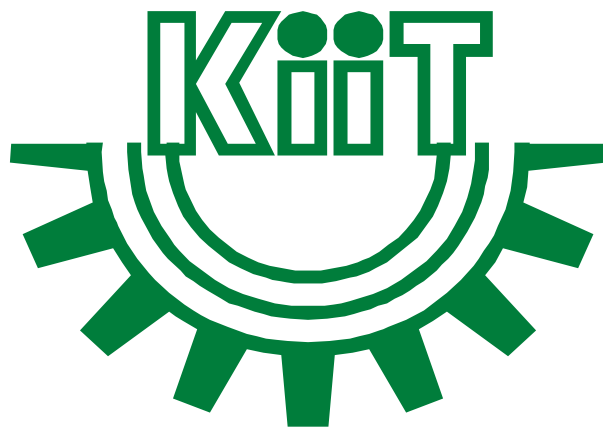


HUMAN RESOURCES MANUAL



**KALINGA INSTITUTE OF
INDUSTRIAL TECHNOLOGY (KIIT)**

Deemed to be University U / S 3 of UGC Act, 1956



M E S S A G E

The Human Resources Manual has been made as per the regulations of Strategy and Bylaws of the University.

The Human Resources Manual aims to accomplish the University mission and goals by building and fostering high-end professional working environment with the highest level of Human Resource services.

The Human Resources Manual provides guidance and flexibility for development of human resources and empowers them by showing the path of growth. All forms of employee handbook or other internal documents used by the Management aims to describe the practices of the workplace, procedure of recruitment and termination. All the rules, policies and systems specified in the HR manual are extremely important for depicting the people friendly work environment approach since they are made to provide equal opportunities to one all to contribute and grow.

All information mentioned here is self explanatory, authentic and meant to create just community. It will help all to learn their responsibilities, realize it and show the way for effective execution leading to the level of self actualization and be proud of 'SELF'

*I wish all the employees will get the scope to understand the mission of KIIT which is very broad '**SERVICE TO THE HUMAN BEING**' and contribute their best to achieve it.*

*KIIT believes in the principle of "**LOVE & LIVE**" - love your work and live your life in a meaningful way.*

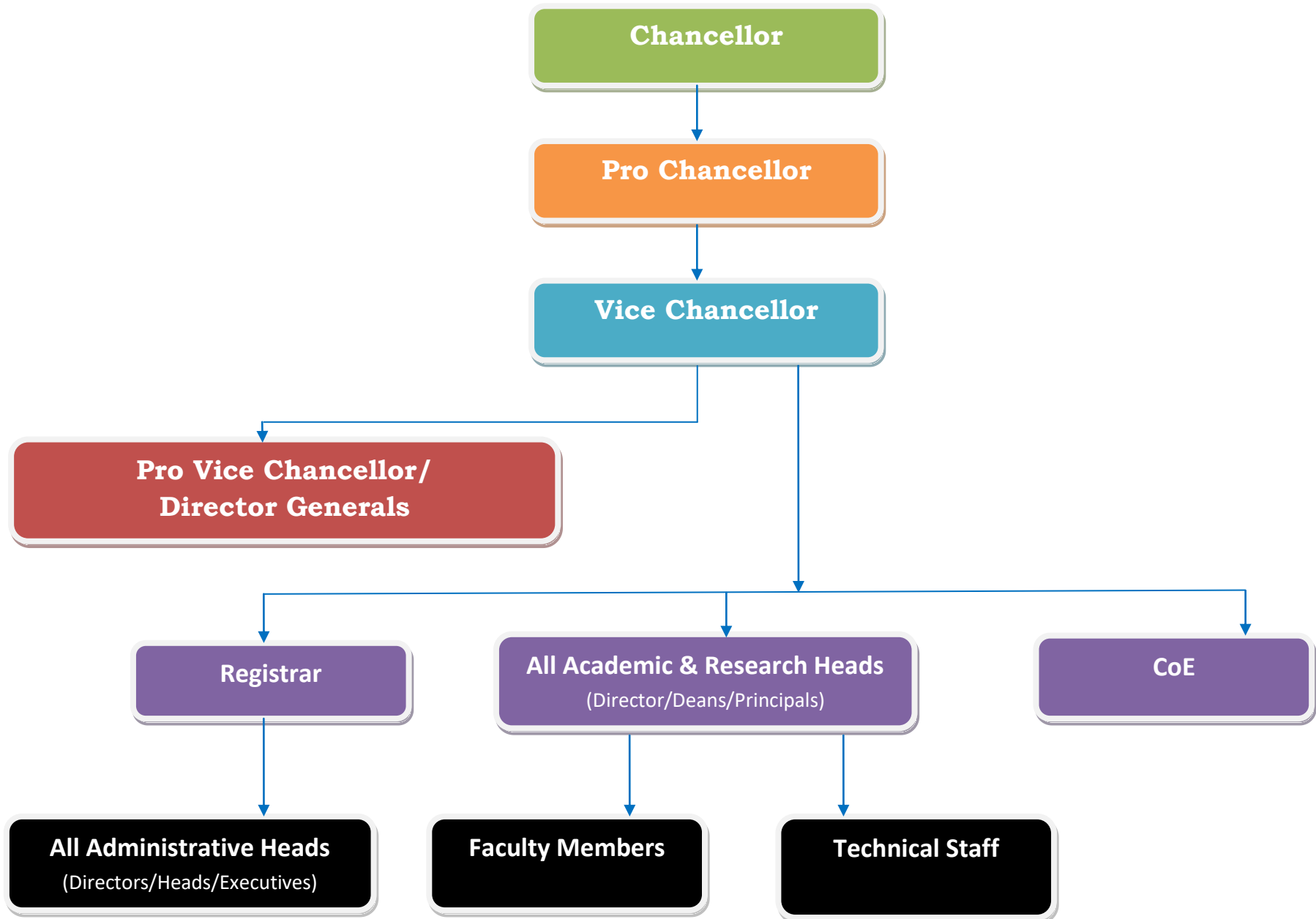


Vice Chancellor

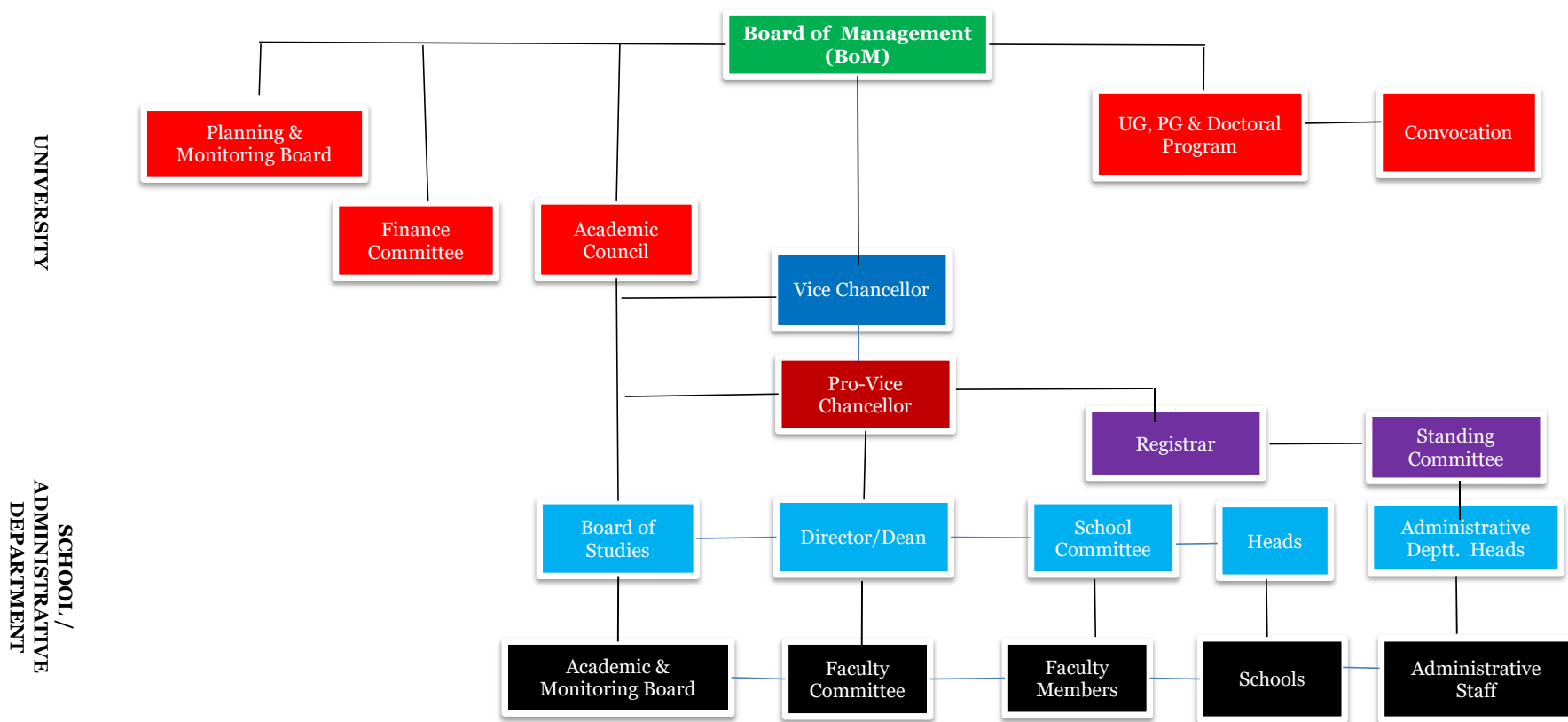
Members of Board of Management

Sl. No.	Name	
1)	Prof. Sasmita Samanta, Vice Chancellor & Chairperson	Chairperson
2)	Prof.(Dr.) M. C. Mishra, Emeritus Professor, J P N Apex Trauma Centre, AIIMS, New Delhi	Three eminent academics (External)
3)	Prof. Saswat Chakraborty, Professor, G. S. Sanyal School of Technology	
4)	Prof. (Dr.) Shankar Acharya, Sr. Consultant, Sri Gangaram Hospital, Delhi	
5)	Prof. Saroj Kumar Mohapatra, Director, School of Management	Two Deans/ Directors of Faculties
6)	Prof. Biswajit Sahoo, Director General, School of Computer Engineering	
7)	Maj. Gen. (Dr.) P. K. Pattnaik, Director General, KIMS	Two teachers of the Institution
8)	Prof. Mrutyunjay Suar, Director General, R& D	
9)	Mr. S. Samir Panda, Vice President, Corporate Relations	Nominees of the Sponsoring body
10)	Mr. D. N. Diwedy, Vice President, IT & Operations	
11)	Prof. J. R. Mohanty, Registrar & Secretary	Member Secretary

Organogram



GOVERNANCE STRUCTURE



INTRODUCTION

THE KIIT DEEMED TO BE UNIVERSITY HR MANUAL

This Manual is designed to provide information about working conditions, benefits, and our policies affecting employment. Our objective is to provide a work environment that is conducive as well as constructive to both personal and professional growth.

The information contained in this Manual applies to all employees of KIIT Deemed to be University. Adherence to the policy described in this Manual is considered as a condition of continued employment. However, nothing contained in this Manual alters an employee's status. The contents of this Manual shall not constitute nor be construed as a promise of employment or as a contract between the employer and any of its employees. The Manual is a summary of policies, which are presented here only as a matter of information.

Every employee is responsible for reading, understanding, and will be expected to comply with the provisions of this Manual.

POSITIVE WORK ENVIRONMENT

The University is committed to extend a fair and equitable treatment to all employees and to foster a working environment that is humane and respectful. The University has established the following standards for itself:

- Employ individuals on the basis of operational needs and merit, including requisite qualifications and experience.
- Assure equal opportunity and fair treatment to all those fulfilling the eligibility criteria.
- Offer promotional opportunities for career advancement, compensation and benefits, as necessary and applicable.
- Offer working conditions, wages, and benefits that are constructive & competitive and as per guidelines of Regulatory Authority where exist.
- Comply with all applicable laws pertaining to employment and mandated for Deemed University.
- Encourage open and direct dialogue between employees and supervisors to foster an environment of cooperation in the resolution of employees' concerns.
- Create a work opportunity that are conducive to both personal and professional growth.

OBJECTIVE OF HR POLICY MANUAL

This HR policy manual is designed to provide information on University policies relating to employees' and their relationship with the University.

This HR policy manual contains a set of basic performance expectations for Teaching and Non-teaching staff. Departments can create further unit-specific expectations based on operational needs and these should be communicated to employees. All employees are expected to perform at a high level of efficiency consistent with their job responsibilities, represent the University in a manner consistent with our identity and treat others with dignity and respect.

The policies and benefit plans referred to in this manual are intended to be ongoing, However, the University reserves the right to amend, modify or terminate these plans at any time. If there are any discrepancies between the information contained in this policy manual and the legal plan documents, which describe the plans in detail, the plan documents will prevail. Changes in benefit plans and/or policies will be communicated through newsletters and written or e-mail correspondence to employees and through updates to the Human Resources Policy Manual.

WELCOME MESSAGE

Welcome to KIIT DEEMED TO BE UNIVERSITY. We are delighted that you have brought your talents to KIIT, to contribute to our unique mission of building the world's leading varsity. The essentials of our mission are the transmission of knowledge through teaching and mentoring, the discovery of knowledge through research and scholarship and the integral formation of our students-intellects, hearts and souls. We offer an education that is rooted in faith and that aims to inspire our students to scholarship, to service, and to leadership.

The concept of community is fundamental to KIIT education. The campus community embraces staff, faculty and students as well as alumni, parents, benefactors and visitors. Whatever your responsibilities, your efforts make an important contribution to the overall quality of life within the KIIT community. Your work matters here and so do you.

This collection of policies contains important information concerning your employment at KIIT. If you have any questions concerning University policies, benefits or any other aspect of your employment, please speak to your reporting authority or contact the Office of Human Resources.

Our expectation from you as a KIIT employee is that you will find your work challenging and rewarding and that you will feel fully integrated into the University's mission. Finally, we pray that you will experience both professional and personal growth as a member of this community.

Again, welcome!

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CHAPTER - 1

INTRODUCTION

1.1 APPLICATION

- (1) The Human Resources Manual may be called as KIIT Deemed to be University Human Resources Manual and the Service Rules prescribed there under come into force with immediate effect from the date of its approval by the Chancellor.
- (2) **These Service Rules** shall apply to all the employees under KIIT Deemed to be University.
- (3) **These Service Rules** shall not apply to:
 - The employees under deputation to the Institute from Govt. or any other organization, who shall be governed by the terms of deputation and
 - The employees who are appointed on contract basis and specifically excluded from the operation of these Rules by the Board of Management.

1.2 DEFINITIONS

- a. **‘Employee’** - means a person who regularly works for Kalinga Institute of Industrial Technology Deemed to be University on a wage or salary basis and as defined in the rule 2.1 of Chapter-2
- b. **‘Board of Management’** - means the body constituted as per rule 5.3 of KIIT Rules duly notified.
- c. **‘Competent Authority’** - means as defined under DOP at rule 11.3 of Chapter-11.
- d. **‘Group’** - means classification of staff according to their pay scale as per rule 2.3 and **SCHEDULE – 2**
- e. **‘Contributory Provident Fund’** - means the fund established as per the Employees Provident Fund Act and Rules connected there to.
- f. **‘Gratuity’** - means compensation payable in recognition of satisfactory service and as governed by Gratuity Act.
- g. **‘UGC’** - means the University Grant Commission established by Government of India.
- h. **‘University’**- means Kalinga Institute of Industrial Technology Deemed to be University.
- i. **‘AICTE’** - means All India Council for Technical Education, a Regulatory Authority established by the Ministry of Human Resources Development, Government of India.
- j. **‘MCI’** - means Medical Council of India, a Regulatory Authority set up by the Ministry of Health and Family Welfare, Government of India.
- k. **‘DCI’** – means **Dental Council of India**, a Regulatory Authority set up by the Ministry of Health and Family Welfare, Government of India to regulate dental education.
- l. **‘BCI’** – means **Bar Council of India**, a statutory body established under the Advocates Act 1961 that regulates the legal practice and legal education in India.

- m. **NCI** - means Nursing Council of India.
- n. **'PCI'** - means The **Pharmacy Council of India** (PCI) is the statutory body constituted by central government to regulate the pharmacy education in India.
- o. **'Society'** Means Kalinga Institute of Industrial Technology Society.
- p. **'Teaching staff'** - means staff who are engaged in imparting education to the students of the University on fulltime basis. They are also called as academic staff.
- q. **Non-Teaching Staff** - means such of those staff who are engaged in administrative and support services for the smooth functioning of the University.
- r. **'Selection Committee'** - means the committee constituted as per rule 2.5 of Chapter 2.

1.3 INTERPRETATION

The power of interpretation of these Rules is reserved with the Board of Management of KIIT-University.

1.4 DELEGATION

Powers may be exercised or delegated under these Rules after approval by the Board of Management. The powers already delegated by the Board of Management to the different functionaries shall be deemed to have been delegated under these Rules.

1.5 CHANGES IN POLICY

The rules provided in this manual supersede all such rules provided in the previous employees' manuals and memos that might have been issued from time to time on subjects covered in this Manual.

However, the University reserves the right to interpret, change, suspend, cancel, or dispute with or without notice all or any part of our policies, procedures and benefits at any time. The University will notify all employees of such changes. Changes will be effective on the dates determined by the University and after those dates all superseded policies will become null and void.

No individual supervisor or manager has the authority to change policies at any time or interpret contrary letters and spirit of this manual of the policies. If there is doubt about any policy or procedure, the employee should speak to his/ her direct reporting authority who where he/she considers it necessary, shall refer to Department of Human Resources for clarification and applicability.

1.6 IMPLEMENTATION

The Chairman, Board of Management may issue such instructions or directions as may be necessary from time to time to give effect and carry out the provisions of these Rules.

CHAPTER - 2

RECRUITMENT

2.1 EMPLOYEE - DEFINITION

An “employee” of KIIT DEEMED TO BE UNIVERSITY is a person who regularly works for KIIT Deemed to be University for remuneration, with wages or salaries for minimum 240 working days in a year. “Employees” may include permanent, temporary, probationary, contractual and officiating persons and others employed with the varsity who are subject to the control and direction of KIIT Deemed to be University in the performance of their duties.

