

KISHKINDA UNIVERSITY

ADVANCING KNOWLEDGE TRANSFORMING LIVES

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EMPLOYEE HAND BOOK 2024



ARCHITECTURAL VISUALISATION OF KISHKINDA UNIVERSITY @ BALLARI



ARCHITECTURAL VISUALISATION OF KISHKINDA UNIVERSITY @ BALLARI



Vision

To develop an ethical and a competent global workforce with an inquisitive mind.

Mission

- To equip the students with professional skills, ethical values and competency.
- To offer state-of-the-art programs by collaborating with industry, academia and society.
- To undertake collaborative & interdisciplinary research for overall development.
- To develop leaders and entrepreneurs for the real and sustainable world.

Core Values:

An employee should keep in mind some constants that are the foundation of our success – past, present and future. There are six things that glue us together in pursuit of our university. These are our core values.

	Equity: The quality of being fair and impartial. Empathy: The ability to understand and share the feelings of another. Excellence: The quality of being outstanding or extremely good. Expedition: The execution of the work is done with speed and efficiency. Ethics: The moral principles that govern a person's behavior or the conducting of an activity.
Motivation & Rational Behind the Logo: ❖ The 5 Stars represent the Core Values of the University. ❖ The Leafy wreath it was worn on the head as a symbol of Victory by the Romans after the battle. ❖ The leafy wreath in the Kishkinda University Logo signifies that Knowledge is always victorious. ❖ The Multi-Coloured signage encompassed in the leafy wreath when viewed from a different angle looks similar to a book and as well as a computer system signifying that today's education is a fusion of knowledge augmented by technology. ❖ The multiple colours in the logo signify that Kishkinda University will adhere to the United Nations Sustainable Development Goals. 	

Message from the Vice Chancellor

Kishkinda University began its activities from the academic year 2023-24 with UG programs in E&CE, CS&E and E&EE, BCA and PG programs in MCA and MBA. The University has established all the committees as defined in the Kishkinda University Statutes. I am happy to place on record that all the academic as well as administrative activities of the university are being carried out under the Campus ERP "DIGII".

Kishkinda University envisions to become a distinguished learning environment for undergraduate and graduate students in many scholarly and professional fields. Aligning with NEP 2020, Kishkinda University aims to create environments for advancing the boundaries of discovery and inventing the technologies of the future. The goal is to empower the faculty and students to address the pressing needs of the societal challenges.

This handbook is designed to assist you with your employment with Kishkinda University (KU). It includes basic University information, governance, structure, compensation, benefits and employee relationship policies. Please read through this handbook and retain it for future reference. The policies, procedures and processes stated in this handbook are to work in conjunction with the policies, procedures and processes set up by your department and are subject to change at the discretion of the University and its governing body. From time to time you will receive information from your department or the University that addresses the administration of these policies. If you have any questions regarding any of the statements in the handbook, please feel free to clarify with the office of the Registrar.

It is expected that all the employees of the university serve with honesty and ethics. Collective efforts with a passion is needed to create a knowledge workforce for the country.

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Prof. T N Nagabhushana M E (IISc), Ph D (IISc)

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1. ABOUT KISHKINDA UNIVERSITY

KISHKINDA UNIVERSITY was established in 2023, under Karnataka Govt. Act No. 20 of 2023. The objective of the KISHKINDA UNIVERSITY is to impart quality education in the field of Engineering & Technology, Commerce & Management, Arts, and Humanities & Science. Its faculty strives to equip young, dynamic and highly experienced people from all over the nation to make contributions to an economy to become a significant entity in the global arena.

T.E.H.R.D – Trust® achieved another milestone in its exponential growth by establishing KISHKINDA UNIVERSITY Ballari vide Karnataka Government Notification No. ED/182/URC/2023 dated 05.08.2023.

KISHKINDA UNIVERSITY, located at Sindhigeri, Siruguppa Taluk, Ballari District, is to promote and undertake the advancement of applied university education in all branches of Engineering & Technology, Commerce and management, Science, Arts and Humanities. KISHKINDA UNIVERSITY strives to provide students with a plethora of multidisciplinary, inter and intra-disciplinary options to choose based on their personal interests and aspirations, which gives the students an opportunity to choose subjects of their choice across a range of offerings for their career and global employment opportunities.

The learning modules help students acquire core knowledge and skills, while the life-skills modules enable holistic development, thereby KISHKINDA UNIVERSITY aims to transform students into responsible graduates and thoughtful leaders.

Objectives of the University:

- The Kishkinda University will impart State of the Art education through strong theoretical and practical training to students in the area of Engineering & Technology, Commerce, Management, Humanities, Science & Pure Arts and other allied fields for the advancement of the knowledge.
- To institute degrees, Diploma certificates and academic qualifications on the basis of successful completion of Academic work through multiple modes of assessment.
- To promote qualification and Skill based education system with strong emphasis on developing the competency.
- To undertake programs for development and training a faculty and research scholars of the University.
- Create new knowledge through cutting edge technology and research.
- University will provide strong platform for inclusiveness and collaboration by following ethical and responsible practices with academia, industry and non-profit organizations.
- Foster entrepreneurship and develop sustainable solutions for the benefit of global society.
- To establish campuses and have study centres, constituent colleges and regional centres at various locations in Karnataka after a period of five years as per the norms of University Grants Commission (UGC) and State Government.

- To provide an innovative system of university level education, flexible and open with regard to methods and practices of learning, combination of courses, eligibility for enrolment, age of entry, conduct of examination and operation of programmes with a view of promote access and equity in higher learning and to encourage excellence in the new fields of knowledge.
- To promote National integration and the integrated development of human personality among all its stakeholders.
- To pursue any objective as may be appropriate and approved by the Board of Governor's for the enhancement of the education and other related endeavours.
- The University shall employ a broad range of strategies to achieve its vision and objectives by expanding the horizon of world knowledge, provide instruction, teaching and learning including writing and reading, training, research and development at various levels such as elementary education, secondary education, higher education in the subject disciplines such as: Engineering and Technology comprising of Computer Science, Information Technology, Data Science, Artificial Intelligence & Machine Learning, Electronics and Communications, Electrical and Electronics, Mechanical, Civil, Computer Applications, IoT, Sensors, Network & Cyber Security, Cloud Computing, Environmental and Sustainable Engineering & in other emerging areas from time to time aligned with the industry requirements.
- Commerce & Management comprising of Business Administration, Business Management, Hospitality & Hospital Management, Hotel Management, Tourism Management, Entrepreneurship, Business Analytics, Logistics and Supply Chain, Marketing, Finance, Company Secretary, Human Resource and other emerging areas of study including the inter disciplinary areas.
- Humanities comprising of Economics, History, Political Science, Public Administration, Anthropology, Sociology, English, Kannada, & Foreign Languages.
- Fine Arts comprising of Liberal Arts, Performing Arts and other allied and emerging areas.
- Pure Sciences comprising of Psychology, Health Administration, Social Science, Physics, Chemistry, Maths, Biology, Statistics, quantum computations, computer science and other allied and emerging areas.
- Any other emerging areas of Faculty or field of study across the globe.

Enablers

- People Strategy & Operational effectiveness.
- Safe environment and enabling infrastructure.
- Communicating transparently and seamlessly with students and parents, faculty and staff, alumni and employers.
- Raising the reputation of KISHKINDA UNIVERSITY profile.
- Social Media presence.
- Branding and Trust.

2. Employee Code of Conduct

Every employee shall, at all times, maintain absolute integrity, decorum of conduct, devotion and commitment to duty. An employee should carry out the orders and act according to the instructions of his/her superiors so far as his/her official duties are concerned. He / she shall do nothing which is unbecoming of a staff member of the University. Further, he/she shall not do any act, which is prejudicial to the interest of the University.

Disciplinary Rules

The following acts of omission and commission, which are illustrative but not exhaustive, shall be deemed to constitute misconduct and will entail disciplinary action. They are:

Minor Misconduct

- ✓ Negligence or failure to perform assigned duties.
- ✓ Unauthorized absence.
- ✓ Habitual late/irregular attendance.
- ✓ Habitual indebtedness, insolvency.
- ✓ Smoking & Alcoholism within premises.
- ✓ Disorderly conduct.

Major Misconduct

- Furnishing false information regarding age, qualifications, marks and previous employment at the time of joining University.
- Taking/giving bribe.
- Dishonesty, theft, fraud or damage concerning any business/documents/property of University.
- Drunkenness, riotous or indecent or disorderly behaviour.
- Gambling within premises of University.
- Will-full insubordination, disobedience, negligence or refusal to accept charge sheet/other communication.
- Commission of any act which amounts to a criminal offence or involving moral turpitude.
- Unauthorized communication of any official document/information of University.
- Lending or borrowing money or accepting expensive gifts from person/firm having official dealing with University.
- Conviction by court of law; sexual harassment; threatening or intimidating other employees.
- Possession of illegal/unauthorized weapons or firearms.
- Engaging in business other than that of the organization.
- Holding unauthorized meetings, civic, political or union activities/collection of funds during the working hours in premises of University.

- Resorting to or abetting illegal strike/slowdown/distribution of handbills and posters or any other act of subversion of discipline.
- Being found in possession of or attempting to punch another employee's attendance.
- Deliberately spreading false information or rumours.
- Refusal to accept any communication or warning in writing, etc.
- Unauthorized absence beyond 10 days will result in disciplinary action.
- Signing the attendance for both sessions at the same time.

