



Jyothy Charitable Trust®

Jyothy Institute of Technology

Tataguni, off Kanakapura road, Bengaluru-560082

Approved by The All India Council for Technical Education (AICTE) - New Delhi;

Affiliated to Visvesvaraya Technological University (VTU), Belagavi;

ECE, CSE, ISE, ME- Accredited by National Board of Accreditation (NBA) -New Delhi.

JYOTHY INSTITUTE OF TECHNOLOGY

SERVICE AND CONDUCT RULES

Address:

**Tataguni, Off Kanakapura Road,
Bengaluru – 560082, Karnataka, India**



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Jyothy Institute of Technology (JIT)

Tataguni, Off Kanakapura Road, Bengaluru - 560082

Service and Conduct Rules

Effective Date: 1st January 2016, Amended 2020 and latest updated 01.03.2024

Applicable to: All Employees of the Institute

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1. Definitions

- **Institute/College/Establishment:** Refers to Jyothy Institute of Technology (JIT).
- **Governing Council (GC):** The principal organ of JIT, constituted as per the provisions of Jyothy Charitable Trust (JCT).
- **Management:** Includes the President, Secretary, Principal, and other designated authorities.
- **Premises:** All properties and areas under JIT's control.
- **Appointing Authority:** As designated by the GC for recruitment and disciplinary actions.
- **Employer:** The management of JCT.



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- **Salary:** Includes basic pay and dearness allowance.
 - **Leave:** Authorized absence from duty.
 - **Year:** Calendar, financial, academic year, or semester as applicable.
 - **Permanent Employee:** Confirmed in writing post-probation.
 - **Probationer:** An employee not yet confirmed.
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2. Classification of Employees

Teaching Staff:

- Principal, Vice-Principal, Heads of Departments, Professors, Associate Professors, Assistant Professors.

Technical Staff:

- Foreman, Programmers, Technicians, Lab Assistants.

Non-Teaching Staff:

- Administrative and support staff including Managers, Accountants, Clerks, Steno/PAs, Attenders, and Housekeeping personnel.

Contingent & Contract Employees:

- Includes security personnel, gardeners, sweepers, and other temporary staff. Benefits depend on the terms of appointment.
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3. Conduct and Duties of Employees

- Employees must uphold JIT's values, maintain integrity, and comply with assigned duties.
 - Private tuition and unauthorized employment are prohibited.
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4. Service Rules and Exercise of Powers

- The Governing Council reserves the right to modify these rules.
 - Appointed authorities enforce service regulations.
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5. Appointments, Probation, Transfer, and Seniority

- **Recruitment:** Through direct selection, promotions, or lateral entry.
 - **Probation:** One year,/Two Year extendable by six months if needed.
 - **Transfers:** Employees may be transferred within JCT's institutions as per management discretion.
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6. Appraisals and Confidential Reports

- Performance evaluations are conducted every 6/12 months.
 - Reviews determine increments, promotions, or disciplinary actions.
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7. Working Hours, Attendance, and Service Register

- **Work Hours:** 9:00 AM – 5:00 PM, 5.5 days a week.
 - **Attendance:** Employees must register their attendance daily.
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8. Increment, Promotion, and Retirement

- **Increment:** Based on annual performance reviews.
 - **Promotion:** Determined by institutional policies and vacancies.
 - **Retirement:** Teaching staff – 60 years; Non-teaching staff – 60 years.
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9. Resignation/Termination of Service

- **Resignation:** One month's notice for probationers; three months for other staff.
 - **Termination:** Unauthorized absence of 30+ days may lead to automatic termination.
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10. Conduct Rules for Employees

- Employees must maintain discipline, avoid conflicts of interest, and report legal proceedings affecting employment.
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11. Disciplinary Action

- **Grounds:** Misconduct, negligence, insubordination, or unethical behavior.
 - **Actions:** Censure, withholding increments, suspension, or dismissal.
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12. Leave Rules

- **Casual Leave (CL):** 12 days per year.
 - **Earned Leave (EL):** 1/11 of working days (non-teaching staff).
 - **Commuted Leave (CCL):** 1/11 of working days (teaching staff)
 - **Maternity Leave (ML):** 90 days
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13. Amendments to Service Rules

- The GC reserves the right to amend rules as required.
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14. Governing Council Meeting Minutes

- Maintained and documented as per institutional norms.
-

15. Mandatory Procedures for LMS Software Usage

- **Punching In & Out:** Required for attendance validation.
 - **OOD Work:** Requires proper documentation and approval.
 - **Leave Application:** Must be submitted at least a day in advance.
 - **Salary Deductions:** Non-compliance affects payroll processing.
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16. Appraisal and Promotion Policy

- Faculty submit annual self-appraisal reports covering:
 - Courses handled, research activities, conferences attended, papers published, patents, and grants secured.
 - Evaluated by a committee (HOD, Principal, and Management Representatives).
 - Promotion based on merit, vacancies, and institutional needs.
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JYOTHY INSTITUTE OF TECHNOLOGY

Tataguni, Off Kanakapura Main Road, Bengaluru – 560 082.



