



**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

Shivamogga – 577 204 (Karnataka – State)

Published by

Prerana Educational and Social Trust (R)  
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## AUTHORISATION

This Service Rules Manual is the property of PES Institute of Advanced Management Studies, Shivamogga. Its contents shall not be reproduced either in part or in full without written permission of the undersigned.

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, but 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

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AICTE	All India Council for Technical Education
AY	Academic Year
BBAMS	Biometric Based Attendance Monitoring System
CCA	Chief Coordinator Administration
CSE	Computer Science and Engineering
CE	Civil Engineering
DL	Driving License
DTE	Directorate of Technical Education
ECE	Electronics and Communication Engineering
EEE	Electrical and Electronics Engineering
Estd.	Established
GOI	Government Of India
GOK	Government Of Karnataka
HR	Human Resource
HRM	Human Resource Manual
ID	Identity Card
ISE	Information Science and Engineering
MBA	Master of Business Administration
ME	Mechanical Engineering
MHRD	Ministry of Human Resource Development
PAN	Permanent Account Number
PES Trust	Prerana Educational and Social Trust
PES Trust (R)	Prerana Educational and Social Trust (Registered)
PESIAMS	PES Institute of Advanced Management Studies
VTU	Visvesvaraya Technological University
PESIAMS	PES Institute of Advanced Management
PES PT	PES Polytechnic
PES PUC	PES Pre-University College
PES PS	PES Public School

**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. 14:****BIOMETRIC BASED ATTENDANCE MONITORING SYSTEM**

All biometric systems operate on the basis of the automatic identification or authentication/verification of a person.

With a view to improve efficiency in monitoring the attendance, leave records and over all working environment, Biometric Based Attendance Monitoring System (BBAMS) has been introduced in all PES Institutions. Adequate numbers of machines have been installed to avoid long queues and inconvenience during institutes' opening time.

Submit the leave application duly forwarded by the competent authority for any type of leave, SCL, OOD, etc. prior to availing the leave. If it is not possible, submit the same by the date of resuming the duty without fail to HR through proper channel.

HR Department will maintain the relevant Biometric Attendance Records. It is the employee's duty to ensure the recording of their entry/exit in the Bio-metric Registry device. In case of device-failure, it may be reported to the HR without delay.

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- 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.

CLAUSE NO.: 22

DRESS CODE

### PERSONAL APPEARANCE

Every employee is expected to maintain a smart appearance at all times during his/her hours of work and to follow the rule of the institute relating to appearance. All the employees are expected to wear clean and presentable clothes. Campus environment reflects the institutes' way of working and employees are expected to maintain professional standards.

### DRESS CODE:

Dress Code for all employees working in the institutions being run by PES Trust (R) and PES Trust Employees Management is pleased to bring to the notice of all teaching and non teaching staff of PES Institutions to strictly adhere to the dress code guidelines and uphold the decorum of PES Group of Institutions.

#### a) Dress Code: Teaching Staff:

Men -

Principal, Professors, HODs, HOD I/c shall wear formals with blazer during academic calendar days.

Associate Professors, Assistant Professors, Librarian, Placement Manager and Physical Education Director shall wear formals with tie during academic calendar days.

During non-academic calendar days all of them may wear formals with shoes.

Women -

Shall wear saree during academic calendar days.

During non academic calendar days faculty may wear saree or decent salwar kameez.

#### Non-Teaching Staff

Men - All staff members shall wear Formals with Shoes.

Women - All others shall wear saree or decent salwar kameez.

Instructors:

Men - All the staff members shall wear Formals with shoes

Women - All others shall wear saree or decent salwar kameez.

#### Drivers & Security Personnel

Uniforms as given by the Institute shall compulsorily be worn



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**Housekeeping Staff**  
Saree with Aprons

**Identity Cards:**

All the staff members should compulsorily wear the Identity Cards during office hours and shall produce them whenever demanded by the authorities.

**Mobile Phones:**

Restricted places for mobile usage for all teaching and non-teaching staff members:

Class room, Labs, Library, Principal Chamber, CCA Chamber, Board Rooms.

Mobile usage is strictly prohibited in the following places for outsiders/Visitors/parents/Guardians/Persons from Media etc.

Libraries, Accounts Sections, HR Section, Examination Section, Principals Chambers, CCA Chamber and Board Rooms.

No employee shall reveal any confidential matter regarding the institute's services which has become known to the employee in the course of his employment with the institute.

Every employee shall devote his full time to the work of the company diligently and faithfully and observe the rules and regulations contained therein as well as other instructions, directions, stipulations which are being issued from time to time by the institute.

