



KARNATAKA RASTRIYA EDUCATION SOCIETY

BIDAR ◀

**SERVICE
RULES**
(2024)



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KARNATAKA RASTRIYA EDUCATION SOCIETY, BIDAR SERVICE RULES

NOTIFICATION

No. KRES/ADM/2024-25/

PART-1

Dated.25-05-2024

GENERAL

1. TITLE AND COMMENCEMENT:

- (1) These rules may be called the Karnataka Rastriya Education Society, Bidar and its institutions Revised Service Rules.
- (2) They Shall come into force from the date notified by the Board of Management of the Karnataka Rashtriya Education Society Bidar.

2. APPLICATION:

All parts of these rules and the provisions shall apply to all persons serving in the Karnataka Rastriya Education Society, Bidar and its Institutions.

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CHAPTER- I

DEFINITIONS

3. Unless the context requires otherwise, the following words and phrases in these rules have the meaning hereby assigned to them.

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| “SOCIETY” | Means Karnataka Rastriya Education Society, Bidar. |
| “INSTITUTIONS” | Means the institutions/Establishments/Training centers /Research centers/set up and/or Run by the society which includes unaided schools, Colleges, existing as well as those that may be set up in future. |
| “GOVERNING COUNCIL” | Means body constituted by the Board of Management of the K.R.E Society as per the bye-laws of the Society. |
| “ BOARD OF MANAGEMENT” | Mean s Board of Management constituted by the General Body of the Karnataka Rastriya Education Society as per Bye-laws of the society. |
| “APPOINTING AUTHORITY” | Means authority competent under the Bye-laws of the society. |
| “ COMPETENT AUTHORITY” | Means the Board of Management of the Society or any other authority specifically authorised in this regard under the Bye-laws or any rules of the society. |
| “AIDED INSTITUTIONS” | Such of the institutions which are recognized by the Govt. of Karnataka/India and are receiving the Grant-in-Aid from the Government. |
| “UN-AIDED INSTITUTIONS” | Such of the recognized institutions which are not receiving the Grant-in-Aid from the Govt. |
| “EMPLOYEES” | Means any person employed by the K.R.E. Society in any of the classes or categories of appointments in its institutions. |
| “SOCIETY EMPLOYEES” | Means any person employed by the K.R.E. Society in any of the classes or categories of appointments in the Society office and trust. |

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| “LEAVE SANCTIONING AUTHORITY” | Means authority empowered as per the Bye-laws of the K.R.E Society. |
| “CONTINUES SERVICE” | Means the service of an employee/from the beginning of his/her service without any break. The leave period with allowances will be considered as continuous service. |
| “DUTY” | INCLUDES: (A) Service as a probationer or apprentice provided that Such services if followed by confirmation. |
| NOTE: | (1) No person appointed substantively to a permanent post in cadre is a Probationer unless definite conditions of probation have been attached to his appointment, such as the condition that he must remain on probation pending the passing of certain examination. |
| NOTE: | (2) The status of a probationer is to be considered as having the attributed of a substantive status except where the rules prescribe otherwise. |
| NOTE: | (3) Services as a ‘Local Candidates’ is to be treated as officiating or Temporary service for purposes of grant of increments, leave, pension etc (B) “JOINING TIME” Means the time allowed to an employees to join a new post or to travel to or from a station to which he is posted. |
| “ LEAVE SALARY” | Means the monthly amount paid to an employee on leave. |
| “LIEN” | Means the title of an employee to hold substantively Either Immediately or on the termination of a period or periods of absence, a permanent post including a tenure post, to which he/she has been appointed substantively. |
| “LOCAL : ALLOWANCE” | Local allowance is an allowance granted in consideration exceptional local circumstances, such as the unhealthiness or expensiveness of the locality. |
| “LOCAL CANDIDATE” | A local candidate in service means a temporary employee not appointed regularly as per rules of recruitment. |

**“MINISTERIAL
SERVANT”**

Means an employee whose duties are entirely clerical and any other class of servants specially defined as such by Management.

“Month”

Means a calendar month. In calculating a period expressed in terms of month and days; complete calendar months, irrespective of days in each, should first be calculated and the odd number of days calculated subsequently.

“OFFICIATE”

An employee is deemed to officiate in a post when he performs the duties of a post on which another person holds a lien. A component authority may if it thinks fit, appoint an employee to officiate in a vacant post on which no other employee holds a lien.

“ PROBATIONER”

Means a person employed on probation in or against a substantive vacancy in any cadre of a department.

“SALARY”

Except when otherwise defined or specified shall mean basic plus all other allowances as permitted by the Society.

INTERPRETATION:

The Board of Management of the K.R.E Society reserves to itself the right of interpretation and modification of these rules, from time to time.

CHAPTER- 2

GENERAL CONDITIONS OF SERVICE

Employee may be appointed to any one of the following categories.

- 2.1. On “Contract”** : Which means the tenure of the post is limited to a specialized period subject to terms and conditions specified in the order of appointment
- 2.2. “PERMANENT”** : Means the post is permanent the terms of probation has been Satisfactorily completed and confirmation of the employee in the post has been communicated to him/her in writing.
- 2.3 “ON PROBATION”** : Means the employee while being appointed to a permanent or Temporary post is required to fulfill conditions of probation for Period before being confirmed in his/her appointment. (As explained in chapter-3)
- 2.4 “CASUAL”** : Means the employee/servant is engaged on day to day basis on Work of a casual nature, his wages are fixed on daily basis and he/she is not entitled to leave or any other benefits of any kind as are available to employees falling under rule(1) to (3) above.
- 2.5 “HONARARY”** : Means an employee who is paid an honorarium as per terms and Conditions as laid down in such appointment order.
- 2.6.** : All appointments in aided schools/colleges should strictly be made as per the norms and staff pattern laid down by the Govt. On the recommendation of the staff selection committee subject to approval of the Board of Management, in the pay scales Prescribed by the Govt. of Karnataka from time to time. The society may make the Temporary appointment on consolidated salary according to the urgent need of such Appointment on such terms and conditions as deemed fit.

- 2.7 :** The employees of unaided Institutions (other than Degree Colleges and Secondary Schools) Society Trust may be appointed by the Board of Management as per Requirements in the scale of pay or consolidated pay as per clause 1, 4, 5 & 6 above on terms and conditions mentioned in the letter of appointment.

