



**PES INSTITUTE OF ADVANCED MANAGEMENT STUDIES**

## **Service Rules**

**(RULES AND REGULATIONS / EMPLOYEE MANUAL)**

Campus Office

PES Institute of Advanced Management Studies

PES Campus, NH 206, Sagar Road

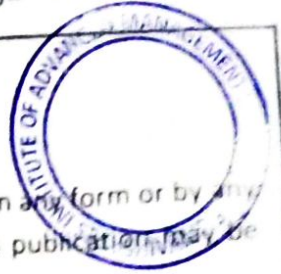
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Published by

Prerana Educational and Social Trust (R)  
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Bangalore – 560 020 (Karnataka - State)

  
**Principal**

PES Institute of Advanced Management Studies  
NH 206, Sagar Road  
SHIVAMOGGA-577 204



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Prerana Chambers, 2<sup>nd</sup> Floor, #26, Main Road,

Bangalore – 560 020 (Karnataka - State)

Prelude

The contents of this book are solely written for the employees of PESIAMS. PESIAMS has taken all reasonable care to ensure that the contents of this Human Resource Manual do not violate any existing copyright or other intellectual property rights of any person or organization in any manner whatsoever.

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Principal





## AUTHORISATION

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Section Heads, HODs and Principal appointed shall continue to ensure establishment and implementation of the contents of this HRM.

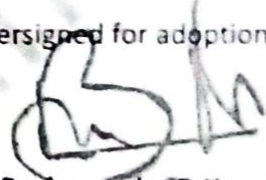
Service Rules Manual describes the **STANDING ORDERS / SERVICE RULES AND REGULATIONS/ EMPLOYEE MANUAL** of PESIAMS and is intended for reference by the staff and employees of PESIAMS.

PESIAMS shall adopt these **STANDING ORDERS/ SERVICE RULES AND REGULATIONS/ EMPLOYEE MANUAL** as described in this Manual.

It has been authorized by the Management for circulation and implementation at all teaching and non teaching departments of PES Institute of Advanced Management Studies.

This version of Quality Manual has been approved and authorized by the undersigned for adoption with effect from 01/08/2017

Date: 1/8/2017

  
Shri. Raghavendra B Y  
Managing Trustee

## FOREWORD

This Service Rules Manual provides information on a wide range of subjects related to employment with PES Institute of Advanced Management Studies


This manual is designed to help PES Institute of Advanced Management Studies employees to settle into the institute, and quickly familiarize themselves with the institution by telling something about our vision, mission, our background, facilities and amenities, employment policies, terms and conditions, code of conduct, development and training, health and safety and security and confidentiality etc.

We hope that the employees will read the policy in its entirety, the table of contents will help them to find quickly those subjects in which you are particularly interested.

This manual is designed to answer many of the general questions one may have about working of the institution, and the terms of their contract are as contained in their letter of employment.

We wish a productive and rewarding association with PES Institute of Advanced Management Studies.

Date: 1/8/2017

  
Mrs. Arunadevi S Y  
Trustee & Joint Secretary

  
Principal

PES Institute of Advanced Management Studies

NH 206, Sagar Road  
SHIVAMOGGA-577 204



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**Principal**





**CLAUSE NO.: 6**

**PAYMENT OF SALARIES**

All employees will be paid their salaries on a working day in accordance with the Appointment Orders issued by PES Trust and/or PES Institutions. Salaries will be credited into SB Accounts of employees on or before 1<sup>st</sup> of every month at State Bank of India, PES Branch, NH 206, Sagar Road, Shivamogga (if 1<sup>st</sup> happens to be Sunday or Holiday, the next working day shall be considered). In case of delay during the unavailable circumstances, prior intimation is given to the employees.

Payment of dues to such employees who have left the services of any PES Institution due either to their resignations or termination by the institute shall be made within 15 days of such action but after the employee has obtained a clearance certificate/No Due Certificate from the concerned department/offices/officers of the PES.