Where there are allegations of misconduct against a faculty/staff, the Vice Chancellor shall constitute an enquiry committee to enquire into the misconduct against the delinquent employee. The Vice-Chancellor may appoint any officer(s) of the University (not lower in rank to the delinquent employee or any outsider(s) as an Enquiry Officer(s) to conduct the aforesaid enquiry and to submit the enquiry report.

Where there are allegations of misconduct against an employee (other than faculty), the Registrar or any authority higher than him shall constitute an enquiry committee to enquire into the misconduct against the delinquent employee. The Registrar may appoint any officer(s) of the University (not lower in rank to the delinquent employee) or any outsider(s) as an Enquiry Officer(s) to conduct the aforesaid enquiry and to submit the enquiry report. Upon findings of the Enquiry, the Registrar with prior approval of the Vice Chancellor and Chancellor/Pro-Chancellor designated person of the Sponsoring Body, may decide the action to be taken against the delinquent employee after giving him a proper chance of hearing. An appeal against any action by the Registrar can be made to the Chancellor within 30 days from the date of receiving the communication of the action taken.

3. DO's AND DONT's

A few general rules and principles an employee of KISHKINDA UNIVERSITY is expected to remain mindful of:

DO's

Conducts himself/herself in accordance with the highest, ethical standards, remembering that the definition of a Professional, that we like best, is that of a person who places the student's "interest above considerations of personal financial gain."

- Is neatly dressed and groomed.
- Is pleasant, tactful and considerate in manner, remembering to lead rather than drive people.
- Is punctual and on schedule and requests assistance, when falling behind is anticipated.
- Is always quick to respond to student's queries or messages.
- Remembers that the student's ultimate benefit is more important than his/her possible interim annoyance.
- Stays out of politics and tries to put himself/herself in the other person's place when differences of opinion exist.

- Professional and business email etiquette and responsibility are expected of all faculty and staff members.
- Internal communication between employees is strictly for internal use and must not be forwarded /shared with persons outside.
- Also, when communicating with outsiders, email to internal colleagues must be marked with discretion and should be on strictly need basis.

DONT' S

- ❖ Promises more than he/she expects to be able to deliver.
- ❖ Lies or misrepresents anything, either to students, subordinates or superiors.
- ❖ Acts on primary reactions, always considers the consequences of any stand or action, checks himself/herself when necessary.
- ❖ Fails to communicate weekly in writing with superior and designated, other recipients of weekly reports.
- ❖ Criticizes surroundings, local habits, foods.
- ❖ Gets involved in political arguments, national or international, or such controversial topics as race and religion.
- ❖ Criticizes others in a non-constructive way or in the presence of third parties.
- ❖ Faculty and staff cannot enter into any contract or agreement on behalf of the University without a specific written authorization from either the Chancellor or the Vice Chancellor of the University.
- ❖ Any such contract or agreement signed will be null and void and the University will not be responsible for the consequences.

In this regard the University reserves its right to initiate appropriate legal action against the concerned persons.

4. COMMITTEES/CELLS OF KISHKINDA UNIVERSITY

(i) Internal Complaints Committee (ICC)

The Internal Complaints Committee(ICC) will be responsible for Redressal of all complaints made by the victim and ensure time bound disposal of the complaints as per the Sexual Harassment of Women (Prevention, Prohibition & Redressal) Act, 2013.

Establishment of Internal Complaints Committee(ICC)			
SL. NO.	NAME	DESIGNATION	POSITION
1	Dr. T.N. Nagabhushana	Vice-Chancellor	Chairman
2	Dr. S.A. Patil	Registrar and Pro Vice Chancellor	Member
3	Dr. U Eranna	Pro-Vice Chancellor	Member
4	Dr. S.B. Kamashetty	Registrar (Evaluation)	Member
5	Dr. U. Eranna	Dean- Student Affairs	Member
6	i) Dr. U. Eranna	Dean – Faculty of Engineering and Technology	Member
	ii) Dr. S.B. Kamashetty	Dean- Faculty of Commerce and Management	Member
	iii) Dr. Manjunatha S	Dean- Faculty of Science	Member
7	1.Nithya Prajwal	Student Representative from the Faculty of Engineering & Technology - CSE	Student Member
	2. Mayuri	Student Representative from the Faculty Science - BCA	Student Member
	3. To be nominated	Student Representative from the Faculty of Commerce and Management	Student Member
8	Mrs. Poornima H	Senior Women Faculty	Member Convenor
9	Mrs. V J Maheshwari	Representative of NGO	Member

As Women working / studying at KISHKINDA UNIVERSITY, Ballari, if you have been sexually harassed in any of the forms is given below:

- a) Physical contact and advances.
- b) A demand or request for sexual favour.
- c) Sexually collared remarks.
- d) Showing pornography.
- e) Any other unwelcome gestures-verbal or non-conduct of sexual nature.

Regulations on Prevention, Prohibition, and Redressal of Sexual Harassment of Women Employees and Students

About the Regulations

The Hon'ble Supreme Court on India in *Vishaka and Others VS State of Rajasthan*¹ has delivered a landmark judgment on 13.08.1997 and directed the employers in work places as well as other persons responsible for day to day affairs of the institution to observe certain guidelines for prevention of sexual harassment of women at work place. Accordingly, legislature enacted The Sexual Harassment of Women at workplace (Prevention, Prohibition, and Redressal) Act, 2013(Act) on 22.04.2013. The object of the enactment is to prevent violation of fundamental rights of women to equality under Art.14 and 15 of the constitution of India and her right to life and to live with dignity under Art.21 of the Constitution of India and right to profess her profession, work, trade, or any other occupation under Art.19 in a safe environment without the fear of any form of sexual harassment. The **University Grants Commission (UGC)** in exercise of its powers under Sec. 26 of UGC Act, 1957 formulated UGC (Prevention , Prohibition, and Redressal of Sexual harassment of women employees and students in higher educational institution) Regulation, 2015²(Regulation) on 02.05.2016 in tune with the above enactment to prevent sexual harassment of women employees and students at Higher Education Institution(HEI). In adherence to the UGC regulation KISHKINDA UNIVERSITY has set up independent regulatory frame work to ensure preventive, remedial and disciplinary measures against sexual harassment of employees and students within the University.

1. Application and Commencement of Regulations

These regulations shall apply to all students, employees and visitors of all the institutions/workplaces affiliated under the University. These Regulations shall come into effect from 1st December, 2023.

2. Definition

In this regulation unless the context otherwise requires, all the terms contemplated herein shall have the same meaning and interpretation of such terms as contained in Sec.2 of the UGC (Prevention, Prohibition, and Redressal of Sexual harassment of women employees and students in higher educational institution) Regulation, 2015 and The Sexual Harassment of Women at workplace (Prevention, Prohibition, and Redressal) Act, 2013(Act).

3. Grievance Redressal Mechanism:

1. The Vice-Chancellor in consultation with Chancellor, Senior Pro-Chancellor of the University shall constitute the following grievance mechanisms for effective implementation of the regulations.

(a) The Internal Complaints Committee(ICC)

- i. A Presiding Officer who shall be a woman faculty member employed at a senior level not below the rank of a Professor. Two faculty members and two non-teaching employees, preferably committed to the cause of women or who have had experience in social work or have legal knowledge, nominated by the Executive Authority;
 - ii. Three students, if the matter involves students, who shall be enrolled at the undergraduate, master's, and research scholar levels respectively, elected through transparent democratic procedure;
 - iii. One member from amongst non-Government organisations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment, nominated by the Chancellor and Vice-Chancellor.
2. All the members of ICC shall be nominated by the Vice-Chancellor in consultation with Chancellor, and Senior Pro-Chancellor.
 3. At least one-half of the total members of the ICC shall be women.
 4. Persons in senior administrative positions in the University, such as trustees, Chancellor, Pro-Vice Chancellor, Vice- Chancellor, Pro Vice-Chancellors, Finance officer, Registrar, Deans, Heads of Departments, etc., shall not be members of ICCs in order to ensure autonomy of their functioning. However, under special circumstances and in the context of the nature of the complaint/ grievance, any one of the members may be invited by the presiding officer to attend the proceedings of the ICC.
 5. The ICC may meet twice in a year to review its performance and compliance under this regulation. Minimum 2/3 of its members shall be present to form a required quorum. The presiding officer may exercise a casting vote in case of deadlock on any decision of the ICC.
 6. If there is any conflict of interest in the subject matter, such member shall not participate in the proceedings.
 7. The term of office of the members of the ICC shall be for a period of three years. The retired members may be eligible for re-appointment at the discretion of Vice Chancellor in consultation with Chancellor and Pro-Chancellor.
 8. The Vice Chancellor in consultation with Chancellor and Pro-Chancellor may decide to change or withdraw the nomination of any member of ICC before the completion of the term of the member where the circumstances warrant.

9. Where the Presiding Officer or any member of the Internal Committee: -
 - a. contravenes the provisions of section 16 of the Act; or
 - b. has been convicted for an offence or an inquiry into an offence under any law for the time being in force is pending against him; or
 - c. he has been found guilty in any disciplinary proceedings or a disciplinary proceeding is pending against him; or
 - d. has so abused his position as to render his continuance in office prejudicial to the public interest,
10. Such disqualified Presiding Officer or Member, as the case may be, shall be removed from the Committee and the vacancy so created or any casual vacancy shall be filled by fresh nomination in accordance with the provisions of this regulation.