“VACANCIES” vacancies to be filled up may be categories as follows:

- 2.7.1 :** All leave and deputation vacancies shall be considered as short term vacancies.
- 2.7.2 :** All other vacancies created due to Retirement, Death in service & VRS shall be considered as clear vacancies.
- 2.8 :** Appointment of the staff other than Aided institutions shall be made on the recommendation of the staff selection committee subject to the approval of the Board of Management provided that in case of emergency the president / Secretary is empowered to make appointment temporarily for not more than 3 months which has to be ratified by the governing Council/ Board of Management
- 2.8.1 :** The employees may be appointed in scales of pay, prescribed by the Board of Management from time to time or on a consolidated pay.
- 2.8.2 :** Only such person who possesses the minimum academic qualification and experience as prescribed under cadre rules shall be appointed.

2.9 : “PROCEDURE OF RECRUITMENTS:

Age : At the time of initial appointment in the aided institution the age of the employee should ordinarily be within the prescribed limit of the department laid from time to time.

2.9.1 : “PROCEDURE OF RECRUITMENTS:

Age : At the time of initial appointment in the aided institution the age of the employee should ordinarily be within the prescribed limit of the department laid from time to time. Such appointment in leave and deputation vacancies when made shall terminate automatically at the end of duration of the vacancy.

The Secretary of the society while issuing appointment order shall specify the date on which the vacancy is extended owing to exigencies of circumstances a separate order extending the appointment with the period specified shall be issued to the employee before the period expire

2.9.2 : Filling up of Clear Vacancies:

The procedure for filling up clear vacancies shall be the same as in the case of Short term vacancies of more than six months duration.

2.10 : In the absence of the qualified candidate possessing the minimum qualification and Experience in service as prescribed by the competent authority for the posts which are meant for promotion under cadre and recruitment rules approved by the K.R.E Society such posts shall be filled up by direct recruitment.

2.11 : The Management shall give three months notice or pay three months salary in lieu thereof when the service of a permanent employee is to be terminated. The permanent employee likewise, shall give three months notice or pay three month salary to the management, if the employee wishes to leave the Services under the Institution of the K.R.E.Society.

2.12 : Extension of Service and deputation of officers : Under special circumstances when suitable qualified persons are not available in any department inspite of advertisement, the management may with the prior approval of the Government/University or any other competent authority concerned may continue the services of such employees year-by-year on contract basis till suitable persons are secured for such posts or the Management may obtain the service of suitable persons from the Govt. Or any other organization or deputation basis according to the terms and conditions to be specified by the Government or the organization.

2.13 : Terms of Appointment:

2.13.1: All appointments to permanent posts shall initially be made on probation for a Period of two years which may be extended for one more year if the work is not found satisfactory on the recommendation of the Governing Council.

2.13.2: All appointments pertaining to the Institution run by the Society shall be governed by the cadre and recruitment rules framed by the society.

2.13.3 : Head of the respective Institution of the Society is responsible for the administration of the Institution and shall have all the powers necessary to carry out his duties and responsibilities subject to the overall control of the Board of Management.

- 2.13.4** : All members of the teaching staff should take full and effective part in extra-curricular and co-curricular activities assigned to them, from time to time by the Head of the Institution.
- 2.13.5** : No employee of any of the Institution shall communicate the college issues to any of the Management member of the Society directly. For the betterment of the institution & maintain healthy atmosphere. However, the grievances may be brought to the notice of the management through proper channel.
- 2.13.6** : Employees are prohibited from making offensive comments about management, society, or the college on any social media platform. Such action will be considered offenses and may result in serious disciplinary action. It's essential for employee to maintain professionalism and respect in their online interactions to uphold the reputation of the organization.

CHAPTER- 3

"PROBATIONARY RULES"

- 3.1 :** All employees of the Institutions of the Society shall be required to be on probation for a period of two years from the date of joining duty
- 3.2 :** This rule however, does not apply to professors and other employee taken on contract basis.
- 3.3 :** The period of probation may be extended from time to time at the discretion of the Board of Management considering the reports of the Head of the Institution/Department, and Governing council.
- 3.4 :** The employee concerned shall be communicated the reasons for extending the probationary period.
- 3.5 :** At the end of the extended period of probation, if the probationers work is reported to be unsatisfactory his services may be dispensed with.
- 3.6 :** On successful completion of the probationer period it will be declared so by the Board of Management if the employee is found suitable.
- 3.7 :** Confirmation of any probationer at the expiry of the probation period originally fixed or extended shall be entirely at the discretion of the Management of the Society, which depends upon the report of the Head of the Institution / and recommendation of the Governing Council and availability of the permanent vacancy.
- 3.8 :** No probationer shall be entitled to claim any privilege in respect of the probationary period undergone or claim any compensation, should the Management decide to dispense with his services at any time before his probations is declared.
- 3.9 :** The institutions under the society will give 30 days notice or will pay 30 days salary in lieu thereof, when the services of a probationer are to be terminated.
- 3.10 :** The probationer, in his turn, shall give 30 days notice to the Board of Management when he wants to be relieved of his duties in the respective Institution, and such request for relief shall be deemed as his resignation.

- 3.11 :** If the notice given by the probationer falls short of 30 days his pay and allowances for the number of days deficient, shall forfeited by the institution.
- 3.12 :** The members of the teaching staff, however, shall not ordinarily resign from their posts during the course of the academic year.
- 3.13 :** The Management reserves its right to accept or reject resignation given by the employees.
- 3.14 :** The Board of Management may modify, cancel, substitute or add to these rules.
- 3.14.1:** No member of teaching or non-teaching staff or other employee shall apply for appointment elsewhere except through the Head of the Institution, who shall inform the Society in writing within a week of such application.
- 3.14.2:** The employee shall also be required to execute an agreement Bond to serve the institution for at least a period of two year. In the event of unsatisfactory work or any other reason during the period of probation, the services of the employee may be terminated by the Management after giving one month notice.
- 3.14.3:** Reservation of appointment for the deceased employees dependent: The dependents of the employee who dies in service leaving the family in indigent circumstances may be given employment opportunity in any services of the institution of compassionate ground.
- 3.15 : Confirmation in Service:**
- 3.15.1:** Such of the employees who put in 4 years of service in any of the Institution of the society, may be considered for the confirmation subject to the availability of clear vacancies, at the discretion of the Board of Management depending on the service record of the employee concerned.
- 3.15.2:** On the recommendation of the Governing Council in the case of Principal/Head Master or other Head of the Institutions.
- 3.15.3:** On the recommendation of the principal/head of the Institutions through the Governing Council in the case of other staff.