Authorized deductions from the salaries made to employee will be in accordance with the Govt. rules there under from time to time. However, all the details will be made available to the employee in the salary/pay slip.

Details of leave taken and available will also be made available in the salary/pay slip.

**CLAUSE NO.: 7**

**HOURS OF WORK, HOLIDAYS AND OVERTIME**

**HOURS OF WORK, HOLIDAYS AND OVERTIME:**

The periods of hours of work for all categories of employees shall be as per the provisions of the affiliating bodies of the concerned institute and the same shall be exhibited in the Notice Boards from time to time by the concerned Principal.

The management reserves the right to change periods of hours of work, number of shifts in case of security department, shift timings, and work on all the days of the week with staggered weekly holiday's system etc., at its discretion for any reason whatsoever subject to the provisions of concerned affiliating body's norms and regulations.

Management reserves the right to require any employee to work overtime on a working day or work on a weekly holiday and give substitute holiday. Refusal to do such overtime work or work on a holiday will be considered as disobedience to a lawful order of the Management.

Link Holidays declared if any, should be compensated as decided by the competent authority.

Any employee working in the Department/Institute needs to take permission from the competent authority in writing for working beyond working hours.

**CLAUSE NO.: 8**

**LEAVE NORMS**

**AVE:**

ave with Salary will be allowed to an employee in accordance with the provisions of Leave policies framed here under from time to time.

*[Signature]*  
**Principal**



Grant of any leave to an employee shall depend upon the exigencies of work in the institute and shall be at the discretion of the Principal, CCA and Management.

An employee who desires to obtain leave or absence shall apply in advance to the Principal in writing in the prescribed form or to any other person appointed by the Trust for this purpose who, if he thinks fit may grant him/her leave, such application for leave should be made three days before the date from which the leave is to commence, except in urgent or unforeseen circumstances when it is not possible to do so. Principal or any other officer empowered by Trust in this behalf shall issue orders on such application and in case of urgent nature, immediately. If the leave is refused or postponed, the reasons therefore, will be recorded in the application itself.

If the employee who has proceeded on leave desires a extension thereof, he shall apply to the Principal in writing to the person authorized, who shall send a written reply either granting or refusing the extension of leave to the employee.

In case the employee remains absent beyond the period of leave originally granted or subsequently extended, he shall lose his lien on his appointment unless he returns or does not communicate the reasons within 8 days (working) of the expiry of the leave and explains to the satisfaction of the Principal or any other person authorized by management his inability to return before the expiry of the leave.

#### CLAUSE NO.: 9

#### LEAVE RULES FOR TEACHING STAFF

In addition to the points stated in Clause No 8, the procedure for leave for teaching staff as given below shall be treated as part and parcel of these standing orders.

#### EXPLANATION/ DEFINITION

##### 1. Leave

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

##### 2. 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.

#### KINDS OF LEAVE

The following categories of leave are permissible:

1. Casual Leave (CL) (Jan to Dec)
2. Special Casual Leave (SCL)
3. On Official Duty (OOD)
4. Restricted Holiday (RH)
5. Earned Leave (EL)
6. Vacation Leave (VL)
7. Extra Ordinary Leave (EOL) ( only in case of bereavement of children, spouse or parents of the employee

- Max 4 days)

Principal

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Management reserves the right to require any employee to work overtime on a working day or work on a weekly holiday and give substitute holiday. Refusal to do such overtime work or work on a holiday will be considered as disobedience to a lawful order of the Management.

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*Xel*  
**Principal**





### CASUAL LEAVE (CL)

- 1 CL may be granted to a permanent employee, whether he/ she enjoys annual vacations or not, for **Fifteen** (15) days in each calendar year.
- 2 A probationary employee may be granted maximum of **twelve** CLs in a year, however the employee will be credited with one CL every month.
- 3 No employee shall avail of more than **3** days of CL at a time.
- 4 Casual leave of half-a-day effective up to or from 1:15 PM on any working day may be granted. Half-a-day Casual leave may be granted either for forenoon/Afternoon session.
- 5 Casual Leave cannot be combined with any other leave or vacation. But can be Combined with holiday/s
- 6 CL on Saturday is considered as full day.