Employee shall not undertake any assignment, employment or business outside his employment without the institute's specific approval in writing.

Employee shall be courteous to their superiors, fellow employees and visitors and clients.

Each employee shall be responsible for and shall take proper care of machines, plants, tools, furniture in the laboratory generally and specifically entrusted to him. Employee shall not take out of the premises any articles, documents, drawings belongings to the institute without a pass in the prescribed form permitted by the institute.

Employee shall take all necessary precautions to safeguard the company's property or prevent accident or damage to it. Employees shall report any occurrence which he may notice which may cause danger to himself or to other employees or might result in damage to institute's property.

Security working in shifts shall leave the place of work only after their reliever has taken charge of their duties, otherwise report to supervisor for alternative arrangement in the interest of uninterrupted working/service.

The management reserves the right to call any employee according to exigencies of work, to work on a weekly day of rest or on a declared holiday.

All employees shall produce a satisfactory evidence of age.

Every employee shall be prepared to and agreeable to perform even a lower classified job when asked by the management in the interest of uninterrupted and productive working of institute.

Any employee is liable to perform all jobs which are ancillary to, incidental to or connected with or preliminary to his main duties.

An employee is required to strictly abide by the discipline of the Institute without fail. He must not also get himself involved directly or indirectly in any act of subversive of discipline like abusing, threatening, stopping other employee from coming to work, assaulting or fighting etc.,

An employee must not indulge in or cause others to indulge in slowing down production.

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No employee must not indulge in and/or force or cause others indulge in any prejudicial activities inside the premises. Example holding meetings, canvassing for union, raising union subscription, shouting slogans,

leading or participating in processions, distribution or display of posters or leaflets, wearing black armbands/ head bands, moving around with badges displaying demands etc., inside the campus.

No employee shall waste or idle away time during his duty hours through gossiping with co-workers, moving here and there without any work, business or sitting idle.

No employee shall defame his employer and /or any of the superior officers for any reasons whatsoever.

If an employee remains absent without taking permission from the superior/s in a systematic manner or after reporting to the work; resort to stoppage of work or not engaging academic workload/classes without

any valid reasonable cause or in breach of any standing orders or agreement, the management shall be entitled to deduction of that particular day/s salaries in lieu of notice or for breach of agreement.

Date: 13.11.2020

Annual awareness programme on code of conduct for teachers at principal's cabin



*K. J. Sailatha*  
Principal



Unnamed Road, Virupina Koppa, Karnataka 577205, India  
Shivamogga  
Karnataka  
India  
28°C  
82°F  
2020-11-13(Fri) 12:52(PM)

*K. Sainatha*  
Principal  
PES Institute of Advanced Management Studies  
NH 206, Sagar Road  
SHIVAMOGGA-577 204



# PES Institute of Advanced Management Studies

NH 206, Sagar Road, Shivamogga- 577 204

## CODE OF DISCIPLINE

### General Disciplinary Regulations



PESIAMS is dedicated to providing students the very best educational experiences possible. To that end, the fundamental purpose of the institutions' student code of discipline is to promote and protect the rights, welfare, intellectual integrity, safety, property, and health of all members of the Institute, as well as to promote the orderly operation of the institution and to safeguard its property and facilities.

#### General Disciplinary Matters

All students are expected to refrain from:

- Acts which disrupt or interfere with the orderly operation of teaching, research, and other academic activities
- Behavior that causes, or can reasonably be expected to cause, physical harm to a person
- Physical or verbal threats against or intimidation of any person that results in limiting her/his full access to all aspects of life at the Institute
- Refusing to comply with the directions of institution officials, instructors, administrators, or staff acting in performance of their duties
- Refusing to appear or giving false statements when one is asked to present evidence or respond to an investigation involving the disciplinary code
- Theft or vandalism of institution property, or property of others, or knowingly possessing stolen property
- The unauthorized use, possession, or storage of any chemicals, weapons, or explosives, including fireworks.

*K. S. Sainath*  
Principal

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- The unauthorized distribution, possession, or use of any controlled substance (such as, but not limited to, illegal drugs)
- Intentionally or recklessly interfering with normal institution activities.
- The unauthorized or improper use of institution property, facilities, equipment, documents, records, or resources.
- Violations of any other university-wide policies or campus regulations governing student discipline *and finally*
- **Ragging of any juniors. Ragging both inside as well as outside the campus is a criminal offence.**

### Class Regulations

- Students are required to be in the class room 5 minutes before the commencement of the class.
- No student will be allowed in the class once the lecture has started, unless he /she has taken prior permission or is late due to some work assigned by the dept. faculty. (\* in few genuine cases the concerned faculty will take a stand)
- Students missing any class on the account of above amounts to his/her leave for that particular class and this may affect his/her attendance.
- Use of cell phones in the class, labs or corridor is strictly prohibited and violations in this regard by any student will be penalized in terms of confiscation of their cell phones.
- Students are expected to maintain the decorum of the class and if any student misbehaves he/she will not only be sent out of the class but also the attendance for the class will be cancelled.

