



Sri Sharada Peetham, Sringeri

Jyothy Charitable Trust®

Jyothy Institute of Technology

ಜ್ಯೋತಿ ತಾಂತ್ರಿಕ ಮಹಾ ವಿದ್ಯಾಲಯ

The All India Council for Technical Education (AICTE) - New Delhi
Affiliated to Visvesvaraya Technological University (VTU), Belagavi;

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



Phone: 9071117475

Email : principal@jyothyit.ac.in

Website: www.jyothyit.ac.in

SERVICE AND CONDUCT RULES

Table of Contents:

- 1. Definitions**
- 2. Classification of Employees**
- 3. Service Rules and Exercise of Powers**
- 4. Appraisals and Confidential Reports**
- 5. Working Hours, Attendance, and Service Register**
- 6. Increment, Promotion, and Retirement**
- 7. Conduct Rules for Employees**
- 8. Leave Rules**

These service rules apply without exception to all employees in the service and appointed by Jyothy

Institute of Technology with effect from 1st Jan 2026 and will be known as "Jyothy Institute of Technology Service Rules 2026".

DEFINITIONS

Institute/College/Establishment/Organization: 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, Vice President, Jt. Vice President, Secretary, member Secretary, 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.

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.

‘Academic Year’ means the year specified by the Government or University or Directorate of Collegiate

Education 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

‘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 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.

'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.

'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.

2. Classification of Employees

Teaching Staff: Principal, Vice-Principal, Heads of Departments, Deans, Professors, Associate Professors, Assistant Professors, Physical education Director, Chief Librarian

Technical Staff: Foreman, Programmers, Instructors, Technicians, Lab Assistants

Non-Teaching Staff: Administrative and support staff including Superintendents, Managers, Accountants, Clerks, Steno/PAs, Attenders, and housekeeping personnel

Contingent & Contract Employees: Includes security personnel, gardeners, sweepers, and other temporary staff

3. Service Rules, Exercise of Powers and transfers

TERMS AND CONDITIONS OF FULL TIME SERVICE EMPLOYEES

- 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. If the employee retires after 1st /before the end of the month, the employee is entitled for full month salary of the last month of service. For the purposes of date of birth, date mentioned in the transfer certificate, SSLC / Tenth standard, school leaving certificate, Notarized affidavit by the employees is only valid. Changes/modification made at the time of retirement will not be considered. The employee must not avail any leave after resignation and remaining days of service. If, the employee does not attend to work in the notice period, the management may not pay the salary of the notice period.
- Payment of salary shall be made within 10 days after the completion of calendar month, after effecting necessary deductions towards the statutory deductions, refund of loans, extra payments made previously, house rental authorized deductions, fines if any, etc.
- The annual increment for every employee would be considered as of 1st August, each year 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 award of increment/s. Based on the assessment, probation period can be extended or services 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. During the period of probation, no leave except casual leave at the rate of 1 day for every completed month of service exists.

- Those on fulltime engagement are eligible only for leave for every completed one year as per Annexure 1
- An employee of an institute may be transferred to other institutions under the trust/ Sri Sharada Peetham, Sringeri as and when a need arises. The management reserves the right to transfer an employee to other sister institutions/ organizations under the umbrella of the trust/ Sri Sharada Peetham, Sringeri

PROBATION:

- All employees appointed in the scale/ consolidated pay will be on probation for a period of one year from the date of appointment. The existing confirmed employees in a particular grade pay, promoted to any new higher post/position will also be on probation afresh for one year as the probation is done to assess the suitability for the post / position of posting. Duration of probationary period after the above-mentioned period shall 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 deductions, refund of loans, extra payments made previously, house rental authorized deductions, fines if any, etc.
- The annual increment for every employee would be considered as of 1st August, each year 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 award of increment/s. Based on the assessment, probation period can be extended or services 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. 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 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

JIT SERVICE & CONDUCT RULES

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

Resignation/Termination of Service/ Notice period

Resignation: One month's notice for probationers; Three months for Full time employees

Termination: The contract /appointment is terminable without reasons by either party giving three months' notice on confirmation or one month during the probationary period. The management reserves the right to pay or recover the salary in lieu of notice period. The organization may also relieve the employee at its discretion from such date prior to expiry of the notice period without assigning reasons.

Unauthorized absence of 30+ days may lead to automatic termination.