### Special Casual Leave (SCL)

Special Casual Leave, not counting towards ordinary Casual Leave may be granted to an employee on being:

- (i) 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.
- (ii) Deputed to attend a reference library outside the institute or conferences and scientific gatherings of learned and professional societies in the interest of the Institute, assignments like valuation, conduction of practical examination, invigilation work etc.

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)

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

  
Principal



#### 1. Restricted Holiday (RH):

RH can be availed from list as announced by GOK from time to time. Maximum of only two RH are permitted in a calendar year for all the permanent employees of PES Institutions. One RH may be obtained between 1<sup>st</sup> June and second RH shall be obtained only during 1<sup>st</sup> July to 31<sup>st</sup> December.

#### EARNED LEAVE (EL)

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

1. All the permanent but confirmed teaching faculty members shall be entitled to earned leave of six days in a calendar year. However, HODs are entitled to 10 days of EL in a calendar Year.
2. The leave account of permanent but confirmed teaching faculty members shall be credited with earned leave in advance in two installments of Three days each on the 1<sup>st</sup> January and 1<sup>st</sup> July of every year.
3. The leave account of permanent HOD shall be credited with earned leave in advance in two installments of five days on the 1<sup>st</sup> January and 1<sup>st</sup> July of every year.
4. Earned leave cannot be carried forward.

#### Vacation (VL)

Vacation is a planned period of permitted absence from work for permanent but confirmed teaching staff. The planning is to be based on administrative, academic and other considerations. The vacation shall normally be for 15 days after completion of the odd and even semester. Availing vacation is subject to approval of concerned HOD and the Principal. However, all the teaching staff of the Department shall not take vacation at once and the teaching staff shall discuss with their concerned HODs for availing the vacation. The vacation for probationary / temporary employees shall be 6 days in a semester. All the faculty members shall report back to the duty one week prior to the commencement of the ensuing semester.

CLAUSE NO.: 10

#### LEAVE RULES FOR NON-TEACHING STAFF

#### LEAVE RULES OF NON-TEACHING STAFF MEMBERS

In addition to the points stated in Clause No.8, the procedure for leave for non-teaching staff as given below shall be treated as part and parcel of these standing orders.

#### Working Hours:

Monday to Friday: 9:00 am to 5:00 pm

Lunch Break: 45 minutes (usually between 1:30 pm to 2:15 pm)

Saturday: 9:00 am to 2:00 pm.

#### Types of leave:

Non - Teaching Staff (After completion of 2 Years at PES Institutions) Lab Instructor and Office staff

1. Casual Leave (CL) - 15 Days (Jan to Dec)

2. Earned Leave (EL) - 10 Days

Principal



3. Restricted Holiday - 2 Days (1 X 2 Semester)
4. Vacation Leave - Not Applicable
5. On Official Duty (OOD) & Special Casual Leave (SCL)
6. Leave Without Payment (LWP)
7. Extra Ordinary Leave (EOL) ( only in case of bereavement of children, spouse or parents of the employee - Max 4 days)

### Non - Teaching Staff (Probation Period)

#### Lab Instructor and Office staff

1. Casual Leave (CL) - 12 Days (Jan to Dec)
2. Earned Leave (EL) - Not Applicable
3. Restricted Holiday - Not Applicable
4. Vacation Leave - Not Applicable
5. On Official Duty (OOD) & Special Casual Leave (SCL)
6. Leave Without Payment (LWP)
7. Extra Ordinary Leave (EOL) ( only in case of bereavement of children, spouse or parents of the employee - Max 4 days)

#### Casual Leave (CL):

- 1. CL may be granted to employee, whether he/she enjoys annual vacation or not as indicated in the table subject to submission of leave application through proper channel.
- 2. Under emergency circumstances the employee may be granted Casual Leave according to his eligibility. Upon resuming duty the employee would be required to submit leave application and record such period of absence.
- 3. CL cannot be carried over for the next year.
- 4. CL on Saturday is considered as full day.
- 5. Half day CL is permitted either for the forenoon session (9:15 am to 1:15 pm) or for the afternoon session (2:00 pm to 5:00 pm).