2.2 CATEGORIES

- I. Permanent
 - II. Temporary
 - III. Probationary
 - IV. Contractual
- I. “**Permanent Employee**” means an employee who is employed against a sanctioned fulltime position.
 - II. “**Temporary Employee**” means an employee who is appointed on adhoc basis, and employed temporarily as an additional employee to cope with the temporary increase in work on against a Leave Vacancy.
 - III. “**Probationary Employee**” means an employee who is provisionally selected and appointed for a short duration up to one year against a permanent post to prove his worthiness with confirmed in service.
 - IV. “**Contractual Employee**” means an employee who is appointed on contract for a specified period and for a specific work on daily wage basis or contracted amount.

2.3 CLASSIFICATION

CLASSIFICATION BASED ON ROLE

(a) **Academic Administrators:**

Chancellor, Pro Chancellor, Vice Chancellor, Pro Vice Chancellor, Registrar, Director General, Director, Dean, Controller of Examination, Dy COE, Assistant COE.

(b) **Academic** – which term shall include:

Senior Professor, Professor, Associate Professor, Assistant Professor and such other academic posts as may be decided by the Board.

- (c) **Technical** – which term shall include:

Senior Librarian, Systems Analyst, Programmer, Deputy Librarian, Workshop Superintendent, Foreman, Supervisors, Mechanics, Overseer, Demonstrator, Laboratory Assistant, Sr. Technical Assistant, Technical Assistant, Assistant Librarian, Draftsman, Technician, Physical Training Instructor and such other technical posts as may be decided by the Board duly guided by the designations suggested by the concerned regulatory Authorities.

- (d) **Administrative and others** – which term shall include:

Director General, Director-Admissions, Director, General Manager, Dy GM, Sr. Manager, Manager, Dy. Manager, Dy Registrar, Assistant Registrar, Finance Officer, Director – HR, Director, Student Services, Director - Sports, Chief Public Relations Officer, Chief Public Information Officer, Dy. Finance Officer, Assistant Finance Officer, Controller of Examinations, Director - Estate & Establishment, Chief Technical Officer, Joint Chief Technical Officer, Dy. Chief Technical Officer, Senior Personal Officer, Senior Public Relations Officer, Sr. Information cum Protocol Officer, Deputy Controller of Examinations, Deputy Registrar, Chief Personnel Officer, Training and Placement Officer, Accounts Officer, Purchase Officer, Administrative Officer, Assistant Controller of Examinations, Development Officer, Maintenance Engineer, Transport Officer, Security Officer, Private Secretary, Personal Assistant, Accountant, Office Assistant, Caretaker, Attendant, Associate – all contact staff to be called Associate (Senior or Junior).

Note: The teaching / academic staff shall also be called '**Vacation Staff**' and they will be entitled to vacation leave as set out in the Leave Rules. The Technical, administrative and other staff will be termed as '**Non-Vacation**' staff and will not be entitled for vacation leave and instead they will be entitled to earned leave as set out in the Leave Rules.

CLASSIFICATION BASED ON QUALIFICATION AND EXPERIENCE.

A. TEACHING STAFF (FACULTY) / ACADEMIC STAFF

- (a) The Institute shall adopt the minimum qualification and experience prescribed by **UGC/ AICTE / MCI / DCI / BCI / PCI** (Regulatory Authorities) for consideration of eligibility / recruitment/promotion for its teaching staff /academic staff.
- (b) The Board of Management shall, from time to time, prescribe the minimum qualification and experience in respect of such positions for which these are not unambiguously specified, keeping in view the recommendations of the **UGC/ AICTE / MCI / DCI / BCI / PCI** for similar positions, if any.
- (c) The minimum qualification and experience for teaching (faculty) positions for Management/ School of Computer Application/ Schools of Engineering, School of Biotechnology, School of Law etc. disciplines at undergraduate/post-graduate level may be seen at **SCHEDULE -1**.

B. APPOINTMENT OF INTERNATIONAL VISITING/HONORARY PROFESSOR IN KIIT DEEMED TO BE UNIVERSITY

Objective

To promote partnership and knowledge sharing, KIIT Deemed to be University proposes to appoint Visiting/Honorary Professors annually in the areas of Electrical and Electronics Engineering, Mechanical Engineering, Civil engineering, Computer Science Engineering, Management, Law, Social Sciences, Humanities, Biomedical Engineering, Biotechnology and Material Sciences and other schools / Departments.

Duration of Visit

One month, anytime during Autumn Semester, July to November or during Spring Semester, January to April. Professors interested to visit for a long term i.e full semester / year are also encouraged to apply.

Expectations and remuneration of international Visiting /Honorary Professors

Role	Description	Remuneration
Honorary Professor	Expected to deliver minimum of 40 hours online classes in engineering or management discipline per semester. Schedule & Topic will be agreed mutually as per convenience of faculty.	Rs. 1,50,000/- per semester Two times visit in a year to KIIT Bhubaneswar Campus in an economy fare travel with accommodation. (Visit is campus is optional)
Visiting Professor	Expected to deliver physical lectures at KIIT for three weeks per semester in engineering or management discipline. Schedule & Topic will be agreed mutually as per convenience of the faculty.	Rs. 2,00,000/- per semester Two times visit in a year to KIIT Bhubaneswar Campus in an economy fare travel with accommodation.

C. APPOINTMENT OF FACULTY WITH INDUSTRY BACKGROUND

There shall be necessary provision for inducting faculty from industry (or comparable organizations) with substantial professional and R&D experience, but not having Ph.D. degree. For candidates with good number (atleast 10) of publications in leading journals of the field, the candidates being the lead author, the requirement of Ph.D. degree may be waived. In all other cases, such candidate may be taken on contract till he completes the Ph.D. degree.

D. NON- TEACHING STAFF / NON- ACADEMIC STAFF

- (a) The Institute shall adopt the minimum qualification and experience prescribed by **UGC/ AICTE / MCI / DCI / BCI / PCI** for consideration of eligibility /recruitment/promotion for its non- teaching employees.
- (b) The Board of Management shall, from time to time, prescribe the minimum qualification and experience in respect of such positions for which these are not unambiguously specified, keeping in view the recommendations of the **UGC/ AICTE / MCI/ DCI / BCI / PCI** for similar positions, if any.
- (c) The minimum qualification and experience for non –teaching positions of the KIIT Deemed to be University may be seen at **SCHEDULE – 2**.

CLASSIFICATION BASED ON GRADES OF PAY (AS PER 7th PAY)

(Group –A) In the Pay Band of Rs. 112200-201000 with Initial PIPB of Rs 131400 - and above.

(Group – B) In the Pay Band of Rs. 27900-104400 with Initial PIPB of Rs 35400 - and above.

(Group – C) In the Pay Band of Rs. 15600-60600 with Initial PIPB of Rs 19900 - and above.

(Group –D) In the Pay Band of Rs. 15600-60600 with Initial PIPB of Rs 16600 - and above.

* To be generalized as per the changes in the UGC Govt. scale.

2.4 PROCEDURE FOR RECRUITMENT

1. Projection regarding faculty requirement is to be indicated by the respective HODs in consultation with the Dean / Director of School to the Vice-Chancellor.
2. After approval, an advertisement is to be put up announcing the vacancy in the university website as well as on job sites and print media (if required).
3. The resumes obtained in response to the advertisement and those downloaded from the website and received from Deans/Directors are then to be sorted out based on the minimum eligibility criteria requirements.
4. The candidates are to be contacted by the HR Cell to ensure if they would be interested for the mentioned job profile.
5. The list of resumes that commensurate with requirements are to be sent to Scrutiny Committee.

6. The final list of candidates to be called for the interview are to be prepared by Committee and HR Cell and sent for approval of the Registrar and Vice-Chancellor.
7. The process of organizing the actual interview is to be planned after obtaining the approval, where the date, time and venue for the interview are fixed in consultation with all the members of the selection committee.
8. A selection committee consisting of minimum of five members will be constituted by the Vice-Chancellor.
9. The proceedings of the selection committee mentioning the names of the selected candidates in order of merit are then to be put up in a note sheet along with the credentials of the selected candidates by the chairman for approval of Vice-Chancellor before issuing the appointment letters to selected candidates.

Note: a) All posts at the Institute shall normally be filled through advertisement, but the Board/Chancellor shall have the power to decide that a particular post be filled by invitation or by promotion from amongst the members of the staff of the Institute.

b) All applications should be submitted as per the format specified by KIIT Deemed to be University.

(SEE SCHEDULE 3)

2.5 SELECTION COMMITTEE

- (1). (i) The Selection Committees for filling up of posts under the Institute (other than the posts on contract basis) by advertisement or promotion from amongst the members of staff of the Institute shall be constituted in the manner laid down below;
- (ii) The desirable qualifications and experiences for eligibility for consideration shall be fixed from time to time by the Board of Management keeping in view the recommendations of the **UGC/AICTE/ MCI/ DCI / BCI / PCI**, if any, in this regard.
- (2). The Selection Committee in the case of faculty (Teaching staff) shall consist of:

(i) Vice Chancellor	-	Chairman
(ii) One expert nominated by the Chancellor	-	Member
(iii) Director/Dean/ HOD of the concerned School	-	Member
(iv) Two external expert in the relevant subject	-	Members
(v) Registrar	-	Convener

At least one expert member shall be present. A minimum of four (4) members shall form the quorum.

- (3). The procedure in the case of non-teaching staff shall consist of:

Each School will give the requirement of non-teaching staff to the HR Cell. The recruitment will be done by the HR Cell by constituting a Selection Committee under the chairmanship of Registrar. The applications received from time to time will be considered to select the suitable persons against the existing vacancies.

On approval by the Vice-Chancellor, the Registrar will also constitute a committee to consider cases of promotion and give the recommendations.

- (4). The in-charge of Human Resources Department will act as the convener to complete pre-selection and post selection formalities involved in the recruitment process.
- (5) Where a post is to be filled on contract basis or by invitation, the Chairman, Board of Management may, at its discretion, constitute such ad-hoc Selection Committees, as circumstances for each case may require.
- (6) Where a post is to be filled by promotion from amongst the members of the Institute or temporarily for a period not exceeding twelve months, the Board of Management shall lay down the procedure to be followed.
- (7) Notwithstanding anything contained in these Statutes, the Board of Management shall have the power to make appointments of persons trained under 'approved' programmes in such manner, as it may deem appropriate. The Board will maintain a schedule of such 'approved' programme.
- (8) If the post is to be filled by advertisement, the terms and conditions of the post shall be advertised by the Registrar and all applications received within the date specified in the advertisement, either by hand, post or electronically, shall be considered by the Selection Committee, provided that the Selection Committee may, for sufficient reasons, consider any application received after the date so specified.
- (9) The Selection Committee shall examine the credentials of all persons who have applied and may also consider other suitable names suggested, if any, by a member of the Selection Committee or brought otherwise to the notice of the Committee. The Selection Committee may interview any of the candidates, as it thinks fit and shall, at the discretion of its Chairman, administer a written test or tests to be held for all or some of the candidates as the Chairman may think fit and shall make its recommendations to the Board, the names of the selected candidates being arranged in order of merit.
- (10) No act or proceeding of any Selection Committee shall be called in question on the ground merely of the absence of any member of or members of the Selection Committee.
- Provided that, if any meeting of the Selection Committee is found necessary, the Registrar shall give notice of the meeting to the members of the Committee at least a week before the date of the meeting.
- (11) A candidate applying for a post under the Institute may be charged application fee at the rates to be fixed from time to time by the Board of Management.
- (12) All the recommendations of the Selection Committee shall be placed before the Vice Chancellor for approval before issue of order by the Registrar.

2.5.1 Vice-Chancellor

- A. The Vice-Chancellor shall be a whole time salaried officer of Institution Deemed to be University, and shall be appointed by the Chancellor from a panel of three names suggested by a Search-cum-Selection Committee.
- B. The qualifications of the Vice-Chancellor shall be in accordance with the UGC Regulations (on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education), 2018, as amended from time to time.
- C. The procedure/composition of Search-cum-Selection-Committee (SCSC) for selection of Vice-Chancellor shall be as under:
 - a) A nominee of the Chancellor, who shall be a reputed academician as the Chairperson of the Committee.
 - b) A nominee of the Chairman, University Grants Commission.
 - c) An academician, with not less than 10year service as Professor, nominated by the Board of Management.

2.5.2 Pro Vice-Chancellor

- i. The post of the Pro Vice-Chancellor may be created in an Institution Deemed to be University by the Board of Management;
Provided that in respect of institutions managed and controlled by Central Government or State Government the prior approval of the appropriate Government shall be obtained before creating the post.
- ii. The Pro Vice-Chancellor shall be appointed by the Board of Management on the recommendation of the Vice-Chancellor.
- iii. The Pro Vice-Chancellor shall hold office co-terminus with the office of the Vice-Chancellor.
- iv. The Pro Vice-Chancellor shall have the powers and duties as prescribed by Rules of the Institution Deemed to be University and such duties delegated by the Vice Chancellor from time to time.

2.5.3 Registrar

- i. The Registrar shall be a whole time salaried officer of the Institution Deemed to be University and shall be appointed by the Board of Management on the recommendations of the Selection Committee consisting of the following:-
 - a) Vice Chancellor – Chairperson;
 - b) One nominee of the Chancellor;
 - c) One nominee of the Board of Management; and
 - d) One expert, not being an employee of the Institution Deemed to be University, to be appointed by the Board of Management.
- ii. The emoluments and other terms and conditions of service of the Registrar shall be as prescribed by Rules of the Institution Deemed to be University.

- iii. When the office of the Registrar is vacant or when the Registrar is on leave or absent due to any other reason, the duties and functions of the Registrar shall be performed by such other person as the Vice-Chancellor may appoint for the purpose.
- iv. The Registrar shall be ex-officio Secretary of the Board of Management, the Academic Council and the Planning and Monitoring Board and Finance Committee, but shall not be Deemed to be a member of any of these authorities.
- v. The Registrar shall be directly responsible to the Vice-Chancellor and shall work under his direction.
- vi. The following shall be the duties of the Registrar:-
 - a) To be the custodian of the records and the funds and such other property of the Institution Deemed to be University as the Board of Management may commit to his/her charge;
 - b) To conduct the official correspondence on behalf of the authorities of the institution Deemed to be University;
 - c) To issue notice convening meeting of the authorities of the Institution Deemed to be University and all Committees and sub-Committees appointed by any of these authorities;
 - d) To maintain the minutes of the meeting of all the authorities of the Institution Deemed to be University and of all the Committees and sub-Committees appointed by any of these authorities.
 - e) To make arrangements for examinations conducted by the Institution Deemed to be University;
 - f) To represent the Institution Deemed to be University in suit or Proceedings by or against the Institution Deemed to be University, sign powers of attorney and perform pleadings or depute his/her representatives for this purpose;
 - g) To enter into agreement, sign documents and authenticate records on behalf of the Institution Deemed to be University;
 - h) To make arrangements to safeguard and maintain the buildings, gardens, office, canteen, cars and other vehicles, laboratories, libraries, reading rooms, equipment and other properties of the Institution Deemed to be University.
 - i) To perform such other duties as may be specified in the Rules of the Institution Deemed to be University, or as may be assigned by the Board of management or the Vice-Chancellor from time to time.

2.5.4 Finance Officer

- i. The Finance Officer shall be a whole time salaried officer of the Institution Deemed to be University and shall be appointed by the Board of Management.
- ii. The emoluments and other terms and conditions of service of the Finance Officer shall be as may be prescribed by Rules of the Institution Deemed to be University.

- iii. The Finance Officer shall work under the direction of the Vice-Chancellor and shall be responsible to the Board of Management through the Vice-Chancellor.
- iv. He/She shall be responsible for the preparation of annual budget estimates and statements of account for submission to the Finance Committee and the Board of Management.
- iv. He/She shall be responsible for the management of funds and investments of Institution Deemed to be University, subject to the control of Board of Management.

2.5.5 Controller of Examinations

- i. The Controller of Examinations shall be appointed by the Board of Management.
- ii. The emoluments and other terms and conditions of service of the Controller of Examination shall be as may be prescribed by Rules of the Institution Deemed to be University.
- iii. The Controller of Examinations shall ensure that all the specific directions of the Board of Management, Academic Council and Vice-Chancellor in respect of examination and evaluation are complied with.
- iv. The Controller of Examinations shall be a permanent invitee to the Academic Council.

2.6 POWER OF APPOINTMENT

All the appointments to the services of the University shall be made by the Chairman, Board of Management on the recommendation of the Selection Committee and by such delegated authority on the basis of delegation of powers made by the Board of Management from time to time. The Appointing Authority and Disciplinary Authority of different categories of posts are as laid down in the **Section 2.5**. The Appointing Authority shall be the Disciplinary Authority and Leave Sanctioning Authority of the employees until and unless the Board of Management issues a specific order.

2.7 APPLICATION SCREENING

2.7.1 POLICY

The University conducts various background checks on applicants for employment to ensure that individuals who join the University workforce are qualified, have potential to be productive and successful and have honestly presented their qualifications on the Employment Application. Because of the legal implications of these processes, the Office of Human Resources coordinates the collection of all such information. All offers of employment are made contingent upon the successful completion of all applicable background checks.

2.7.2 PROCEDURES

(a) *Pre-Employment Physical Fitness Examinations*

The University requires a pre-employment physical fitness certificate duly approved by a qualified medical practitioner to be of sound constitution and medically / physically fit and free from all communicable diseases and is fit for employment under the Institute.

(b) *Reference Checks*

The University reserves the right to make verification regarding the employee which will extend to reference to the previous employer also. The Human Resources Department will undertake the responsibility of contacting the concerned person/s for the purpose of verification. The selected candidate should also produce conduct certificates from two respectable persons (who know him / her at least since last three years) for the purpose of verification.

2.8 ACCEPTANCE OF TERMS & CONDITIONS OF APPOINTMENT

No person shall be appointed to the service of the University unless he / she gives in writing that he / she has accepted the terms and conditions contained in the appointment letter issued to him/her.

2.9 AGE

The age of a person at the time of his / her first appointment to the service of the Institute shall not be less than 18 years for non-teaching (Group C & D) and 21 for others. Unless otherwise stated an employee shall superannuate at the age of 65 or 60 year as per provision of **2.15. 3.**

2.10 GRANT OF ADVANCE INCREMENTS

The Board of Management may in exceptional cases grant advance increments not exceeding five (5) while recruiting exceptionally suitable person(s) on the recommendation of the Selection Committee.

2.11 COMMENCEMENT OF SERVICE

1. Except as otherwise provided by or under these Rules, service of an employee shall be deemed to commence from the working day on which the employee reports for duty in an appointment covered by these Rules at the place intimated to him in the letter of appointment provided he / she reports before noon, otherwise his service shall commence from the following working day.
2. “**Service**” includes the period during which an employee is on duty as well as on leave duly sanctioned by the Competent Authority, but does not include any period during which an employee is absent from duty without permission or overstays leave, unless specifically permitted by the Competent Authority.