4. Appraisals and Confidential Reports

The institution performance appraisal forms (digital) to all faculties

The self-appraisal forms will be sent to all departments from the office of the principal. The staff will fill the self-appraisal (both digital and hard copy) and submit the same to head of the respective department. The Head shall evaluate the appraisal and forward the appraisal to the principal's office with his/her confidential reports (closed envelope). These performance reports and confidential reports are scrutinized by the principal's office. The consolidated reports shall be forwarded to management for discussion & award of increment.

Performance evaluations are conducted every 6/12 months.

Reviews determine increments, promotions, or disciplinary actions.

5. Working Hours, Attendance, and Service Register

Working Hours: 9:00 AM - 5:00 PM, 5/6 days a week. Lunch Break: 45 Minutes. Faculty to select one slot out of 12.30 to 1.15 PM/ 1.15 to 2 PM.

Attendance: Employees must register their attendance daily, both biometric (digital) and Department register (Hard copy)

Biometric punch times are announced as and when there is a need. No faculty shall leave the campus in the working hours without prior intimation / approval from the head/ Principal.

The service register, personal file and acquittance of each staff shall be maintained in the principal's office.

6. Increment, Promotion, and Retirement

The increments are determined by the evaluation and scrutiny of self-performance appraisals submitted to the respective head of the department by each staff after completion of an academic year. The parameters of evaluation are notified from time to time based on the value addition/ weightage of the parameter to the organization.

The process of promotion to any cadre includes the following steps:

Invite applications based on vacancy in any department. The applications shall be sent to the mail ID of the principal / Dean of the institution. After careful scrutiny by the principal's office & Department, the candidates are short listed for interview. The principal, in

consultations with the Head of the department shall constitute an interview committee. The committee shall include: Subject Expert/s in the domain both external & Internal, Head, Dean, Management committee member/s and university representative. The recommendations of the committee are to be adhered to & implemented in full.

The retirement age for any staff is 60 years. If the institution desires to continue services of any staff based on its need, even after retirement, there shall be a gap of 1 month after retirement and reappointment. Such of the candidates shall be on a consolidated pay and are not entitled for PF. However, Gratuity is combined & calculated on the basis of last Basic+ DA drawn as on 60th Birth day. The annual increase in salary of such candidates and the number of years of service after the retirement age are left to the discretion of the management.

7. Conduct Rules for Employees

1. General Principle (7.1)

- **Shared Responsibility:** Every employee must adhere to all Institute rules, policies, and lawful instructions.
- **Consequences:** Any misconduct that harms the Institute's environment, reputation, or safety is subject to penalties ranging from warnings to termination.

2. Definition of Misconduct (7.2)

Misconduct is any act that:

- Harms the Institute's interests, reputation, or functioning.
- Violates rules or lawful orders.
- Disrupts order or shows insubordination, dishonesty, or negligence.
- Causes damage or risk to property or information.

3. Specific Acts of Misconduct (7.3)

Key examples include:

- **Insubordination:** Refusing lawful orders.
- **Attendance Issues:** Habitual absence, unauthorized leave, or repeated lateness.
- **Negligence:** Poor performance or slowing down work.
- **Dishonesty:** Theft, fraud, misusing funds, tampering with records, or accepting bribes.
- **Confidentiality:** Disclosing private information without authorization.
- **Behavior:** Abusive, violent, or disruptive conduct; being under the influence of alcohol/drugs.
- **Unauthorized Activities:** Running private businesses, organizing disruptive meetings, or misusing Institute logos/emails. possessing weapons.
- **Harassment:** Discrimination, bullying, ragging, or sexual harassment.
- **Security/Safety:** Violating lab, safety, or campus regulations; ignoring official communications.

4. Habitual Misconduct (7.4)

- Committing the same offense **three or more times in one year** is considered "habitual" and will lead to **harsher penalties**.

5. Disciplinary Actions (7.5)

Penalties are imposed based on the severity of the offense and can include:

- **Minor:** Oral/written warnings, censure, or counselling.
- **Financial:** Recovery of losses or withholding increments/promotions.
- **Major:** Suspension pending enquiry, termination, or dismissal (after a fair enquiry).

8. LEAVE RULES

Subject to the grant of leave being determined by the exigencies of work, employees are eligible for the following types of leave:

- Casual leave
- Earned leave
- Maternity leave
- Study leave
- Medical Leave
- Paternity Leave
- Restricted Holiday

- Director/Principal/Deans/ Heads are considered as administrative staff in the Leave Rule Policy. i.e., no vacation leave is admissible to them.