CHAPTER- 4

SENIORITY RULES

- 4.1 :** A common seniority list of different cadre shall be prepared for the un-aided non-teaching staff of unaided institutions. The seniority list of the unaided Teaching staff shall be prepared institution wise. A provisional seniority list shall be published through the Heads of the Institutions approved by the Management, inviting objections, if any to be filed within thirty days, after addressing the objections the final seniority list shall be published by the Management. The decision of the Management shall be final in this regard. In respect of the employees of the Aided Institutions, the norms fixed by the department/Government shall be followed for different cadres.
- 4.2 :** These rules shall also apply to any person appointed on temporary basis as long as he is treated as such, except, any employee appointed on contract basis or for a time bond period.
- 4.3 :** The Seniority list of employee who are confirmed shall be determined according to the date of confirmation, but where date of conformation of any two employees is the same, their relative seniority shall be determined on the basis of date of birth.
- 4.4 :** The seniority list of persons appointed on temporary basis shall be determined by their dates of continuous officiation in that grade where the period of officiating is the same, the seniority inters in the lower grade shall prevail.
- 4.5 :** The seniority of the persons selected by direct recruitment shall be considered according to the serial order prepared at the time of recruitment on the basis of the merit.
- 4.6 :** The employee reverted on disciplinary grounds to a lower post and subsequently promoted after some time, shall take his place below the last man in the cadre unless order is covered to retain his original seniority.
- 4.7 :** The employees whose probationary period is extended for his un-satisfactory work, shall be placed below the employee who have successfully completed the probationary period in that cadre.

- 4.8 :** The transfer of a person by the Management from one class or grade service to another class or grade carrying the same scale of pay shall not be treated as first appointment for the purpose of seniority and his seniority shall be fixed with reference to the first appointment in that cadre. Such transfers shall be done by the Management provided the service conditions are similar.
- 4.9 :** The cases which cannot be determined by any one of the methods mentioned above shall be determined in such manner as may be decided by the Management.

CHAPTER- 5

RETIREMENT ON SUPERANNUATION & APPOINTMENT ON CONTRACT BASIS OR ON DEPUTATION FROM GOVERNMENT.

- 5.1 :** The age of retirement on superannuation of an employee is 58 years.
- 5.2 :** The persons who are otherwise fit to continue after completing 58 years of age may be granted extension, if deemed necessary by the Board of Management.
- 5.3 :** No employee shall, however, be retained ordinarily in service after the age of 58 years except in very special circumstances.
- 5.4 :** Employees to whom extension of service is given will not be entitled to the benefit of provident fund etc.
- 5.5 :** The extension of service shall not be granted for more than one year at a time
- 5.6 :** The appointment after the Superannuation shall not be in the time scale pay but on fixed pay.
- 5.7 :** An employee may be compulsorily retired by the competent authority after he has completed 30 years of service or after he has attained 50 years of age, if such retirement is consider by such authority necessary in the interest of the institution provided that the employee concerned is given notice of 3 months before the date of retirement, or in lieu of such notice a sum equivalent to the amount of his salary for a period of three months is paid. Ordinarily this provision shall not be made applicable to employee unless the continuance of such employee is found unsuitable in the interest of the institution.
- 5.8 :** An employee has the right to retire from the service of the Institution after he completes 30 years of service by giving 3 months Prior notice.

CHAPTER- 6

LEAVE RULES

6.1 : APPLICATION:

The provisions contained in this chapter shall, unless otherwise, specified in the appointment order, Apply to the all temporary unaided full time employees of aided & unaided institutions who are granted time scale of pay. In respect of aided institution the K.C.S.R. are also applicable as per the Govt. order or the rules framed by the concerned departments.

6.2 : DEFINATIONS

6.2.1 : Unless the context otherwise requires. "Leave" includes Earned leave, Maternity leave, duty leave and casual leave

6.2.2 : "Earned Leave" Means leave earned in respect of periods on duty and it shall not exceed 1/12th of the period spent on duty subject to a maximum limit of 120 days after which the employees shall cease to earn such leave.

6.2.3 : The employees serving in vacation Departments will not be entitled to this benefit. They will be entitled to only 10 days earned leave for every 12 months of their service.

6.2.4 : "Extra Ordinary Leave" means the leave granted in exception circumstances without pay.

6.3 : RIGHT TO LEAVE

6.3.1 : Leave cannot be claimed as a matter of right, Sanctioning authority may refuse or revoke leave at any time subject to the exigencies or requirements of the institutions.

6.3.2 : Leave shall always be applied for in advance and got sanctioned before it is availed of, except in cases of emergency and for satisfactory reasons. No employee shall be entitled to any leave under these rules in respect of absence from duty in pursuance of a strike. Absence on account of participation in a strike shall constitute a break in service and entail lapse of all kinds of leave.

6.3.3 : No employee shall be entitled to any leave under these rules in respect of absence from duty in pursuance of a strike. Absence on account of participation in a strike shall constitute a break in service and lapse of all kind of leave.

6.3.4 : An employee who remains absent from duty without leave for a period of 15 days is liable to be terminated or removed from service.

6.3.5 : An employee who over-stays the sanctioned period of leave without proper authority shall be deemed to be absent from duty, and such absence shall be treated as break service.

6.3.6 : Part-Time, Daily wages, casual and adhoc employees will not be entitled to any kind of leave except casual leave.

6.4 : APPLICATION FOR LEAVE

Application for leave shall be addressed to the sanctioning authority through the Head of the concerned institution/section on the prescribed proforma.

6.5 : COMMENCEMENT AND TERMINATION OF LEAVE :

6.5.1 : Leave ordinarily begins from the date on which leave is actually availed of and ends on the day preceding the day on which the duty is actually resumed.

6.5.2 : Sunday and other Holiday (s) may be prefixed as well as suffixed to the leave with prior permission of sanctioning authority subject to limit of absence on leave prescribed under each category of leave.

6.6 : RESUMING DUTY ON RETURN FROM LEAVE ON MEDICAL GROUND :

An employee who is granted leave on Medical certificate of fitness before resuming duty, issued by registered medical practitioner if necessary, the society may direct him/her to get the certificate countersigned by a Doctor approved by the Society.

6.7 : RESUMING DUTY BEFORE THE EXPIRE OF THE LEAVE :

Except with the permission of the authority which has sanctioned the leave, no employee on leave shall resume duty before expire of the period of leave granted to him/her.

6.8 : RECALL TO DUTY :

It shall be within the competence of the leave sanctioning authority to recall any employee who is on leave before the expire of the sanctioned leave in the exigencies of the services.

- 6.9 :** Vacation and casual leave cannot be taken in combination with or in continuation of any other kind of leave.

Note : Principal and non teaching staff belongs to Non-vacation category.

- 6.10 :** No earned leave shall be admissible to an employee, subject to declaration of his/her probationary period.

6.11 : EARNED LEAVE ADMISSIBLE TO OTHER STAFF :

- 6.11.1:** The leave account of each employee shall be credited with Earned leave in advance in two installments each on 1st January, and 1st July of every year.

- 6.11.2:** The leave to the credit of the employee at the close of each half year shall be carried over to the following half year subject to the condition that the leave so carried over together with the credit for the half year shall not exceed 120 days.