2.12 NEW EMPLOYEE ORIENTATION

Orientation is a formal welcoming process that is designed to make the new employee feel comfortable, informed about the institute and be prepared for his / her position. New employee orientation is conducted by a Human Resources

representative and includes an overview of the history, an explanation of core values, vision and mission and the University's goals and objectives. In addition, the new employee will be given an overview of the benefits, tax and legal issues and complete any necessary paperwork.

Employees are presented with all codes, keys and procedures needed to navigate within the workplace. The new employee's supervisor then introduces the new hire throughout the University, reviews the job description and scope of position, explains the evaluation procedures and helps the new employee to get started on specific functions.

2.13 PROBATION

The period of probation of employees shall be one year in case of Teaching staff who are employed as Teaching Assistant, Assistant Professor / Associate Professor / Professor / Sr. Professor etc. Similarly for Non-Teaching staff, there shall be one year probation period. The Competent Authority may extend the period of probation of an employee by another one year only if his / her work is not found satisfactory during the period of probation for a term of six months at a time after which period he / she will be guided as per **Section 2.14**.

DISCHARGE/REVERSION DURING PROBATION

During the probationary period of an employee, if he/she is directly recruited may be discharged from service without assigning any reason. Similarly, a promotee during the probation period may be reverted from the post to which he/she was promoted to his/her substantive rank without assigning any reason.

2.14 CONFIRMATION OF SERVICE

On satisfactory completion of the probation, an employee shall be confirmed subject to fulfillment of the criteria given below. No probationer shall be deemed to have been confirmed unless confirmation is conveyed in writing by the Competent Authority. The Competent Authority shall be the final authority to decide on the satisfactory completion of the probation duly guided by the following:

- (a) During the period of probation, bi - annual assessment report about the performance of the incumbent will be submitted by the controlling authority to the competent authority for judgment of his/her performance, competency, conduct, character etc.
- (b) Subject to satisfactory completion of probation period in all respects, the case of an employee will be taken up for confirmation.
- (c) In the event of adverse remarks relating to performance, competency, character, conduct etc., the employee will either be discharged or the period of probation will be extended for such period as provided for to take up whether there is any improvement before taking a final decision.
- (d) Based on the recommendations made by the Supervisory officer under whom the incumbent has worked as well as that of the Director of each School, the confirmation will be made and a certificate will be accordingly recorded in the personal file / service rules.

2.15 EMPLOYMENT TERMINATION

2.15.1 RESIGNATION FROM SERVICE BY AN EMPLOYEE

An employee at anytime may resign from the service of the Institute by giving a notice in writing of his intention to do so. The period of notice required shall be one calendar month in the case of employees who are on probation and three months who are confirmed in. In case of teachers it shall be three months or till the end of the semester whichever is early. However competent authority may reduce notice period in case exigencies for case to case basis.

In the case of breach of provisions of this Rule, the employee shall pay to the Institute a sum equal to his/her pay for the period of notice required or for the period of the notice falls short of the prescribed period which sum shall be paid in cash or in default deducted from any money due to him. During the notice period the employee will hand over full charge of the work assigned to him / her to the person authorized by the Competent Authority for the purpose. During the notice period, the employee will not be entitled to avail of any kind of leave except casual leave if available in his / her credit.

2.15.2 TERMINATION OF SERVICE BY THE INSTITUTE

- I. The Institute may terminate the services of an employee / faculty at any time on giving him / her three months notice or pay in lieu thereof. But in case of exigencies notice period may be one month.
- II. The power to terminate the services of an employee shall be exercised by the Vice Chancellor for teaching and group A officer and Registrar for other employees in the case of teaching/ non-teaching staff.
- III. Nothing in these rules shall affect the right of the Institute to terminate the services of an employee without notice or pay in lieu thereof on his / her being certified by a Medical Board to be physically unfit (permanently incapacitated) for further continuance in the service of the Institute.

2.15.3 SUPERANNUATION & RETIREMENT

An employee belonging to faculty group (teaching) shall retire at the age of **65** (sixty-five) years, whereas an employee belonging to non-faculty group(non-teaching) shall retire at the age of **60** (sixty).

2.15.4 PREMATURE RETIREMENT

In the case of any employee who has attained the age of 50 and not the age of 65, the management may retire him/her by giving three months notice of the intention to retire the employee on review by a competent Review Board for recorded reasons and on approval by the Board of Management.

2.15.5 VOLUNTARY RETIREMENT

An employee who has attained the age of 50 (Fifty) years may elect to prematurely retire by giving three month's notice of his intention to retire from the service of the University.

2.16 RECORD OF SERVICE

Record of service includes maintenance of a Performance Appraisal Report in respect of each employee and Service Book in respect of each regular employee (who has successfully completed the probation period) in such form and in such manner as may be prescribed / approved by the Competent Authority from time to time.

2.17 SENIORITY

Seniority of employees appointed to each grade shall be regulated by their date of joining and the order in which their names are included in the selection list for Teaching Staff. For Non-Teaching staff, seniority shall be regulated based on their date of joining in a particular grade/ pay scale.

2.18 PROMOTION

A Selection Committee constituted for the purpose shall recommend suitable employees for promotion, whom they consider / assess fit / suitable on the basis of the following guidelines. The Competent Authority may on the recommendation of the Selection Committee promote an employee.

- a) Promotion of an employee will be considered after the employee has worked and fulfilled the set minimum criteria by way of

- I. Number of years of service.

- II. Minimum qualification required for promoted post.

- II. Minimum assessment grades for the duration of service.

- (b) Annually, the eligibility of employee to be considered on the basis of above criteria will be taken up for the purpose of consideration of suitability subject to availability of vacancy for promotion by a Selection Committee constituted for this purpose.

Refer to SCHEDULE – 2 for details of eligibility.

- (c) There should not be any adverse remarks noted or reported against the concerned employee including on account of integrity and honesty. In the event of any such observation, consideration for promotion may be deferred / withheld.
- (d) There should be clear vacancy in the grade against which the employee is to be considered for promotion.
- (e) The consideration for promotion may include such evaluation process like personal interview / test as deemed appropriate by the Selection Committee.
- (f) Final decision for promotion rests with the Board of Management.

- (g) The above conditions may be waived in case of exceptionally good performance and expeditious promotion may be considered by the Chairman of the Board of Management.

2.19 **GUEST TEACHERS / PART TIME TEACHERS:**

If there is a need for appointing a teacher as a guest teacher/part time teacher, he/she should be paid as per the criteria given below:

Remuneration of Visiting / Adjunct faculty / Professor Category	Remuneration	Duration
• Faculty from State University: /Deemed to be University	Rs. 3000/-	1 ½ Hours
• Institute of National Importance like IITs, IIMs, NITs and IoEs	Rs.5000/-	1 ½ Hours
• People from Industry		
➤ Equivalent to the post of Project Manager and above	Rs.5000/-	1 ½ Hours
➤ Below the post of Project Manager	Rs. 3000/-	1 ½ Hours
• Faculty from Universities (From top 500 Universities)and Industry of abroad	100 USD	1 ½ Hours
• Regular visiting / adjunct faculty	Rs.1500/-	Per hour
➤ Indian Nationals	Rs.20,000/- (Maximum)	Per credit course
➤ Foreign Nationals	Rs.50,000 or as negotiated	Per credit course
• People of Eminence		
➤ Indian Nationals:	Rs. 1,50,000/- / as negotiated	1 Month
➤ Foreign Nationals	5000 USD / as negotiated	1 Month

It is also decided that the appointment / nomination of Experts for Seminar / Conference will be decided by the Head of the Concerned School in consultation with Director, Collaborative Learning.

Retired teachers could also be involved in teaching as guest teachers.

2.20 REEMPLOYMENT OF TEACHERS:

Teachers may be reemployed selectively after superannuation on contract basis upto the age of 70 years. 3 years in the first instance and further for 2 years on the basis of merit, experience and area of specialization and Peer Group Review.

2.21 STAFF AWARD:

- Everyone likes to be recognized for the hard work they perform. An employee recognition award program can create a positive work environment, boost morale and engagement.
- KIIT celebrates and recognizes the contributions of committed staff who are responsible for commendable efforts and performance in their work.
- Thus every year on Republic day, *Staff Award* is given to felicitate employees with outstanding work done in their respective fields.
- For teaching staff, an extra increment is given to the faculties who are having good number of indexed research publications in their concerned areas.

CHAPTER – 3

EMPLOYMENT POLICIES

3.1 *NON-DISCRIMINATION*

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at KIIT Deemed to be University will be based on merit, qualifications and abilities. KIIT Deemed to be University gives equal opportunities and does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin or disability.

Employees with questions or concerns about discrimination in the workplace are encouraged to bring these issues to the attention of their supervisor. Employees can raise concerns and make reports without any fear. Anyone found to be engaging in unlawful discrimination will be subject to disciplinary action, including termination of employment.

3.2 *NON-DISCLOSURE/CONFIDENTIALITY*

The protection of confidential business information and trade secrets is vital to the interests and success of KIIT Deemed to be University. Such confidential information includes, but is not limited to, the following examples:

- Compensation data
- Financial information
- Marketing strategies
- Pending projects and proposals
- Personnel/Payroll records
- Conversations between any persons associated with the university.

All employees are required to sign a non-disclosure agreement as a condition of employment.

Employees who improperly use or disclose trade secrets or confidential business information will be subject to disciplinary action, including termination of employment and legal action, even if they do not actually benefit from the disclosed information.

3.3 *PERSONAL FILES*

Employee personal files include the following: Job application, job description, résumé, records of participation in training events, salary history, records of disciplinary action and documents related to employee performance reviews, coaching and mentoring score for PBAS in each calendar year.

Personal files are the property of the University and access to the information is restricted. Management personnel of KIIT Deemed to be University who have a legitimate right and reason to review the file are allowed to do so.

3.3.1 ACCESS TO EMPLOYEE FILE

Access to personal file to employee is not permissible for reasons of integrity of the file and safety of the file. HR Executives of the concerned Schools/ departments shall be the custodian of all personal files and records.

3.3.2 PERSONNEL DATA CHANGES

It is an important responsibility of each employee to promptly notify the Office of Human Resources of any changes in personal data such as:

- Legal name
- Change in marital status
- Personal Mailing Address
- Residence telephone number/other contact telephone number(s)
- Number and name(s) of dependants, nominees
- individual(s) to be contacted in case of an emergency
- Any other personal information needed for income tax, benefits or other employment purposes.

This notification should occur within 30 days following the change.

3.3.3 CONFIDENTIALITY

The University respects individual rights to privacy and to the extent possible, preserves confidentiality of employment information.

3.3.4 DEPARTMENTAL EMPLOYEE FILES

The departmental employee files will remain in the custody of designated officers of the HR department.

Access in any form to the personal file by an employee not authorized is strictly forbidden for reasons of the above clause 3.3.3. Any attempt by an employee to breach or circumvent the restriction for access to his /her or any other employee's file will be treated as misconduct and accordingly disciplinary action will be initiated. However, when the personal file/s are needed by a competent authority or board constituted for the purposes of promotion, deputation etc, the same will be made available to the convener / controlling officer duly sent in a confidential / sealed packet.

3.3.5 RELEASE OF INFORMATION ON CURRENT/FORMER EMPLOYEES

The information contained in personal records is used to respond to inquiries from third parties about former or current employees (such as credit and prospective employment references). The Office of Human Resources is responsible for providing responses to these types of requests and will only confirm dates of

employment, wage rate and positions held. Release of more specific information is at the sole discretion of the University and may be provided as required by law or upon receipt of a detailed written release request signed by the employee. All such requests for information must be referred to the Office of Human Resources.

3.4 *OUTSIDE EMPLOYMENT*

Employees in the regular service of KIIT Deemed to be University are prohibited from holding any part time / full time job in another organization of any kind. Contraventions will be construed as a misconduct. They are also prohibited to indulge in any activity self-employed or other wise remunerative or non-remunerative which affect the service interest of the University.

3.5 *CORRECTIVE ACTION*

The University holds each of its employee to certain work rules and standards of conduct. When an employee deviates from these rules and standards, the University expects the employee's supervisor and Competent Authority to take corrective action.

Corrective action at the University is progressive. That is, the action taken in response to a rule infraction or violation of standards typically follows a pattern increasing in seriousness until the infraction or violation is corrected.

The usual sequence of corrective actions includes:

- Oral warning
- A written warning
- Disciplinary Action
 - With holding increment
 - With holding promotion
 - Compulsory leave without pay
 - Suspension
- Termination of employment.

In deciding which initial corrective action would be appropriate, a supervisor / the Competent Authority will consider the seriousness of the infraction, the circumstances surrounding the matter and the employee's previous record.

Though committed to a progressive approach to corrective action, KIIT Deemed to be University considers certain rule infractions and violations of standards as grounds for immediate termination of employment. These include but are not limited to:

- Theft in any form
- Insubordinate behavior
- Vandalism or destruction of the University's property
- Presence in the University's premises during non-business hours
- Use of equipment and/or vehicles without proper authorization

- Wrongful declarations of personal particulars, work history, skill or training and misrepresentations of University's credentials to a student, client, a prospective customer, the general public or an employee.
- Sexual harassment
- Lack of integrity / honesty ethics in Conduct.

3.6 SERVICE BOOK

A Service Book will be created in respect of each employee of the University in which his/her personal data, educational qualifications, experience particulars, service particulars relating to increment, promotion, transfer, leave accounts, PBAS score etc will be entered for collective reference.

Entries posted in the Service Book will be based on the Office Order issued in this connection and each entry will be countersigned by the assigned staff (HR) as a token of authentication.

The Service Book will be treated as confidential and will be in the custody of the personnel of HR department. All entries will be made by them.

The Service Book will be made available for authorized persons on the basis of requisition in supporting decision making process.

CHAPTER- 4

EMPLOYEE RELATION

4.1 ATTENDANCE AND PUNCTUALITY

- i) An employee shall not absent himself/herself from his/her duties without prior permission of the Competent Authority (CA), nor shall absent himself/herself in case of sickness or accident without submitting medical certificate within the shortest time possible (not exceeding three days of such absence) provided that in the case of temporary indisposition, the production or waiver of a medical certificate may be at the discretion of the Competent Authority.
- ii)a) An employee who absents himself/herself from duty without leave or overstay his/her leave, except under circumstances beyond his/her control for which he/she must tender a satisfactory explanation, shall not be entitled to draw any pay and allowance for overstay.
- b) All such unauthorized absence would be treated as misconduct and the employee shall further be liable to such penalties for the misconduct as per rules or in the absence of any such rule, as the Controlling Authority may deem fit.
- c) The period of such absence or overstay, if not followed by termination of services or dismissal under the rules, be treated as leave with loss of pay or half-pay-leave as the Controlling Authority may determine.
- d) An employee who is in essential service such as in-charge / custody of stores and designated as ‘Store Keeper’ or by whatever name, in-charge of cash and designated as ‘Cashier / Accountant’ or by whatever name or who keeps watch over the property of the Institute designated as ‘Watchman/Security Guard’ or by whatever name, in charge of electricity AC and water supply, Driver, cleaner shall not remain absent from duty without sanction of such leave or prior written permission of the Competent Authority (Controlling Authority) / as the case may be, who shall make alternative arrangement before permitting the employee to avail of leave or remain absent from duty.
- iii) An employee who is late in attendance shall in addition to such penalties as may be imposed by the Controlling Authority / as the case may be, forfeit one day casual leave for every three days of late attendance in a month.

Where such an employee has no casual leave due at his/her credit, the period of such leave may be treated as Earned or Extraordinary Leave as the Controlling Authority may determine.

4.1.1 HOURS OF ATTENDANCE

The Competent Authority (CA) shall notify the office hours from time to time. A teacher must spend at least 7 hours in the University excluding lunch break for at least six days a week or 8 hour per day for at least 5 day excluding lunch break as decided by the authority for conducting classes, holding tutorials, tutor mentoring, guiding research or carrying out any other academic and co-curricular activities assigned to him/her by the University. Any employee may be required to work beyond office hours if the business of the Institute so demands.

4.1.2. ATTENDANCE REGISTER

On arriving at office every employee, is required to give biometric attendance in the absence of biometric shall note the time of his / her arrival in the Attendance Register with initials. Similarly, on leaving the office at the close of office hours, every employee is required to note the time of his / her departure.

4.1.3. REVIEW OF ATTENDANCE

At the close of the month, the position with regard to the punctual attendance, late attendance or otherwise will be reviewed by an authorized official.

4.1.4. ABSENCE FROM STATION

An employee shall not absent himself/herself from his/her station / headquarters overnight without obtaining prior sanction of his/her immediate reporting / superior authority, event during weekends/holidays/vacations.

4.2. ISSUE RESOLUTION

4.2.1 Policy

The University values an environment that is open and respectful for all. It is extremely important that employees are treated fairly and that they receive prompt responses to issues or complaints that may arise in the course of their employment. Employees and supervisors are expected to make every reasonable attempt to work together in resolving problems.

4.3 EMPLOYEE COMMUNICATION

4.3.1 STAFF MEETINGS:

It has been recommended to hold faculty and staff meetings at the University level once every quarter. These informative meetings allow employees to be informed on recent activities, changes in the workplace and employee recognition. At the School /Department/Sections/Unit level there should be faculty/staff meeting at least once in a month.

4.3.2 BULLETIN BOARDS

Bulletin boards placed in designated areas provide employees access to important posted information and announcements. The employee is responsible for reading necessary information posted on the bulletin boards. The intranet of the organization will also run an electronic bulletin board service to disseminate information of relevance which will be available to every employee for viewing.

CHAPTER- 5

P E R F O R M A N C E M A N A G E M E N T

Performance Management is a means of getting better results from organization, teams and individuals by understanding and managing performance within an agreed framework of planned goals and standards.

5.1 *NEED FOR PERFORMANCE MANAGEMENT AT KIIT DEEMED TO BE UNIVERSITY*

1. For focusing on the employees on achieving the best in their jobs.
2. To satisfy their developmental needs to improve performance and realize their potential.