JIT SERVICE AND CONDUCT RULES


PRINCIPAL

Jyothy Institute of Technology
Thathaguni, Off Kanakapura Main Road,
Bengaluru - 560 082

JYOTHY INSTITUTE OF TECHNOLOGY

TATAGUNI, OFF KANAKAPURA ROAD, BENGALURU-560082

SERVICE RULES.

These rules shall be called "JIT-SERVICE AND CONDUCT RULES".

1. This shall come into force with effect from 1-1-2016 and shall apply to all the employees of institute.

2. DEFINITIONS:

- a) "Institute" or "college" or "establishment" mean Jyothy Institute of Technology (JIT).
- b) "Governing Council" (GC) is the principal organ of JIT constituted as per the provisions of JYOTHY CHARITABLE TRUST (JCT).
- c) "President" or "chairman" means president/chairman of the governing council (GC).
- d) "Management" means the president/secretary/deans/manager/principal and any other person vested with the authority to enforce the service and conduct rules.
- e) "Premises" means all departments; laboratories; equipments; sections; offices and other places both outdoor and indoor; hostel building; cafeteria and such other buildings; equipments and areas under the purview of JIT.
- f) "Appointing Authority, Disciplinary Authority, Competent Authority" under these rules mean President, Secretary, Deans, Manager, Principal as notified by the order of GC from time to time.
- g) "Organisation" is the body which oversees day-to-day management of JIT.
- h) "Selection Committee" means the authority nominated by the GC to recommend for recruitment/promotion/granting special increment on the basis of performance report.
- i) "Appellate Authority" means president/chairman of GC or any person authorised by him.
- j) "Employer" means management of JCT.
- k) "Notice" means a notice or memo in writing and shall be so deemed as delivered in person or posted to the last known address or served by fixture or exhibited in the notice board or published in the news papers for the purpose of these rules.
- l) "Salary" means all remunerations earned by the way of basic salary and dearness allowance.
- m) "Leave" means authorised absence from work place, late attendance or leaving the place of work early without permission.
- n) Wherever employee is referred as 'he' it will also mean 'she' as applicable.
- O) "Year" means calendar year/financial year/academic year/semester as the case may be.



Jyothy Institute of Technology
Tataguni, Bangalore - 560062

SERVICE RULES

These service rules apply without exception to all employees in the service and appointed by Jyothy Institute of Technology with effect from 1st July 2011 and will be known as “Jyothy Institute of Technology Service Rules 2011”.

DEFINITION:

‘Academic Year’ means the year specified by the Government or University or Directorate of Collegiate Education or Board of Secondary or Pre University or any Statutory Bodies as applicable to them.

‘Contract’ means the person or group or organization who offers specialized or qualified service for the execution of services on contracted mutual understanding or agreements.

‘Employers’ means management of Jyothy Institute of Technology (JIT) and units under Jyothy Charitable Trust (JCT).

‘Employees’ means person male or female who is employed by the management on a full time basis, on a scale of pay and do not include personnel working on daily wages or an honorarium on part time basis or consultants or engaged or on contract or re-employed.

‘Financial Year’ means the year consisting of 12 calendar months beginning with 1st of April of each year and ending on 31st of March of the following year.

‘Family’ means the employee, the spouse and dependent children. In case of an unmarried employee, dependent parents.

‘Honorarium’ means payments made to specialist and guests who should not have been on the rolls of full time employment, but have been invited being specialist, part timers or guests at various programs, conferences, selections or meetings. The same would also include reimbursement of expenses made.

'Head of the Institution' means a person appointed by the management designated as Principal Administrator / Director, who is responsible for the day to day running of the institution in its Academic and administration matters and who is accountable to the management.

'Management' means President of JCT and the Board of Trustees Jyothy Charitable Trust. The President will issue all orders and circulars from time to time.

'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 full time persons.

'Part Time' means the person who offer his specialized or qualified service but not on whole time basis. The same could be either on compensation basis or honorary basis or at his own will and include guest faculty and guest speaker.

'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 regularized absence, unpaid study or medical leave, suspension periods after which the penalties have been imposed. The total number of days for one year or qualifying service is 365 days. Only the period of service after confirmation in the grade is counted towards qualifying service. No weightage of any sort is added for arriving at qualifying service other than stated already.

'Re-employed' means a person re-employed after normal retirement from service.

'Salary' means pay and all allowances paid for the month and include CCA, qualification pay, Management contribution towards Provident fund paid, if any, and any other allowances.

'Scale of Grade' means the running scale of basic pay with the indication of Minimum and Maximum basic, increments and Efficiency Bar (EB).

'Vice Principal' means a person appointed by the Management, if and when necessary, to assist the Principal, Head of the institution with day to day running of the institution in the exercise of academic and or administrative responsibilities.

TERMS AND CONDITIONS OF SERVICE EMPLOYEES IN SCALE

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.

The Superannuation age of employees shall be 60 years. The date of retirement will be on the last day of the month on which he attained the age of 60 years. If the date of birth is on 1st of the month, the employee retires on the last day of the previous month. For the purposes of date of birth, date mentioned in the transfer certificate, SSLC / Tenth standard, school leaving certificate, Notarized affidavit by the employees are only valid. Changes/modification made at the time of retirement will not be considered.