6.11.3: ENCASHMENT OF EARNED LEAVE :

- 6.11.4:** An aided employee who wants to surrender his/her earned leave for encashment may be permitted for the period of the leave so surrendered as per the norms of Govt/ Department.

- 6.11.5:** Incase of sanction of earned leave for both aided & unaided employees application should be submitted through proper channel at least 30 days prior to the date from which earned leave is required.

6.12 : LIMITS OF ACCUMULATIONS AND GRANT OF LEAVE TO TEACHING AND / OTHER STAFF :

- 6.12.1:** An Un-aided employee shall cease to earn leave when the earned leave amounts to 120 days.

- 6.12.2:** The Maximum amount of earned leave that may be granted to an employee at a time shall be 15 days twice in a year or 30 days once at a time in a year Subject to approved of Board of Management

6.13 : EXTRA ORDINARY LEAVE :

6.13.1: Extra-ordinary leave shall always be without pay and allowance.

6.13.2: It may be granted when any other kind of leave is not admissible or when other leave being admissible, the employee specifically applies in writing for grant of extra-ordinary leave.

6.13.3: The period of Extra-ordinary leave shall not count for increment except when such leave is granted on Medical ground or for pursuing higher studies.

6.13.4: Extra-ordinary leave can be granted at the discretion of the sanctioning authority, subject to the fact that such a leave shall not exceed six months in respect of illness and duration of course for pursuing higher studies or training. Such a leave for pursuing higher studies shall not be granted to an employee unless he/she has put in a minimum satisfactory service of five years.

Providing that, after completing the higher studies/training the employee shall serve the Institution for a minimum period of five years. Such agreement shall be got execute before sanctioning the leave.

Provided further that, in case of any doubt whether the extra-ordinary leave taken is for pursuing higher study or not the decision of the sanctioning authority shall be final.

6.14 : MATERNITY LEAVE :

6.14.1: A Married female employee working on time scale may be granted maternity leave on full pay for a period of 90 days, provided she joins duty and continues in service for at least three years. For others those who are not working on time scale and not completed 3 years service they may be sanctioned M.L. for a period of 90 days without pay.

In case of miscarriage including abortion the leave shall be limited to 15 days only and she will have to serve the Institution for at least one year after re-joining, on completion of such leave.

6.14.2: The application for such leave shall be supported by a Medical certificate from the Regd. Medical practitioner or from a Doctor specified by the Society.

Provided that, a female employee having two living children's shall not be entitled to maternity leave under this rule.

6.15 : CASUAL LEAVE :

- 6.15.1:** Casual leave not exceeding 15 days in each calendar year may be V granted to an employee. Such leave at a time shall not exceed five days and seven days inclusive of holidays.
- 6.15.2:** An employee who has put in less then one year service may be granted casual leave at the rate of one day for every completed service of one month.
- 6.15.3:** This rule shall not be applicable to any absence from duty in pursuance of a strike.
- 6.15.4:** No employee shall have a right to the grant of casual leave. The sanctioning authority may refuse or revoke casual leave at any time in the exigencies of service.
- 6.15.5:** Where casual leave is required it should be got sanction from the sanctioning authority before proceeding on leave.
Provided, that, where an employee is unable to attend due to illness or other sufficient casue, he/she may get it granted by the sanctioning authority after satisfying him/her about the absolute need for being on leave without prior permission.
- 6.15.6:** Casual leave shall not be granted in continuation of any other kind of leave. It may be combined with Sundays or other authorised holidays but it should not exceed seven days with all the prefixes and suffixes.
- 6.15.7:** Any type of Leave cannot be granted in continuation of casual leave

6.16 : DUTY LEAVE / SPECIAL CASUAL LEAVE:

- 6.16.1:** Duty leave is the leave granted to an employee for invigilation at the time of examinations, valuation of answer books, sponsored by the Gulbarga University or the S.S.L.C. Or the P.U.C. Board of Govt. of Karnataka and conferences / Seminars / Symposia, refresher Courses / consented by the Governing Council of the institution or society on the conditions laid down by it or any work entrusted by Government.
- 6.16.2:** Such duty leave shall be treated as on duty for all purpose.

6.17 : SABBATICAL LEAVE :-

- 6.17.1:** Sabbatical leave is a break from work, allowing employee to pursue interests such as travelling, writing, research and volunteering. During this period employee remains the part of the organization but exempted from regular duties. Sabbatical leave is subject to approval of the management financial /salary implications at the discretionary power of the management.
- 6.17.2:** Special Casual Leave
The employee he/she get avail of special casual leave not more than 30 days in a calendar year including to participate in seminar/conference/workshop/FDP/symposia/external exam duty/BOS/BOE etc. whatever applicable.
- 6.17.3:** The Board of Management reserves the right to amend or abrogate any of the above rules altogether if it is found that there is misuse of this facility or if the exigencies of service so require.

GENERAL

No leave other than casual will be granted to an employee once notice of resignation is given by him. In such cases, the employee should be on duty for the full period of notice required under the rules and the casual leave taken during the period may be counted as duty. When a notice of termination of the services of an employee is given by the management, the employee will be permitted to avail of whatever leave he is entitled to during the period of notice subject to his/her reporting to duty on the last day of the notice of the termination of service, for getting him/her self properly relieved

Leave at credit cannot be treated as a set off for short notice of Resignation.

Leave at the credit of an employee shall lapse on the date of compulsory retirement.

CHAPTER- 7

PAY SCALE & GRANT OF INCREMENTS FIXATION OF PAY ON PROMOTION

- 7.1 : The employee of the Institutions coming under grant-in-aid Rules shall be granted the pay scales of the Government of Karnataka. In respect of the un-aided Institutions the Management may grant pay scales as approved by the society from time to time or may fix the consolidated pay for the post.
- 7.2 : Annual increment as prescribed in the pay scales shall be sanctioned as a matter of course, if the work of the employee is satisfactory and they may not be withheld except as disciplinary measure imposed in accordance with the procedure prescribed by the society.
- 7.3 : When an employee is promoted or appointed to a higher post, his pay will be fixed at the next stage in the pay scales of the Higher post and his pay shall be refixed on the date when his increment accrues in the lower post held by him
- 7.4 : The increments will be with-held as a disciplinary measure, if an adverse report is received against the employee and it is decided by the concerned authority, after necessary enquiry that a matter of punishment, the increment should be withheld.
- 7.5 : The period for which the increment should be withheld as a disciplinary has to be decided by the authority who is competent to give the punishment.
- 7.6 : With holding the increment if it is not mentioned definitely in the order will have to cumulative effect. The employee will be eligible to draw the next increment on which if walk ordinarily falls due as punishment.
- For eg. If employee is appointed 01-01-1973, his/her increment withhold for the period of 3 months if no clause, if added that it will have cumulative effect, the increment i.e due on 01-01-1974
- 7.7 : The employee under suspension shall not eligible for any increment unless & until suspension is revoked by the competent authorities. The employee he/she is entitled to get sanctioned annual increment once he/she reinstated.