### Other Regulations

- All students in the campus must possess ID card and should produce the same when asked for.
- Students should not unnecessarily loiter near class rooms, corridor, office, library, labs etc.

*K. S. Sathya*  
Principal



- Students should keep the campus clean and should throw waste papers, empty pen refills etc. in dustbin only.
- Students should not waste food in the canteen.
- If any student is found writing on walls, class room tables, benches, podium will be severely punished.
- Students should not unnecessarily waste water in the campus and ensure the taps are closed properly after usage.
- Basic toilet etiquettes should be followed by all students.
- On holidays if there is no special class no student will be allowed to enter the campus without any other legitimate reasons.
- If students go on a trip without the permission from the institution and face some accident, the institution will not be responsible for such unfortunate happenings.

*Any violations of code of discipline will be seriously viewed and will be punishable*

Note: The Institution reserves the rights to make suitable changes in the code of discipline as and when required in the interest of student community and the institute.

Head of the Departments	
P G Department of Commerce	 20/5/2019
Department of Commerce and Management	 20/5/2019
Department of Computer Science	 20/5/2019

  
Principal  
PES Institute of Advanced Management Studies  
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SHIVAMOGGA-577 204.







## PES Institute of Advanced Management Studies

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### CODE OF DISCIPLINE

#### Lab Regulations

##### Lab Regulations:

1. Every student must enter his/her name and sign in the log book maintained in lab before using any lab.
2. Student who need to work on class assignments have priority to use the lab computers over those students using the computers for emailing, web surfing etc.
3. Students should keep PCs and laboratories clean and tidy so as to be usable by others. Chairs must be properly arranged after the lab hours.
4. Students should not be occupying more than one PC simultaneously while other users are waiting.
5. Misusing of computer software: Students must not damage, alter, or remove without permission any software package in the custody of the institution. Students must not access another person's data or text files without proper permission.
6. Misusing of computer Hardware: PESIAMS is the owner of all the hardware equipment residing in the Computer Labs. Students must not damage or pilfer any hardware equipment. Any malicious attempt to damage any hardware system or component is a serious offence. Students are not allowed to remove any hardware system or component from any lab. Such an action will be considered as theft and will be dealt very seriously.



*K. Sainatha*  
Principal

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7. Reading, duplicating, copying, removing, or misuse of a document, record, book, ledger, file, printout, cartridge, disc, key, or any property maintained by any individual(s) or department(s) of the institution is strictly prohibited.
8. Use of the computer system for frivolous purposes like playing games is prohibited.
9. Any attempt to alter the boot sequence and operating system loader by students is forbidden.
10. Use of Pen Drive, CD, and DVD etc. in the lab by students is prohibited. However, if student is working on any project/seminar etc., he or she can take special written permission from the respective HODs for such use. These students must take sufficient care not to use infected data disks on computer systems, or to copy/store any virus infected file on any computer system.
11. Most of the computer systems in the Labs have at least two different operating systems installed. For most of these operating systems, file systems corrupt if machines are switched off or rebooted without proper shutdown. Before rebooting a computer system or switching it off, users must make sure to follow the proper shutdown procedures for the current active operating system.
12. Error Reporting: It is expected from all users to report to the LAB administrator / in-charge, if there is any hardware, software, or any other operational errors.
13. Any kind of misconduct or behavior, which is intended to denigrate, threaten or harm others, will not be tolerated.



*Seetha* 20/5/2019  
HEAD OF THE DEPARTMENT  
Department of Computer Science  
PES Institute of Advanced Management Studies  
SHIVAMOGGA-577 204

*K. Saikrishna*  
Principal 20/5/2019  
PES Institute of Advanced Management Studies  
NH 206, Sagar Road  
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## Computer Lab of the Institution



*K. S. Sainatha*  
Principal

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# PES Institute of Advanced Management Studies

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## CODE OF DISCIPLINE

### Library Regulations



#### Library Regulations:

*Following are the prohibited behavior in the Library:*

- Usage of Cell Phones in the Library.
- Causing a disturbance or engaging in any behavior which interferes with Library activities.
- Removing or attempting to remove library materials, equipment or property without proper checkout or other official library authorization.
- Failing to either renew or return library materials when due.
- Concealing library materials in the Library for the exclusive use of an individual or group.
- Mutilating library materials by marking, underlining, removing pages or portions of pages, removing binding or in any other way damaging or defacing library materials.
- Eating and drinking in the Library.
- Being in unauthorized areas of the Library, remaining in the Library after closing or when requested to leave during emergency situations, or when not abiding by The Library's Conduct Policy.
- Vandalizing or defacing the Library building, furniture or equipment.
- Maliciously accessing, altering, deleting, damaging or destroying any computer system, network computer program or data.

