

EWIT SERVICE RULES



Subramanya Education Society ®

EAST WEST INSTITUTE OF TECHNOLOGY

(Affiliated to VTU, Belagavi, Approved by AICTE, New Delhi & Recognized by Govt. of Karnataka)

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Foreword

I am very happy to note that East West Institute of technology (EWIT) has placed this Rule Book in your hands. EWIT, started in 2001, has been making a steady progress over the years and prepared this rule book to provide the necessary guidelines so that all of us can work in a more guided way. These rules will certainly bring in transparency to the policies and philosophy of the institution. These rules also give us better focus and allow us a greater freedom in our decision making, most of the time without waiting for directions from the top. Although quite an amount of effort has gone into framing these rules, they offer scope for improvements. Our experiences with these rules, I am sure, would result in an accumulation of newer thoughts from all of us, which can be incorporated through amendments to this rule book over time.



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A: SERVICE RULES

The EAST WEST Institute of Technology (EWIT) Service Rules are applicable to all programs running under EWIT, and shall be effective from 01.08.2010 as per the approval in the 10th Governing Council meeting held on 31/10/2010.

EXPLANATION / DEFINITION

- **Competent Authority** means any authority to which power is delegated by EWIT.
- **Employee** means a EWIT employee.
- **Permanent employee** means an employee who has satisfactorily completed probationary period and is entitled to a prescribed pay scale / consolidated salary.
- **Probationary employee** means an employee who under assessment for a specified period of time before qualifying as a full time.
- **Temporary employee** means an employee on a defined tenure.
- **Vacation Staff** means employees to whom regular annual vacation is allowed. All teaching staff except HODs comes under this category. Others come under the category of non-vacation staff.
- An employee may be required to subscribe to Provident Fund, a Family Pension Fund or other similar Fund in accordance with statutory rules as may be in force from time to time.

I. LATE COMING / EARLY LEAVING

- 1.1 If an employee reports late for duty and/ or leaves the campus early by half an hour without official permission twice in a month, he/ she shall forfeit one day CL/ earned leave or one day salary if there is no leave at his/ her credit.
- 1.2 If an employee reports late or leaves the campus without official permission by an hour or more on any day he/ she shall forfeit half a day CL/ earned leave or half a day salary if there is no leave at his/her credit.


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II. RETIREMENT AND RE-EMPLOYMENT

- 2.1 The age of superannuation shall be 60 years.
- 2.2 An employee retiring from service may be re-employed, depending on merit, for a period of two years. Further renewals for duration of 2 years at a time may be possible till the employee attains the age of 70.
- 2.3 A retired employee who has been re-employed will receive a consolidated salary equal to the pay drawn at the time of retirement/ pay fixed at the time of appointment for that 2-year term. He/ she will not be eligible for any other benefits such as PF, gratuity and leave encashment. However, he/ she will be eligible for 1 day of casual leave per month, which cannot be accumulated or carried over to the following year.

III. RESIGNATION

- 3.1 An employee wishing to terminate his/ her employment at EWIT by tendering a resignation is Required to provide one month's notice to the Competent Authority and continue to discharge his/ her duties during the notice period.
- 3.2 Where the employee fails to provide notice, he/she will be liable to pay the institution an Amount equal to one month's gross salary in lieu of the notice. However, the Competent Authority may waive this requirement at its discretion on the merits of a case.
- 3.3 An employee tendering resignation may be allowed the option to have the earned leave at His / her credit adjusted towards the notice period.
- 3.4 At the time of resignation, if the number of CLs availed by an employee exceeds the number of months of service he/ she has completed in that calendar year, such excess (advance) leave will be adjusted against the Earned Leave at his/ her credit or in the salary that might be due and payable.