4. Process of making complaint of sexual harassment and Enquiry Procedure:

- i. An aggrieved person is required to submit a written complaint to the ICC within three months from the date of the incident and in case of a series of incidents within a period of three months from the date of the last incident.
- ii. Provided that where such complaint cannot be made in writing, the Presiding Officer or any Member of the Internal Committee shall render all reasonable assistance to the person for making the complaint in writing.
- iii. Provided further that the ICC may, for the reasons to be accorded in the writing, extend the time limit not exceeding three months, if it is satisfied that the circumstances were such which prevented the person from filing a complaint within the said period.
- iv. Any unreasonable delay in reporting the incident will be considered as a failure on the part of aggrieved in determining the grievousness of the complained grievance.
- v. Friends, relatives, Colleagues, Co-students, Psychologist, or any other associate of the victim may file the complaint in situations where the aggrieved person is unable to lodge a complaint on account of physical or mental incapacity.

5. Process of conducting Inquiry-

- i. The ICC shall, upon receipt of the complaint, send one copy of the complaint to the respondent within a period of seven days of such receipt.
- ii. Upon receipt of the copy of the complaint, the respondent shall file his or her reply to the complaint along with the list of documents, and names and addresses of witnesses within a period of ten days.
- iii. The inquiry has to be completed within a period of sixty days from the receipt of the complaint. The inquiry report, with recommendations, if any, has to be submitted within ten days from the completion of the inquiry to the Vice Chancellor. Copy of the findings or recommendations shall also be served on both parties to the complaint.

- iv. Proceedings by the ICC shall be conducted by following normal judicial practices. Parties are allowed to produce documentary evidences, witnesses in support of claims of the parties as the case may be. However, parties to the complaint are barred from engaging third party including legal counsel.
- v. If the Respondent fails to appear before the ICC without reasonable cause on the date of hearing, ICC may decide the case on ex-parte basis.
- vi. The Vice Chancellor shall act on the recommendations of the committee within a period of thirty days from the receipt of the inquiry report, unless an appeal against the findings is filed within that time by either party.
- vii. An appeal against the findings or /recommendations of the ICC may be filed by either party before the vice chancellor within a period of thirty days from the date of the recommendations.
- viii. If the Vice Chancellor decides not to act as per the recommendations of the ICC, then it shall record written reasons for the same to be conveyed to ICC and both the parties to the proceedings. If on the other hand it is decided to act as per the recommendations of the ICC, then a show cause notice, answerable within ten days, shall be served on the party against whom action is decided to be taken. The Vice chancellor shall proceed only after considering the reply or hearing the aggrieved person.
- ix. The aggrieved party may seek conciliation in order to settle the matter. No monetary settlement should be made as a basis of conciliation. The University shall facilitate a conciliation process through ICC as the case may be, once it is sought. The resolution of the conflict to the full satisfaction of the aggrieved party wherever possible, is preferred to purely punitive intervention.
- x. The identities of the aggrieved party or victim or the witness or the offender shall not be made public or kept in the public domain especially during the process of the inquiry.
- xi. If the Complainant elects to lodge a complaint with police or any other state machinery of the state before filing the complaint or after filing the complaint before ICC no proceedings shall continue under the present regulations except with the leave of the Vice Chancellor in consultation with Chancellor and Pro Chancellor.
- xii. Further, no personal or other information with regard to any complaint received and enquired and/ or disposed of by the ICC shall not be furnished or shared under the right to Information Act, 2005 as provided under Sec.16 of the Sexual Harassment of Women at Work Place (Prevention, Prohibition, and Redressal) Act, 2013.

6. Appeals and Procedure

- i. The University shall constitute an Internal Complaints Appellate Authority (ICAA) chaired by Vice-Chancellor or his nominee to adjudicate the appeal preferred by the aggrieved party against the recommendations, findings or orders of ICC.
- ii. An appeal against the findings or /recommendations of the ICC may be filed by either party before the ICAA his nominee within a period of thirty days from the date of the recommendations.
- iii. The ICAA shall examine the findings/ recommendations or orders of ICC and its related evidences. ICAA may re-examine the witnesses if the circumstances warrant.

7. Action against frivolous complaint

If the ICC concludes that the allegations made were false, malicious or the complaint was made knowing it to be untrue, or forged or misleading information has been provided during the inquiry, the complainant shall be liable to be punished as per the provisions of regulations:

- a. However, the mere inability to substantiate a complaint or provide adequate proof will not attract attention against the complainant.
- b. Malicious intent on the part of the complainant shall not be established without an inquiry, in accordance with the procedure prescribed, conducted before any action is recommended.

8. Punishment and compensation

1. Anyone found guilty of sexual harassment shall be punished in accordance with the service rules of the University, if the offender is an employee.
2. Where the respondent is a student, depending upon the severity of the offence, the University may --
 - i Withhold privileges of the student such as access to the library, auditorium, and halls of residence, transportation, scholarships, allowances, and identity card.
 - ii Suspend or restrict entry into the campus for a specific period.
 - iii Expel and strike off name from the rolls of the institution, including denial of readmission, if the offence so warrants.
 - iv Debar from writing the Semester examination or annual examination.
 - v Award reformatory punishments like mandatory counselling and, or, performance of community services.
3. The aggrieved person is entitled to the payment of compensation. The University shall issue direction for payment of the compensation recommended by the ICC and

accepted by the Vice Chancellor in consultation with Chancellor and Pro-Chancellor, which shall be recovered from the offender.

The compensation payable shall be determined on the basis of:

- (a) Mental trauma, pain, suffering and distress caused to the aggrieved person.
- (b) The loss of career opportunity due to the incident of sexual harassment
 - i. The medical expenses incurred by the victim for physical, psychiatric treatment;
 - ii. The income and status of the alleged perpetrator and victim
 - iii. The feasibility of such payment in lump sum or in instalments.

For any complaints/ suggestions, employee & student may contact / write to Vice Chancellor or email at: info@kishkindauniversity.edu.in

Jurisdiction

All the Staff, Teaching and Non-Teaching working and students studying in KISHKINDA UNIVERSITY are subject to the Ballari jurisdiction only.

Third Party Harassment

Where sexual harassment occurs as a result of an act or omission by any third party or outsider, the employer and the person's in-charge shall take all steps necessary and reasonable to assist the affected persons in terms of support and preventive action.

Annual Report

The Complaints Committee shall prepare an Annual Report giving a full account of its activities during the previous year and forward a copy thereof to the Vice Chancellor concerned who shall report to the Board of Management (BoM).

Penalties for breach of discipline

Without prejudice to the generality of his/her powers relating to the maintenance of discipline and taking such action in the interest of maintaining discipline as deemed appropriate, the Vice Chancellor may in the exercise of their powers order or direct that any student:

- a) Be expelled from the University, in which case he shall not be re-admitted to the University, college or institution from where he/she is expelled but it shall not preclude his admission to any other affiliated college or institution with the prior approval of the Vice Chancellor.
- b) Be, for a stated period, rusticated in which case he/she shall not be admitted to the University till the expiry of the period of rustication.
- c) Be not, for a stated period, admitted to a course or courses of study of the University.

d) Be imposed with the fine of a specified amount of money.

e) Be debarred from taking a University examination or examinations for one or more years.

The Vice Chancellor, in exercise of his/her powers or on the recommendations of the committee may also order or direct that the result of the student concerned of the examination or examinations at which he/she has appeared, be cancelled.

Declaration to be signed by an employee

At the time of appointment, every employee shall be required to sign a declaration on oath that he/she shall submit to the disciplinary jurisdiction of the Vice Chancellor and authorities of the University.

Employee Grievance Redressal Cell:

A Grievance Redressal cell has been formed in the University to settle genuine grievances of employees up to a satisfaction level so as to create a healthy relationship among the employees and employer. The grievance will include any matter relating to employee.

Grievance Redressal Mechanism for Faculty, Staff and Students		
NAME	DESIGNATION	POSITION
Dr. U. Eranna	DEAN – Faculty of Engg. & Tech. & Student Affairs	Chairman
Dr. Manjunatha S	DEAN – Faculty of Science	Member
Dr. K. S. R. Sridhar	Professor & HOD – Mathematics Dept.	Member
Prof. Poornima	Asst. Professor – MCA Dept.	Member
Mr. Somapalli Venkatesulu	Asst. Prof & HOD – BCA Dept.	Member
Ms. K Laxmi	Student Representative from the Faculty of Engineering & Technology	Member
Mr. Punith Kamal	Student Representative from the Faculty of Science	Member

Addressing of Grievance:

1. Written Grievance or an email needs to be submitted by the employee of the University to the Grievance committee.
2. The committee is required to complete the hearing and submit its decision within 90 working days, from the date of receipt of the grievance.
3. Recommendations of the employee grievance cell is forwarded to the Chancellor through the Vice Chancellor for final decision in this matter.

4. If the employee is not satisfied, he/ she has a right to appeal in writing against the decision of the Grievance Committee to the Vice Chancellor, appeal should be sent by the employee within five working days of the said decision. The decision will be communicated to the employee by the office of Vice Chancellor.
5. Employee is to explore any grievances through the cell before approaching any Court.
6. Registrar of the University to check the Grievance Register every week. Report to the Vice Chancellor of the University.
7. Any disputes arising are subjected to Ballari jurisdiction only.

