KARE shall pay him subsistence allowance every month at the rate of 1/4 of the basic pay which the employee was drawing at the time of suspension. The pay does not include DA or any other allowance payable to him.

17. Disciplinary Proceedings

1. The Registrar shall be the Disciplinary Authority in respect of all employees and the Vice- Chancellor shall be the Appellate Authority.
2. In case of the Registrar, the Vice-Chancellor shall be the Disciplinary Authority and the Board of Management shall be the Appellate Authority.
3. Any employee aggrieved by the order of the Disciplinary Authority may prefer an appeal to the Appellate Authority within 30 days from the date of the order of the Disciplinary Authority. The Appellate Authority shall pass an order within 45 days on receipt of an appeal from the aggrieved employee. If in any case the delinquent employee seeks adjournment of personal hearing, the ceiling of 45 days shall not apply.
4. If an enquiry is found necessary, an Enquiry Officer shall be appointed by the Vice-Chancellor who shall conduct the proceedings of the enquiry in a venue chosen by the Enquiry Officer. If the venue is other than the campus the delinquent employee shall be entitled to TA as admissible. In the course of an enquiry, the employee has to defend himself. Enquiry Officer may be appointed either from among the members of staff or from outsiders.

18. Punishment

Violation of any of the above rules or regulations in force and are to be framed and implemented from time to time, shall entail termination of service or dismissal without notice.



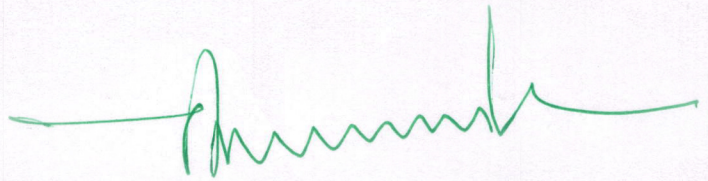
19. Resignation and Termination

1. The notice given by any employee who intends to leave the service of KARE should be co-terminus with the end of a semester. The end of the semester is generally taken as 30th November or 30th April of every year. However, faculty member should carry out the work of the whole term during the semester to justify the allocation of the students or project.
2. During the first year of service at KARE, any member of staff can leave the service by giving 30 days notice or on payment of 30 days salary in lieu thereof to KARE. Similarly, KARE shall also be at liberty to terminate the services of members of staff by serving 30 days notice or on payment of 30 days salary in lieu thereof.
3. After a service of one year, employee can get relieved from services by serving 3 months advance notice to KARE of his intention to leave the services, or by remitting 3 months salary in lieu thereof. The Appointing Authority may either reduce this period or call upon the employee concerned to continue till the end of the academic session in which the notice is received. Similarly, KARE shall also be at liberty to terminate the services of members of staff by serving 3 months notice or paying 3 months salary in lieu thereof.
4. Any employee who is desirous of leaving the services when the academic session is in progress (ie. before 30th November or 30th April) will have to pay to KARE an additional compensation of one month salary.
5. The employee who applied for relief from service shall not be granted any leave except casual leave during the notice period.
6. Any employee dismissed or terminated from services for gross misconduct or for inefficiency or insubordination or causing loss of reputation or monetary loss to KARE is not entitled to any Gratuity and / or Superannuation benefits.
7. The Appointing Authority has the power to dismiss or terminate the services of a member for reasons such as gross misconduct, repeated inefficiency records in discharging duties, insubordination, causing loss of reputation, causing monetary loss to KARE, retention in service is considered undesirable due to medical reasons, anytime without any notice and without any payment.

8. The Appointing Authority reserves the right to terminate the services of any employee at anytime without giving prior notice and without assigning any reason thereto.

20. Saving Clause

These rules framed for the conduct of KARE shall supersede the earlier rules if they are not in consonance with the rules presently framed. The rules in force shall be applicable to all the paid employees of KARE.



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