IV. IMPLENTATION OF ALLOWANCES, ANNUAL INCREMENTS AND PAY REVISION

Any revision in DA/HRA/CCA announced by the government of Karnataka applicable for the technical Institutions shall be implemented to the staff of EWIT as follows:

Sl. No.	GOK implementation	EWIT implementation	Arrears
a	In the months of January/ February/ March	Every year increment will be given of all staff members in the month of August /September	Based on the norms of the EWIT
b	In the months of April/ May/ June		
c	In the months of July/ August/ September		
d	In the months of October/ November/ December		

V. DISMISSAL, REMOVAL AND SUSPENSION

- 5.1 The pay and allowances of an employee, who is dismissed, removed or compulsorily retired from service cease from the date of such dismissal, removal or compulsory retirement.
- 5.2 An employee may be placed on suspension on grounds of misconduct as interpreted in the EWIT Conduct Rules, for a period of up to six months within which time, the competent authority is expected to complete the process of inquiry to establish charges against the employee or otherwise.
- 5.3 An employee may also be placed on suspension when proceedings have been taken for his/ her arrest or judicial detention on civil or criminal charge. The suspension is in effect for the duration of the imprisonment/ detention. During this period, the employee cannot draw any pay or subsistence without authorization from the competent authority.

Such an employee is entitled to the following payments:

- 5.3.1 Subsistence allowance equal to 50% of the basic/ consolidated salary drawn at the time of suspension plus applicable Dearness Allowance, along with full House Rent Allowance and City Compensatory Allowance.
- 5.3.2 In situations where the period of suspension exceeds six months, the Competent Authority reserves the right to increase or decrease the amount of subsistence allowance for any period based on the reasons for extension of suspension not directly attributable to the employee or directly attributable to the employee, respectively. The said reasons have to be recorded in writing.
- 5.3.3 An employee under suspension shall not seek any employment, business, profession or vocation, either in private or in institutions where EWIT has interest.
- 5.3.4 On reinstatement, the competent authority shall make an order indicating the pay and allowances to be paid to him/her for the period of absence from duty, including the period of suspension, and whether or not the said period shall be treated as a period spent on duty.
- 5.3.5 Where the suspension of an employee is set aside by a Court of Law, the period of absence from duty shall be regularized, as per directions from the Court.


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VI. SPONSORSHIP UNDER QUALITY IMPROVEMENT PROGRAM (QIP) FOR HIGHER STUDIES

- 6.1 One of the main objectives of Quality Improvement Program (QIP) is to upgrade the expertise and capabilities of the faculty members of EWIT. Under this program, the faculty members of EWIT are given opportunity to upgrade their qualifications to Masters/Doctorate/post-doctorate levels.
- 6.2 Faculty permitted to pursue higher studies under this program in premier institutions like IITs and IISc will be paid their full salary by EWIT for the duration of their course (in case, a replacement is taken, then the salary given to the replacement shall be deducted from the salary of faculty on deputation). The extent of sponsorship to courses in other institutions may be decided by the management on case to case basis, taking into account their contributions to the institution.
- 6.3 At the time of availing sponsorship, the faculty shall execute a bond undertaking to serve EWIT, after completion of the course, for a period equal to the duration of the course.
- 6.4 Failing which, they are liable to repay the institution the full amount which was paid to them during their period of study, with interest at the rate of 12% per annum.

VII. SPONSORSHIP / RECOGNITION FOR FACULTY ATTENDING CONFERENCES / SHORT TERM COURSES / SEMINARS / WORKSHOPS / TRAINING PROGRAMS AND DOING PUBLICATION ACTIVITIES/ RESEARCH

Faculty with any of the following conditions is qualified to seek sponsorship.

- 7.1 Full-time faculty with at least one year of service at EWIT and whose article will be presented on behalf of EWIT in any international conference.
- 7.2 Invited to assume important tasks in any international conference.
- 7.3 Assigned by EWIT to attend any international conference on behalf of the institute.
- 7.4 The faculty shall concurrently apply to various agencies such as AICTE, DST, VTU etc for sponsorship. Paper/article to be presented in the conference and its acceptance documents shall accompany the application for sponsorship.
- 7.5 After the application has been reviewed and approved by the Competent Authority, the sponsorship will be provided by the following standards:


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- 7.5.1 **Domestic:** based on the EWIT regulations of official trip expense and the registration fee will be reimbursed on the support of conference documents.
- 7.5.2 **Overseas:**
- 9.5.2.1 Round-trip airfare (economy class) from Bangalore to the conference location.
- 9.5.2.2 Living expenses will be compensated based on the actual expenditure subject to stipulated limitations.
- 9.5.2.3 Registration fee up to Rs twenty five thousand will be reimbursed on production of conference documents.
- 7.6 Upon return from the event, the faculty shall have to serve the institute for at least one-year. If the faculty fails to comply with this obligation, all the sponsorship shall be returned in its total amount to EWIT.
- 7.7 A faculty can only be given the sponsorship to the extent of 10% of his/her annual salary per year for attending conferences, workshops, training programs, and recognition awards for publication of books and papers etc. This allocation of sponsorship amount is reviewed once every three years. After three years, it shall be obligatory on the part of the faculty to do publication activities to continue to be eligible for such sponsorships. Failing this, no further sponsorship allocations shall be available for such faculty until they meet the publication requirements.
- 7.8 In case of publications, it would be necessary for the author receiving such recognition / sponsorship to identify expressly himself/herself with EWIT by the words “written by EWIT faculty” and is officially published, wherever applicable, with an international ISBN book number. In case of multiple authors, each author shall get his portion of the recognition sponsorship divided by the number of authors.
- 7.9 An employee who has received sponsorship is bound to serve the institution for a period of one year from the date of receipt of sponsorship; failing which, he/ she is liable to pay the institution, an amount equivalent to the amount received as sponsorship.
- 7.10 In case of research the institute extends the support to carry out research activities in terms of required financial assistance, leaves, consultancy and other related research benefits.


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B: CONDUCT RULES

Every employee shall at all times:

- Maintain absolute integrity;
- Maintain Devotion To Duty; And
- Do nothing which is unbecoming of a EWIT employee.

Every employee shall take all possible steps to ensure the integrity and devotion to duty of all employees under his/ her control and authority.

I. TAKING PART IN POLITICS AND ELECTION

- No employee shall be a member of, or be otherwise associated with, any political party or any organization which takes part in politics nor shall he/she take part in, subscribe in aid of, or assist in any other manner, any political movement or activity.
- No employee shall canvass or otherwise interfere with or use his/ her influence in connection with or take part in, an election to any legislature or local authority. An employee qualified to vote at such election may exercise his/ her right to vote, but shall give no indication of the manner in which he/ she proposes to vote or has voted.

II. ASSOCIATIONS

No employee shall join, or continue to be a member of, an Association, whose objects or activities are prejudicial to the interest of EWIT

III. DEMONSTRATION AND STRIKES

No employee shall engage himself/ herself or participate in any demonstration which is prejudicial to the interest of EAST WEST Institutions, public order, decency or morality, or which involves contempt of court, defamation or incitement to an offence. He/ she shall not resort to, or in any way instigate, incite or abet, any form of strike by any number of EWIT employees.

IV. CONNECTION WITH PRESS OR RADIO

No employee shall -- except with prior permission of the management -- take recourse to the press for vindication of any official act which has been the subject matter of adverse criticism.


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V. CRITICISM OF EWIT

No employee shall make any statement of fact or opinion, which has the effect of an adverse criticism of any current or recent policy or action of EWIT, which is capable of embarrassing the relations between EWIT and the Statutory Authorities. 'Statements' include voicing of opinions in any radio broadcast or in any document published in his/ her own name, anonymously, using pseudonymous or in the name of any other person in any communication to the Press or in any public utterance.

VI. EVIDENCE BEFORE A COMMITTEE OR ANY OTHER AUTHORITY

- No employee shall -- except with the previous sanction of EWIT -- give evidence in connection with any enquiry conducted by any person, Committee or Authority, except when he/ she is summoned by judicial authority.
- Where any sanction has been accorded under Rule 6.1, the employee giving such evidence shall not criticize the policy or any action of EWIT.