*K. Sairaj*  
20/05/2019  
**LIBRARIAN**  
PESIAMS  
SHIVAMOGGA.

*K. Sairaj*  
20/5/2019  
**Principal**

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

## Library facility of the Institution



*K. J. Sainalatha*  
Principal



## PES Institute of Advanced Management Studies

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### CODE OF DISCIPLINE

#### Placement Regulations



#### Placement Regulations:

- Students seeking placement assistance from institution placement cell are compulsorily required to participate in all the training programs organized from the cell.
- In the beginning of the sixth semester, students should furnish their details as per the prescribed format in the placement office. Also, students should ensure these details are updated as and when required. Placement cell will not be responsible, if any student loses placement opportunity due to any anomalies in his/her details.
- Students who are eligible & interested to participate in a selection process should register their names in the placement office as soon as it is notified. Students who have not registered their names will not be allowed to participate in such selection process.
- If a student who is not having requisite eligibility criteria is found attending a selection process, he/she will not be provided any subsequent placement opportunities for such students.
- Eligible students should be able to participate in the selection process on a short notice with all necessary documents.
- Students, who have registered for a selection process and fail to appear for the same, further placement opportunities will not be provided for such students.

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Principal

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- Students who fail to appear in a selection process on medical grounds or any other genuine reasons will be allowed for further selection process after providing supportive documents for the same.
- No student should directly communicate with Company Executives or Placement Officer.
- Students participating in selection process should be dressed formally. Students coming in casuals will not be allowed to appear in any of the selection process.
- Students participating in off-campus selection process should behave like true ambassadors of the institution and if any of them is found to misbehave will be strictly dealt.



*Ram*  
20/5/2019  
Placement Co-ordinator

*Amol*  
20/5/2019  
Placement Co-ordinator

*K. Srilatha*  
20/5/2019  
Principal

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# Placement activities of the Institution



Prerana Educational and Social Trust (R)  
**PES Institute of Advanced Management Studies**  
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**HEARTY CONGRATULATIONS**

## BBA Students



**who have been placed in**



Arthur J. Gallagher & Co.

[www.pestrust.edu.in/peiams](http://www.pestrust.edu.in/peiams) Ph. Lines : 8147063085 Facebook Page : PESIAMS,Shivamogga

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**PES Institute of Advanced Management Studies**  
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**HEARTY CONGRATULATIONS**

## B.Com Students



**who have been placed in**



Arthur J. Gallagher & Co. Wipro Perfios

[www.pestrust.edu.in/peiams](http://www.pestrust.edu.in/peiams) Ph. Lines : 8147063085 Facebook Page : PESIAMS,Shivamogga

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**HEARTY CONGRATULATIONS**

## BCA Students



**who have been placed in**

**Justdial™**



**AppNM**

[www.pestrust.edu.in/peiams](http://www.pestrust.edu.in/peiams)

Ph Lines : 8147053085

Facebook Page : PESIAMS,Shivamogga

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## PES Institute of Advanced Management Studies

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### CODE OF DISCIPLINE


#### Sports Regulations

##### Sports Regulations

The institution provides various opportunities for students interested in sports and games and the students participating in such activities should avoid the following behavior:



- Not turning up for the selection to a particular sport/game and latter requesting for inclusion ( only special cases may be considered as felt necessary by the physical director)
- Misbehaving in the tournaments conducted both in the campus as well as outside the campus.
- Resorting to doping / taking drugs for performance enhancement.
- Causing unnecessary physical or mental harm to team members or any opponents.
- Not following the dress code.
- not turning up for the practice sessions as per the schedule
- Visiting different places without the permission of Physical Director during outstation tournaments.
- Damaging or misuse of sports material in the custody of institution sports department.
- Not returning sport materials on time after usage.

  
[MITHUN DSOUZA]  
SPORTS COORDINATOR

  
29/5/2019  
Physical Education Director  
PESIAMS, Shivamogga.

  
20/5/2019  
Principal  
PES Institute of Advanced Management Studies  
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## Sports Activities in the Institution



*K. J. Sailatha*  
Principal

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