5.2 *PROCESS OF PERFORMANCE MANAGEMENT*

Teaching Staff

1. Performance appraisal form is designed taking into consideration the faculty workload in the areas of teaching, research and administration such that minimum expected performance is maintained. It shall also be based upon periodic test, quiz, contribution for placement training.
2. The appraise puts forward his own career achievements, hindering factors and areas of development.
3. Students' feedback / Dean's and Director's feedback are taken into account in assessing the contribution made and the quality of performance.
4. The reporting authority rates the faculties on the basis of work load achievement on a scale of 1 to 5 (outstanding / very good/ good/ average/below average).

Non teaching staff

1. In the case of managerial and supervisory class employees, the employee and his / her reporting authority discuss and agree on objectives / targets, annual plan, development and training needs.
2. In the case of subordinate class employees, the performance will be assessed against identified parameters of performance, personal attributes and overall assessment.

3. Competencies required to achieve these objectives are laid down.
4. The agreement is reviewed at the end of the review period and fresh objectives, annual plans and development plans are made.
5. Objectives are reviewed in case of changed conditions any time during the year.
6. The appraise puts forward his account of targets achieved, in case of shortfall constraints experienced, additional contribution made and areas of development.
7. The reporting authority rates the employees on the basis of work load achievement on a scale of 1 to 5 (outstanding / very good/ good/ average/below average).

*****NOTE: Refer to Schedules 5 and 6 for Performance Appraisal forms.**

5.3 *PROCESS OF ASSESSMENT*

There will be a fair and objective system of evaluation to record observations and grade the employee in the prescribed forms of performance assessment. The objectiveness will be ensured by three levels of assessments through Reporting Authority, Reviewing Authority and Accepting Authority duly notified. Such evaluation should be made once a year and it shall be communicated to the faculty concerned. It shall also be made available to the selection committee at the time of promotion of the faculty.

CHAPTER- 6

TRAINING AND DEVELOPMENT

The University supports employees in their efforts to grow both professionally and personally. Departments are encouraged to approve employee request to participate in development programs offered inside or outside the University whenever possible and considered beneficial. Participation can result in the development or enhancement of skills necessary for success in present or future positions.

Professional development and learning programs are offered throughout the year. Employee development planning is designed to be a collaborative effort between an employee and supervisor.

6.1 PROFESSIONAL DEVELOPMENT AND LEARNING OPPORTUNITIES

The Office of Human Resources offers a wide variety of developmental programs through the Management Development Programmes (MDPs).

6.2 DEPARTMENTAL TRAINING

The Professional Development and Learning Programmes are designed to meet specific needs and learning objectives of various departments. This may involve a wide range of strategies including the development of a department mission statement and goals, specific course content and instructional strategies to assist departments in achieving success.

6.3 PROFESSIONAL IMAGE

Each employee represents the University when interacting with students, visitors, guardians and other employees and the interaction should proceed in a healthy manner. The University expects employees to report to work neat and clean and dressed appropriately for their job.

Departments may establish additional appearance standards based on operational needs and should communicate these standards to employees. Factors to be considered may include the work location, the physical requirements of the job and health/safety practices. Departments should explain their uniform policy to employees during department orientation.

CHAPTER- 7

COMPENSATION MANAGEMENT

7.1 PAY & ALLOWANCES

Pay – means remuneration paid to an employee as compensation to the services rendered by him / her in the pay scale in which he / she is fixed including increments earned or consolidated amount, as specified in the appointment order.

Allowance – means that which is allowed in addition to pay based on consideration of such conditions as determined from time to time and notified by the Management

WHEN ACCRUE & PAYABLE

Subject to the provisions of these Rules, pay and allowances shall accrue from the commencement of the service of an employee and shall become payable on the first working day of the month following the month on which the services were performed.

WHEN CEASE

Pay and allowances shall cease to accrue as soon as an employee ceases to be in service. In case an employee is dismissed from the Institute's service, he/she shall cease to be eligible for pay and allowances from the date of his / her dismissal. In case an employee dies while on service, he/ she shall cease to be eligible for pay and allowance from the day following the day on which the death occurs.

ALL EMPLOYEES TO BE GRADED

Every employee who is confirmed after his / her probation period is completed, shall have a post in one of the grades / groups referred to in the **Section 2.3** considered as his / her substantive grade and to which he/she shall revert when he/she ceases to be :

- (a) Under suspension
- (b) On leave or deputation
- (c) Holding a temporary post or officiating in another grade.

ADJUSTMENT OF PAY & ALLOWANCES ON CHANGE OF CHARGE WHEN TAKES EFFECT

An employee shall commence to earn the pay and allowances of a post to which he/she is appointed and from the date on which he/she assumes the duties of the post if the charge is transferred before noon of that date and from the following day if the charge is taken over in the afternoon of that date.

7.2 INCREMENTS

In an incremental scale, the increment shall accrue on the completion of each specified period of service of not less than one year on each stage of that scale whether such service be probationary, officiating or substantive. The annual rate of increment shall be 3% of the basic salary of a teacher with compounding effect. Faculty member after reaching the top of the scale in a particular pay band would move into the next band while continuing to draw the same grade pay.

Acting service in a higher grade will count for increments in an employee's substantive grade as well as in the higher grade in which he is acting and if there is an intermediate grade between the two in which he would have officiated had he not been appointed to officiate in the higher grade, also in the intermediate grade, but the period during which an employee is on leave without pay will not count for increment provided that whenever any employee goes on extraordinary leave on account of illness or for any reason beyond his/her control, he/she should be allowed to count that period for increment unless so authorized by the Competent Authority for reasons to be recorded in writing.

FIXATION / REFIXATION OF PAY ON PROMOTION

On promotion or otherwise, when the basic pay of an employee shall be required to be fitted in a new scale/higher scale, it shall be fixed by adding one increment in the new scale just at the next higher point of the scale it first falls in the new scale. If in the event it does not fall within the new scale it will be fixed at the starting point of the scale. If some advance increments have been allowed in the new scale or otherwise, it will be fixed accordingly.

7.3. SPECIAL PAY / EXTRA REMUNERATION

The Competent Authority can grant special pay / increments / allowances, extra remuneration to an employee on the following grounds:

- (a) Special nature of duties.
- (b) A special and significant addition to the work or responsibility.

Each employee's daily wages / monthly salary will be reviewed at least once each year. The employee's review date will usually be conducted on or about the anniversary date of employment or the date of the previous compensation review. Such reviews may be conducted more frequently for a newly created position or based on a recent promotion. Increases will be determined on the basis of performance, adherence to University policies and procedures and ability to meet or exceed duties as per job description and achieve performance goals.

7.4 SALARY FOR THE FACULTY AND STAFF OF KIIT DEEMED TO BE UNIVERSITY

(PLEASE REFER TO SCHEDULE- 2 AND 7)

CHAPTER- 8

LEAVE RULES

8.1 *COVERAGE*

The Leave and Paid Holidays Rules shall apply to:

All employees on permanent rolls.
Employees on probation.

8.2 *LEAVE PERIOD*

The period for calculating and availing of leave will be from **January to December**, i.e. the calendar year.

8.3. *DEFINITIONS*

- 8.3.1 “Organization” means KIIT Deemed to be University unless otherwise indicated.
- 8.3.2 “Earned Leave” means leave earned in respect of continuous service with the organization and granted on full salary and also called leave with wages.
- 8.3.3 “Salary” means the basic salary drawn monthly by an employee and will also include special pay, personal pay or any such emoluments specially classified as salary.
- 8.3.4 “Completed year of Service” means continuous period of service in the organization for a period of one year, including period spent in any kind of leave excluding leave without pay.
- 8.3.5 “Continuous service” means any authorized leave with no break in service.

Note: All definitions and clarifications of employees as made out in the General Service Rules of the organization will apply under these rules.

8.4. *CLAIM FOR LEAVE*

- 8.4.1 Leave cannot be claimed as a matter of right. When exigencies of organizational interest so requires, leave applied for can be refused or leave already granted can be revoked.
- 8.4.2 An employee under suspension is not entitled to leave facilities under these rules.

8.5. LEAVE ADMISSIBLE TO EMPLOYEES

The following kind of leaves would be admissible to permanent faculty

8.5.1 Leave treated as Duty, viz

1. Casual Leave,
2. Special casual leave
3. Duty leave

8.5.2 Leave earned by duty, Viz.

1. Earned leave
2. Medical Leave

8.5.3 Leave not earned by duty, viz

1. Extraordinary leave
2. Leave not due.
3. Leave not debited to leave account

8.5.4 Leave for academic pursuits, Viz,

1. Study leave
2. Sabbatical leave/ Academic leave

8.5.5 Leave on ground of health viz,

1. Maternity Leave
2. Paternity Leave

8.6 ABSENCE FROM DUTY AND OVERSTAYING SANCTIONED LEAVE

- 8.6.1 No leave can be availed of without sanction of the same by the competent authority.
- 8.6.2 Unauthorized absence from duty is deemed a misconduct.
- 8.6.3 Any employee who desires to obtain leave must apply for leave in the prescribed leave application form. The form can be completed and presented to the immediate supervisor to obtain a written order sanctioning the leave. Leave request can be made through SAP.
- 8.6.4 If owing to any unforeseen circumstances previous sanction could not be obtained, the employee shall inform within the shortest possible time and by the quickest possible means to the Head of his/her department the reasons for absence along with a leave application. He will abide by the decision communicated by the sanctioning authority.
- 8.6.5 Overstaying sanctioned leave means remaining absent from duty without permission beyond the leave sanctioned. Overstaying sanctioned leave shall be dealt with in the same manner as absence from duty.
- 8.6.6 Organization may lay down further conditions, as and when required with regard to overstaying sanctioned leave and unauthorized absence.

8.7. CASUAL LEAVE

- 8.7.1 Employees in all categories will be eligible for 10 days casual leave in a calendar year. For those employees joining in the middle of the year, the casual leave will be calculated on a pro-rata basis
- 8.7.2 Unavailed casual leave during the year will automatically lapse at the end of the year on December 31st.
- 8.7.3 Casual leave can be taken at a stretch for a maximum of 5 (Five) days only.
- 8.7.4 Intervening Sundays/holidays and weekly off days will not be included in calculating casual leave availed by an employee.
- 8.7.5 Casual leave can be taken for half a day also.
- 8.7.6 Casual leave should be approved prior to proceeding on leave.
- 8.7.7 However, in emergency circumstances, application for casual leave should be sent to the department head with least possible delay on the day of commencement of such leave.
- 8.7.8 Any absence of more than the number of days allowed for casual leave shall, when not due to sickness, be treated as unauthorized absence from duty.

8.8. SPECIAL CASUAL LEAVE

- 8.8.1 Special casual leave, not counting towards ordinary casual leave, may be granted when an employee –
 - 8.8.1.1 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;
 - 8.8.1.2 Deputed to attend a reference library of other institutes or workshop /seminars / conferences and scientific gatherings of learned and professional societies in the interest of the Institute.
 - 8.8.1.3 During General Elections/By-elections to Lok Sabha/State Assembly, employees enrolled as voters in a constituency but having office in another constituency, are entitled to a day's special casual leave on the day of election in their home constituency to enable them to exercise their franchise if their offices are not closed on that day.
 - 8.8.1.4 Required to be absent for any other purposes approved by the Board of Management.
- 8.8.2 The period of such leave admissible in a year shall ordinarily not exceed two days but should, however, be sufficient to cover the period of absence necessary. The conditions under which such leave will be granted will, if necessary, be laid down by the Board.

8.9 VACATION LEAVE

- 8.9.1 All the teaching staff will avail of leave not exceeding 30 days in a calendar year. The duration during which such leave can be taken will be as declared by the University and will be within the vacation declared for the students.
- 8.9.2 In case where the teaching staff has not availed of the vacation leave, he will be entitled for conversion of the same as per the instructions detailed under Earned Leave.
- 8.9.3 Vacation Leave cannot be combined with any other kind of leave.

8.10. EARNED LEAVE

TEACHING STAFF/ VACATION STAFF

- 8.10.1 All Teaching Staff will be eligible for earned leave after completion of each one year of service.
- 8.10.2 “*Teaching staff*” (*vacation staff*) will be granted earned leave which will be 1/30th of actual service including vacations plus 1/2nd of the period for the work rendered during vacation, if so required to perform by written orders.
- 8.10.3 All intervening Sundays/holidays and weekly off days will be counted towards earned leave.
- 8.10.4 Earned leave can normally be availed of by an employee at a stretch for a minimum of 4 (Four) days. In case of an employee whose casual leave is exhausted and there are extenuating circumstances which require the employee to remain away from duty for a short period, the reporting authority may at his discretion grant earned leave for a period less than four days.
- 8.10.5 The maximum earned leave that may be sanctioned at a time shall not exceed 30 days. Earned leave exceeding 30 days may, however, be sanctioned in the case of higher study or training or leave with medical certificate or when the entire leave or a portion thereof is spent outside India.
- 8.10.6 Earned leave can normally be availed of maximum on 3 occasions in a calendar year.
- 8.10.7 Earned leave should be taken as far possible during the vacation period of the students.
- 8.10.8 Earned leave shall not be granted for half-day.
- 8.10.9 All employees having earned leave to their credit at the end of the year in December can carry forward their earned leave to the next year.

- 8.10.10 The maximum accumulation of the earned leave along with carry forward leave balance should not exceed 60 days. Earned leave exceeding more than 60 days will automatically lapse.
- 8.10.11 Earned leave will be credited half yearly at the beginning of each next 1/2 yearly that is on (01-01-XX) & (01-07-XX)

NON-TEACHING STAFF/ GENERAL

- 8.10.1 All non-teaching / general staff will be eligible for 30 days of Earned Leave.
- 8.10.2 On satisfying the conditions laid down in Para 2.2 the employees would be eligible for earned leave of 30 days for calculating the earned leave due for the next year on the actual days of work by the employees would be taken into account.
- 8.10.3 They shall not be eligible for any vacation leave.
- 8.10.4 Earned leave shall not be granted for half-day.
- 8.10.5 Earned leave can be combined with other leaves except casual leave. Similarly, earned leave can be prefixed or suffixed with Sunday and public holidays.
- 8.10.6 All intervening holiday(s) and /or weekly off day(s) would be included while calculating the earned leave availed of by the employee
- 8.10.7 Earned leave can normally be availed of maximum on 3 (three) occasions during the year.
- 8.10.8 The maximum accumulation of the earned leave along with carry forward leave balance should not exceed 60 days. Earned leave exceeding more than 60 days will automatically lapse.

8.11. *Medical Leave*

- 8.11.1 Employees of all categories will be eligible for 05 days Medical leave for each completed year of service excluding period of leave not counted towards service such as extra-ordinary leave and leave without pay. For those employees joining in the middle of the year, the leave will be calculated on a pro-rata basis.
- 8.11.2 Such leave will be granted when supported by a medical certificate from a registered medical practitioner. The employee has to produce a certificate of fitness before resumption of duties. This certificate must be appended to the leave application. The request will be guided by the following:
- Medical leave shall not be granted for half-a -day.
 - Intervening Sunday public holidays will not be included while calculating Medical leave availed of by an employee.
 - Medical Leave not availed of and accumulated during the year will be carried forward to the next year upto a maximum of 60 days.

- 8.11.3 Such leave has to be sanctioned on the day of resumption of work. However information must reach the departmental head within 24 (twenty four) hours of commencement of such leave.

8.12 EXTRAORDINARY LEAVE

- 8.12.1 A permanent employee may be granted extraordinary leave when no other leave is admissible.
- 8.12.2 Extraordinary leave shall always be without pay and allowances. Extraordinary leave shall not count towards qualifying service for increment and such other purposes.
- 8.12.3 Extraordinary leave may be combined with any other leave except casual leave and special casual leave, provided that the total period of continuous absence from duty on leave (including periods of vacation when such vacation is taken in conjunction with leave) shall not exceed two years.
- 8.12.4 The authority empowered to grant leave may commute retrospectively periods of absence without leave into extraordinary leave.

8.13 LEAVE NOT DUE

- 8.13.1 Leave not due, may, at the discretion of the Vice-Chancellor / Principal, be granted to a permanent employee for a period not exceeding 120 days during the entire period of service, out of which not more than 30 days at a time and 60 days in all may be otherwise than on medical ground. Such leave shall be debited against the half-pay leave earned by him/her subsequently. Medical leave is actually half pay leave for 10 days can be availed. Any purpose when no other paid leave is available and it is computed to 5 days full pay leave under medical ground.
- 8.13.2 No pay and allowances can be drawn during the said leave.
- 8.13.3 “Leave not due” shall not be granted unless the Competent Authority is satisfied that and as far as can reasonably be foreseen, the employee will return to duty on the expiry of the leave and earn the leave granted.
- 8.13.4 An employee to whom “leave not due” is granted shall not be permitted to tender his/her resignation from service so long as the debit balance in his/her leave account is not compensated by active service or he/she refunds the amount paid to him/her as pay and allowances for the period not so earned. In a case where retirement is unavoidable on account of reason of ill health, incapacitating the faculty for further service, refund of leave salary for the period of leave still to be earned may be waived of by the Board of Management.

Provided further that the Board of Management may, in any other exceptional case waive of for reasons to be recorded, the refund of leave salary for the period of leave still to be earned.

8.14 MATERNITY LEAVE/ PATERNITY LEAVE

Maternity leave shall be granted to a female employee for 180 days and only twice in one's career. Likewise, Paternity leave of 15 days may be granted to male employees once in a career.

8.15 DUTY LEAVE

An employee (both Teaching and Non-Teaching), who is required to remain away from office, on any working day or holidays, local or outstation (away from duty headquarters) on official tour to attend to any official work of the Institute/University, including those to attend seminars / workshops / conferences etc., shall do so **only with the prior approval of the Competent Authority** and such period shall be treated as "Duty Leave".

8.16 STUDY LEAVE

- 8.16.1 Study leave may be granted to a teacher / academic staff only after a minimum of 3 years of continuous service to pursue a special line of study or research directly related to his/her work in the University or to make a special study of various aspects of the University's organization and methods of education.
- 8.16.2 The paid period of study leave should be for 2 years can be extended for one more year.
- 8.16.3 Care should be taken that the number of teachers given study leave, does not exceed the 10% of teachers in any department. Provided that the Board of Management may, in special circumstances of a case, waive the condition of three years of continuous service.
- 8.16.4 No substitute shall be appointed in the vacancy and his work shall be shared by the other members of the faculty.
- 8.16.5 A member of the academic staff shall not undertake during the period of study leave, any regular appointment under any other organization in India or abroad. He shall, however, be free to receive a scholarship or fellowship or bursary or any other honorarium other than his regular employment.
- 8.16.6 A member of the academic staff availing of study leave with pay shall furnish a bond in the prescribed form to serve the Institute for a minimum period equal to double the duration of leave period on return to duty.
- 8.16.7 A member of the academic staff is entitled to avail of such leave only twice in his/ her career.