#### Earned Leave (EL):

- 1. EL would be applicable to all support staff of PES except for support staff who is undergoing training/probation.
- 2. EL will be granted only during the period when there is no regular teaching work, examination and or such other responsibilities.
- 3. Prior approval in writing of the concerned competent authorities through HOD/Section Head is mandatory requirement. But if the employee, exceeds eligible leaves of 10 days, then LOP is made for the exceeded leaves & cannot be set off against any other kind of leave.

*[Signature]*

Principal



d) An employee can claim a minimum of 03 days EL and maximum of 05 days EL at a stretch including any holidays/Sundays appearing in-between.

e) An employee is eligible to apply any time (subject to satisfaction of the competent authority as per 2. (b) INVAMOGGA) year and there shall be a minimum of four months difference between any two ELs in any calendar year.

f) Upon resignation of the employee, if he/she exceeded the leave eligibility, LOP will be made for the non-eligible leaves.

g) EL has to be applied in writing i.e. Leave application form, at least 1 week in advance prior to the date of commencement of such leave.

h) The application in writing needs to be approved by the competent authority and to be sent through HOD/Section Head concerned before forwarding to the HR Department.

Every employee would be eligible for 10 days of Earned leave for every calendar year on prorata (it indicates proportionate crediting of leaves from the date of joining for the balance period of the calendar year) basis.

EL cannot be carried forwarded

i) EL cannot be offset against the notice period required to be given as part of the terms of employment while the employee discontinues his services from the Trust.

#### Restricted Holiday (RH):

RH can be availed from list as announced by GOK from time to time. Maximum of only two RH are permitted in a calendar year for all the permanent employees of PES Institutions. One RH may be obtained between 1<sup>st</sup> Jan to 30<sup>th</sup> June and second RH shall be obtained only during 1<sup>st</sup> July to 31<sup>st</sup> December.

#### Vacation Leave:

Vacation Leave for all the support staff at PES Group of Institutions is **Not Applicable**.

#### On Official Duty (OOD) & Special Casual Leave (SCL):

j) OOD & SCL, not counting towards Casual Leave may be granted to an employee on Requests of the employees and/or Orders of the competent authority.

k) The duration of both OOD & SCL shall be at the discretion of the competent authority.

l) Only OOD may be combined with any other type of leave at the discretion of the competent authority.

m) The period of such leave admissible in a year shall ordinarily not exceed 10 days.

#### 0. Leave Without Pay (LWP):

  
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1) LWP are approved leaves which can be sanctioned only when employee is medically un-fit and unable to resume his/her duties.

2) In such cases, the employee shall produce a medical certificate stating the valid reasons for such leave.

3) In normal circumstances, the benefit under this clause is limited to 1 week or six days on a continuous basis including holidays/Sundays appearing in-between LWP.

#### NOTE

Absence beyond sanctioned leave period or being absent when leave is not sanctioned will be treated as Loss of pay (LOP) and will attract issuing of memo for which the employees shall give explanation in writing through the proper channel. Decision of such cases will be taken from the competent authority.

The onus of timely submission of approved leave application forms to the HR department lies completely on the person availing leave and while processing the payroll no prior intimation will be sent to the defaulting individuals. However, information regarding number of paid days will be mentioned in the pay slip of the month.

### CLAUSE NO.: 11

### MATERNITY AND PATERNITY LEAVE

#### MATERNITY LEAVE

- 1) Maternity leave (ML) is allowable only to permanent staff members (After completion of probation). An employee may be granted maternity leave for 180 days. Application for leave should be supported by a medical certificate from a Registered Medical Practitioner.
- 2) Additional days of maternity leave extendable on mutual consent.
- 3) ML cannot be combined with any other leave.
- 4) ML shall not be admissible to employees who have two or more living children.