CHAPTER- 8

RETIREMENT

- 8.1 :** Every employee of the Institution will ordinarily be retired from service on his completing 58 years of age. If the Board of Management desired to utilize the services of an employee thereafter it will be on yearly contract basis as desired by the management.
- 8.2 :** However, the Board of Management is at liberty to terminate the service of any employee who's services are not required by the institution, without even assigning reasons, if he has put in 30 years service. In respect of employees of the aided institution the rules of the respective departments will be applicable
- 8.3 :** If any teacher attains the age of 58 years in the middle of the academic year, pending decision by the Board of Management about the extension of his service or otherwise, he may be allowed to continue in service till the end of the academic year.
- 8.4 :** An employee can seek voluntary retirement in the institution after he has put in 30 years of qualifying service in this institution or when he has attained 50 years of age prior notice of 3 months.
- 8.5 :** In all ordinary cases a retiring employee will be permitted to avail the earned leave at his credit before the date of his retirement. If the leave preparatory to retirement expires on the date of retirement, the employee need not rejoin duty for getting himself relieved from service. In such cases, the handing over charge, if any must be done before the employee enters upon the leave preparatory to retirement. However, in cases where the Management, due to exigencies of service, is not able to grant an employee earned leave before the date of retirement, the leave salary will be paid on the date of retirement to the employee.
- 8.6 :** Employee to whom extension of service is given will not be entitled to the benefit of provident fund etc.
- 8.7 :** The Extension of service shall not be granted for more than one year at a time.

CHAPTER- 9

T.A. RULES FOR EMPLOYEES & NON-OFFICIALS

T.A. rules to the employee of K.R.E Society & its Institution and the member shall be applicable as per provisions of the K.C.S Rules as amended from time to time the management may sanction more T.A & D.A in special cases.

- 9. : TRAVEL EXPENSE REIMBURSEMENT & DAILY ALLOWANCE:**
- 9.1 :** Reimbursement of travel expenses including accommodation charges & aily Allowance is granted in accordance with the rules laid down by the Governing Council from to time.
- 9.2 :** Subject to limits prescribed in the schedules appended below, reimbursement of travel expenses shall include the following.
 - 9.2 .1 :** Actual cost of ticket or fare paid for the journey within the permitted mode of travel.
 - 9.2 .2 :** Accommodation charges, if any within the prescribed limit.
 - 9.2 .3 :** Daily allowance as applicable.
- 9.3 :** An Upgrade in the mode / class of travel is permissible only when authorized by the principal of the Institution or the President of the Governing Council.
- 9.4 :** The Governing Council reserves the right to arrange or prescribe travel and accommodation of its choice for any class of employees while they are on authorized itinerary. When travel or accommodation is not provide, actual travel expenses/actual room rent within the range prescribed below in the schedule is admissible, subject to production of original bills.
- 9.5 :** Travelling on official duty must be undertaken by the cheapest mode of conveyance and by the shortest routes.
- 9.6 :** Airfare will be reimbursed only against the production of receipts/used passenger coupons/tickets and against the bills of travel agents.
- 9.7 :** When an employee is required to cancel his/her journey. The difference between the fare actually paid by him/her including reservation charges' if any' and the amount refunded by the transport authority on such cancellation may be reimbursed subject to the following conditions:

- 9.7.1 :** The cancellation of the journey is due to exigencies of work and the President/- Head of the Institution has authorized such cancellation.
- 9.7.2 :** The claim for reimbursement is restricted to the amount admissible had the journey been made by the shortest route.
- 9.7.3 :** The claim for reimbursement shall be in respect of the amount actually paid by the employee for the travel ticket inclusive of reservation and charges if any proof of payment and refund shall be enclosed to the claim.
- 9.7.4 :** The cancellation has been made by the employee without any loss of time and the advantage of lower rates of cancellation has been availed off
- 9.8 :** Once an approval has been obtained by an employee from the President/ Governing Body or the head of the Institution for a specific travel, the cancellation of the same will not entitle him/her to adjust the same approval towards any other travel, separate approval has to be obtained from the President/Head of the Institution for each travel (Authority/ condition of granting approval are provided in the schedule given below).
- 9.9 :** Travelling advances may be paid to employees at their request in writing and the advance shall not be more than the approximate expenses likely to be incurred on performing the journey, if claimed. If the advance taken exceeds the claim amount when the bill is submitted, the balance shall be credited to the President/Governing Body, forthwith.
- 9.10 :** Daily allowance is admissible from the time of commencement of the journey till the time of return to the usual place of work.
- 9.11 :** Daily allowance is granted while on travel to defray the cost of meals, refreshments, local conveyance, room rents, laundry charges and other incidental expenses. Therefore these expenses are not separately reimbursed. However in certain cases if any abnormal expenditure is incurred due to official exigencies under any of the heads, such expenditure can be reimbursed provided that such expenditure is claimed separately and is approved by the President /Governing council.
- 9.12 :** When cost of meals and refreshment are included in the room rent of the hotel or included in the package (such as registration fee for a conference) or otherwise born by the Institution' the entitlement to daily allowance will be restricted to 50%

- 9.13 :** No daily allowance is admissible during the period when an employee goes on leave while on official itinerary.
- 9.14 :** A claim is settled on the basis of the information available the dates of admitting claim for reimbursement, Revision of a claim for daily allowance once admitted is not permissible. Accordingly no arrears of daily allowance is payable where an employee is promoted or reverted or is otherwise granted an increase in the basic pay or a change in the scale is made with retrospective effect.
- 9.15 :** All T.A/D.A bills of staff members shall be approved by the head of the Governing Body / Institution. However, if any claim is not within the permitted guidelines, then such claims shall be forwarded to the office of the Institution for approval by the President/Governing Council.
- 9.16 :** Following claims for T.A. shall be approved by the President/ Governing Body only: Dual claim of TA & DA shall be recovered from the concerned.
- 9.16.1:** All Head of the Institutions.
- 9.16.2:** Foreign travel of any staff.
- 9.16.3:** Participation in International / National Conferences, Seminars, Workshops, etc. only management – appointed full time faculty members are eligible for minimum TA/DA & the registration fees in order to present their research paper at seminars, conferences & workshop subject to the publication of full-length paper in the conference proceedings being published with an ISBN & availability of the funds will determines to meet the expenses for the said purpose.
- 9.17 :** If the staff gets reimbursement of the expenditure by any other agencies for the journey undertaken by them, partly or fully, the claim amount shall be reduced by the amount reimbursed by other agencies.
- 9.18 :** Travel on academic work such as examination / valuation or any other work of the University or Statutory Bodies were travelling expenses are reimbursed by such bodies, shall not entail the staff to claim reimbursement of expenditure.
- 9.19 :** Each travel bill shall contain a brief tour report explaining the purpose for which the tour is undertaken.