8.17. GENERAL

The following general principles shall govern the grant of leave to the employees.

- 8.17.1 The leave will have to be sanctioned by the respective Dean/ HOD/ Functional Head and for the Functional Heads by the Vice-Chancellor. Leave of the Vice-Chancellor will be sanctioned by the Chancellor.
- 8.17.2 Leave earned by duty or service cannot be claimed as a matter of right.
- 8.17.3 An employee who desires to obtain leave of absence other than casual leave and sick leave shall apply in the prescribed form to the reporting authority not less than 15 days before the leave is to commence except in urgent cases or unforeseen circumstances when it is not possible to do so. The reporting authority in its behalf shall issue orders on such applications as soon as practicable. If the leave is granted an order showing the date on which the employee will have to resume duty shall be issued to him. Applications may be refused without assigning any reason.
- 8.17.4 Leave shall be availed of only after it is sanctioned by the approving authority.
- 8.17.5 In case of exigencies of work, it will be open to the approving authority, to refuse, postpone, revoke or reduce leave of any description.
- 8.17.6 During the period of leave, an employee shall not take up or accept any employment or work, either on remuneration or without remuneration.
- 8.17.7 *Combination of leave:* casual leave cannot be availed of in conjunction with any other kind of leave. Subject to this condition any kind of leave under these regulations may be granted in combination with or in continuation of any other kind of leave.
- 8.17.8 Before proceeding on leave, an employee shall intimate to his reporting authority his address including his telegraphic address and telephone number at which he will be available while he is on leave and shall keep the said authority informed of the changes in address, if any.
- 8.17.9 Before leaving headquarters, every employee will have to obtain from his reporting authority permission to leave headquarters.
- 8.17.10 If an employee, after proceeding on leave desires an extension thereof, he/she shall make an application in writing to the reporting authority with reasons well in advance or at least before expiry of leave already sanctioned. Such application shall contain full postal and telegraphic address and shall be made in sufficient time to enable the office to process the application and communicate the decision to him. The employee should abide by the decision so communicated.

- 8.17.11 No leave or extension of leave shall be deemed to have been granted unless an order to that effect is posted and communicated to the employee concerned.
- 8.17.12 Overstay beyond the sanctioned leave shall be treated as leave on loss of pay unless the concerned employee who has got the extension of leave sanctioned (by the reporting authority) before the expiry of the leave already sanctioned. However, before treating such unauthorized absence as leave on loss of pay, the competent authority shall satisfy itself that there were no extenuating circumstances which prevented the employee from obtaining prior sanction for the overstay.
- 8.17.13 An employee is expected to avail of leave granted fully before resuming duty unless he is recalled for office exigencies. An employee on leave cannot return on duty before the expiry of such leave except with the express permission of the authority granting leave.
- 8.17.14 An employee on leave shall unless and otherwise instructed to the contrary, return from duty to the place at which he was last sanctioned.
- 8.17.15 Except when an employee is on leave with loss of pay or absent from duty, the increment falling during the period of leave may be granted from the due date.
- 8.17.16 An employee on leave on medical grounds may not return to duty without producing a medical certificate of fitness. The reporting authority may require an employee who has availed of leave, of any kind, for reasons of health to produce a medical certificate of fitness, even though such leave was not granted on medical grounds.
- 8.17.17 The competent authority may, at his discretion, secure a second medical opinion either for grant of leave or for satisfying that the employee is fit to resume duty, from a medical examiner of his / her choice, if considered necessary. The cost of such second medical examination will be borne by the institute. An employee not submitting him/her for medical examination will be liable for appropriate disciplinary action.

8.18. SUMMARY OF ALL TYPES OF LEAVE

Details of the leave to be granted to teaching and non-teaching staff:

TYPE OF LEAVE	TEACHING	NON-TEACHING
Vacation Leave	30 Days*	NIL
Earned Leave	10 Days	30 Days
Medical Leave	05 Days	05 Days
Casual Leave	10 Days	10 Days
Special Casual Leave	02 Days	02 Days
Maternity Leave	180 Days	180 Days
Paternity Leave	15 Days	15 Days
Public Holidays (to be decided by the Management).		
* within the vacation period of students		

8.19. LEAVE APPROVAL PROCEDURE

Type of Leave	RECOMMENDATING AUTHORITY	APPROVING AUTHORITY
Casual Leave- Teaching/Non- Teaching		Dean/Director/Head of the School
Vacation Leave		Dean/Director/Head of the School with information to HR/Registrar/VC
All other Leave for Teaching Staff, Group A Officer	Dean/Director/Head of the School	Registrar
All other Leave except Teaching Staff, Group A officer	Dean/Director/Head of the School	Director General - HR

CHAPTER- 9

BENEFITS AND SERVICES

9.1 CONTRIBUTORY PROVIDENT FUND

(a) All teaching staff, who are in regular pay scale, shall subscribe every month to the Employees' Provident Fund, a sum not less than 12% of their basis pay or Rs. 15000/- whichever is lower.

All non-teaching staff, who are in regular pay scale and are drawing a basic pay upto Rs. 15000/- per month shall subscribe every month to the Employees' Provident Fund, a sum not less than 12% of their basis pay.

This will also include all employees drawing a basic pay of Rs. 15000/- per month but restricted to the ceiling of Rs. 15000/- for the purpose of calculation and implementation.

(b) The Institute shall subscribe an amount equal to contribution of the employee. These rules shall be governed by the Employees Provident Fund & Miscellaneous Provisions Act, 1952 that are and will be in force from time to time.

(c) The Faculty members and staff, who are drawing Basic Pay above Rs.15, 000/- per month, shall be entitled to the benefit of Contributory Provident Fund (CPF) on confirmation of their services.

(d) Under this scheme for the purpose of calculation of CPF, basic pay shall be limited to Rs.15,000/- per month and 12% of the same so limited will be deducted and equal amount will be contributed by the Institute and deposited in the EPF Account of the respective employees.

9.2 ESIC

(a) The employees who are getting salary less than equal to Rs. 21,000/- per month are covered under the scheme.

(b) The contribution ratio of employee and employer is 0.75%:3.25%

(c) Total staff member cover under ESI is 1,960.

9.3 GRATUITY

- (a) All employees of the Institution who retire, die while in service or whose services have been terminated for reasons other than disciplinary measures shall be entitled to gratuity (equal to half a month's pay for each completed year of service) in accordance with Payment of Gratuity Act.
- (b) For the purpose of the above rules, "pay" in case of employees who retire or die while in service shall be **the pay last drawn** by them on the day immediately preceding the day of retirement or death and in all other cases, the pay shall be **the average of the pay drawn during the last one year** immediately preceding the date of cessation of service.
- (c) A claim for eligibility of gratuity in the case of an employee is subject to his satisfactory completion of a minimum of five years of regular service after confirmation.

9.4 CONSULTANCY ASSIGNMENTS

- a) Amount received up to 30% of the gross salary (basic salary grade pay+DA+Academic Allowance)- No sharing, entire amount shall go to the teacher concerned.
- b) Amount received beyond 30% and upto the gross salary- Sharing of the money beyond 30% in the ratio of 70:30 between the teacher and the University respectively.
- c) Amount received beyond the gross salary – To be shared in the ratio of 50:50 of the amount of money received beyond the gross salary between the teacher and the University.

- 9.4** Fees for filing patent provided in the name of KIIT (KIIT being the principal applicant and inventor as the co-applicant). If a patent become commercialized revenue sharing will be as per IPR rules of KIIT

CHAPTER- 10

ALLOWANCES AND ENTITLEMENTS

10.1 HOUSE RENT ALLOWANCE

Until the Board of Management otherwise determines, the House Rent Allowance as decided from time to time by the Competent Authority shall be applicable to the employees of the Institute. Competent Authority is to decide the percentage of payment of House Rent Allowance to the different categories / grades of employees of the Institute from time to time.

In case leased accommodation will be provided to those as per their entitlement, they will forego the House Rent Allowance. Besides **7.5%** of their basic pay will be deducted by the Institute as house rent. This facility is extended to only the faculties, who opt for the same. The Competent Authority may however, allow such facility to any other staff at his / her discretion in the interest of the Institute.

For availing of such facility, the concerned faculty is required to produce his / her willingness in writing to the Institute before two months of occupation.

In case any Faculty / Officer prefers to opt out of the leased accommodation after occupation, he/she will have to give one month notice prior to vacating the leased accommodation or deposit two months rent in lieu thereof in the Institute.

In the event of providing own quarters by the Institute in its premises to its Faculties / employees, a license fee as determined by the Competent Authority from time to time, shall be deducted from the salary of the concerned Faculties / employees.

10.2 MEDICAL BENEFITS

Mediclaim and ESIC implemented. Mediclaim policy coverage for the employee and his / her dependant family members may be extended by the Institute as decided by the Board of Management from time to time.

10.3 TRAVEL ENTITLEMENT

Travelling Allowance shall be payable only when the journeys are performed in connection with the Institute work by the shortest route and approved by the competent authority of the Institute.

Entitlement of TA for employees (Teaching and Non-Teaching) is given below

A) TRAVEL ENTITLEMENT FOR ALL THE CAMPUSES OF KIIT DEEMED TO BE UNIVERSITY.

10.3.1 ENTITLEMENT FOR TRAVEL BY AIR:

Employee	Entitled class
Within India	
Chancellor/ Pro-Chancellor/Vice-Chancellor	Executive
Pro-Vice Chancellor/Registrar /Director General/ Director/Dean/ Professor/Associate Professor (II)/Department Head with prior approval	Economy class
Out side India	
Chancellor/ Pro-Chancellor/Vice-Chancellor	Executive
Pro-Vice Chancellor/Registrar /Director General /Director/Dean/ Professor/Associate Professor (II)/Department Head with prior approval	Economy class

10.3.2 ENTITLEMENT FOR TRAVEL BY RAIL:

Basic Pay	Any Train
Initial PIPB Rs.2,25,000 & above	AC First Class / Air
Initial PIPB Rs.1,31,400 & above	AC 2 tier
Initial PIPB Rs.35,400 & above	AC 3 tier
For others	Sleeper Class

10.3.3 ENTITLEMENT FOR TRAVEL BY ROAD:

Travel by an AC 3 tier permissible in trains not providing AC Chair Car accommodation.

Basic Pay	Entitlements
Initial PIPB Rs.1,01,500 & above	AC Taxi/Premium vehicle of OLA/Uber (subject to submission of actual receipt)
Initial PIPB Rs.35,400 & above	Taxi/Mini vehicle of OLA/Uber (subject to submission of actual receipt)
For others	Public Transportation

Mileage Eligibility:

Road Mileage is given only when no facility for travel by train is available.

Employees	Entitlement	Rate
Faculty/ SMC employees	Own car/ taxi	Rs.8/K.m.
JMC employees	Auto Rickshaw/ Own scooter/ Motor Bike	Rs.3.75/K.m.

10.3.4 ENTITLEMENT OF TAXI/ AUTO FARE IN CITIES ON TOUR

Official journey in cities on tour, taxi/auto fares are reimbursed as per following rates.

Employee	Rate
Associate Professors, SMC employees Professor & above	Taxi fare on actual basis
JMC employees	Auto fare on actual basis
Staff cadre	Actual fare on public transport/ bus

B) TRAVELLING ENTITLEMENT ON LOCAL JOURNEY

Local journey means journey on official duty on any day within 50 kms radius from the place of duty at Head-quarters.

ENTITLEMENT TO REIMBURSEMENT OF EXPENSES ON LOCAL JOURNEY.

Employee	Rate
Professors, Associate Professors & SMC employee (by own car)	Rs.8.00/K.m.
Assistant Professors & JMC & SMC employee (by scooter/bike)	Rs. 3.75/K.m.
Staff cadre	Actual fare on auto/bus

C) TRAVEL ENTITLEMENT WHEN DEPUTED FOR TRAINING

An employee deputed to undergo a course of training in India is entitled to draw T.E. and D.A. as on tour for the first 30 days and at the rate of 50 % of the DA for the period beyond 30 days.

****Note: REFER SCHEDULES - 2 & 7 FOR Payscale AND GRADE**

10.4 DAILY ALLOWANCE

Local limit

- Employees can claim reimbursement of petrol for using personal vehicle for local travel undertaken on accounts of official out-door duties, as per entitlements mentioned below:
 - a. First three categories – four wheeler (car) Rs. 8.00/K.m.
 - b. Last two categories – two wheeler (scooter/motorcycle) Rs 3.75/K.m
- These expenses shall be reimbursed upon submission of online/offline claims duly approved by the Manager/Matrix Manager on monthly basis.
- No car rental for daily market visit is allowed (all such claim will be rejected).
- All Intercity travel/greater than 200 Kms travel will be considered as tour and will be done through the most economical ground transports.
- Any exception to the above limits will require approval from respective school/departments/Director General – HR.

ORDINARY & CEILING RATE OF DA

(1)	(2)	(3)		(4)	
Group	PIPB (Rs)	Metro Cities		Non Metro Cities	
		Flat rate (Rs)	Hotel (Rs)	Flat rate (Rs)	Hotel (Rs)
1	2,25,000	NA	16,000	NA	11,000
2	1,44,200	2000	11,000	1500	9,000
3	1,01,500	1500	6,200	1200	4,000
4	35,400	1200	4,300	1000	3,100
5	Below 35,400	1000	3,300	800	2,100

1. Flat rate: To be paid only when an employee is staying with friends/family and not availing accommodation in a Hotel/Company.
2. Hotel: The rate includes both accommodation and fooding. The employee whether staying in a hostel /company guest house are eligible to claim meal allowance. It will be reimbursed on receipt of original Bills only.

CITIES/ AREAS FOR DA AT METRO & NON METRO CITIES

Metro City	Non Metro City
1.Delhi 2.Mumbai 3.Chennai 4.Kolkata 5.Bangalore 6. Pune 7.Hyderabad 8.Ahmedabad	Rest of the cities in India not covered above

Note: Government declaration will be relied upon in identification of the category of city.

10.5 BASIS FOR D.A. CALCULATION

- 1- Calculation of DA is applicable from time of departure till time of arrival.
- 2- For calculation, fraction of days over 24 hrs will be entitled full day flat rate & below 12 hrs 50% of flat rate.
- 3- D.A. for journey period is only at 50% flat rates as in Column (5) of the Table even if it is through an expensive locality.
- 4- For return to headquarters on the same day, D.A. is at flat rates irrespective of the fact that the journey was performed to an expensive locality.
- 5 For stay at hotel, maximum lodging allowance are applicable as per the above hotel rates will be paid on presentation of original bills or restricted to the actual whichever is lower.
6. For mess and miscellaneous expenses, the employee will be entitled to food & out of pocket expenses at rates as mentioned in above tables.
7. If the employee does not utilize the hotel for stay and makes his own private arrangement, he will be entitled to only flat rate as daily allowance.
8. For enforced halts enroute treated as duty, due to break down of rail/road transport facility caused by flood, rain, etc., D.A. is admissible at flat rates only.
9. D.A. is admissible for period of absence at tour station regularized as special casual leave due to disturbances, imposition of curfew, etc.
10. In case lodging and / or boarding is arranged by or on behalf of the Institute, the entitlements will be as follows:
 - a) Only lodging arranged - Entitled to food and out-of-pocket expense
 - b) Lodging and boarding arranged - Entitled to only out-of-pocket expenses at the rate of 25% of Daily Allowance.

NB: Wherever Guest Houses of the University are available, the travelling staff who are entitled for stay in the Guest House are required to avail the facility. The claim for hotel accommodation will be admissible only when accommodation in the Guest House could not been made available.

10.6 ADVANCES ON TOUR

Amount: An amount sufficient to cover the official's personal travelling expenses for the period of tour, viz: daily allowance, road/ rail/ air fares for the journey both ways.

Eligibility: All cases where T.A. is admissible for a journey on tour.

Condition: The advance should be adjusted within 7 days of completion of the tour i.e. on rejoining the duty or before proceeding on leave whichever is earlier. Submission of T.A. bill is required within the stipulated time period.

10.7 PRESENTATION OF PAPERS IN NATIONAL AND INTERNATIONAL SEMINARS & CONFERENCES

Until the Board of Management otherwise determines the Faculty Members shall be entitled to attend National & International Seminars and Conferences for Presentation of Papers in their respective fields subject to such terms and conditions as may be prescribed from time to time. Currently it is limited to twice a year for presentation of papers at National and International Seminars / Conferences **within India** and once a year for International Seminars / Conferences **outside India**. However, in lieu of one International Seminar / Conference in a year **outside India**, two more opportunities shall be given for presentation of papers in National / International Seminars / Conferences **within India**.

KIIT offers this benefits for its regular and full-time faculty.

10.8 HOLIDAYS

The Institute will observe public holidays and restricted holidays in a Calendar year declared by the Competent Authority from year to year.

CHAPTER- 11

CONDUCT & DISCIPLINE RULES

11.1 STANDARDS OF CONDUCT

The work rules and standards of conduct for KIIT Deemed to be University are important and the University regards them seriously. All employees are urged to become familiar with these rules and standards. In addition, employees are expected to follow the rules and standards faithfully in doing their own jobs and conducting the University's business. Any employee who deviates from these rules and standards will be subjected to corrective action, up to and including termination of employment.

While not intended to list all the forms of conduct that are considered unacceptable in the workplace, following are examples of misconduct or infractions of rules that may result in disciplinary action, including termination of employment.

- Theft or inappropriate removal or possession of property
- Falsification of timekeeping records.
- Working under the influence of alcohol or illicit drugs .
- Possession, distribution, sale, transfer or use of alcohol or illicit drugs in the workplace.
- Fighting or threatening violence in the workplace.
- Boisterous or disruptive activity in the workplace.
- Negligence or improper conduct leading to damage of University-owned property.
- Insubordination or other disrespectful conduct.
- Violation of safety or health rules.
- Smoking in the workplace.
- Violent and abusive behavior.
- Sexual or other unlawful or unwelcome harassment.
- Excessive absenteeism or any absence without notice.
- Unauthorized use of telephones or other University-owned equipment.
- Using University equipment for purposes other than business, playing games on computers or personal Internet usage.
- Unauthorized disclosure of business "secrets" or confidential information.
- Violation of personnel policies.
- Unsatisfactory performance or conduct.
- Misappropriation of University money in any manner.

Above are illustrative but not exhaustive.

11.2 APPLICATION

The provisions contained in this Chapter shall apply to all employees of the University.