5. PROCTORING

KISHKINDA UNIVERSITY follows an intensive Proctoring program for all its students. The faculty should actively involve in a personalized proctoring process for students. Each faculty is assigned the role of a proctor and is expected to counsel, maintain discipline and motivate their proctees (students). The proctoring process works at three levels-personal, academic and for the professional development of the students.

The roles and responsibilities of the proctors broadly include:

- ❖ Ensuring overall integrity of the student, academically and psychologically.
- ❖ Counselling and motivating the students.
- ❖ Managing discipline and conduct related issues of the assigned students.
- ❖ Counselling the students to ensure adherence to attendance norms and be responsible for their Self-learning.
- ❖ Ensuring personal and professional development of proctees (Student).
- ❖ Facilitating scholarship and examination application process of the proctees (Students).
- ❖ Proctoring final year students with special attention on their preparation for the placements.
- ❖ Upon announcement of pre-placement talks and interviews, proctors should make sure they spend time with their proctees in order to enable them to understand themselves better and be better prepared for the interviews.
 - ❖ Keeping in touch with placement managers to be able to guide proctees (student)

6. JOINING & ORIENTATION PROCESS

On the Day of Joining

The list of actions to be executed on the day of joining in the KISHKINDA UNIVERSITY is as follows:

1. **Joining Documents:** A copy of the following documents/ certificates are required to be submitted on the day of Joining:
 - Appointment letter
 - Joining report
 - Birth certificate (SSC / X standard)
 - Educational certificates from Class XII onwards
 - Experience certificates from first job onwards
 - Salary certificate from where you were last employed and a copy of your last salary slip.
 - Relieving certificate from the last organizations that you have worked prior to joining KISHKINDA UNIVERSITY. In case relieving letter is taking some times you may submit a copy of the resignation letter duly acknowledged by the previous employer.
 - **In case of PF transfer:** relevant forms including, family declaration forms, nomination form and Declaration of Address etc.
2. **Employee ID:** You will be issued a unique employment identification number which will be used for all KISHKINDA UNIVERSITY processes and communication.
3. **Seating arrangement:** The Dean of the respective faculty will help the employee with the seating arrangement on the day of joining.
4. **Bank Account for Salary Credit, Bio-metric, Library Access, Email ID:**

These would be created on the day of joining by the HR-Section.
5. **Mentor allocation:** On the day of your joining, you will be introduced to a mentor who is an existing employee to help answer your questions and share the organizational practices. They also can help to introduce the new hire to people with whom they will be interacting on a regular basis, give them a walking tour of the campus.
6. All new employees go through a half day orientation program conducted by the department / Chairperson that is designed to assist them in adjusting to their jobs and work environment and to instil a positive work attitude and motivation at the onset.
7. During the course of the employment with KISHKINDA UNIVERSITY, you will not be engaged directly or indirectly as an employee or in any other capacity in any competition whatsoever with the organization and/or its associated entities other than the TEHRD Trust® group of Institutions.

8. In case of any dispute, difference or claim arising out of or in relation to the contract of employment, the parties shall make their best attempts to settle the dispute amicably by referring the same to the committee formed by the KISHKINDA UNIVERSITY who shall try and resolve the matter. In the event, no amicable resolution of the dispute is arrived at between the parties, then the dispute shall be referred to Arbitration by a sole Arbitrator. The arbitrator shall be appointed by the KISHKINDA UNIVERSITY and the Arbitration proceedings will be held in Ballari and will be subject to the jurisdiction of the Ballari Courts only.
9. The work done by you during your course of employment with KISHKINDA UNIVERSITY shall be the property of KISHKINDA UNIVERSITY. The future work created by you should be factually accurate and lawful and should not infringe the copyright, proprietary or personal rights of others. You would be solely responsible and accountable for such unlawful activity and further agree to indemnify KISHKINDA UNIVERSITY against any legal action that may be initiated against it in respect of any infringement with respect to the aforesaid work. With respect to the above, you will also assign the copyright, without any consideration, in and to the future work that is created by you during the course of employment to KISHKINDA UNIVERSITY by executing an assignment deed in its favour and will have no claims in and to the same whatsoever.
10. You will not distribute at any time, future work that is created by you during the course of employment for educational, personal, commercial, non-commercial or any other purpose whatsoever without taking prior permission from KISHKINDA UNIVERSITY.
11. Any article that may be written by you independently during the course of your employment with KISHKINDA UNIVERSITY shall not be sent for publication (commercial/non-commercial or in any other manner) to any third party without obtaining prior written consent of KISHKINDA UNIVERSITY.
12. All the employees of the University, should strictly adhere to the defined working hours of the University.

Movement out of the premises

A staff member, who is required to go out on official duty, shall inform the Chairperson /Dean about the official out door duty which has been duly approved by the competent authority.

7. WORKPLACE ETIQUETTE:

a. Work Week & Timings: Teaching / Non-Teaching / Administrative Staff

Teaching	
MONDAY TO SATURDAY	09:00 am to 04:30 pm
Lunch	12:45 pm to 01:45 pm
Non-Teaching	
MONDAY TO SATURDAY	09:30 am to 05:30 pm
Lunch	02:00 pm to 03:00 pm

University Administrative Office	
MONDAY TO FRIDAY	10:00 am to 05:00 pm
Lunch	01:30 pm to 02:30 pm
Office Staff	
MONDAY TO FRIDAY	10:00 am to 05:00 pm
Lunch	01:30 pm to 02:30 pm
SATURDAY	10:00 am to 01:30 pm (Personal Sections of Administrators: Registrar and Vice-Chancellor)

Note: In case of unplanned Holiday in the working week, the University will compensate on a suitable Sunday.

b. Employee ID:

Employee ID number is provided to each and every employee.

c. Identity Card:

ID should be owned by all the staff during the University working hours and should not be concealed. ID card should be carried to all the official conference, workshops, meetings and all official duties.

d. Recording Attendance:

Every employee should record the attendance by biometric system and also in the register provided at the concerned department.

e. Attendance Cycle:

The Attendance is considered from the first day of the month to the last day of the month.

8. Dress Code:

Clear guidelines on the KISHKINDA UNIVERSITY definition of the attire of its employees are provided. This helps to add a standard for our desired professional appearance.

For Men

Formal Collared Long / Half Sleeved dress shirts, tucked in Trousers and Leather shoes; good quality blazer or dark suit in winters. Smart Casuals Collared Shirts / T-Shirt with collar and Leather Shoes on weekends.

For Women

Formal Indian- Sarees / Salwar Kameez Suits, Shoes / Sandals; jacket / blazer in winters.

Note: At the time of official inspections, male faculty should be in formals and female faculty should be in sarees & any University official college programmes irrespective of the weekend.

a. Personal Information Changes:

- All employees should update their personal information with the Establishment Section (HR).
- New employees should submit all personal information at the time of joining.

Note: Regular updates of personal information should be done with the HR.

b. Importance of Accurate Information:

All the employees should provide accurate information, any violation or wrong data will result in serious action.

Based on the Severity the following action will be taken as per the following levels:

c. Violence and unacceptable behaviour:

Any employee involved in violent behaviour, such as: physical harassment, usage of foul language to any of the stakeholders will result in severe action.

Based on the Severity the following action will be taken as per the following levels:

Level 1 – Memo by disciplinary committee/management.

Level 2 – Suspension with a Loss of Pay for the Entire Month

Level 3 – Withheld of increment/Promotion.

Level 4 – Termination from service

d. Gambling / Smoking / Alcohol and Drug Abuse at Workplace:

Any employee involved in gambling both online and offline or consumption of alcohol or drugs at work place will be charged Level-4 misconduct as above, as recommended by Disciplinary Committee.

Note: Smoking in the public working place is strictly prohibited.

e. Facilities at Work Place:

Any employee loses any of the facilities provided by the University such as Lap Top, PCs, electronic gadgets or any other equipment he/she has to reimburse or replace the lost item. Any damage of the items provided by the University to the employee should replace / repair the same.

Note: Any loss/theft of personal things University authorities are not responsible.

09. PROBATION AND CONFIRMATION POLICY

Objective:

To provide the newly joined employees' clear guidelines on the terms and conditions of probation and how and when do they would get confirmed.

All newly appointed employees will be on Probation for 6 months from the date of their appointment. During this period your performance will be reviewed and on completion of 6 months, there would be an evaluation done. You will know of the evaluation through a formal feedback session.

On satisfactory performance during the Probation period, your services will be confirmed in writing. In the event of unsatisfactory performance, behavior or attitude, you will be either counselled to improve your performance and the

probation period would be extended or your services may be terminated depending on the circumstances. If there is no improvement at the end of the extended probation period, you may either be counselled again and another extension may be given or the management will terminate your services.

The period of probation may be extended up to another 6 months, at the sole discretion of the University. Such extension of probation period shall be informed in writing.

10. COMPENSATION POLICY

It is our endeavor to provide employees interesting and challenging work, a n enabling environment and attractive rewards that encourage them to contribute and perform effectively. Compensation will be just one of the enabling factors in our multi-pronged Talent strategy. Our objective is to provide a fair compensation that is market competitive, remunerative and reflective of the capabilities and skills of an employee; a compensation to attract and retain high caliber professionals.

The salary has been structured as per UGC and ensuring tax labour compliance and balancing both the long term and short-term cash and protection requirements of employees. Compensation heads have been structured to be role and level specific. These compensation heads may be reviewed periodically to ensure that it is current with market and with tax provisions. Presently heads under which compensation is delivered include Basic Pay, HRA, PF, LTA, Medical Reimbursement, Transport Reimbursement, Academic & Research allowance (for faculties only) and Special Pay.