VII. UNAUTHORISED COMMUNICATION OF INFORMATION

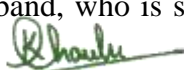
No employee shall -- except in accordance with any general or special order of EWIT or in the performance in good faith of the duties assigned to him/ her -- communicate, either directly or indirectly, any official document or any part thereof or information to any EWIT employee or any other person to whom he/ she is not authorized to communicate such document or information

VIII. CANVASSING OF NON-OFFICIAL OR OTHER INFLUENCE

No employee shall bring or attempt to bring any political or other influence to bear upon any superior authority to further his/ her interests in respect of matters pertaining to his/ her services under the EWIT.

IX. BIGAMOUS MARRIAGE

- No employee who has a wife/ husband who is still alive, shall contract another marriage without first obtaining permission of the Government; notwithstanding that such subsequent Marriage is permissible under the personal law for the time being applicable to him/ her.
- No Male / Female employee shall marry any person who has a wife / husband, who is still alive, without first obtaining the permission of the Government.


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X. SMOKING; CONSUMPTION OF INTOXICATING DRINKS AND DRUGS

An employee shall –

- Strictly abide by the laws relating to Intoxicating drinks or drugs in force in any area in which he may happen to be for the time being;
- Take due care that the performance of his duties is not affected in any way by the influence of any intoxicating drink or drug;
- Not appear in a public place in a state of Intoxication;
- Not habitually use any intoxicating drink or drug to excess.
- Strictly abide by the Rule of NO SMOKING INSIDE THE EWIT CAMPUS.

XI. PROHIBITION OF SEXUAL HARASSMENT

No employee shall subject any women employees and/ or students to sexual harassment in working/ teaching places. For the purpose of this rule “Sexual harassment” includes such unwelcome sexually determined (whether directly or by implication) behavior as;

- Physical contact and advances
- A demand or request for sexual favors
- Sexually colored remarks
- Showing pornography
- Any other unwelcome conduct of sexual nature.

Interpretation: If any question arises relating to the interpretation of these rules, it shall be referred to the EWIT Management, whose decision thereon shall be final.

XII. BETTING, GAMBLING, MONEY LENDING, CHIT FUNDS

No employee shall indulge in any type of betting, gambling, money lending or participate in chit fund activity.


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C: CADRE & RECRUITMENT RULES

I. CADRE STRUCTURE

There shall be one Principal for the institution and one Head for each department; the faculty to student ratio shall be 1:15, as per AICTE norms. The following will be the faculty cadre:

Level	Cadre
1.	Director
2.	Principal
3.	Professor
4.	Associate Professor
5.	Asst Professor

Regular Appointments

All recruitments are done directly, through newspaper advertisements and references, strictly on merit and are finalized by selection committees duly constituted for the purpose. The Selection Committee comprises the following members Management Representative, GC nominee, Principal, HoD, 1-2 senior faculty members, and 1-2 subject experts (External).

The following traits shall carry maximum marks as specified below:

For teaching posts:

1	Expression
2	Communication
3	Subject knowledge

For non- teaching posts:

1	Expression
2	Communication
3	Subject knowledge


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Appointments Orders will be issued to the selected candidates as per the merit list given by the selection committee. All appointments shall be subject to the following conditions.

1. An appointee shall be on probation for two years, extendable by one year based on performance. In case of unsatisfactory performance or breach of discipline, the services of a probationer are liable to be terminated at a week's notice on unsatisfactory performance or disciplinary grounds.
2. The probation shall be deemed closed only on issue of an official communication to that effect by the Principal.

Ad hoc Appointments

Heads of Departments are authorized to make ad hoc appointments for periods varying from 6 to 12 months, for various staff positions in the department through internal selection committees duly approved by Principal. Such committee shall consist of HoD, two senior professors, and one senior professor from any other department/institute in EAST WEST group. All ad hoc appointments shall be subsequently ratified through the selection committee constituted for regular appointments at the earliest.

II. CRITERIA FOR EMPLOYMENT - TEACHING STAFF

As per AICTE norms

III. CRITERIA FOR EMPLOYMENT: NON-TEACHING STAFF

Staff may be appointed for various posts on state government norms & standards.