11.3. DEFINITION

In this Chapter, unless the context otherwise requires

- a) “Competent Authority” (CA) also known as Disciplinary Authority means:
 - i) “The Chancellor” in the cases of Vice-Chancellor.
 - ii) “The Vice-Chancellor” in the case of Registrar/teachers and all others not below the rank of Director / Dean / Head of Department.
 - iii) The Vice-Chancellor in respect of off campus Deans.
 - iv) Director / Dean in the case of non-teaching employees.
- b) “Members of the family” in relation to an employee includes:
 - i) the wife, child or stepchild of such employees dependent on him and in relation to a woman employee, the husband dependent on her and
 - ii) any other person related, whether by blood or by marriage to the employee or to such employee’s wife or husband and wholly dependent on such employee, but does not include a wife or husband legally separated from the employee or child or stepchild who is no longer in any way dependent upon him or her or whose custody the employee has been deprived of by law.
- c) “Service” means service under the University.

11.4 GENERAL

- a) Every employee shall at all times maintain absolute integrity and devotion to duty and also be strictly honest and impartial in his official dealings.
- b) An employee should not indulge in conduct that amounts to moral turpitude.
- c) An employee should at all times be courteous in his dealings with other members of the staff, students and members of the public.
- d) Unless otherwise stated specifically in the terms of appointment, every employee is a whole-time employee of the University and may be called upon to perform such duties as may be assigned to him by the competent authority, beyond scheduled working hours and on holidays and Sundays. These duties inter-alia shall include attendance at meetings of committees to which he may be appointed by the University.
- e) An employee shall carry out the orders of his superior authorities so far as official duties are concerned and act according to his instruction.
- f) An employee shall be required to observe the scheduled hours of work, during which he must be present at the place of his duty.
- g) Except for valid reasons and/or unforeseen circumstances, no employee shall be absent from duty without prior permission.
- h) No employee shall leave headquarters except with the previous permission of competent authority, even during leave or vacation.
- i) Whenever leaving the headquarters, an employee shall inform the Head of the Department to which he is attached or Vice-Chancellor if he is himself the Head of the Department, the address where he would be available during the period of his absence from headquarters.

11.5 TAKING PART IN POLITICS AND ELECTION

- i) No employee shall take part in politics or be associated with any party or organization which takes part in political activity, nor shall he subscribe in aid or assist in any manner any political movement or activity.
- ii) No employee shall canvass or otherwise interfere or use his influence in connection with or take part in any election to legislative body or local authority.

Provided that an employee of the University qualified to vote at such election may exercise his right to vote but where he does so, he shall give no indication of the manner in which he proposes to vote or has voted.

11.6 CONNECTION WITH PRESS OR RADIO OR PATENTS

- i) No employee shall, except with the previous sanction of the competent authority, own wholly or in part or conduct or participate in the editing or managing of any newspaper or other periodical publications, radio or TV.
- ii) No employee shall, except with the previous sanction of the competent authority or any other authority empowered by it in this behalf or in the bonafide discharge of his duties, participate in a radio or TV broadcast or contribute any article or write any letter either anonymously or in his own name or in the name of any other person to any newspaper or periodical or take part in press briefing or press interview including TV .

Provided that no such sanction shall be required if such broadcast or such contribution is of a purely literary, artistic or scientific character.

Note: Subject to the restrictions noted below, members of the staff are at liberty without any sanction as contemplated in paragraph 5(ii) above, to publish their original scientific works in journals of repute in India and abroad. If, however, they wish to indicate their official designations in the articles they want to publish, previous sanction of the competent authority will be necessary.

Such articles and their publication must be strictly confined to purely scientific subjects and should not touch upon administrative matters. They shall be free from all political overtones.

11.7 CRITICISM OF THE INSTITUTE / UNIVERSITY

No employee shall, in any radio, TV broadcast or in any document published anonymously or in his own name or in the name of any other person or in any communication to the press or in any public utterance, make any statement of fact or opinion –

- i) Which has the effect of an adverse criticism of any current or recent policy or action of the Institute/ University.
- ii) Which is capable of embarrassing the relations between the Institute/ University and the Central Government or any State Government or any other Institution or organization or members of the public.

Provided that nothing in this paragraph shall apply to any statements made or views expressed by an employee in his official capacity or in the due performance of the duties assigned to him.

11.8 EVIDENCE BEFORE COMMITTEE OR ANY OTHER AUTHORITY

- i) As provided in sub-paragraph (iii) below, no employee shall except with the previous sanction of the competent authority, give evidence in connection with any inquiry conducted by any person, committee or authority.
- ii) Where any sanction has been accorded under sub-paragraph (i) no employee giving such evidence shall criticize the policy or any action of the University/ Institute or the Central Government or any State Government.
- iii) Nothing in this paragraph shall apply to:
 - a) Evidence given at any inquiry before any authority appointed by the Institute/ University, by Parliament or by a State Legislature.
 - b) Evidence given in any judicial enquiry.
 - c) Evidence given in any departmental enquiry ordered by the Institute/ University authorities.

11.9 UNAUTHORISED COMMUNICATION OF INFORMATION

No employee shall, except in accordance with any general or special order of the competent authority or in the performance in good faith of the duties assigned to him, communicate, directly or indirectly, any official document or information to any person to whom he is not authorized to communicate such document or information.

11.10 GIFTS

In the discharge of his /her official duties, no employee shall, except with the prior sanction of the competent authority, accept or permit his wife or any other member of his/her family to accept from any person other than relatives any gift of more than trifling value. The interpretation of the term 'trifling value' shall be the same as laid down in the Government Servants Conduct Rules.

11.11 PRIVATE TRADE / EMPLOYMENT

No employee shall, except with the previous permission of the competent authority, engage directly or indirectly, in any trade or business or any private tuition or undertake any employment outside his official assignments.

Provided that the above restrictions shall not apply to academic work and consultative practice undertaken with the prior permission of the competent authority which may be given subject to acceptance of remuneration as may be laid down by the Board.

11.12 INVESTMENTS, LENDING & BORROWING

No employee shall speculate in any business or shall make or permit his wife or any member of his family to make any investment likely to embarrass or influence him in the discharge of his official duties.

No employee shall lend money at interest to any person nor shall he borrow money from any person with whom he is likely to have official dealings.

11.13 INSOLVENCY, HABITUAL INDEBTEDNESS AND CRIMINAL PROCEEDINGS

An employee shall so manage his private affairs as to avoid habitual indebtedness or insolvency. When an employee is found liable to arrest for debt or has recourse to insolvency or when it is found that a major part of his salary is continuously being attached, he may be liable for dismissal. An employee who becomes the subject to legal proceedings for insolvency shall forthwith report full facts to the University. An employee who gets involved in some criminal proceedings shall immediately inform the competent authority through the Head of the Department to which he is attached, irrespective of the fact whether he has been released on bail or not.

An employee who is detained in police custody whether on criminal charge or otherwise for a period longer than 8 (eight) hours shall not join his duties in the University unless he has obtained written permission to that effect from the Competent Authority.

11.14 MOVABLE, IMMOVABLE AND VALUABLE PROPERTY

Every member of the staff shall, on first appointment in the University service and thereafter at such intervals as may be prescribed by general or special orders of the competent authority submit/return in such form as the University may prescribe in this behalf of all immovable property owned, acquired or inherited by him or held by him on lease or mortgage, either in his own name or in the name of any member of his family or in the name of any other person.

11.15 VINDICATION OF ACTS AND CHARACTER OF EMPLOYEES

No employee shall, except with the previous sanction of the competent authority, take recourse to any court of law or to the press for the vindication of any official act which has been the subject matter of adverse criticism or an attack of defamatory character.

Provided nothing in this rule shall be deemed to prohibit an employee from vindicating his private character or any act done by him in his private capacity.

11.16 MARRIAGE

An employee intending to marry a person who holds a citizenship of another foreign country shall seek prior permission of the competent authority.

No employee who has wife living shall contract another marriage without first having obtained the permission of the Board notwithstanding that a subsequent marriage is permissible under the personal and religious law for the time being applicable to him/her and violation of these rules will lead to immediate dismissal from the service of the University/ Institute.

11.17 PART-TIME WORK FOR OUTSIDE BODIES

No employee shall undertake any part-time work from any private or public body or a private person or accept fee, without the sanction of the Director/Head of the School/Institute, who may grant sanction only in exceptional cases when he is satisfied that the work can be undertaken without adversely affecting his official duties and responsibilities. The Competent Authority may in a case in which he thinks fit to grant such sanction, stipulate that any fee received by the employee for undertaking the work shall be paid in whole or part to the University/ Institute.

11.18 DIVULGE OFFICIAL INFORMATION

No employee of the University in his/her capacity as employee or otherwise must divulge to others any official information or business secrets, which comes in possession of the employee.

11.19 USE OF UNPUBLISHED DOCUMENTS

No employee shall make use of unpublished documents or letter of the University for communication to the public, press or to unauthorized persons whether official or not.

11.20 REMOVAL OF FILES FROM OFFICE

No files / documents / papers shall be removed from the office premises by any employee unless permitted by the Competent Authority in writing.

11.21 ACCEPTANCE OF TESTIMONIALS

(i) Same as otherwise provided in this Rule an employee shall not, except with the previous sanction of the Competent Authority/ as the case may be, receive any complimentary or valedictory address, accept any testimonials presented to him/her or attend any public meeting or entertainment held in his honour, take part in the presentation of a complimentary or valedictory address or of testimonials to any other employee of the University or to any person who has recently quit the service of the University or attend a public meeting or entertainment held in honour of such employee or person.

(ii) Notwithstanding anything contained in Sub-Rule (i) above -

(a) An employee may at the request of any public body sit for a portrait, bust or statue not intended for presentation to him/her;

(b) subject to the provision of any general or special order of the Competent Authority as the case may be, an employee may attend a farewell/entertainment programme of a substantially private and informal character held as a mark of regard to himself/herself or to some other employee of the University, or to a person who has recently quit the service of the University, on the occasion of the retirement from the services or departure from headquarters or such other employee or persons.

11.22 RESTRICTION IN BORROWING AND INVESTMENT

(i) An employee shall not borrow money or in anyway place himself /herself under pecuniary obligations to a broker or an employee of the University subordinate to him or any firm or person having dealings with the University.

(ii) No employee shall make or permit any member of his family to make any investment likely to embarrass or influence him / her in the discharge of his / her official duties.

11.23 EMPLOYEES IN DEBT

When an employee of the University is adjudged or declared insolvent or when a part of his / her salary is constantly being attached or has been continuously under attachment for a period exceeding two years or is attached for a sum which in ordinary circumstances having regard to his / her personal resources and unavoidable current expenses cannot be repaid within a period of two years, he / she shall be liable for dismissal.

11.24 EMPLOYEE ARRESTED FOR DEBT OR CRIMINAL CHARGE

An employee, who is arrested and detained in custody for a period exceeding a continuous period of 48 hours for debt or on criminal charges, shall be considered as under suspension from the date of his / her arrest and shall be allowed payments admissible to an employee under suspension under these Rules until the termination of the proceedings against him / her. When an adjustment of his / her pay and allowances shall be made according to the circumstances of the case and in the light of the decision as to whether his / her absence is to be accounted for as a period of duty or leave, the full pay and allowances will be given only in the event of the employee being acquitted of all charges and treated as on duty during the period of his / her absence less the period spent by the employee in actual detention and suspension.

An employee, who is convicted for debt or any criminal offence, shall be liable for dismissal.

11.25 EXPECTED CONDUCT

The following acts shall be considered as expected conduct.

1. Discharge duties and responsibilities assigned with utmost sincerity and diligence.
2. Commitment to the Vision, Mission of KIIT-DU, and Core Values propounded by Founder.
3. Demonstrate ‘Devotion to Duty’ and ‘Passion for Work’, Punctuality and Discipline.
4. Develop Belongingness, ‘Mindset to Serve’, Compassion in Service, Respect for Diversity.
5. Maintaining merit, fairness, and impartiality in discharge of duties.
6. Maintain high ethical standards and honesty.
7. Maintain absolute integrity in dealing with financial matters.
8. Display Courteous and humble behaviour towards all stakeholders.
9. Place the interest of the Organisation before Self.
10. Make just and best use of the resources provided for work efficacy.
11. Make choices, take decisions, and make recommendations on merit alone.
12. Maintain transparency in decision making but also confidentiality of information as required.
13. Disclose ‘Gift’ and ‘Honorarium’ received in the capacity of Employee from anyone.
14. Observe and operate within the boundaries of Laws of the Land
15. Always remember the values of KIITians and adhere to, while moving in public places.

CHAPTER-12

P E N A L T I E S

Without prejudice to the provisions of other rules, an employee who commits a breach of these rules of the University or who displays negligence, inefficiency or indolence, or who knowingly does anything detrimental to the interest or prestige of the University/Institute or in conflict with its instructions or who commits a breach of discipline or is guilty of any other act of misconduct or misbehavior shall be liable for the following penalties:

12.1 MINOR PENALTIES

- (a) Warning.
- (b) Censure.
- (c) Stoppage of salary
- (d) With-holding of normal increments or promotion.
- (e) Recovery from pay of the whole or part of any pecuniary loss caused to the University/Institute by negligence or breach of orders.
- (f) Deduction of Casual Leave for late attendance.

12.2 MAJOR PENALTIES

- (a) Demotion to a lower post or grade.
- (b) Discharge from Service.
- (c) Dismissal.
- (d) Compulsory leave without pay

12.3 EXPLANATION

The following shall not amount to a penalty within the meaning of this Rule:

- (a) Withholding of the normal increments for failure to pass a test in accordance with the rules or orders governing the service or post or the terms of the appointment.
- (b) Reversion to a lower post on grounds that the employee is not found fit for the post in which he is officiating.
- (c) Termination of service on account of terms of appointment, retrenchment, expiry of contract or temporary assignments.
- (d) Non-promotion, whether in a substantive or officiating capacity of an employee after consideration of his/her case to a service or grade or post for promotion to which he is otherwise eligible.

12.4 MISCONDUCTS

The following shall be considered as misconduct on the part of an employee :

12.4.1 MAJOR MISCONDUCTS

- (a) Theft, fraud or dishonesty in connection with the business or property of the University or property of another person within the premises of the University.
- (b) Taking or giving bribes or any illegal gratification.
- (c) Furnishing false information regarding his/her name, age, father's name, qualifications, caste, ability or previous experience or services or any other matter relevant to the employment at the time of employment or during the course of employment.
- (d) Acting in a manner prejudicial to the interest of the University/ Institute.
- (e) Willful insubordination or disobedience whether or not in combination with others of any lawful and reasonable order of his superior.
- (f) Damage to any property of the University.
- (g) Gambling within the premises.
- (h) Collection without the permission of the competent authority of any money within the premises of the University except as sanctioned by law of the land for the time being in force or rules of the University.
- (i) Commission of any act which amounts to a criminal offence including moral turpitude and sexual harassment.
- (j) Commission of any act subversive of discipline or of good behaviour.
- (k) Abetment of or attempt at abetment of any act which amounts to misconduct.
- (l) Unauthorized communication of information.
- (m) Unauthorized raising of any fund.

12.4.2 MINOR MISCONDUCT

- (a) Absence without leave or over-staying the sanctioned leave for more than three consecutive days without sufficient ground or proper/satisfactory explanation.
- (b) Habitual late or irregular attendance.
- (c) Negligence of work in performing duty including maligning or slowing down of work.
- (d) Interference or tampering with any safety devices installed in the premises of the University.
- (e) Drunkenness or riotous or disorderly or indecent behaviour in the premises of the University or outside such premises where such behaviour is related to or connected with the employment.

- (f) Sleeping while on duty.
- (g) Accepting a gift from a person not related to him or his family.
- (h) Improper use of amenities supplied to facilitate the discharge of his/her duties.
- (i) Canvassing or putting outside influence to further his/her interest.

12.5 DELEGATION OF DISCIPLINARY PROCESS

The appointing authority or any other disciplinary authority or any other person subordinate to him / her as may be empowered by him / her, but not below the rank of the delinquent officer and / or not a party to that may:

- (i) institute disciplinary proceedings against an employee, including those on deputation,
- (ii) direct or suggest to the disciplinary authority to institute disciplinary proceedings against an employee.

12.6 PROCEDURE FOR DISCIPLINARY PROCEEDINGS

12.6.1 MAJOR PENALTIES

(1) No order imposing on an employee of any of the major penalties shall be passed except after an enquiry held, as far as may be possible in the manner hereinafter provided.

(2) The disciplinary authority shall frame definite charges on the basis of the evidence on record on which the enquiry is to be held. Such charges together with statement of imputations, list of weakness and list of document on which the charges are based shall be communicated in writing to the employee and he/she shall be directed to submit within such time as may be specified by the disciplinary authority, a written statement of his/her defence and also to state whether he/she desired to be heard in person.

(3) The employee shall be permitted for the purpose of preparing his/her defence and for his/her reference to inspect and take extract from all the relevant official records as he/she may specify, provided that permission maybe refused, for reasons recorded in writing, in the opinion of the disciplinary authority, such records are not relevant for the purpose or it is against the University/ Institute's interest to allow access there to.

(4) On receipt of the written statement of defence from the employee or if no such statement is received within the time limit specified in the chargesheet, the disciplinary authority may institute inquiry into such of the charges as are not admitted by the employee or if the disciplinary authority considers it necessary to do so appoint a Board of Enquiry / Committee or an Enquiring Officer for the purpose.

(5) The disciplinary authority may nominate any person whom he deems fit to present the case at the Inquiry in support if the charges made either to be heard by him or by the authority enquiring into the charges (hereinafter referred to as the Inquiring Authority).

(6) The Inquiring Authority shall in the course of the inquiry consider such oral and documentary evidences as may be relevant or material in regard to the charges and proceed to record the evidences in the presence of charged employee. The charged employee shall be entitled to cross-examine witnesses who are called to give evidence in person.

(7) After recording evidences and closing the prosecution stage, the charged officer will be given an opportunity to present his defence through oral or documentary evidences towards which he may submit a list of witnesses and list of document. The Inquiring Authority may admit or decline to examine witness on the ground that the evidence is not relevant or material to the inquiry and in such cases record its reasons in writing. Thereafter the defence stage of the inquiry will be completed on hearing the admitted defence witnesses and accepting the documentary evidences.

(8) On conclusion of the enquiry, the Inquiring Authority shall prepare a report on the inquiry recording its findings on each of the charges together with the reasons. If in the opinion of the Inquiring Authority, the proceedings of the inquiry establishes a charge(s) different from that/those originally framed, such authority may record its findings on such of those fresh charges provided the findings on such charges are not recorded unless the employee has admitted the facts constituting them or has been given an opportunity of defending himself against them.