- 9.20 :** All T.A/D.A claims shall be made in writing in the prescribed format within a maximum period of 7 days from the date of return from the journey.
- 9.21 :** SCHEDULES for Travel Allowances & Daily Allowance The schedule for TA and DA will be intimated to Heads of the Institution from time to time by the Management.
- 9.22 :** DISPLAY OF RULES These Rules may be displayed on the Notice Board or such other places as specified by the Head the Institution within the premises of the Institute both n English and Kannada. In case of any discrepancy in English and Kannada version of these Rules, the English versions shall prevail.

The Human resource / Employees must to display high level of Ethics, Morale in transacting with parents, Students and any apex bodies.

CHAPTER- 10

MAINTENANCE OF SERVICE REGISTERS

- 10.1 :** A service register shall be maintained by every institution for their employee of the institution under the K.R.E. Society
- 10.2 :** The Register shall be opened immediately after the employee engaged on probation or appointed to any post.
- 10.3 :** The service Register should be kept up to date by incorporating all necessary entries.
- 10.4 :** The entries shall be verified by the Head of Institutions by 1st April of every year, and certified that entries are made correct.

The employee is allowed to go through the entries of the Service Register once in a year and his signature shall be obtained in the Service Register for having seen by him/her the entries made in the service register.

- 10.5 :** The salary for April of each year shall not be drawn unless a certificate to this effect is furnished to the society by the Heads of Institutions.

CHAPTER- 11

MAINTENANCE OF CONFIDENTIAL REPORTS

Confidential Report

- 11.1 :** Every employee placed in supervisory charge of a Department or a section, shall submit to the Head of the institution a report on 1st April of each year in the prescribed form, on the work and conduct of the each employee who has served under him, for a period of not less than 6 months during the academic year immediately preceding.
- 11.2 :** Such report shall be obtained by the Head of the Institution who shall submit the same to the Secretary K.R.E'S with his remarks by 15th of April every year for his counter signature.
- 11.3 :** The Secretary/A.O of the society shall retain such report in his custody. A copy of the adverse remarks recorded in the report shall be furnished to the employee concerned. The aggrieved employee may defend within 30 days from the date of receipt of the adverse remarks to the Vice-President to review such adverse remarks. Aggrieved by the orders of the Vice-President, on request of the employee the president will go through the records of the employee and take decision as deemed fit
- 11.4 :** The confidential reports of the Heads of the Institution shall be recorded by the Secretary & shall be counter signed by the Vice President.
- 11.5 :** The following are designated as supervisory staff purpose of recording confidential report of each employee working under him.
1. Principal
 2. Vice Principal
 3. Any other employee designated as in supervisory charge

CHAPTER- 12

DISCIPLINE & CONDUCT RULES

12.1 : GENERAL STANDARD OF WORK :

Every employee of the each Institution shall maintain a high standard of work and conduct. He shall be loyal to the Institution and observe diligently all its rules and regulations, such modifications there of as may be made, and such directions, as may be issued by his superior officers from time to time.

12.2 : SECRECY :

No employee shall make improper use of any information obtained by him in the course of his official duties.

12.3 : ATTENDANCE :

All employees shall be present at their places of duty, at the hours fixed and notified, and shall regularly sign the attendance book. They shall devote all their time and energy during such hours to their duties. No employee shall leave his place of duty, during such hours for personal reasons except with the permission of the Head of institution.

12.4 : GRATUITIES :

Employees are not permitted to accept gratuities or gifts of any kind from visitors, contactors, businessman or other parties, connected in any manner what-so-ever, directly or indirectly with the activities of in the institution.

12.5 : PROPER USE OF MATERIAL & AMENITIES :

No employee shall misuse or carelessly use the material and facilities provided for him by the Institution for the discharge of his duties.

12.6 : PERSONAL USE OF MATERIAL & SERVICES :

No employee shall, without making proper payments, avail himself for private or personal purpose, of any material or service which is the property of or has been paid for by the Institution.

12.7 : PRIVATE TRADE OR EMPLOYMENT :

No employee shall, without the prior sanction of the appointing authority undertake any employment while on duty, or on leave carry on directly or indirectly any business or trade of private practice or private tuition.

12.8 : LEAVING HEAD QUARTERS:

No employee shall without the written permission of the Head of the institution leave his head-quarters, that is to say the city/town/village at which he is posted for regular duties connect with the institution.

12.9 : CHANGE OF ADDRESS

Whenever any change occurs In the residential address of an employee he shall immediately Intimate such change to the Head of the Institution and also to the office of the society In writing.

12.10 : MIS-CONDUCT :

Any act of commission or commission by an employee contrary to the above regulations shall amount to misconduct, which also includes any of the following

- 12.10.1:** Theft or fraud or dishonesty in connection with the properly of the Institution
- 12.10.2:** Habitual breach of any standing order, rule or habitual neglect of duties assigned to the employee.
- 12.10.3:** Willful damage to property of the Institution.
- 12.10.4:** Refusal to accept a charge-sheet, order or other communication issued or sought to be served according to the rules or directives of competent authority.
- 12.10.5:** Conviction by a court of Law where moral turpitude is involved.
- 12.10.6:** Creating disturbance or nuisance on or in the immediate neighborhood of the premises of the institution (including its residential sector) by drinking gambling quarreling, or other objectionable act.
- 12.10.7:** Use of abusive or obscene language on the premises of the / institution or towards persons officially connected with it.
- 12.10.8:** Insubordination.
- 12.10.9:** Intimidating other employees by threat pressures or other means with a view to preventing them from discharging of their duties.
- 12.10.10:** Distribution or sticking notices, hand bills or leaflets of any kind on or in the immediate neighborhood of the premises of the institution without the permission of the Head of the Institution.

12.10.11: Any other act of conduct likely to adversely effect the institution in any manner or degree what so ever.

12.11: SUSPENSION

12.11.1: The management or any authority authorised by the Management may keep an employee under suspension if it is satisfied that there is prima facie case against such employee.

12.11.2: Every employee under suspension shall entitled to draw subsistence allowances during the period of suspension at the rate of 50% of the basic pay drawn by him with allowances during his suspension period.

12.11.3: Subsistence allowance is payable subject to the condition that the employee under suspension shall not accept any employment elsewhere and do any profession during the period of suspension.

12.11.4: He shall reside in the Head quarters during the period of suspension.