III. PROMOTION

3.1 TEACHING STAFF

An employee who records requisite performance, possesses/acquires the requisite qualification, and renders satisfactory service, will have periodical career advancement opportunities. Career advancement provides for the progress of employees as follows:

Assistant Professor → Associate Professor → Professor


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The duration of service in a temporary / contract / ad-hoc / leave vacancy capacity may be counted for promotion at the discretion of the competent authority. The following parameters will form the basis for promotion -

- Annual appraisal reports
- Student evaluation record of each year
- Record of publications, reports, patents etc
- Consultancy & Training, R&D project proposals / grants
- Contribution towards the development of the institute
- Recognitions received from outside agencies in the form of awards, etc.

3.2 NON-TEACHING STAFF

The following parameters shall form the basis for promotion -

- Qualification and experience
- Annual appraisal reports
- Contribution towards the development of the Institution

PERFORMANCE EVALUATION FOR ALL STAFF

The following incentive / disincentive scheme shall be adopted to ensure staff performance

Extremely good performance	<i>Increment plus citation in the first year of such performance.</i>
Consecutive similar performance	<i>Increment plus citation plus Cash Award.</i>
Third year repeat performance	<i>increment plus citation plus one additional increments</i>
Non-performance once	<i>Advise + regular increment</i>
Second year of non-performance	<i>Withhold increment, advice and extend probation.</i>
Third year of non-performance	<i>Closure of employment.</i>

D: LEAVE RULES

I. EXPLANATION / DEFINITION

Leave

Leave is permission to stay away from work. Leave is categorized under various heads.

Right to Leave

Leave cannot be claimed as a right, and when the exigencies so demand, leave of any description may be refused or revoked by the competent authority.

Vacation

Vacation is a planned period of permitted absence from work for permanent teaching staff. The planning is to be based on administrative, academic and other considerations.

II. CONDITIONS

- An application for leave must be made in writing in the prescribed form and can be availed only after it has been sanctioned by the Competent Authority.
- An employee who absents himself/ herself from duty without leave will not be entitled to any salary for the days of such absence.
 - Except in an emergency, leave should be applied in advance.
 - Absence beyond sanctioned leave period or absenting when leave is not sanctioned will be treated as leave without pay and will attract disciplinary action.

III. KINDS OF LEAVE

The following categories of leave are permissible:

1. Casual Leave (CL)
2. Special Casual Leave (SCL)
3. On Official Duty (OOD)
4. Vacation Leave (VL)
5. Compensatory Leave
6. Maternity Leave

7. Marriage Leave

8. Medical Leave

CASUAL LEAVE (CL)

- CL may be granted to a permanent employee, whether he/ she enjoys annual vacations or not, for twelve days in each calendar year.
- A probationary employee may be granted one CL per month.
- No employee shall avail of more than seven days of CL at a time.
- Casual leave of half-a-day on any working day may be granted.
- Saturdays are treated as ½ day for the purpose of CL.
- Casual Leave cannot be combined with any other leave or vacation.

SPECIAL CASUAL LEAVE (SCL)

Special Casual Leave may be granted to an employee on being:

- Summoned to serve as a Juror or Assessor or to give evidence before a court of law as a witness in a civil or a criminal case in which his private interests are not at issue.
- Deputed to attend assignments like valuation, conduction of practical examination, invigilation work, etc.
- Required to be absent for any other purpose approved by the authorities.
- The period of such leave admissible in a year shall ordinarily not exceed thirty days but should, however, be sufficient to cover the period of absence necessary.

ON OFFICIAL DUTY (OOD)

- OOD may be granted to an employee for activities such as delivering lectures, being on deputation to other institutions, participating in delegations/ committees and such other, as approved by the competent authority in the interest of EWIT.
- The duration of leave shall be at the discretion of the Competent Authority as may be considered necessary on each occasion.
- OOD may be combined with any other type of leave, except Casual Leave, at the discretion of the Competent Authority.

VACATION LEAVE (VL)

Earned leave shall not be availed without prior sanction of the Competent Authority.