(9) ***The record of the inquiry shall include***

- (i) the charges framed against the employee on the basis of misconduct as furnished to him/her and as required under sub-rule (2) of this rule
- (ii) his/her written statement of defence, if any
- (iii) the oral evidence taken in the course of the inquiry
- (iv) the documentary evidence considered in the course of the inquiry
- (v) the oral / documentary adduced by the charged officer in his defence.
- (vi) the observations, rulings, etc., if any, made by the disciplinary authority and or the inquiring authority in the course of the inquiry
- (vii) the report setting out the findings on each charge and the reasons thereof.

(10) The disciplinary authority shall if he is not himself / herself the Inquiring Authority, consider the record of the inquiry and record its final findings on each of the charges and record his/her judgment on the report of the Inquiry Authority.

(11) If the disciplinary authority having regard to its findings is of the opinion that any of the major penalties specified in major/ minor rules above shall be imposed, he / she shall have to pass appropriate orders in that case.

(12) Orders passed by the disciplinary authority shall be communicated to the employee, who shall be given on request a copy of the report of the Inquiring Authority and a statement of the findings to enable him / her to prefer an appeal, if he / she feels so.

12.6.2 MINOR PENALTIES

No order imposing any of the minor penalties shall be passed except after the employee is informed in writing of the allegations made against him and is given an opportunity to make any representation he/she may wish to make any such representation, if any, is taken into consideration by the disciplinary authority.

12.7 SUSPENSION PENDING ENQUIRY

12.7.1 An employee may be placed under suspension by the Competent Authority as the case may be

- (a) On receipt of complaint of grave misconduct such as unauthorized absence, disobedience of order, negligence in work and such other misconduct of serious nature,
- (b) Where disciplinary proceedings against him / her are contemplated or are pending,
- (c) Where a case against him/her in respect of criminal offence is under investigation or trial.

12.7.2 (a) The Competent Authority to place an employee under suspension will be the Director of each School of the University. Such order of suspension will be issued based on the report made by the Supervisory Officers informing the misconduct pending enquiry.

- (b) Where an employee has remained under arrest of the Law Enforcement Authority (Police and others), such an employee will be deemed to have been placed under suspension automatically.

12.7.3 Suspension cases will be reviewed as often as possible and at least once in a month to ensure adequate progress and avoid delay by the Competent Authority.

CHAPTER - 13

A P P E A L

13.1 RIGHT TO APPEAL

An employee shall have the right to appeal against an order passed by an Authority imposing on him any of the penalties specified.

13.2 APPELLATE AUTHORITIES

An appeal shall lie against any orders passed by the CA to the authority immediately above the CA.

13.3 CONDITIONS WHICH AN APPEAL SHOULD SATISFY

Every appeal shall comply with the following requirements:

- (a) Every employee submitting an appeal shall do so separately in his/her name.
- (b) The appeal shall be addressed to the authority to whom the appeal lies, shall contain all materials statements and arguments on which appellant relies, shall not contain any disrespectful or improper language and shall be complete in itself.
- (c) It shall specify the relief desired.
- (d) It shall be submitted through proper channel.
- (e) it shall be submitted within 60 days of communication of the order.

13.4 WITHHOLDING OF APPEAL

An appeal may be withheld by the CA if :

- (a) It is an appeal against an order from which no appeal lies
- (b) It does not comply with any of the provisions of Rule
- (c) It is illegible
- (d) It repeats an appeal already rejected by the authority to whom the appeal is addressed
- (e) It is addressed to an authority to which no appeal lies under these rules
- (f) It is not submitted within the period specified in these rules

13.5 COMMUNICATION FOR HOLDING AN APPEAL

In every case in which an appeal is withheld, the authority withholding the appeal shall inform the applicant the fact of withholding the appeal and the reasons for withholding it.

13.6 NO APPEAL LIES AGAINST ORDER WITHHOLDING APPEAL

No appeal shall lie against the order with-holding of an appeal

CHAPTER – 14

GENERAL INFORMATION

14.1 IDENTITY CARD

The Campus Identification Card (ID) provides access to a variety of resources at the University. It is required for all staff and currently enrolled students at the University. The ID card is the property of the University and must be presented upon the request of an appropriate University official and may be revoked at any time by the University.

14.2 *HARASSMENT, INCLUDING SEXUAL HARASSMENT*

KIIT Deemed to be University is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated.

If one believes that he/she has been the victim of harassment or know of another employee who has, it should be reported immediately. Employees can raise concerns and make reports without fear of reprisal.

Any employee who becomes aware of possible harassment should promptly advise their supervisor/reporting authority/ HR representative who will handle the matter in a timely and confidential manner.

14.3 *SUBSTANCE ABUSE*

The University is committed to providing a safe and productive workplace for its employees. In keeping with this commitment, the following rules regarding alcohol and drug abuse have been established for all staff members, regardless of rank or position, including both regular and temporary employees. The rules apply during working hours to all employees of the University while they are on University premises or elsewhere on University business.

The manufacture, distribution, possession, sale or purchase of controlled substances of abuse on University property is prohibited. Being under the influence of illegal drugs, alcohol or substances of abuse on University property is prohibited.

14.4 INTERNET USE

The employees of KIIT Deemed to be University are allowed use of the Internet and e-mail when necessary to perform their job.

Employees may use the internet when appropriate to access information needed to conduct business of the University. Employees may use e-mail when appropriate for University business correspondence.

Use of the internet must not disrupt operation of the University computer network. Use of the internet must not interfere with an employee's productivity. Employees are responsible for using the internet in a manner that is ethical and lawful.

Internet messages are public and not private. The University reserves the right to access and monitor all files and messages on its systems.

14.5 REMOVAL OF DOUBTS, AMENDMENTS & JURISDICTION

14.5.1 REMOVAL OF DOUBTS

Where a doubt arises as to the interpretation of any of these Rules, the matter shall be referred to the Competent Authority for final decision. If the Competent Authority so desires can refer the matter to the Board of Management for removal of doubts and final decision.

14.5.2. AMENDMENTS

The Competent Authority / Board of Management of the University may suitably amend, modify or add to these Rules from time to time and all such amendments, modifications or additions shall take effect from the date stated therein.

14.5.3 JURISDICTION

Any dispute arises out of these rules shall be under the jurisdiction of the Courts at Bhubaneswar only.

SCHEDULES

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SCHEDULE – 1

MINIMUM QUALIFICATION AND EXPERIENCE PRESCRIBED FOR THE TEACHING STAFF:

Positions	Qualification Essential	Experience
Assistant Professor - I	M.Tech / M.Phil, LLM or equivalent and Ph.D. - desirable	Desirable
Assistant Professor - II	M.Tech / M.Phil, LLM or equivalent API score 100 per year (Category I + Category II) 10 per year (Category III)	5 years as Assistant Professor - I for M.Tech or 3 years Assistant Professor - I for Ph.D. holder
Associate Professor - I	Ph.D., API score 100 per year (Category I + Category II), 20 per year (Category III) Desirable: having a Ph.D. student, Applied for a project.	8 years out of which 5 years as Assistant Professor - II
Associate Professor - II	Ph.D., API score 100 per year (Category I + Category II), 30 per year (Category III) Successfully guided one Ph.D. student, Having a project.	10 years out of which 3 years as Associate Professor – I
Professor	Ph.D., API score 100 per year (Category I + Category II), 40 per year (Category III) Successfully guided two Ph.D. students, Completed one project.	12 years out of which 3 years as Associate Professor – II
Sr. Professor	Ph.D., API score 100 per year (Category I + Category II), 50 per year (Category III)	10 years experience as Professor

*As per UGC Guidelines.

8. EDUCATIONAL QUALIFICATION:

EXAM PASSED (Starting from School to Final)	SPECIALIZATION	NAME OF COLLEGE/INSITUTE/UNIVERSITY	FULL/PART TIME	YEAR		%OF MARKS /CGPA/ GRADE	DIVISION/ CLASS	SCHOLARSHIPS/ DISTINCTION/ PRIZES WON
				From	To			

9.SHORT-TERM COURSES ATTENDED, IF ANY:

S.No	From (Date)	To (Date)	Subject	Venue

10. TRAINING UNDERGONE (SEMINAR/WORKSHOP/LAB) DETAILS:

Name of the program	Duration	Year	Institute/ Organization	Whether Certificates awarded (if any)	Name & Date of any paper presented

11. EMPLOYMENT DETAILS

Please write in chronological order, starting from your first employment & ending with present employment. Attach extra sheet, if required, to give complete information.

EMPLOYER'S NAME & ADDRESS	DESIGNATION	PERIOD		DURATION
		FROM (DD/MM/YY)	TO (DD/MM/YY)	

12. PRESENT SALARY DETAILS

Basic: _____ D.A / Other Allowances(if any): _____ HRA: _____

Gross Salary _____

Notice period to present employer: _____ (no. of days)

13. Research and Development work carried out, if any:

(Attach a separate sheet)

14. Post Doctoral Research Experience (if any)

15. List of Publications, if any:

(Attach a separate sheet)

16. LANGUAGES KNOWN:

Language	Speak	Read	Write

17. REFERENCES:

(i) Name:

(ii) Name:

Address

Address:

Occupation:

Occupation:

Telephone:

Telephone:

E mail

E mail

18. DECLARATION

The information provided in this form is true to the best of my knowledge and belief.

DATE: _____

SIGNATURE: _____

PLACE: _____

NAME: _____

SCHEDULE – 3

FACULTY WORK NORMS

1. These proposed norms will ensure transparency in assessment of faculty performance and bring in the best balance between individual goals and accountability and the goals and objectives of the School. (ANNEX-1)
2. The activities to be undertaken by the faculty can be broadly grouped into teaching, academic administration, training, research and consultancy.
3. Every faculty member will put in a minimum of 8.0 credits or 240 days (1 credit=30 days) of work in an academic year.
4. All faculty members are free to undertake consultancy assignments individually or in a team for a period not exceeding 52 days in an academic year on sharing basis (50:40:10 for faculty, School and staff respectively). In case a faculty member logs in more than 52 days under consultancy, the basis of sharing will change (40:50:10). Only the resource fee component earned by the faculty/group of faculty will be shared.
5. The cumulative work load undertaken by a faculty during an academic year will derive from individual set of activities. Each activity has been assigned weightage in terms of credits and corresponding number of days. (ANNEX-1)
6. The system of student feedback for each course will be redesigned. The proposed proforma will be circulated to faculty for comments before administering it to students at the end of each term. Even the modalities of administering the same will be discussed.
7. The weightage allocated across activities is relative. The activities which are of greater institutional importance have been given some extra weightage viz. teaching, academic administration and research.
8. It is important for the School to have a balanced portfolio of activities to make maximum impact on its clientele and grow in its influence and stature in minimum possible time. Therefore, all the faculty members are expected to contribute to all

important activities of the School so that the desired balance across the portfolio of the activities of the School is achieved.

9. The faculty members will be entitled to additional remuneration for teaching, provided they fulfill two performance criteria i.e. 240 days of annual work load and 180 days of teaching.
10. The teaching assignments undertaken by faculty in other Schools will be treated as consulting assignments and will require prior permission of the Director.
11. Required number of coordinators will be appointed to oversee academic administration and other activities of the School.
12. Necessary reporting formats for consulting, contribution to MDPs and annual work performance review will be developed in due course of time.
13. All the faculty members will be required to submit necessary documents (teaching material, research paper, presentations etc.) for documentation in the library, display on the School website and for future reference of faculty and students.
14. All the remuneration received by the faculty will have to be channelised through the school and will be disbursed to faculty and staff every six months as per the prevailing consultancy norms.
15. The performance of every faculty member will be rated on the basis of quantity and quality of workload and student feedback and Tutor Mentoring.
16. The proposed work norms will become applicable from the date of notification by the concerned School.

Annex - 1

Activity		Unit (Proposed)	No. of days	Remarks
1.	TEACHING <i>30-session course: (70 min./session)</i>			
	- constant for one section	0.80+	24	
	- constant for an additional section	0.60	18	
	- variable for every r/o set of 10 students	0.10	03	
2.	OTHER PGP ACTIVITIES			
	Guidance & Evaluation of OJT report (per report)	0.10	03	
3.	ACADEMIC ADMINISTRATION			
	PGP Coordinatorship	2.0	60	
	Other Programmes (Ph.D, BBA, Diploma) coordinators	1.5	45	
	All other Activity Coordinators	1.5	45	
	Doctoral Guidance per student as Guide	1.0	30	
	RSC Members	0.3	09	
4.	MDP COORDINATION AND TEACHING			
	MDP Coordinatorship (School Level)	1.0	30	
	Core Programme Coordination (duration of 4-weeks and more)	0.8	24	
	Coordination of a one-week MDP	0.3	09	
	Coordination of an MDP/Workshop of <5 days	0.2	06	
	MDP sessions (per session)	0.03	1.5	
5.	PUBLICATIONS/CONF./SEMINAR			
	A Book	2.0	60	
	A paper published in a refereed journal (international)	1.0	30	

	A paper published in a referred journal (national)	0.50	15	
	A Case Study/Caselet published	0.50	15	
	A Paper presented in seminar/workshop	0.30	09	
	Working paper/Paper in non-referred journal	0.30	09	
	A presentation in the School/Seminar Series	0.20	06	
6.	INSTITUTIONAL ADMINISTRATION			
	Admission interviews (per diem)	0.05	1.5	
	Internal Examiner/diem (Students presentations)	0.05	1.5	
	Committee Membership	0.30	9	
	Institutional assignments	Actual time spent		
7.	RESEARCH AND CONSULTANCY			
	Research/Consultancy project	Faculty days as budgeted in the proposal		

Note: Any bona fide activity, not included in the list above, may be associated with the closest item in the list for assigning credit. Any work carried out for other organisations may be credited similarly, provided the work was undertaken with the prior approval of the Director.

SCHEDULE – 4

KIIT DEEMED TO BE UNIVERSITY

**PERFORMANCE
APPRAISAL
FORM FOR FACULTY**

TO BE FILLED IN BY THE FACULTY: (PART - A)

FACULTY INFORMATION

Faculty Name	Designation	Department
Employee code	Period covered by this appraisal FROM TO	Location
No of courses taken and duration	Experience (in years)	Reporting Authority
Period of leave availed	Pay Scale	Basic Pay

KIIT DEEMED TO BE UNIVERSITY
Annual Self –Assessment For The Performance Based Appraisal
System (PBAS)

Session / Year : 20 - 20

(To be completed and submitted at the end of each academic year)

PART – A : GENERAL INFORMATION

1. Name (in block letters) :
2. Father's Name / Mother's Name :
3. Department :
4. Current Designation & Grade Pay :
5. Date of last Promotion :
6. Address for correspondence (with pincode) :
7. Permanent Address (with Pincode) :
Telephone No :
Email :
8. Whether acquired any degrees or fresh academic qualifications during the year :
:

9. Academic Staff College Orientation / Refresher Course attended during the year :

Name of the Course / School	Place	Duration	Sponsoring Agency

PART B: ACADEMIC PERFORMANCE INDICATORS

(Please see detailed instructions of this PBAS proforma before filling out this section)

Category : 1. Teaching, Learning and Evaluation Related Activities

(i) Lectures, Seminars, Tutorials, Practical, Contact Hours (give semester-wise details, where necessary)

Sl.No	Course/ Paper	Level	Mode of Teaching	No. of classes per week allotted	No. of classes taken as per record	% of classes/ practicals taken as per documented record

* Lecture (L), Seminar (S), Tutorial (T), Practical (P), Contact Hours (C)

		API Score
(a)	Classes Taken (max 50 for 100 % performance & proportionate score upto 80 % performance, below which no score may be given)	
(b)	Teaching Load in excess of UGC norm (Max score : 10)	

(ii) Reading / Instructional material Consulted and additional knowledge resources provided to students

Sl.No	Course / Paper	Consulted	Prescribed	Additional Resource Provided
API Score based on preparation and imparting of knowledge / Instruction as per curriculum & syllabus enrichment by providing additional resources to students (max. score : 20)				API Score

- (iii) Use of Participatory and Innovative Teaching-Learning Methodologies, Updating of Subject Content, Course Improvement etc

Sl.No.	Short Description	API Score
	Total Score (Max Score : 20)	

- (iv) Examination Duties Assigned and Performed

Sl.No	Type of Examination Duties	Duties Assigned	Extent to which carried out (%)	API Score
	Total Score (max : 25)			

CATEGORY : II . CO-CURRICULAR , EXTENSION, PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES

Please mention your contribution to any of the following :

Sl.No	Type of Activity	Average Hrs/week	API Score
	(i) Extension, Co-Curricular & field based activities)		
	Total (Max : 25)		
	(ii) Contribution to Corporate Life and Management of the Institution	Yearly / Semesterwise responsibilities	API Score
	Total (Max:15)		
	(iii)Professional Development Activities		
	Total (Max:15)		
	Total Score (I + ii=iii) (Max:25)		

CATEGORY : III. RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS

A)

Published Papers in Journals

Sl. No	Title with page nos.	Journal	ISSN/ ISBN No.	Whether peer reviewed impact factor, if any	No. of co-authors	Whether you are the main author	API score

B)

(i) Articles / Chapters Published in Books

Sl. No	Title with page Nos.	Book Title, editor & publisher	ISSN / ISBN No.	Whether peer reviewed	No. of Co-authors	Whether you are the main author	API Score

(ii) Full Papers in Conference Proceedings

Sl.No	Title with page nos.	Details of conference publication	ISSN / ISBN NO.	No. of Co-authors	Whether you are the main author	API Score

iii) Books published as single author or as editor

Sl.No	Title with page no.	Type of Book & Authorship	Publisher & ISSN ./ ISBN NO.	Whether peer reviewed	No. of co-authors	Whether you are the main author	API Score

C. Ongoing and Completed Research Projects and Consultancies

(C) (i & ii) Ongoing projects / Consultancies

Sl.No	Title	Agency	Period	Grant / Amount Mobilized (Rs. Lakh)	API Score

(c) (iii & iv) Completed Projects / Consultancies

Sl.No	Title	Agency	Period	Grant / Amount Mobilized (Rs. Lakh)	Whether Policy document / patent as outcome	API Score

9 D) Research Guidance

Sl.No	Number Enrolled	Thesis Submitted	Degree Awarded	API Score
M.Phil or equivalent				
Ph.D or equivalent				

(E) (i) training Coruses, Teaching –Learning-Evaluation Technology Programmes, Faculty Development Programmes (not less than one week duration)

Sl.No	Programme	Duration	Organised by	API Score

(E) (ii) Papers presented in Conferences, Siminars, Workshops, Symposia

Sl.No	Title of the Paper presented	Title of Conference / Seminar	Organised by	Whether International / national/ state / regional / college or University level	API Score

IV. SUMMARY OF API SCORES

Sl.No.	Criteria	Last Academic Year	Total –API Score for Assessment Period	Annual AV. API Score for Assessment Period
I	Teaching, Learning and Evaluation related activities			
Ii	Co-curricular, Extension, Professional Development etc.			
	Total I + II			
iii	Research and Academic Contribution			

PART –C : OTHER RELEVANT INFORMATION

Please give details of any other credential, significant contributions, awards, received etc. not mentioned earlier

Sl.No	Details (Mention Year, Value etc. where relevant)

LIST OF ENCLOSURES : (Please attach copies of certificates, sanction orders, papers etc. wherever necessary)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

I certify that the information provided is correct as per records available with the university and / or documents enclosed along with the duly filled PBAS proforma.