#### PATERNITY LEAVE FOR BOTH TEACHING AND NON-TEACHING STAFF:

In order to qualify for paternity leave and pay, staff must satisfy the following conditions:

The employee must have at least 2 years of continuous employment at PES.

The employee must be expecting to have responsibility for the upbringing of the child, and be the child's father.

#### Entitlement

Staff can take 6 days off including Sundays and holidays appearing in-between in a single block, as long as it is taken within 30 days of the actual date of childbirth. Staff cannot begin paternity leave until the actual day of childbirth.

#### Notification

Staff must notify their Principal through proper channel in writing of their intention to begin paternity leave at least four weeks before the baby is due. They will need to provide them with the following information:

- How much leave they intend to take (either 3 or 6 days)
- When they plan on beginning the leave e.g. on day of the birth, 2 weeks after the birth etc.

**Principal**





- Once the baby is born, staff must confirm the actual date of birth, as soon as possible. (by producing to the HR, the original birth certificate)
- Should the dates for your paternity leave change, for any reason, the HOD/Section Head should be notified (wherever possible), at least 12 days in advance.
- If the baby arrives earlier than expected, provided that 2 years continuous service has been completed, staff would still be entitled to paternity leave.

## CLAUSE NO.: 12

## ATTENDANCE SYSTEM

### ATTENDANCE SYSTEM AND LATE COMING AND EARLY GOING:

Every Employee shall record his daily attendance in the manner prescribed by the management from time to time.

Identity Card: All the employees to wear Identity Cards while on duty.

No Employee shall leave the premises/institute during the working hours without prior written permission from the concerned section head or such other officer who is duly authorized.

Every Employee shall be at his place of work at the time fixed for the start and end of work.

Employee coming later than 30 minutes is liable for LOP unless permitted by competent authority. The management shall be entitled to deduct salary only for the period of late attendance or absence without permission.

## CLAUSE NO.: 13

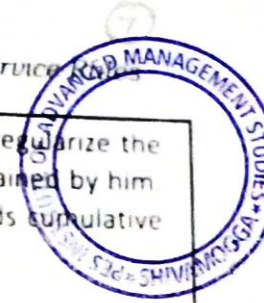
## REPORTING

All employees also are informed to note the following with reference to attendance system and reporting at ESIAMS

Compulsory Stay Hours In the Department/ Institution	Monday to Friday : 09:15 AM to 01:15 PM 02:00 PM to 05:00 PM Saturday : 09:15 AM to 01:15 PM
Bio-Metric System	Thumb Impression is compulsory both in the morning before 9:15 AM and at the evening after 05:00 PM
Lunch Break (45 Minutes)	01:15 PM to 2:00 PM (45 Minutes to be defined by the respective HODs/Principals /section heads /in charge etc. However, time of lunch may be staggered between 12:45PM to 1:30 PM 1:30 PM to 2:15 PM etc. so that the offices are not deserted.
Late coming	Late coming is allowed to an extent of 30 minutes only twice in a month with the permission of their respective HOD and Principal / Section heads / in-charge etc. If late coming is repeated for the 3 <sup>rd</sup> time in a month, then it is treated as ½ day CL.
Early going	Early going is allowed to an extent of 30 minutes only twice in a month (if the employee

Principal





HR Department will arrange for the entry of all leaves, possible in the Bio-metric System and regularize the absence as per the available data. The record of late entry and/or early exit also will be maintained by him. He will also be entrusted with the deduction of leave of an employee if any employee exceeds cumulative grace period of 60 minutes per month or to calculate deductible amount.

HR Department will make the Summary and consider the same for processing of the salary as per biometric by 25<sup>th</sup> of every month. If it falls on a Holiday, the next working day will be applicable. Before it is sent for processing of salary the same needs to be verified by the HODs/Section Heads (or next-in-charge).