Payment of Salary

Your salary will normally be paid on or before 07th of every month. Salary payments will be credited to your bank account. For this purpose, you are required to open a bank account in the bank designated by KISHKINDA UNIVERSITY within a week of joining the organization. After getting your account opened, you are required to intimate your account number to the Accounts department.

Salary Confidentiality

All information related to compensation, its elements and eligibility is confidential. All employees therefore have the responsibility of ensuring that the details of same are not shared with any employees of the University or the third party.

Provident Fund

The provident fund shall be operative with the Commissioner of the Provident Fund, Government of India, as per the Provident Fund policy of Government of India. Those who wish to get their PF account transferred from the previous organization should complete a PF transfer form and submit in the accounts department. Employee who wish to not opt for Provident Fund contribution, should furnish the declaration in the prescribed format. This is in-line with the compliance available in the Provident Fund.

EMPLOYEE STATE INSURANCE CORPORATION (ESIC):

All the employees of gross salary less than Rs. 21,000/- and below will be invariably to be covered under ESIC scheme as per Government orders. The employee and employee's contribution will be paid to ESIC by the employer as per norms on a monthly basis and returns are submitted as per the act. The employees who are covered are at liberty, to approach ESIC dispensary for medical aid etc. In addition to that the employees are eligible to the maternity leave as per the Govt. norms and maternity wages will be paid by ESIC to the employee directly and no payment need to be paid by the employer who are covered under this scheme.

Applicability of Gratuity

As per the Payment of Gratuity Act 1972, gratuity shall be payable to an employee on termination/retirement of his/her employment after he/she has rendered continuous service for not less than 5 years.

- a. On his/her superannuation, or
- b. On his/her retirement or resignation, or
- c. On his/her death or disablement due to accident or disease
- d. Gratuity nomination to be given after joining duty

11. BRINGING RELATIVES TO WORK PLACE

As a rule only KISHKINDA UNIVERSITY employees are permitted on campus. All others are required to register themselves at the gate and are permitted only as per policy. In case an employee needs to bring their child, relative or friend to work they are required to seek prior approval from Dean which then needs to be conveyed to the Security personnel.

While on Campus the employee would be fully responsible for the guest's safety and ensure that he or she does not become a disturbing element for anyone. Any damage caused by the guest would have to be compensated for by the employee. In case of a minor, the employee would ensure that their child will not prevent them from fulfilling their job in a normal manner.

If guest is an adult their permission request would need to include details of their employer and purpose of them being allowed on campus.

Each guest must wear a '**Guest**' ID card issued at the Main Gate.

12. Holidays List – 2024-25

Restricted Holidays – RH

All staff/faculty members who have completed six months service at KISHKINDA UNIVERSITY are allowed to take any two of the listed Restricted Holidays in a year, depending upon the necessity of the person concerned. Those who are interested to avail RH should apply 08 days in advance and get approval by the Vice Chancellor.

Gazetted Holiday: There are 25 declared holidays in a year as per Karnataka Government Gazette on yearly basis.

Sl. No.	Gazetted Holidays list
1	Makara Sankranthi
2	Republic Day
3	Maha Shivaratri
4	Ugadi
5	Mahaveer Jayanthi
6	Good Friday
7	Dr. B. R. Ambedkar Jayanthi
8	Ramzan
9	May Day
10	Basavajayanthi
11	Bakrid
12	Moharrum
13	Independence Day
14	Vinayaka Chavithi
15	Eid – Milad
16	Gandhi Jayanthi
17	Mahalaya Amavasya
18	Mahanavami Ayudha Pooja
19	Vijayadasami
20	Kannada Rajyothsava
21	Naraka Chaturdashi
22	Balipadyami Deepavali
23	Valmiki Jayanthi
24	Kanakadasa Jayanthi
25	Christmas

Note: As and when the State Government declares/modifies the list of holidays which will be followed.

13. LEAVE POLICY

I. GENERAL

1. These rules apply to all employees of KISHKINDA UNIVERSITY.
2. They are deemed to have come into effect from the date the class work is inaugurated in the University.
3. Leaves account of each employee is maintained separately by the head of the sections / departments of the University of the respective in charge.
4. Unauthorized absence from duty not only results in cut in the emoluments for the period but also amounts to misbehaviour inviting disciplinary action.
5. An employee on leave cannot take up any service or accept any other employment or remuneration.
6. Application for leave on medical ground shall be accompanied by a Medical Certificate to be issued by a registered medical practitioner.
7. Any employee on leave or on vacation can be called back to duty in case of exigencies.

II. All leaves can be availed only after due sanction by the sanctioning authority. Only in respect of casual leave applied due to sudden illness or such other emergency, it can be availed before sanction. As far as possible, it is advisable, to inform the sanctioning authority about his availing of casual leave. Employee should adjust the classes / any duty to his/her colleague.

III. Various types of leaves, eligibility & other conditions are laid down in the table given below.

f. Types of Leave and Eligibility

S No	Type of Leaves	Eligibility	Sanctioning authority	Pay and allowances during leave	Remarks
1	Casual Leave - CL	All Employees	Chairperson of respective department	Paid Leave	115 Days in a calendar year for all permanent employees appointed through selection process and confirmed. 2 All others who are not confirmed like contractual / under probationary period will get one day CL for each completion of one month of work.
2	OOD/DUTY LEAVE	Only Teaching Staff	Registrar	Paid Leave	A maximum of 30 days in a calendar year. This is exclusively for the teaching faculty to attend seminars/workshops/conferences/all examinations/NAAC/NBA/UGC/AICTE meetings outside the university. Proof to be attached and application to be made one week in advance.
3	Special Casual Leave	ALL members of teaching and nonteaching faculty	Dean of the respective faculty	Paid Leave	Any work related to the university examination assigned to the respective faculty member. A maximum of 20 days per calendar year
4	Earned Leave – EL (Vocation Enjoying staff) – Teaching Staff	All employees appointed on a regular basis and confirmed.	Registrar	No Encashment	1 10 days in a calendar year. Can be accumulated up to 300 days 2 Application to be routed through proper channel.
5	Earn Leave for University Authorities (VC, Registrar, Registrar(Eval), Deans)	Appointed as per university statutes	Vice Chancellor	Cashable	1 30 Days in a calendar year. Can accumulate up to 120 day 2 Non Vocation staff 3 Encashment is to be approved by the University. 4 Earn leave cannot be combined with any other leave
6	Maternity Leave – ML/Paternity Leave-PL	All regular confirmed employees.	Registrar	Paid Leave	1. Woman Employees will be sanctioned 135 days paid leave 2. Paternity leave is for 15 days.
7	Study Leave	Regular and Confirmed teaching staff	Vice Chancellor	To be decided by the BOG	1 Can be sanctioned for acquiring higher education in a top ranking university. Max duration Is 3 years
8	Quarantine Leave	All Staff	Registrar	paid	As per Government notifications.
9	Commutated leave	All non-Vacation staff	Registrar	paid	10 days leave shall be credited to the employee account per year.

					Leave can be accumulated till superannuation. This leave can be availed as half pay leave. Example, if an employee has 10 days commuted leave, he can avail 20 days leave at half pay for that month.
10	Sabbatical Leave	Only for teaching faculty	Vice Chancellor	Leave without Pay	Teaching faculty who wish to work in premier institutes on research and innovations. This can be availed once in 5 years subjected to a maximum of One year

Note:

1. All leave requests should be routed through proper channel
2. All leave rules are subjected to notifications from Govt. and UGC
3. Teaching staff members can avail 15 days of vocation at the end of semester subjected to completion of all assigned duties and responsibilities. Those who are on probation are eligible for 6 days.

IV. Leave Entitlements:

- In probation period, an employee is eligible for 8 casual leaves per year. EL and maternity leaves are not applicable.
- All confirmed employees are eligible for 15 days casual leaves, 10 earned leaves for vocational staff and 30 days for non-vocational staff.
- Provision for encashment of Earned leave is not provided to all the employees.
- Employees appointed on ad-hoc, contract basis, consolidated pay are eligible for One (01) casual leave in a month, and not eligible for Maternity Leave/Earned Leave/Sick Leave.

Declared public holiday:

Public holidays are declared as per government body. Any holiday declared by the institution is based on local factors is extended to everybody.

V. Rules applicable for different Types of Leaves/Holidays:

Casual Leave (CL): This leave is granted for certain unforeseen situation or where you are requiring to go for one- or two-days leaves, lo case of casual leave normally it is restricted to a maximum of 3 days in a month. In this case either the person has to take the permission in, normally this leave is not encashable or never carried forward. Casual leave requires advance sanction. The employee has to make alternate arrangements for his/her work.

Maternity/Paternity Leave (ML/PL):

Maternity leave may be granted to a woman employee with less than two surviving children, a full pay for a period of 180 days from the date of its commencement. The leave salary will be equal to pay drawn immediately before proceeding on leave. For the employees who are covered under the ESIC scheme, ESIC will grant maternity leave and also will pay maternity allowances as per rules. Employer is not responsible for the payment under maternity leave. Paternity leave is for 15 days.

Earned Leave (EL): Earned Leave is calculated on a month basis for the calendar year. Earned Leave is credited in the beginning of Calendar Year to every employee's account, but the entitlement will be proportional to the number of months worked. For every 36 days of service one day Earned leave will be credited to the employee's entitlement. Earned leave is not encashable, only it is accumulated and it is availed after prior approval by the University.