12.11.5: He may leave the Head quarters only with prior permission from the Management.

12.11.6: When an employee who has been placed under suspension pending enquiry, is reinstated, the period of suspension shall be treated as :

12.11.7: If he/ she is fully exonerated, the period of suspension will be treated as on duty and shall be paid the pay and allowances would have been entitled to draw if were on duty less the subsistence allowance already drawn by him.

12.11.7.1: In all other cases he will receive such portion of the salary as determined by the management

12.11.7.2: The Management shall specify in the order whether the suspension period is confirmed or otherwise.

12.12 : PENALTIES:

The following penalties may for good and sufficient reasons be imposed upon any employee.

MINOR PENALTIES:

12.12.1: Censure.

12.12.2: Fine not exceeding 7 days basic pay.

- 12.12.3:** With-holding of increment or promotion to the next higher grade.
- 12.12.4:** Recovery amounting to not more than two months salary either from salary or such other payments as may be due to the employee of the whole or part of any pecuniary loss caused by him to the institution by negligence or breach of orders.

12.13: MAJOR PENALTIES

- 12.13.1:** Recovery of the description as in (d) above, but amounting to more than two months salary
- 12.13.2:** Reduction to a lower post or grade or to a lower stage in the employee pay scale.
- 12.13.3:** Compulsory retirement at an age below the prescribed age for normal superannuation.
- 12.13.4:** Removal & Termination from service, which does not disqualify an Employee from being considered for future employment in the institution.
- 12.13.5:** Dismissal from service, which debars the employee from future employment in any capacity in the institution.

12.14 : DISCIPLINARY AUTHORITIES :

All penalties shall be imposed on employees by the president or by such authority to whom the power in this respect has been dully delegated by the Board of Management.

12.15 : PROCEDURE FOR IMPOSING PENALTIES :

- 12.15.1:** No order imposing any of the minor penalties specified above shall be passed except after the employee is informed in writing of the proposal to take action against him, and of the allegations on which it is proposed to be taken, and he is given an opportunity to make any representation, he may wish to make in this connection. Such representation, if any shall be given due consideration by the Disciplinary authority, before it arrives at a decision.
- 12.15.2:** No order imposing any of the major penalties specified above shall be imposed except in accordance with the essential elements of the procedure prescribed by the Government of Karnataka or the Department concerned to regulate the adjudication of major penalties.

12.15.3: The procedure for placing employees under suspension during the period of investigation shall be similarly regulated. No employee shall be placed under suspension unless there is prima facie case against him.

12.16 : RIGHT OF APPEAL :

12.16.1: An employee on whom a major or a penalty of any description mentioned above has been imposed, shall have the right of appeal to the Board of Management.

12.16.2: The appeal must be filed within 30 days of the date of service of the order by which the major or a minor penalty has been imposed.

12.16.3: The appeal must be written in civil language and be free from any statement which is not strictly relevant to the subject matter of the appeal.

12.16.4: The appeal shall contain all material statements, explanation and argument and shall be complete in itself. It shall specify the relief prayed for.

12.16.5: The appeal shall be submitted to the Board of Management through the Head of the Institution in which the appellant is working.

12.17 : RIGHT OF REVIEW :

Where a major penalty has been imposed, and the appeal lodge, in respect of such penalty has been rejected, the appellant shall have the right of submitting, within 30 days of the service of the order in appeal, a petition to the Board of Management seeking a review of the penalty.

CHAPTER- 13

HANDING OVER CHARGE & DISCHARGE AND DISCHARGE CERTIFICATE

- 13.1 :** An employee before leaving service shall hand over the charge of his post to a duly authorised employee and shall return to the institutions all books, Furniture etc., issued to him for his use.
- 13.2 :** On request the principal or head of the Institution shall give a discharge certificate after due verification of the dues, to an employee who resigns his post by giving notice or whose service are terminated by the society.

CHAPTER- 14

GENERAL

- 14.1 :** No employee shall seek employment outside the Institution with out the prior permission in writing of the Head of the Institution.

No member of the teaching staff of the institution is allowed to give private tuition or engage himself in private tuition classes.

- 14.2 :** Unless, in any particular case, it be otherwise distinctly provided, the employee's time is entirely at the disposal of the institution, and not with standing any regulations provided for over-time fees, hi/she may be employed in any manner required by proper authority for the purpose of the institution, without claim for additional remuneration.

- 14.3 :** An employee may be required to work not only in the institution in which he is appointed but also in any other institution affiliated to it.

- 14.4 :** Urgent work cannot be postponed because of holidays or for other reasons.

- 14.5 :** Every employee must attend office punctually. For every three days late attendance without permission, an employee shall forfeit a days casual leave to his credit, disciplinary action may be taken against the employee concerned for such late attendance without permission.

- 14.6 :** An employee is liable to be entrusted with any other duties in additional / to his normal duties by the Management, where such additional duties are necessary to be entrusted in the interest of the society.

- 14.7 :** No employee shall either during his employment in the institution/or /after his termination disclose or divulge to any person whomsoever any information relating to the institution which he may become prossessed of while in the service of the institution except when compelled to do so by a competent court of law.

- 14.8 :** An employee who is detained in the police custody, on a criminal charge shall be kept under suspension with immediate effect. If he is convicted, for the offence involving moral turpitude his services shall be deemed to have been terminated.

- 14.9 :** Holiday : Means leave from ordinary routine work but urgent work will not be postponed on account of holidays and no employee of the institution will leave the station without the prior permission of the Head of the institution.
- 14.10 :** An employee is liable to be transferred from one institution to another institution of the Society on the same salary or a higher salary except it be (a) by way of punishment (b) at the employees written requests, provided the nature of duties will conform with the terms of appointment.
- 14.11 :** An employee or a probationer seeking employment elsewhere shall send his application through the Head of Institution who will forward the same through the appointing authority concerned or obtain prior permission of the appointing authority concerned in writing for sending the application directly within the specified time. If at any time it comes to the notice of the Management of the institution that any employee on probation has applied for a job elsewhere otherwise than as above, the Management shall be at liberty to terminate his services at any time there after without giving any notice or any pay in lieu thereof. This termination of service will not take away the power of the Management to take. Disciplinary action against the person violating this rule.
- 14.12 : ACTING & IN-CHARGE ARRANGEMENTS/F ALLOWANCES**
- 14.12.1:** As a rule substitutes for vacancies of less than 30 days shall not be appointed, except in special circumstances to be recorded.
- 14.12.2:** When the vacancy continues beyond 30 days, the next senior person in the Department may be placed in additional charge of the post in addition to his own duties not exceeding three months.
- 14.12.3:** Charge allowance at 1/10th of the minimum pay of post may be paid to the officer who is placed in charge for the period he holds the above post.
- 14.12.4:** The charge allowance will be payable only if a person is placed in additional charge of the post higher than the post held by him.
- 14.13 : TRANSFER OF EMPLOYEE FROM ONE AIDED INSTITUTION TO ANOTHER AIDED INSTITUTION.**

- 14.13.1:** When employees already in employment in one Aided Institution are transferred to some other aided Institutions under the same management, their previous service may be taken into consideration & their salary that was admitted in the previous institution may also be given to the employee provided prior permission of concerned department is obtained.
- 14.13.2:** When employees of one aided institution are transferred to another aided institution under different Managements, in the state or outside their previous service may be taken into consideration and the salary admitted in the previous institutions may also be given provided prior permission of the concerned department is obtained with the consent of both the Managements.