- A permanent employee other than teaching staff (excepting HODs) shall be entitled to earned leave of thirty days in a calendar year.
- The leave account of an employee shall be credited with earned leave in advance in two installments of fifteen days each on the 1st January and 1st July every year.
- The leave at credit of an employee at the close of the previous half year shall be carried forward to the next half year, subject to the condition that the total leave at credit does not exceed two hundred and forty days.
- Vacation staff shall be entitled to earned leave of ten days in a calendar year.
- The leave account of a vacation staff entitled to EL shall be credited in advance with earned leave in two installments of 5 days each on the first day of January and July of every year.
- On closure of probation, an employee is entitled to vacation at the end of the full semester.

COMPENSATORY LEAVE

Employees working on Sundays and other public holidays are eligible for a compensatory leave that may be utilized within the following 30 days. Compensatory leave cannot be accumulated and carried over beyond a month.

MATERNITY LEAVE

- Maternity leave is allowable only to permanent female employees.
- An employee may be granted maternity leave for 26 weeks. Application for leave should be supported by a medical certificate from a Registered Medical Practitioner.
- Maternity leave may also be granted to an employee of in case of miscarriage or abortion, whether natural or induced, under the Medical Termination of Pregnancy Act, 1971, subject to the conditions that (a) the leave does not exceed six weeks; and (b) the application for leave is supported by a medical certificate from a Registered Medical Practitioner.
- Maternity leave may be combined with vacation or any other kind of leave, except Casual Leave.
- Maternity leave shall not be admissible to employees who have two or more living children.
- A female employee, on her adopting a child, may be granted leave up to one year or till the adopted child attains the age of one year -- whichever is less -- subject to the condition that such employee should not have two living children at the time of adoption.
- A competent authority may grant **paternity leave** to a male employee for a period of FIVE days (including Sundays and holidays), within eight weeks from the date of delivery.

MARRIAGE LEAVE

- Regular, full-time employees are entitled to ten (10) days of Marriage Leave. Marriage Leave is applicable for the first legal marriage only and must be taken within six (6) months of the marriage date. Institute requires documentary proof in support of employee leave request.

MEDICAL LEAVE

- All the employees whose salary is below Rs. 21,000/-(Rs. Twenty one thousand) are covered under ESI medical facility.
- An employee, may obtain medical leave and granting of leave is at the discretion of principal and depends on individual cases.

VACATION LEAVE

- An employee, during the period of permitted vacation, shall be entitled to full pay and allowances as drawn by him/her in regular course.
- Increment during Leave - If the increment falls during leave other than Casual Leave, the effect of increase in pay shall be given the day following the date of expiry (last day) of the leave as such, without prejudice to the normal date of increment.

Financial Assistance:

Institute provides all the support to the faculty members to enhance their skills encouraging them to attend seminars/ workshops/ conferences by providing financial assistance towards registration fee and travelling allowances.

E: TA/ DA RULES

Category	Daily Allowance		Travel Allowance
	Principal Cities	Other Cities	
Principal	Rs. 1000	Rs.1000	Air – Eco Class
Professors/Assistant / Associate Professors	Rs. 500	Rs. 400	Rail - FC a/c
AAO / Librarian / Sports Director	Rs. 300	Rs. 200	Rail - SC a/c
SDC / FDC / Superintendents / Instructors / Managers / Supervisors	Rs. 250	Rs. 150	Rail – SC
Others	Rs. 200	Rs. 100	Rail – SC

HOTEL CHARGES

Category	Principal Cities	Other Cities
Principal	Three Star Hotel	
Professors/ Assistant / Associate Professors	Rs. 1000	Rs. 600
AAO / Librarian / Sports Director	Rs. 600	Rs. 400
SDC / FDC / Superintendents / Instructors / Managers / Supervisors	Rs. 400	Rs. 300
Others	Rs. 300	Rs. 200

MILEAGE ALLOWANCE

Category	Entitled Mode of Conveyance
Principal	AC car or Taxi – actual against receipts
Professors / Assistant / Associate Professors	Rs. 8/- per km against receipts
AAO / Librarian / Sports Director	Rs. 7/- per km against receipts
SDC / FDC / Superintendents / Instructors / Managers / Supervisors	Rs. 6/- per km against receipts
Others	Rs. 5/- per km against receipts


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