Signature of the Faculty with
Designation, Place & Date

Signature of HoD/ Schools
Chairperson / Principal

NB : The Annual Self – Assessment Proforma duly filled along with all enclosures, submitted for CAS promotions will be verified by the university / college and information filed with the IQAC.

Instructions for filling up Part B of the PBAS Proforma

Part B of the Proforma is based on Appendix III , table 1 of the UGC Regulations 2010, it is to be filled out for the recently completed academic year.

The proforma is to be filled as per these tables and self-assessment scores given. For each category maximum scores that can be given or carried forward is indicated in the Table. Maximum scores that can be given or carried forward is indicated in the table.

The self-assessment scores are further to be based on the indicators/ activities given below. Universities may modify the detailed indicators and related scores based on their experience and requirement without changing the score requirements assigned to categories and sub-categories in Appendix III, Table 1.

NB : The self-assessment scores are subjected to verification by the university/college, and by the screening cum verification committee or selection Committee as the case may be.

I. Teaching and Evaluation Related Performance

(i) a

Lectures / Practicals / Tutorials / Contact Classes taken should be based on verifiable records. No score should be assigned if a teacher has taken less than (say) 80% assigned classes. Universities may give allowance for periods of leave where alternative teaching arrangements would ordinarily be made. Maximum score if there is 100% achievement.	Max Score : 50
--	-------------------

b.

If teacher has taken classes exceeding UGC norms, then two point to be assigned for each extra hour of classes.	Max Score : 10
---	-------------------

(ii)

Imparting of knowledge / instruction vis a vis with the prescribed material (Text book / manual etc) and methodology of the curriculum (100% compliance +20 points)	Max Score : 20
---	-------------------

(iii) Use of participatory and Innovative Teaching – Learning Methodologies, Updating of Subject Content, Course improvement etc.

Indicators / Activities	Maximum score
Updating of courses, design of curriculum, (5 – single course)	10
Preparation of resource material, fresh reading materials, Laboratory manuals etc.	10
Use of innovative teaching-learning methodologies, use of ICT, updated subject content and course improvement a. ICT Based Teaching Material : 10 points/each b. Interactive Courses : 5 points /each c. Participatory Learning modules : 5 points /each	10
Developing and imparting Remedial / Bridge Courses and Counselling modules (Each activity : 5 points)	10
Developing and imparting soft skills / communication skills / personality development courses / modules (Each activity : 5 points)	10

Developing and imparting specialized teaching-learning programmes in physical education, library; innovative composition and creations in music, performing and visual arts and other traditional areas (Each activity : 5 points)	10
Organising and conduction of popularization programmes / training courses in computer assisted teaching / web based learning and e-library skills to students (a) Workshop / training Course : 10 points each (b) Popularisation programme : 5 points each	10
Maximum Aggregate Limit	20

(iv) Examination Related work

Indicators	Max. Score
College / University end semester / Annual Examination work as per duties allotted. (Invigilation-10 points; Evaluation of answer scripts – 5 points; Question paper setting – 5 points). (100% compliance = 20 Points)	20
College/ University examination / Evaluation responsibilities for internal / continuous assessment work as allotted (100% compliance = 10 points)	10
Examination work such as coordination, or flying squad duties etc. (maximum of 5 or 10 depending upon intensity of duty) (100 % compliance = 10 points)	10
Maximum Aggregate Limit B (iv)	25

II: Co-curricular, Extension and Profession Related Activities and Participation in the Corporate Life of the Institution

(i) Extension and Co-curricular Related Activities

Institutional Co-curricular activities for students such as field studies / educational tours, industry-implant training and placement activity (5 point each)	10
Positions held / Leadership role played in organization linked with Extension work and National Service scheme (NSS), NCC or any other similar activity (each activity 10 points)	10
Students and staff related Socio Cultural and Sports Programmes, Campus Publications (departmental level 2 points, institutional level 5 points).	10
Community work such as values of national Integration Secularism, democracy socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc. (5 points each)	10
Maximum Aggregate Limit	20

(ii) Contribution to Corporate Life and Management of the Institution

Contribution to Corporate life in Universities / college through meetings, popular lectures, subject related events, articles in college magazine and University volumes (2 point each)	10
--	----

Institutional Governance responsibilities like, Vice Principal, Dean, Director, Warden, Bursar, School Chairperson, IQAC Coordinator (10 points each)	10
Participation in committees concerned with any aspect of departmental or institutional management such as admission committee, campus development, library committee (5 point each)	10
Responsibility for, or participation in committees for students welfare, Counseling and Discipline (5 points)	10
Maximum Aggregate Limit	15

(iii) Professional Development Related Activities

Indicators / activities	Max. Score
Membership in profession related committees at state and national level a. At national level : 3 points each b. At site level : 2 points each	10
Participation in subject associations, conferences, seminars without paper presentation (each activity : 2 point)	10
Participation in short term training courses less than one week duration in educational technology, curriculum development. Professional development, Examination reforms, Institutional governance (Each activity : 5 points)	10
Membership / participation in Bodies / Committees on Education and national Development (5 each)	10
Publication of articles in newspapers, magazines or other publications (not covered in category 3); radio talks etc. (1 point each)	10
Maximum Aggregate Limit	15

CATEGORY : III. Research and Publications and Academic Contributions

This is to be filled as per Appendix iii Table 1, Category III of the UGC Regulations 2010. Wherever the research contribution is jointly made, the API scores should be shared between the contributors as per the formula provided in the Table 1.

III. Summary of API Scores

The summary must take into account the maximum score limits for each set of indicators as given in Appendix III, table 1.

IV. Similar PBAS proforma could be developed by the Universities for the Cadres of Librarian/ Deputy Librarians / Assistant Librarian and Director of Physical Education & Sports / Deputy Director of Physical Education & Sports / Assistant Director of Physical Education & Sports based on the API Scoring pattern outlined in Appendix III : Table-IV to IX of the UGC Regulations, 2010.

SCHEDULE – 5

**KIIT
DEEMED TO BE
UNIVERSITY**

**PERFORMANCE APPRAISAL FORM
FOR NON – TEACHING STAFF**



KALINGA INSTITUTE OF INDUSTRIAL TECHNOLOGY
BHUBANESWAR - 751024

ANNUAL PERFORMANCE APPRAISAL REPORT FOR GROUP “A” & “B” STAFF
From 01-04- to 31-03-

PART I

(To be filled by the Employee Reported upon)

1. Name:	2. Employee Code:
3. Designation :	4. Department:
5. Date of Birth:	6. Date of joining:
7. Educational Qualification:	8. Experience:
9. Scale of Pay:	10. Basic Pay:

Training – Nature & Duration

--

Leave Availed – Nature & Duration

--

PART II
SELF APPRAISAL

(To be submitted before . If delayed, reasons to be recorded.)

1. Brief description of the nature and content of duties assigned:

2. a) Please specify major targets / goals / objectives that were set for you and / or you set for yourself in order of priority and record your achievements against each of them.

TARGETS	ACHIEVEMENTS

3. a) Please state briefly the shortfalls w.r.t. the targets / goals / objectives .Also specify the constraints , if any.

b) Please also indicate items in which there have been significantly better/ higher achievements compared to targets and your own contribution

4. (a) YOUR STRENGTHS (Any three)

--

(b) YOUR WEAKNESSES (Any three)

--

5. Delay, if any:

Signature of Appraisee:

Date:

PART III
TO BE FILLED IN BY THE REPORTING AUTHORITY

A. ASSESSMENT OF WORK

1. *Quantity of Output:*

(Please comment on Part II as filled out by the employee and specifically state whether you agree with the responses relating to targets/goals/objectives, achievements and shortfalls. Also specify constraints, if any, in achieving the objectives).

5	4	3	2	1
---	---	---	---	---

2. *Quality of Output:*

(Please comment on Employee's quality of performance having regard to standard of work and programme objectives and constraints, if any).

5	4	3	2	1
---	---	---	---	---

3. *Knowledge of Sphere of Work:*

(Please comment on the level of knowledge of functions, competency, rules and regulations and experience in their applications).

5	4	3	2	1
---	---	---	---	---

4. *Delegation of Work:*

5	4	3	2	1
---	---	---	---	---

5. *Management qualities:*

(Please comment on the employee's willingness to assume responsibility, organizing capacity, ability to motivate, ability to provide timely and proper guidance and regard for training and development of subordinates including his effectiveness)

5	4	3	2	1
---	---	---	---	---

6. *Initiative and planning ability:*

(Please comment on the capacity and resourcefulness of the employee to be innovative and execute plans with passion in his own area as well as other related areas). Also comment on the employee's capacity to deal with the situation in a calm and collected manner.

5	4	3	2	1
---	---	---	---	---

5	4	3	2	1
Excellent	Very Good	Good	Average	Below Average

7. Decision making ability:

(Please comment on his/her ability to take decisions weighing pros and cons and promptness in disposal)

5	4	3	2	1
---	---	---	---	---

8. Communication skill (written and verbal):

(Please comment on the ability of the employee to communicate and his/her ability to present cases).

5	4	3	2	1
---	---	---	---	---

B. ATTRIBUTES

9. Leadership qualities:

(Please comment on the capacity of the employee to plan, set targets and objectives, and implement them. Indicate his capacity to, anticipate change and contribute new ideas and new methods of work towards achieving the targets and objectives).

5	4	3	2	1
---	---	---	---	---

10. Motivation:

(Please comment on the motivational quality of the employee)

5	4	3	2	1
---	---	---	---	---

11. Is he a role model for his subordinator:

5	4	3	2	1
---	---	---	---	---

12. Following ethical practices:

5	4	3	2	1
---	---	---	---	---

13. Understanding Organization Vision, Mission and Objectives:

5	4	3	2	1
---	---	---	---	---

14. Interpersonal relations and team work:

(Please comment on the quality of relationship with superiors, colleagues and subordinates, on his/her capacity to work as a member of a team and to promote team spirit and optimize the output of the team).

5	4	3	2	1
---	---	---	---	---

5	4	3	2	1
Excellent	Very Good	Good	Average	Below Average

15. Aptitude and potential:

(Please comment on areas of possible specializations, Career Development and Areas of Improvement)

5	4	3	2	1
---	---	---	---	---

16. Reliability and Integrity:

5	4	3	2	1
---	---	---	---	---

17. Punctuality and Honesty:

5	4	3	2	1
---	---	---	---	---

18. Organizational Commitment:

5	4	3	2	1
---	---	---	---	---

19. Innovativeness:

5	4	3	2	1
---	---	---	---	---

20. Promptness /Response to delivery of Job:

5	4	3	2	1
---	---	---	---	---

C. GENERAL ASSESSMENT:-

D. GRADING:-

(Outstanding/Very good/Good/Average/Below Average) (An employee should not be graded outstanding unless exceptional qualities and performance have been noticed. Grounds for giving such a grading should be clearly brought out).

Name in block letters:

Designation:

Signature:

Date:

Outstanding (>90)	Very Good (75-89)	Good (60-74)	Average (40 - 59)	Below average (<40)
----------------------	----------------------	-----------------	----------------------	------------------------

REMARKS OF THE REVIEWING AUTHORITY

1. Length of service under you

2. Are you satisfied that the Reporting Authority has made his/her report with due care and attention and after taking into account all the relevant materials?

3. Do you agree with the assessment of the employee given by the Reporting Authority ?
(In case of disagreement, specify the reasons. Do you wish to modify or add ?)

4. Has the employee any special characteristics, and/or any abilities which would justify his/her selection for special assignment or/out of turn promotion? If so, please specify.

5. General Assessment

6. Grading:- (Outstanding/Very good/Good/Average/Below Average) (An employee should not be graded outstanding unless exceptional qualities and performance have been noticed. Grounds for giving such a grading should be clearly brought out).

Signature

Date

Name in block letters

Designation

PART V

REMARKS OF THE ACCEPTING AUTHORITY

Signature of the Accepting Authority

Date:

Name in block letters:

Designation:



KALINGA INSTITUTE OF INDUSTRIAL TECHNOLOGY UNIVERSITY
BHUBANESWAR – 751024
ANNUAL PERFORMANCE APPRAISAL REPORT FOR SUBORDINATE STAFF
(Group –C)
For the year 01-04- to 31-03-

1.Name:	2. Designation:
3. Date of joining:	4. Educational Qualification:
5. Scale of Pay:	6. Present Pay:
7. Department:	
8. Period of Review:	
9. Trainings undergone , if any:	
10. Nature and duration of leave availed : 1.	
2.	

FACTORS	RATINGS				
Performance	Excellent	Very Good	Good	Average	Below average
1. Knowledge of rules and regulations	5	4	3	2	1
2. IT Skills and competency	5	4	3	2	1
3. Analytical ability to deal cases	5	4	3	2	1
4. Quantity/ Quality of work	5	4	3	2	1
5. Promptness in disposal	5	4	3	2	1
6. Accountability	5	4	3	2	1
7. Ability to plan and programme work.	5	4	3	2	1
8. Promptness in accepting new assignment	5	4	3	2	1
9. Effectiveness in executing the job.	5	4	3	2	1
10. Team work / Cooperation	5	4	3	2	1
11. Commitment for the Organization	5	4	3	2	1
12. Conduct towards (Superiors/Colleagues/Subordinates)	5	4	3	2	1
Attributes					
13. Innovativeness	5	4	3	2	1
14. Communication skills (Verbal/Written)	5	4	3	2	1
15. Leadership	5	4	3	2	1

Strengths & weaknesses

Suggestions for improvement

Promotional Potential

- Promotable

- To be considered after training

- No capacity for higher Job

Qualities					
16. Punctuality	5	4	3	2	1
17. Regularity	5	4	3	2	1
18. Honesty	5	4	3	2	1
19. Reliability	5	4	3	2	1
20. Understanding about Organizational Objective	5	4	3	2	1
Total					
Health:					

Rewards & Punishments

Give details.

GRADES

Outstanding (>90)	Very Good (75-89)	Good (60-74)	Average (40 - 59)	Below average (<40)
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GENERAL REMARKS

Reporting officer

Reviewing officer

Accepting officer



KALINGA INSTITUTE OF INDUSTRIAL TECHNOLOGY UNIVERSITY
BHUBANESWAR – 751024
ANNUAL PERFORMANCE APPRAISAL REPORT FOR SUPPORT STAFF (Group –D)
FROM 01-04- to 31-03-

1. Name:	2. Designation:
3. Date of Joining:	4. Educational Qualification:
5. Scale of Pay:	6. Present Pay:
7. Department:	
8. Trainings undergone, if any:	
9. Nature and duration of leave availed: 1. 2.	

FACTORS	RATINGS				
Performance	Excellent	Very Good	Good	Average	Below Average
1. Knowledge of work	5	4	3	2	1
2. Quantity/Quality of work	5	4	3	2	1
3. Punctuality	5	4	3	2	1
4. Regularity	5	4	3	2	1
5. Conduct towards (Supervisors, Colleagues & Subordinates)	5	4	3	2	1
6. Commitment	5	4	3	2	1
7. Understanding about Organizational Objective	5	4	3	2	1
8. Teamwork	5	4	3	2	1
Attributes					
9. Communication skills (Verbal/Written)	5	4	3	2	1
10. Initiative	5	4	3	2	1
11. Effectiveness	5	4	3	2	1
12. Reliability	5	4	3	2	1
13. Honesty & Integrity	5	4	3	2	1
Total					
Health :					

Strengths & Weaknesses:

Suggestions for improvement

Promotional Potential

- Promotable

- To be considered after training

- No capacity for higher Job

Overall Rating

Outstanding (>56)	Very good (46 -55)	Good (31-45)	Average (21-30)	Below Average (<20)
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Rewards and punishments

General Comments

Reporting Officer

Reviewing Officer

Accepting Officer

SCHEDULE – 6
PAYSCALES OF FACULTY (As per 7th pay):

Positions	Pay Band	Qualification Essential	Experience
Assistant Professor - I	Pay Band : 46800-117300 Initial pay in pay band: 57700	M.Tech / M.Phil, LLM or equivalent and Ph.D. - desirable	Desirable
Assistant Professor - II	Pay Band : 46800-117300 Initial pay in pay band: 68900	M.Tech / M.Phil, LLM or equivalent API score 100 per year (Category I + Category II) 10 per year (Category III)	5 years for M.Tech or 3 years for Ph.D. holders
Associate Professor - I	Pay Band : 46800-117300 Initial pay in pay band: 101500	Ph.D., API score 100 per year (Category I + Category II), 20 per year (Category III)	8 years
Associate Professor - II	Pay Band : 112200-201000 Initial pay in pay band: 131400	Ph.D., API score 100 per year (Category I + Category II), 30 per year (Category III)	10 years
Professor	Pay Band : 112200-201000 Initial pay in pay band: 144200	Ph.D., API score 100 per year (Category I + Category II), 40 per year (Category III)	12 years out of which 4 years as Associate Professor (II)
Sr. Professor	Pay Band : 112200-201000 Initial pay in pay band: 159100	Ph.D., API score 100 per year (Category I + Category II), 50 per year (Category III)	10 years experience as Professor

* After promotion minimum two years gap to apply for next promotion

* If rejected once, the candidate can't apply till completion of one year from the date of rejection.

* Post doctoral experience in reputed institutes with fellowship and experience in reputed industries will be considered equivalent to teaching experience as Assistant Professor (I).



KALINGA INSTITUTE

OF INDUSTRIAL TECHNOLOGY (KIIT)

Deemed to be University U / S 3 of UGC Act, 1956