- The general holidays and Restricted holidays- As per VTU Calendar of Events.
- Faculty pursuing doctoral studies shall go on official duty to write their course work examination.
- Staff who defend their doctoral thesis may be granted '*On official Duty (OOD)*' on the day of defence
- Staff sent on official duty of the organization shall be considered as OOD.
- Staff shall take prior approval for sanction of Earned Leave or Commuted leave.
- The minimum period for earned leave or commuted leave is 3 days including holidays in between.
- Faculty taking NPTEL/ SWAYAM/Any other examination/ Conference/ workshop/ FDP/other official events/visits of importance to institution shall be considered as OOD

8A. General:

JIT SERVICE & CONDUCT RULES

- a) No leave can be claimed as a matter of right by an employee. Discretion is reserved with the authority empowered to grant leave, to refuse or revoke grant of leave at any time according to exigencies of work. Leave can be availed only after getting it sanctioned.
- b) Leave is earned by duty. Part-time employees are not entitled to any kinds of leave. Employees on probation are eligible for 1-day Causal Leave per month, a maximum of 12 days per year.
- c) An employee who desires to obtain leave of absence shall apply in writing or in the prescribed form to the competent authority. Such application for Leave shall be made well in advance prior to the commencement of leave except in exigencies or unforeseen circumstances including illness when it is not possible to do so. In such cases, the employee should take steps to intimate his absence to the concerned authority within 24 hours. The employee shall submit the leave application immediately upon return to duty. If the leave exceeds three days he/she shall arrange to reach the leave application to the competent authority at the earliest. For one day of unauthorized leave, two days of salary is cut and necessary entries shall be made to record the same on principle of no work/ no pay.
- d) The competent authority shall issue orders on such application as soon as practicable and in case of urgent nature immediately. If the leave asked for is granted, order showing the date of commencement of the leave and date on which the employee will have to resume the duty shall be issued to him/her. An employee cannot proceed on leave unless he/she receives the for order in writhing.
- e) If an employee proceeding on leave desires an extension of leave, then he/she shall make an application in writing to the competent authority appointed for the purpose at least 2 days prior to the expiry of the earlier leave period through official email.
- f) A written reply either of grant or refusal of extension shall be sent to the employee through official mail /at the address given by him/her, if such reply is likely to reach before the expiry of the leave originally granted to him/her.
- g) If the leave is refused or postponed, the reason for refusal or the postponement as the case may be, shall be mentioned in the reply.
- h) No leave or extension of leave shall be deemed to have been granted unless an order to that effect is passed and communicated to the employee concerned. i.e. an employee shall, before proceeding on leave intimate to the competent authority
- i) All employees shall be subject to the leave rules and regulations of Jyothy Institute of Technology under which they are working only.

- j) Leave cannot be granted to an employee who is placed under suspension or against whom disciplinary action is initiated or contemplated.
- k) An employee may cancel whole or part of the leave applied and resume duty after the permission to do so has been obtained from the competent authority. An employee who has submitted his/her resignation letter will not be permitted to avail any leave during the notice period credit.
- l) All benefits of leave of an employee lapse on the date on which he/she ceases to be in the services of JIT.
- m) No employee of the institution shall take service or accept any employment elsewhere while and duty or on leave.
- n) An employee shall promptly rejoin duty on expiry of the leave sanctioned. If the leave sanctioned is on medical grounds (Medical Leave/ Sick Leave), a Hospitalization discharge summary along with the hospital charges paid bill should be produced for rejoining to duty on expiry of such leave.
- o) The Head of the institution have the right to recall and reduce the sanctioned leave period of any employee who is on leave of any kind, in case of any exigencies.
- p) If an employee is recalled on account of exigencies of work cancelling the unexpired portion of leave, the employee shall report for duty immediately.
- q) An employee shall furnish the contact address with telephone number to the competent authority during his leave period so that he/she can be contacted in case of exigencies.
- r) Overstay of leave shall entail the entire leave (sanctioned and non-sanctioned) on loss of pay even though sufficient leave is at credit unless it is established to the satisfaction of the sanctioning authority that the employee was unable to rejoin duty for reasons beyond the control of the employee.
- s) All leave applications should be routed through the proper channel/protocol

8B. CASUAL LEAVE:

- a) Casual leave may be granted to all full-time employees whether enjoying vacation or not, for 12 days per each calendar year but not more than 2days at a time. It shall not be granted in continuation of any other leave, but it can be combined in any manner with Sundays and other general holiday provided that such period of absence shall not exceed 7 days in the aggregate.

b) During the first year of service an employee can be granted casual leave in proportion to the period of service at the rate of one day for every completed service of one month, subject to a maximum of 12 days for the first year.

c) If an employee enters on casual leave and extends the leave by applying for other kinds of leave in continuation, the entire period of absence shall be treated as other kinds of leave subject to admissibility canceling the casual leave already sanctioned.