CHAPTER- 15

SEXUAL HARASSMENT POLICY

- 15.1 :** **SCOPE OF THE POLICY :** The policy shall cover complaints by employees against other employee (s) by subordinate against Superior, by a student against the Members of the faculty or non-teaching staff student against Fellow Student.
- 15.2 :** **DEFINITION AND AMBIT:** ‘Sexual Harassment; includes any unwelcome sexually determined behavior direct or by implication. And includes physical contact and advances, a demand or request for sexual favors, sexually coloured remarks showing pornography, any other unwelcome physical, verbal or non verbal conduct of a sexual nature. “Sexual Harassment” shall mean and include, but is not limited to the following:
- 15.2.1:** When submission to unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature are made either explicitly or Implicitly
- 15.2.2:** When unwelcome sexual advances and verbal nonverbal or physical conduct Such loaded comments, remarks or jokes, letters, phone calls, objectionable SMS or MMS or e-mail, gestures, showing of pornography, lurid stares, Physical contact or molestation, stalking, sounds or display of a derogatory Nature. Of a derogatory nature, have the purpose or effect of interfering With an individual’s performance or of creating an intimidating hostile or Offensive Institution environment;
- 15.2.3:** When any form of sexual assault is committed where a person uses, the body Or any part of it or any objects as an extension of the body in relation to Another person without the latter’s consent or against that persons will and
- 15.2.4:** When any such conduct as defined in (i) and (ii) above is committed by a third Party or outsider in relation to an employee of the Institution, or vice verse on The premises of the Institution.
- 15.3 :** **CONSTITUTION OF COMMITTEE AND TO PREVENT AND DEAL WITH SEXUAL HARASSMENT :**

The Institution shall establish a committee to deal with sexual harassment. The committee shall consist of three members. One female member to act as Chairman of the committee. The other two members will be one male and another female member. The term of the office of committee is for a period of two years and after the expiry of the said period the Institution shall reconstitute the committee. The names of the persons who are on the committee from time to time along with their contact telephone numbers and other details shall be displayed on the notice board of the Institution.

15.4 : POWERS AND DUTIES OF COMMITTEE:

- 15.4.1:** To ensure implementation of this policy.
- 15.4.2:** To ensure and supervise proper constitution and functioning of the committee.
- 15.4.3:** To organize regular workshop and training programmes.
- 15.4.4:** To formulate programmes for the spread of awareness of the policy among the management.
- 15.4.5:** To bring out publications concerning sexual harassment and also concerning implementation of this policy.

15.5 : GRIEVANCE PROCEDURE :

- 15.5.1:** Any employee will have a right to lodge a complaint concerning sexual harassment against an employee or an outsider with any of the members of the committee.
- 15.5.2:** Such a complaint may be oral or in writing.
- 15.5.3:** If the complaint is oral, the same shall be reduced in writing in detail by the committee member to whom the complaint is made.
- 15.5.4:** The complainant will be afforded full confidentiality at this stage.
- 15.5.5:** Immediately upon receipt of the complaint, and within not more than 2 working days, the member of the committee to whom the complaint is made shall communicate the same to the chairperson of the committee.
- 15.5.6:** Within a period of 5 working days from the date of such communication, the chairperson shall convene a meeting of the committee.

- 15.5.7:** The committee shall examine the complaint and shall undertake an investigation of the complaint after giving opportunities to the complainant to present his/her case and the accused to give his/her version. The committee may examine witness from both the sides and the other side will have opportunity of cross-examine the witness. Documents if any produced by the parties may be taken on record. The committee after completion of investigation may submit its report to the HRD for further necessary action in the matter.
- 15.6 : PROTECTION AGAINST VICTIMISATION :** In the event complainant being an employee and accused being his/ her superior. During the pendency of Investigation and even after such investigation if the superior is found to be guilty, the accused shall not act as superior of the complainant.
- 15.7 : CONSEQUENCE OF COMPLAINT BEING PROVED :** In the event allegations made in the complaint are proved against the employee. It will be taken as proved misconduct and the competent authority may impose any or the punishment as envisaged in the policy on disciplinary process. No need to conduct separate enquiry in the matter. Action shall be taken on the basis of the findings of the committee. However before imposing any punishment the employee shall be given a copy of the findings of the committee and he shall be given a copy of the findings of the committee and he shall be called upon to show cause against the proposed punishment.
- 15.8 : OBLIGATIONS OF THE MANAGEMENT :** The management of the Institution shall provide all necessary assistance for the purpose of ensuring full effective and speedy implementation of this policy. Management shall be bound by the decision of the committee constituted as above and shall implement such decisions in an expeditious manner.
- 15.9 : THIRD PARTY HARASSMENT :** In case of third party sexual harassment the committee will actively assist and provide all its resources to the complainant in pursuing the complaint and ensure his/her safety at least in the Institution's premises.
- 15.10 : SAVINGS :** The proceedings under this policy shall not be stalled or postponed merely because the complainant is proceeding against the accused under any other any other provision of civil or criminal law. The provisions of this policy shall not restrict power of Institution or complaint to proceed against the alleged offender for any other misconduct or to pursue the criminal or civil remedies.

CHAPTER- 16

PROVIDENT FUND RULES

- 16.1 :** The provident fund rules will be made applicable to the employees of K.R.E. Society and the unaided institutions run by it as per the directions of the Government.

REPEALS AND SAVINGS

All rules, regulations and circulars in force at the time of coming into force of these rules shall be deemed to be repealed by these rules : provided that the said repeal shall not effect the previous operation of the said rules or anything duty done or suffer there under or effect any right, liability or obligation acquired accrued or incurred under the said rules.

All or any of these rules or any portion of them may be amended, altered, deleted or new or additional rules may be framed and enforced from time to time by Board of Management of the Karnataka Rastriya Education Society Bidar.

In case of any ambiguity or difficulty arising in the interpretation of any of these rules the decision of the Board of Management will be final.

Administrative Officer

Sri. Sidram Para
Secretary

Sri. Baswaraj Jabshetty
President