Holiday during Leave period: Any holiday during leave is considered as part of the leave.

VI. Unauthorized Absence:

Any unauthorized absence is considered as loss of pay. If the employee remains absent for duty for 8 consecutive days or over stay leave, he/she loses his/her employment by terminating him/her from the services

VII. Late Coming and early leaving:

Any teaching employee has to clock a minimum of 7 hrs. 15 min per day, failing which it results in half day leave. All teaching employees who come after 9.10 am will be considered as half day leave and employees who leave before 4:15 pm is considered as half day leave.

Any Non-Teaching employee (Non-Academic) has to clock a minimum of 8 hours per day, failing which it results in half day leave. All non-teaching employees who come after 9:40 am will be considered as half-day leave and employees who leave before 5.30 pm will be considered as half-day leave.

Note: Any employee who comes late regularly (twice a week) will result in deduction of a leave.

Leave during the notice period: Any leave availed during the notice period will be considered as a deduction in leave, on exhaustion of leaves is considered as LOP.

1. Compensatory off (CO) Leave: Any employee who works on a public holiday or declared holiday is eligible for compensatory off (CO) Leave.

2. Study Leaves (SL) or Leave without Pay (LWP)/Loss of Pay (LOP):

SL: These leaves are extended to the employees who are pursuing higher studies on expiry of entitled leaves.

LOP: These leaves are deduction pay as per the direction of higher authorities.

3. Holiday during Leave without Pay duration: This holiday is part of Leave without Pay (LWP).

Note:

Leave is earned by duty or services and cannot be claimed as a matter of right. Hence, all leaves will be considered approved only if the same is sanctioned. You are required to proceed on leave only on its approval. Non-adherence to this will tantamount to misconduct and will be seriously viewed. It is not advisable to avail earned leaves by the faculty members during the teaching sessions.

LEAVE FORMAT:

KISHKINDA UNIVERSITY LEAVE APPLICATION

1. Name : Date :

2. Designation : Dept :

3. Nature of Leave : No. of Days :

4. Leave Dates : From: To:

5. Class work adjustment details

Class	Date	Time	Faculty Name	Signature

6. Reason for Leave : _____

7. Address for Communication: _____

Phone No: _____

Signature of the
Applicant

Recommended by
the HOD

Endorsed by the
DEAN

Sanctioning Authority
Registrar

OFFICE USE ONLY				
Nature of Leave	No. of Leaves Available	No. of Leaves Applied	Balance	Signature
CL				
EL				

For any information use back page

Applying for leave: The University uses **Digii Software** tool for all operations, employees must use 'Online' to apply for a specific leave.

General Conditions

- Leave is earned by duty or services and it cannot be claimed as a matter of right.
- The leave starts from 1st January to 31st December for every year.
- In case of the exigencies of work, it will be open to the Competent Authority to refuse, postpone, revoke or reduce leave of any description.
- During the period of leave, staff members shall not take up or accept any employment or work either on remuneration or without remuneration.
- During the period of suspension, staff members shall not be granted any leave. However, during the pendency of disciplinary proceedings, the competent authority may grant leave.
- Sundays and or/ holidays as may be declared by University, may be prefixed and /or suffixed to any kind of leave, but intervening Sundays and Holidays, will be counted as a part of leave.
- **Combination of leave:** Sick Leave/Emergency Leave cannot be availed of in conjunction with any other kind of leave/holidays. Before proceeding on any kind of leave, staff members shall intimate to the Competent Authority his/her address while she/he is on leave and shall keep the said authority informed of the changes in address, if any.
- Overstay beyond the sanctioned leave shall be treated as leave on loss of pay unless the concerned staff member has got the extension of leave sanctioned (by Competent 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 staff members from obtaining prior sanction for overstay. Over-stay of leave beyond 10 days without proper sanction can call for disciplinary action.
- Gazetted and Restricted Holidays will be decided in December each year for every next calendar year.
- On resignation from the service of the University, if the employee has taken any Earned leaves or Emergency Leaves /Sick Leaves, the same shall be considered as LWP.

Sick Leave / Emergency Leave

- All Staff members and Faculty members who are on 6-day track will be granted sick leave/emergency leave for a maximum period of 12 days i.e. 6 Sick Leave and 6 Emergency Leave during the leave year. Staff members who are appointed during the course of the year shall be entitled to it on pro-rata basis. Faculty members who are on 5 days' track are entitled to 5 Emergency Leave and 5 Sick Leave, those on 4 days' track

are entitled to 4 Emergency Leave & 4 Sick Leave and those on 3-day track are entitled to 3 Emergency Leave and 3 Sick Leave.

- For availing Sick Leave, all employees (Staff/Faculty Associates/Faculty) are to submit valid medical certificate.
- Sick leave/Emergency leave remaining un-availed will lapse at the end of the leave year.
- For availing sick leave, the employee has to submit a medical certificate issued by a registered medical practitioner having minimum MD qualification. In case the medical certificate tendered in lieu of the sick leave is not valid, the same shall be treated as cancelled and will be subject to deduction of salary and in such cases strict disciplinary action including termination of services can be taken place.

Sick Leaves/Emergency Leaves may also be availed for diagnostic purposes, however, prior approval must be taken and a certificate must be submitted for the same.

Earned Leave (EL)

EL will be credited to the leave account of employees after one year of service. EL credited to the individual's account will be from the date of joining and thereafter with respect to each calendar year, i.e. on 1st January to 31st December. The employees covered under ESIC scheme should approach ESIC dispensary and submit a medical certificate for their sickness to avail sick leave. Fitness Certificate issued by ESIC officer should be produced on rejoining the duty. Otherwise they will not be allowed for their duties.

Procedure for EL Sanctioning

- EL should be recommended by the immediate superior and approved by the DEAN and then it goes for the final approval from the Registrar.
- Requests for EL shall be made at least 15 days in advance.
- Weekly off, declared holidays falling within the earned leave period will be counted as Earned leave.
- EL will be credited on a pro-rata basis.
- An employee can avail EL's which he/she have been already earned and having in their leave account. The maximum accumulation is up to 90 days.
- EL can only be taken in non-academic period (i.e. during no academic activity and the session is closed).

EL's are not encashable. Members are required to avail.

Maternity Leave (ML)

This is applicable to all female staff who have completed one year of continuous service and have attended at least 80 days in office. ML may be granted to a female faculty / staff member for first two surviving children. A maximum period of two months of ML may be sanctioned to all such employees with pay. Under the Maternity Benefit (Amendment) Act, 2017, this benefit could be availed for a period extending up to 8 weeks before the expected delivery date and the remaining 18 weeks can be availed post childbirth. To avail of ML, they have to submit a medical advice letter from a qualified doctor. All relevant Govt. regulations would be applicable with respect to ML, however, prior approval of the Registrar would have to be taken for availing the same.

Employees are covered under ESI and the ESI dispensary will take care of them. They have to approach ESI dispensary for needful.

The faculty/staff member will have to necessarily join back to duty on completion of Maternity Leaves; however, in case of medical exceptions a certificate may be submitted for the extension of leave which may be granted on its merits without pay.

Leave without Pay (LWP)

In case of a staff members whose SL/EL has been exhausted or taken in excess of the entitlement or who has extended leave without informing the authorities of the University, those excess leave taken will be treated as leave without pay (LWP), if approved ex post facto by the Registrar in consultation with the Chancellor. If the leave is not so authorized, it will be considered as violation of conduct rules and dealt accordingly.

Study Leave

- A study leave/extended/deputation for a maximum period of two years may be available on recommendation of the Registrar with approval of Vice Chancellor only after the faculty members has completed at least five years of continuous service at the Institute. However, in some cases faculty with lesser years of continuous services with KISHKINDA UNIVERSITY may be considered.
- Eligibility of study leave would be assessed on how this leave would improve the intellectual capital of the institute.
- Should be applied 30 days in advance in the beginning or end of academic year.
- During the period of study leave the faculty member will not be entitled to draw any salary. He / She will also not be automatically entitled for promotion as a result of his/her receiving any advanced degree during the course of his study leave. Also, while calculating the total length of service, the time taken on a study/sabbatical leave shall not be counted and that employee shall not claim any allowance or any other benefit, promotion, increments, gratuity, LTA etc. for the period of their study/ sabbatical leave."
- During the period of study leave, the faculty will not engage in any gainful employment in other organization and an employee will have to sign an undertaking binding them to the terms of such leave.

- After completing the study leave, re-joining of the faculty will always depend upon the availability of vacant position in the concerned department.

Leave Applicable for Contractual Employees

Contractual employees will be entitled to 6 Sick Leaves and 6 Emergency Leaves that is 12 leaves in a year and the 9 declared holidays (Gazetted, festival etc.) and 2 restricted holidays. Contractual employees will be entitled to 15 Earned Leaves only after their contract is renewed after completion of 1 year.

Procedure for applying for Leaves

Below is the SOP for leave application process which needs to be followed for all cases. No leave will be considered sanctioned outside this process.

- Application to be made in hard/soft copy and given to your Dean.
- Dean or Concerned Senior Officer to recommend with reasons and forward to the Registrar for the final approval from the Vice Chancellor.
- Medical leave in an emergency can be taken with information but needs to be backed up by a medical certificate.