8C. Earned leave (only for Administrative/ Technical Staff):

a) Earned leave in respect of periods spent on duty may be granted to an employee.

b) Earned leave shall be credited to the leave account after completion of 12 months service.

8D. Maternity Leave:

Maternity Leave may be availed up to 180 days with a full pay; with prior approval from the concerned authority without pay. The pay shall be granted to married women employees for confinement subject to the following conditions:

a) The maximum period of Maternity leave shall be 180 days, both pre-natal and post-natal.

b) Maternity leave- is not admissible to a married woman having two or more living children.

c) Maternity leave is admissible only once in the entire service period of a woman employee.

d) Maternity leave shall be granted on the condition that such employee should serve JIT for a period not less than three years after availing maternity leave, failing which her leave is considered as loss of pay. The employee shall agree to execute a bond on non-judicial stamp paper as prescribed by the Government from time to time on a stamp paper, minimum Rs.500 to that effect.

e) Only Woman employees who have put in not less than 2 years of continuous full-time service in the institution shall become entitled for Maternity leave. Woman employees appointed on purely temporary basis but with less than 2 years of service are not entitled for such leave.

f) Maternity leave is not deductible to leave earned account. Necessary entries may be made in the service register so as to ensure that Maternity leave is not sanctioned more than once in the entire service of a woman employee including the Maternity leave sanctioned in case of a miscarriage.

g) Menstrual Leave: The rules of the University shall be applicable.

h) Paternity Leave: A male member of the Service with less than two surviving children, may be granted paternity leave by an authority competent to grant leave for a period of 06 days, during the confinement of his wife for childbirth, i.e. up to 06 days before, or up to six months from the date of delivery of the child(subrule1). During such period of 06 days, he shall be paid leave salary equal to the pay drawn immediately before proceeding on leave. The paternity leave shall not be debited against the leave account. If paternity leave is not availed of within the period specified in subrule (1), such leave shall be treated as lapsed.

8E. Study leave:

The grant of Study leave on full pay/partial-pay/ no pay to the permanent employees is at the entire discretion of the management and is subject to the following conditions.

a) The course of study taken by the employee shall be an advanced course offered by a University and the course has a relevance to the department where the employee is working and the course will be useful to the institution. There should be an up gradation in qualification as required for academic purposes.

b) The maximum number of staff that can be deputed for higher studies shall not exceed 10% of the total teaching staff in a department/institute.

c) The period of study leave for taking any course of study is equal to the minimum period required to complete the course of study successfully at the first attempt plus journey period to and fro.

d) When an employee is deputed for higher studies on leave without pay or a partial pay basis, then he may be permitted to adjust the leave at his credit prior to availing study leave. If, however, he is deputed with full pay and allowances then the entire period shall be treated as Study leave with full pay.

e) The employee shall execute a bond on non-judicial stamp paper as prescribed by the Government from time to time, to serve the institution after return from study leave for a period (3/5 years) as decided by the Management, failing which the employee has to pay damages equivalent to the amount drawn by the employee as leave salary during the study leave together with the refund of actual payment drawn by the employee as leave salary, that means the employee shall pay double the amount of leave salary already drawn during the study period. The period of service after study leave and the amount to be paid as penalty/damages may vary on a case-to-case basis as per the decision of the Management.

f) JIT sponsored higher education programs fee such as AICTE QIP, will be reimbursed to the faculty after successfully completing the course on production of certificates as well as

conducting a workshop on the topic of certification to the students.

g) An employee availing study leave on full pay and allowances is eligible for the benefit of periodical increments accruing to him/her in the applicable scale of pay. If the employee is deputed on partial pay, then the incremental benefit shall be given with effect only from the date of rejoining duty.

8F. Authority competent to grant leave:

The head of the institution is empowered to sanction leave to the employees working under them, provided that the employee has the requisite leave at his/her credit. Leave for head of the institution and senior Executive shall be sanctioned only by the member of the Management of JIT.