The HODs/Section Heads (or next-in-charge) shall verify this report and corrections/comments may be made accordingly. The corrected Report with pending Leave applications may be given back to HR Department on or before 26<sup>th</sup> of the same month. If 26<sup>th</sup> happens to be a holiday, the next working day can be earmarked for this purpose compulsorily.

HR Department will give Summary and Detailed Muster Roll (with timings) for the salary processing on or before 26<sup>th</sup> of every month (if it falls on working day) after incorporating the corrections of HODs/Section Heads.

<b>CLAUSE NO.: 15</b>	<b>CRITERIA FOR EMPLOYMENT &amp; PROMOTION</b>
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**CRITERIA FOR EMPLOYMENT / PROMOTION OF TEACHING STAFF AT PES**

PES Appointments - As per University/ Govt. Norms.

In addition to the above for promotion in deciding merit factor, the employee's academic merits, seniority, efficiency, effectiveness, performance, emotional quotient, contributions, attendance, past service records shall also be taken in to consideration.

Employee's promotion at PES, to a higher grade / skill /post is the executive right and function of the Management. While promoting an employee, his academic merits, performance over the years and seniority will be considered as main criteria. In deciding merit factor, the employee's qualification, efficiency, effectiveness, performance, contributions, attendance, past service records shall be taken in to consideration.

<b>CLAUSE NO.: 16</b>	<b>SALARY ADVANCE POLICY</b>
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Purpose	:	This policy provides guidelines and direction regarding the Payment of salary advances.
Office of Accountability	:	Human Resources and Accounts Sections of PES Trust
Administrative Responsibility	:	Chief Coordinator, Administration,
Sanctioning Authority	:	Trustee, PES Trust
Eligibility	:	This policy applies to all current permanent PES employees after Completion of 3 years of continuous service. Temporary employees are not covered.
Scope	:	Salary advances will be considered only for: (a) Medical emergencies of Own & Dependent family members (b) To meet Own Marriage Expenses

*Xel*  
**Principal**

**PROCEDURE FOR SALARY ADVANCE**



The request for the salary advance must be through a proper channel (for e.g. through concerned HOD/Section Head and Principal).

Employee, after getting remarks written on the application by the concerned HOD/Section Head and Principal, employee shall submit the application to Chief Coordinator Administration (CCA), PES Trust.

Agreement on non judiciary stamp paper to be signed by the employee (Employee shall buy Rs. 50/- non judiciary stamp paper and submit the same at HR section for printing of the agreement. HR Section shall print these terms on the stamp paper. Original will be kept with the Trust and photo copy will be given to employee).

Not more than one advance will be granted to any one employee in a given calendar year. And there will be a gap of 3 years from one advance to another advance.

The amount of salary advance shall not exceed an equivalent amount of 2 months' Gross salary due to the employee at the time of salary advance.

Repayment will be made in 10 interest-free Equated Monthly Installments (EMIs) from following month's regularly processed payroll.

Advance amount will be issued in the form of a separate crossed cheque only written in favor of the employee.

In the event employee's resignation from Institution or Institution terminating employee service prior to a repayment of the entire salary advances, the unpaid balance will be recovered in one installment from the salary. If salary is not sufficient, then the employee is expected to pay the dues within 7 days from the date of intimation of termination from either side.

PES Trust reserves its right to change and/or withdraw this policy any time without prior notice. However, changes made will be brought to the notice of all employees.

#### CLAUSE NO.: 17

#### SALARY INCREMENTS

Increments are not automatic and it shall be earned by employee, which is based on his work, performance, attendance and conduct. No increment will be withheld without giving the employee a reasonable opportunity to represent against such action. The management reserves the right to give double increment in the same scale of pay to any employee for exceptional performance in a year.

Management reserves the right to withhold an employee's increment, if, in its opinion his work, conduct, attendance, discipline, service is not satisfactory subject to provisions of the law.

Annual increment will be considered only when it falls due in respect of the employee concerned on the basis of their date of appointment.

  
**Principal**  
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