Leave cannot be claimed as a matter of right. Hence, all leaves will be considered approved only if the same is sanctioned. You are required to proceed on leave only on its approval. Non adherence to this will equivalent to misconduct and will be seriously viewed. Therefore, all unapproved leaves will be treated as without pay and salary deduction will take place accordingly.

14. TRAVEL POLICY – RULES & GUIDELINES

Objective:

The objective of these rules is to provide a set of guidelines that govern travel for official purposes within or outside the country.

These rules are intended to provide reasonable and adequate allowances/reimbursements related to the responsibilities and needs of various categories of staff members in consistent with their status in the University. It is expected that the entitlement should not exceed the need and these rules should not be mis-utilized.

For the use of personal vehicle for official work following compensation would be paid

Two wheelers: Rs. 4.00 /KM

Four Wheelers: Rs. 7.00 /KM

The faculty members can call for a Taxi as per entitlement from the University for official purposes, approved as per the rules.

International Travel Entitlement: Approval through Registrar / Vice Chancellor / Chancellor shall be required to undertake any International travel.

Travelling and allied expenses shall be decided keeping in mind the pay scale and status of the employee, on return to India, the employee concerned would submit a “statement of expense” along with the supporting bills, whichever feasible.

TRAVEL ENTITLEMENT:

Note: Travel entitlement as per the grade

Designation	Mode of travel
Asst. Prof. / Non-Teaching / Administrative Staff	By Train: Sleeper Class will be reimbursed By Bus: Deluxe non-AC fare will be reimbursed
Associate Professor	By Train: 3 tier AC will be reimbursed By Bus: Sleeper AC fare will be reimbursed
Professors	By Train: 2 tier AC will be reimbursed By Bus: Sleeper AC fare will be reimbursed
Vice-Chancellor / Registrar / Registrar (Evaluation) / Deans	By Train: I Class AC will be reimbursed By Bus: Sleeper AC fare will be reimbursed By Flight: Economy Class will be reimbursed

BOARDING EXPENSES
Note: DA will be Rs.500/- for A Grade City and Rs.350/- for B Grade City

LODGING		
Note: Subjected to production of bill, in case of non-availability, as per the table higher lodging fare can be considered.		
Designation	A Grade City	B Grade City
Asst. Prof. / Non-Teaching / Administrative staff	Rs.1500/-	Rs.1000/-
Assoc. Prof.	Rs.2000/-	Rs.1500/-
Professor	Rs.3000/-	Rs.2000/-

Own Arrangements: Employees who make their own arrangements for official duty the expenses incurred with respect to transportation, fuel expenses will be reimbursed against the bill.

Local travel Entitlement / Incidental Expenses: A reasonable local conveyance actually incurred & incidentals like postage etc., will be reimbursed. Employees travelling by auto rickshaws/local transport for official duty the charges will be reimbursed.

Tour Advance Application

Name & Designation of the official	
Dates of Journey (from – to)	
Places (from – to)	
Mode of Journey	
Purpose of Journey	
Client details (name & address)	
Estimated cost of journey	Transport (a) Air fare / Train fare:
	(b) Local journey: _____ Accommodation : _____
	(c) Other expenses (meals etc.): Total: _____
Signature of applicant	Name:
	Date:
Recommended by: HoD → Deans → Registrar → Vice Chancellor: Forwarded to – Finance Officer	Name: Signature & date

Passed for payment Rs. _____ By Cheque / RTGS/ NEFT/Cash
Received by Cheque / RTGS/ NEFT/Cash an amount of Rs. _____

(Signature)

Note:

1. TA bill has to be submitted within 1 week before month end.
2. Delayed TA bills will not be accepted and amount paid will be treated as salary advance and recovered from their the salary
3. TA bills need to be supported with appropriate expenditure vouchers like air-ticket/room rent receipt/hotel bills etc., in support of the expenses claimed.
4. No new advance will be given till the details of earlier advance is submitted.

TRAVELLING ALLOWANCES BILL

Name of the employee:		
Trip to:	From:	To:
Nature of Trip:		

1	Bus / Train Charges	(To & From)	
2	a) Boarding Charges	Day	Rs.
	b) Lodging Charges	Day	Rs.
3	Conveyance Allowance		Rs.
4	Misc. Expenses		Rs.
Total			Rs.
(Rupees _____ only)			
Employee		Accountant	Finance Officer

Note: Bill to be submitted to accountant for verification along with required enclosures compulsorily before approval of the Registrar.

15. Roles & Responsibilities of Employees:

As we are focusing on building a unique multidisciplinary University, we expect everyone connected with our university play a positive roles, we are embarking upon catching the fast sweeping changes in the education system. Hence ‘Change’ management is our principal goal. While doing so, we expect all our employee to -

- Adapt to changes in terms of use of modern tools such as **DIGII** for all administration activities.
- Practice ethics and Discipline.
- Manage time productively.
- Develop passion and commitment towards work.
- Teaching faculty must adapt to modern teaching practices and align with Global Standards.
- Involve in research, Publish globally acceptable papers and practice consultancy.
- Promote Project based learning.
- Collaborate with higher ranking universities and institutions.
- Conduct National/ International workshops and conferences.
- Execute any other task assigned.

16. IT USAGE POLICY:

Internet / Email

- The University's computers, computer files, e-mail accounts, internet access and the software furnished to employees are the University's property and are meant for official work.
- The University specifically prohibits the use of computers, handhelds and electronic communication, including internet access in ways that are disruptive, offensive or harmful to morale. This includes sexually explicit messages, images and cartoons, ethnic slurs, racial comments, off-color jokes or anything that could be construed as harassment, shows disrespect for others, defames or slanders someone, or otherwise harms another person or business.
- Employees should not access the internet or visit any websites that contain pornographic content, any discriminatory message or one that disparages any group.
- Employees should not use computers, laptops, tablets or the e-mail system for commercial messages of any kind or for messages of a religious or political nature, solicitations, gambling or other inappropriate usage. E-mail and Internet access should be used in such a way that all transmissions, whether internal or external, are accurate, appropriate, ethical and lawful.
- Computers, e-mail usage and internet traffic may be monitored by the University as and when required.
- Employees of the University are permitted to use their e-mail or intranet accounts only for official communication. Sending group e-mails like of festive greetings, initiating or partaking in unauthorized or inappropriate discussions, sending e-mails with large attachments, or forwarding chain mails, etc., is strictly prohibited.

SOFTWARE

- Illegal duplication of software or violation of copyright laws by the copying or sharing of software, installing of pirated or unauthorized software or the distribution of copyrighted material, downloading of non-work related or objectionable files is strictly forbidden.
- An employee should not misuse a password, access a file or retrieve a stored communication that is not normally accessible to that employee.
- Access may be provided to employees for subscribed online software and resources. All data contained therein is property of the University and therefore may not be misused, communicated, handed over or passed on in any format and through any medium to anyone other than for whom it is intended by the University.

LAPTOPS / IPADS

- Laptops / iPads are provided by the University for Official Work. The University therefore reserves the right to occasionally inspect all systems in compliance with policies.
- Once issued, the individuals become conditional owners of this hardware. Employees will therefore be responsible for its security, maintenance and replacement of parts including battery.
- No employee is permitted to pass on or hand over the laptop or iPad issued to them to another person without fulfilling proper handover formalities.
- In case of loss / pilferage of laptop / iPad, the same will be made good by the employee. The users will have direct responsibility and custody of their assigned machine/s. They will be held financially liable for any loss and / or damage to the machine due to inappropriate usage / carelessness.
- Users are responsible for maintaining appropriate back-ups, especially of the work-related documentation & data created that cannot be retrieved by reinstalling operating system or Program.

NOTE: The Management reserves the right to update or modify these policies as and when necessary.

17. EMPLOYEE REFERRAL POLICY

To encourage Employees to refer suitable candidates from time to time and helping us meet the staffing requirements of the organization.

Eligibility

When you refer your friend / acquaintance, we expect you to have briefed the candidate about KISHKINDA UNIVERSITY.

Please do bear in mind the “MUST HAVES” for all those being referred:

- Strong academic background from educational institutions of very high standing
- Pleasing Personality
- Excellent Communication & skills
- Relevant experience
- Strong Analytical Skills
- Team Player
- Should be open to travel/ relocate
- Strong Educational background from premier Universities

It's opened and closed with prior announcement.

18. PERFORMANCE MANAGEMENT SYSTEM

Objective:

The Performance Management System has been designed so as to achieve organization goals and facilitate individuals in achieving professional aspirations.

The key objectives of the Performance Management System are to:

- ✓ Strengthen the Intellectual Asset base of the University
- ✓ Align and harness employee energies towards achieving superior results
- ✓ Guide employees on the path to strengthening their professional capabilities
- ✓ Provide a rational and objective basis for identifying high potential to take on future leadership roles.
- ✓ Provide an objective basis for rewarding and recognizing performance

The Performance Appraisal Cycle

Individual performance and contribution will be reviewed on a continuous basis through appropriate monitoring and feedback. In this appraisal the focus will be on review of performance against key deliverables and targets and on capabilities demonstrated in the course of the year. The key outcomes of the end of year performance discussions will be:

- ✓ An agreed set of action to be undertaken by the employee to improve performance.
- ✓ Identification of development needs.
- ✓ Identification of potential for career progression and growth.
- ✓ Basis for deciding performance awards

The Appraisal is based on the Faculty Annual Academic Plan (FAAP) that is filled by all faculty in the beginning of the new academic session and is conducted twice a year- July (review of progress on FAAP) & January (review and reward).