PROBATION:

All employees appointed in the scale will be on probation for a period of two year from the date of appointment. The existing confirmed employees in grade promoted to any new higher post/position 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.

Duration of probationary period after the above mentioned period can only be reviewed by Management based on the performance of probationers, their previous competencies and on the recommendations of head of the Institution.

The period of absence without sanction of leave will not count for payment of salary. The same will be treated as indiscipline and can also result in extension of probationary period automatically. Payment of salary shall be made within 10 days after the completion of calendar month, after effecting necessary deductions towards the statutory deduct ions, refund of loans, extra payments made previously, house rental authorized deductions, fines if any, etc. Only those probationers who have completed the preceding period before vacation satisfactorily are entitled to receive salary during vacation.

The annual increment for every employee would be considered as of 1st September, each year qualifying service and subject to earning a satisfactory performance Appraisal Report. Absence without sanctioned leave, performance, indiscipline, dereliction of duties and responsibilities, violation of code of conduct, inquisitiveness, terms and conditions of offer will be taken into consideration for confirmation. Based on the assessment, probation period can be extended or services terminated. Maximum of two extensions each of 6 months may be considered by the management beyond which the services should be terminated. The decision of the management is final. The probationer absent for 10 days or more without sanctioned leave is considered as deserter and deemed to have abandoned the job and services shall be terminated.

Only on successful confirmation, the period of probation excluding extensions and absence would be counted towards service. During the period of probation, no leave except casual leave at the rate of 1 day for every completed month of service exists.

PERSONS ON APPOINTMENT

Compensations shall be determined in accordance with the terms and conditions of appointment. The period of absence without sanction of leave will not count of payment. No work no pay principle holds good. Those on fulltime engagement are eligible only for 1 day of casual leave for every completed month of service. Payments shall be made within 10 days after the completion of calendar month, after effecting necessary deductions towards the statutory deductions, additional payments made previously, recovery of damages, fines if any etc., They are bound by the terms and conditions of engagement. The periods of engagement do not count for service, in case of selection into scale and or probation.

PERSONS ON PART TIME

They are bound by the terms and conditions of acceptance of offer.

PERSONS ON CONTRACT

They are bound by the terms and conditions of acceptance of offer.

PERSONS ON RE-EMPLOYMENT

They are bound by the terms and conditions of acceptance of offer.

DEEPUTATION FOR TRAINING OF STUDY WITHIN INDIA

The college may depute or grant permission to an employee to pursue a special course of study in professional or technical subjects, having a direct connection, within the sphere of the concerned employee. Also a request by any employee to pursue advanced studies like P.G., M Phil or Ph.D. may also be considered, subject to conditions of Bond Liability. College employees desirous of attending college or institutions with a view to acquiring knowledge and higher education should not be granted unless they satisfy the following conditions.

That their study will not adversely affect their work and in particular the hours of study will permit them to adhere to the normal college hours; and that they would discharge Bond Liability undertaken, if any, components. That they have passed the examinations, if any, prescribed or availed of any money or special privileges availed by the employee, during the period of such study. Where the study center/Institute has preference, sabbatical leave may be availed. College may depute

officer/officials working under their control for undergoing training in various courses sponsored by the Central/State Government or autonomous institutions/both within and outside the State/Country to ensure that services of officers/officials who undergo training are utilized to benefit the college and that these officers are in a position to give the benefits of the training to the best of their ability in suitable assignments and they should invariably be posed to the jobs where their specialized training would be useful to the branch/Institution.

To achieve the above objectives the officers/officials who undergo training should submit brief of their training in duplicate in the proforma A given below, within one month of completion of the training to the appointing authority. In addition, where deemed necessary, the Institution may require such trained personnel to give the benefit of their acquired knowledge to other members of faculty/members particularly if such training costs are borne by the Institute. This can be done by structuring a in house training program, as approved by management, on a case to case basis.



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Phone: 080-28435052 Ext: 222

Email : principal@jyothyit.ac.in

Website:
www.jyothyit.ac.in

Published Rules, Policies, and Procedures

The institution ensures that all service rules, policies, and procedures are documented and published systematically. The details, including the year of publication, are maintained and regularly updated.

Extent of Awareness Among Employees and Students:

1. For Employees:

- **Hard Copies:** Distributed to all departments for reference.
- **Email Communication:** Circulated through official email channels to ensure accessibility.
- **Messages:** Key updates are shared via departmental group messages.
- **Departmental Meetings:** Policies and procedures are discussed in meetings to enhance understanding and clarify doubts.

2. For Students:

- **Group Messages:** Important information is disseminated through class and department group messages.
- **Notice Board Display:** Essential updates and rules are displayed prominently on notice boards across the campus.
- **Classroom Announcements:** Faculty members communicate relevant policies directly to students during class hours.

This multi-pronged approach ensures that all stakeholders are adequately informed about the institution's rules, policies, and procedures, aligning with the institution's commitment to transparency and awareness.


PRINCIPAL

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