Components of the appraisal system

Parameters for assessment/appraisal are announced at the beginning of the year. These include assessment of faculty and their contribution to:

- Academics
- Mentoring
- Placements
- Admissions
- Research & Publications
- Availability to students and presence on campus

The purpose of the review process is to reflect on the achievements and challenges of the preceding specific issues will have been addressed during the course of the year, this is an opportunity to reflect on, and learn from, the experiences of the year as a whole. The approval system will be online with OBE.

- It also forms the basis of deciding the increments and charting growth map for all employees.
- The review should be an open and confidential dialogue between Dean/Registrar/Vice Chancellor and the faculty, sharing and discussing.
- The individual's progress against the objectives previously set, taking into account any changes that have occurred during the year.
- Factual information such as feedback from students and other stakeholders and module review.
- The Individual's reflection on their own personal development during the year.
- Reflection on the individual's achievements in relation to the core values the individual is expected to uphold – these may refer to such areas as quality, teamwork, customer service, teaching, research and behaviour.

A personal development plan sets out the actions people propose to take in order to learn and develop themselves, together with what the organization is committed to do to support them. Individuals take responsibility for formulating and implementing their plan in agreement with their appraiser. This is an ongoing process of continuous improvement and individuals must be encouraged to engage in a range of developmental activities, both inside and outside KISHKINDA UNIVERSITY, as appropriate. In some cases, development may be a requirement in order to meet expected standards of performance.

19. CONFIDENTIALITY & IPRs POLICY

Non-Solicitation

During the term of your employment, you will not directly or indirectly:

- ❖ Employ or solicit for employment, or advise or recommend to any other person or entity that they employ or solicit for employment, any employee of the organization. Solicit or encourage any employee of KISHKINDA UNIVERSITY to leave the employment of the Organization, to do any act that is disloyal to the organization, is inconsistent with the interests of the organization.
- ❖ Make any statements or perform any acts intended to interfere with, reasonably likely to interfere with or having the effect of interfering with, any interest of KISHKINDA UNIVERSITY.
- ❖ Undertake any alternate employment or engage in competition with, perform any services for, participate in or be connected with any organization which engages in competition with KISHKINDA UNIVERSITY.
- ❖ Any assignment/consultancy/training/international teaching assignment need to be approved by competent authority.

Confidentiality

We expect utmost discretion and confidentiality of information to be maintained at all times even beyond the employment term. Any indiscretion or willful sharing of confidential information with third parties shall be deemed as a gross misconduct and may result in immediate termination of services without notice or compensation.

No reports, proposals, designs, patterns, literature etc. (printed and/or on any electronic media) containing information internal to KISHKINDA UNIVERSITY should be taken out of the office, without prior knowledge of the Vice Chancellor. In no case, a copy of any Business Proposal / Project Report or any other Document or Software in any form can be given out to any third party without specific written approval from the Vice Chancellor.

20. EXIT POLICY

To provide guidelines to be followed when the employee leaves the organization either due to Resignation or Termination. This is to ensure that both parties have all issues tied to mutual satisfaction in a fair manner.

Termination of Service

During probation period and / or extended period of probation, every staff is liable to be terminated at any time without any notice or assigning any reason(s) thereof.

On confirmation, services of a staff member can be terminated by giving one month's notice, or by payment of one month's basic pay in lieu thereof. For disciplinary cases, no payment or notice period is required.

Resignation

All employees whether confirmed or not, will not resign from the services of the University in the middle of the academic session. However, University management may use its discretion in case of representation of extreme unavoidable circumstances by the departing employee. During non-teaching period all employees are required to give one month's notice or salary in lieu of notice period. An employee who has put in service for a period of less than six months shall be entitled to salary up to the last day of the previous month, in case of his/her resignation by the 7th of the month.

Faculty Members

All faculty members are liable to give two months' notice or one month salary in lieu of notice period in the middle of the academic session. All faculty staff is required to fill an Exit Form on leaving the University.

Placement/Registrar Section/Admission Staff

Placement/Registrar Section/Office / Admission staff work in tandem with the academic functions of the University and are the integral part of the academic development of the students. Hence, if they resign from the services of the University in the middle of the academic session, they are liable to give **two months' notice** or two month's salary in lieu of notice period. All Placement/Registrar Section/Admission staff is required to fill an Exit Form on leaving the University.

Process for Resignation

The mail /letter has to be sent to the Registrar. Written acceptance of resignation will be given to the employee clearly specifying the date of relieving by HR Department. All departing employees are required to handover his/her assigned responsibilities to the designated person and get a confirmation from him/her that all job responsibilities have been handed over to the satisfaction of the Deans. During the notice period the employee will help to complete all formalities including exit interview, handing over the no dues certificate and PF withdrawal forms.

The HR/Administration will help in procuring the No Dues Certificate. On receipt of No Dues Certificate, the full and final settlement of account would be prepared. Final payment Cheque shall be issued along with Experience-cum-Relieving Certificate. This will be telephonically communicated to the employee who can either collect the Cheque or it can be posted to the address as mentioned by them.

Please note once the duly completed no dues certificate reaches the office it will take 15 days to clear the account.

Retirement

Staff shall retire from service of the University on attaining the age of superannuation fixed at 58 years. However, the retirement age may be changed from time-to-time by the University with the concurrence from the Sponsoring Body.

To determine the age of retirement, the official record of age available with the Institution shall be treated as final. No provision for Change of Date of Birth in the service. However, fresh arrangement can be made to avail the service of the retired employees on consultancy basis on terms fixed by the management, which will be at the sole discretion of the Management.

In case of long unsanctioned leave

You will be considered to have voluntarily abandoned the service of the organization if you fail to report for duty, either after 7 days from the date of

expiry of your sanctioned leave, or you are absent for a period of 7 consecutive days or more without sanction or if you turn up to rejoin duty after an unauthorized absence of more than 7 days and are unable to explain your absence to the satisfaction of the organization.

Superannuation

After the retirement age the management / Board of Governance can extend the service on mutual agreed terms.

Job Abandonment

Any employee abandoning the job will be terminated without any remittance and benefits immediately.

Death while in Service

All employees are extended with the statutory benefit and the same will be handed over to the intended family members.

Recoveries

Any benefit that is part to the employees after resignation, the authority can recover, if found any discrepancy.

Return of KISHKINDA UNIVERSITY's Property

You shall promptly upon the termination of your employment, deliver organization's equipment's and belongings (laptop, books, visiting cards etc.), correspondence and all other documents, papers Identity Card, and records in whatever form, including but not limited to, electronically held data containing or referring to any client, proprietary or confidential information concerning the business of the Firm and of any of its Clients which may have been prepared by you or have come into your possession, custody or control in the course of your employment. You shall not keep any copies of these items.

No copy (printed or digital) of any document or proposals or report or contacts database can be made by the departing employee. Any violation of the University's intellectual property ownership or rights will be taken very seriously and legal action may be initiated against such employees who are found to have taken any organization document or file or presentation or any other official records.

Issue of No Objection Certificate/ Recommendation & Relieving Letter

Any employee requiring such letter/s / NOC, may forward their request to their Chairperson to Dean, Dean to Registrar, who may forward recommendation of such letters to HR.

The HR team will issue such letters to the respective employee in its standard format.

EMPLOYEE EXIT INTERVIEW FORM

DATE : _____

Name of the Staff Member	:		
Designation / Department	:		
Date of Joining Institution	:		
Date of Leaving Institution	:		
Starting Position	:		Starting Salary
Ending Position	:		Ending Salary

Part -1 - Reasons for Leaving :

More than one reasons may be given, if appropriate, if so, tick (✓) reason

• Resignation

Took another Postion

☐

Dissatisfaction with Salary

☐

Pregnancy / Home & family needs

☐

Dissatisfaction with type of Work

☐

Poor Health / Physical disability

☐

Dissatisfaction with Seniors

☐

Relocation to another City / Institute

☐

Dissatisfaction with Colleague

☐

Travel difficulties

☐

Dissatisfaction with Benefits

☐

For Higher Education

☐

Others (Specify) :

☐

• Retirement

Voluntary Retirement

☐

• Laid Off

Lack of Work

☐

Disability Retirement

☐

Abolition of Post

☐

Regular Retirement

☐

Lack of Funds

☐

Others (Specify) :

Plans after Leaving :

Suggestions for improvement :

Signature

Training & Awareness

The Head of the Department / Chairperson will highlight to the new employee through the induction process. The employee is taken through the history & rules and regulation of the college. The Employee handbook is also circulated.

All newly faculty members will be trained by the respective department heads in preparation of lesson plan & the department roles & responsibilities.

Any training recommended by the HOD / Management the faculty should participate with whole heartedness & the same to be dissipated to the department colleagues & the students.

Health Care & Safety policy

The Employees are requested to carry out regular checkup of their health for their well-being. It is the duty of the employee to take all the necessary care & safety measures during the working time and any mishap the college is not responsible.

Hospitalization policy

Any Employee hospitalized during the working of the institution his Casual leaves/Earned Leaves will be adjusted & on exhaustion of CL/EL it will be considered as Leave without Pay (LWP)

Disciplinary Policy

Any Employee in violation of the attendance rules / Continuous Low Performance, the below action will be taken as depicted below:

Based on the Severity, the following action will be taken as per the following levels:

Level 1 – Verbal warning- Reprimand

Level 2 – Memo by disciplinary committee / management.

Level 3 – Withheld of increment / promotion.

Level 4 – Termination from service.

