



Service Rules

Universal Engineering College

April 2014



Service Rules for Universal Engineering College

1. Code of Conduct

1.1 Professional Integrity

- Employees must act with integrity and honesty, always prioritizing the institution's interests.
- Conflicts of interest must be disclosed and managed according to institutional policies.

1.2 Respectful Behavior

- Employees must treat students, colleagues, and stakeholders with respect and courtesy.
- Harassment, discrimination, or intimidation is strictly prohibited.

1.3 Confidentiality

- Employees must maintain confidentiality regarding sensitive information related to students, staff, and institutional operations.
- Breaches of confidentiality will result in serious consequences.

1.4 Compliance with Policies

- Employees are required to follow all institutional policies, rules, and regulations.
- Non-compliance will be subject to disciplinary action.

1.5 Use of College Property

- College property must be used responsibly and solely for official purposes.
- Unauthorized use or misuse of college resources will result in disciplinary measures.

1.6 Professional Conduct

- Employees should maintain a professional demeanor and adhere to the dress code and behavior expected within the institution.
- Personal conduct should not disrupt the work environment or educational process.

1.7 Attendance and Punctuality

- Employees are expected to adhere to the college's attendance and punctuality policies.
- Persistent tardiness or unexplained absences will be addressed according to institutional procedures.



1.8 Ethical Practices

- Employees must uphold high ethical standards in all professional interactions.
- Corruption, bribery, or unethical practices are strictly prohibited.

1.9 Academic and Administrative Duties

- Employees must diligently perform academic and administrative duties as per their job descriptions and institutional expectations.

2. Leave Policies

2.1 Annual Leave

- Employees are entitled to a specified number of annual leave days per year as per institutional policy.
- Leave requests must be submitted in advance and approved by the appropriate authority.

2.2 Sick Leave

- Employees are entitled to sick leave according to institutional policy.
- A medical certificate is required for sick leave exceeding a specified number of days.

2.3 Casual Leave

- Employees may be granted casual leave for personal matters.
- Casual leave must be applied for in advance and is subject to management approval.

2.4 Maternity/Paternity Leave

- Maternity and paternity leave is provided as per applicable laws and institutional policies.
- Applications should be made well in advance.

2.5 Study Leave

- Study leave may be granted for employees pursuing further education related to their job role.
- Applications must include course details and be approved by management.

2.6 Public Holidays

- Employees will be granted leave on public holidays as declared by the institution.

2.7 Leave Without Pay

- Leave without pay may be granted under exceptional circumstances, subject to management approval.
- This leave does not count towards annual leave entitlement.



2.8 Leave Encashment

- Employees may encash unused annual leave days at the end of the financial year or upon resignation, according to institutional policy.

2.9 Leave Reporting

- Employees must report their leave status and provide necessary documentation as required.
- Non-compliance with leave reporting may result in disciplinary action.

3. Complaints, Grievances & Procedure for Redressal

3.1 Grievances

- A grievance is any issue between an employee and management related to wages, payments, transfers, leave, promotions, working conditions, or interpretation of existing legislation, excluding disciplinary actions.

3.2 Procedure for Settlement

- Employees should first present their grievance in writing to their Head of Department (HOD). The HOD will attempt resolution within three days. If unresolved, the grievance will be forwarded to the Principal for resolution within three days.
- If the issue remains unresolved, it may be escalated to the Managing Trustee for final resolution.

4. Service of Notice

4.1 Notice Communication

- Notices required under these rules or by management will be displayed on the notice board and are deemed communicated to all employees.
- Notices or letters may be personally delivered on college premises. Refusal to accept will result in disciplinary action.
- For absent employees, notices will be sent by registered post with acknowledgment due. If undelivered, a certificate of posting will suffice.
- Notices will be issued in English or Malayalam.



5. Misconduct and Disciplinary Proceedings

5.1 Misconduct Includes

- Late attendance or absence without permission
- Laziness, inefficiency, or careless work
- Unauthorized leave or personal work
- Improper behavior or misuse of college facilities
- Failure to report accidents or hazards
- Theft, fraud, dishonesty, or damage to college property

5.2 Penalties for Minor Misdemeanor

1. Censure – Official reprimand.
2. Warning – Formal notice of expected improvement.
3. Withholding Increment/Promotion – Delay in salary increment or promotion.
4. Management Action – Actions based on the gravity of the incident.

5.3 Penalties for Major Misdemeanor

1. Suspension Without Pay – Temporary removal from duties without pay.
2. Demotion – Reduction in post, grade, or pay scale.
3. Discharge/Removal – Removal from service with consideration for future employment.
4. Dismissal – Permanent removal from service, barring future employment.

5.4 Suspension

- The Principal may suspend an employee pending:
 - Disciplinary proceedings
 - Criminal investigations
 - Charges of cruelty or misbehavior
 - Breaches of major misconduct

5.5 Subsistence Allowance

- Suspended employees are entitled to subsistence allowance as per applicable laws.



5.6 Procedure for Disciplinary Action

1. No punishment shall be issued without providing the employee an opportunity to explain.
2. If the explanation is unsatisfactory, an inquiry will be conducted with an appointed inquiry officer and a presenting officer.
3. Employees must attend inquiries or face proceedings in their absence.
4. Assistance is limited to co-employees (no external or legal representation).
5. Employees may present evidence and cross-examine witnesses.
6. The inquiry officer will report findings to the Disciplinary Authority (DA).
7. The DA will review the report and give the employee a chance to respond before deciding on penalties.
8. If cleared, the employee will receive full salary for the suspension period.

6. Discharge on Medical Grounds

6.1 Medical Examination

- The management may require employees to appear before an approved doctor if there are concerns about their fitness for work.
- If found incapacitated and unlikely to recover, the employee may be discharged on grounds of ill health.

6.2 Failure to Submit to Medical Examination

- Failure to submit to a medical examination may lead to discharge.

7. Cessation/Termination of Employment

7.1 Termination by Management

- Management may terminate permanent employees with three months' notice or one month's salary in lieu.

7.2 Resignation by Employee

- Employees wishing to resign must provide three months' notice or pay in lieu. The management can terminate during the notice period.
- No notice is required for terminating probationers.
- Resignation may be refused if disciplinary proceedings are pending or for other reasons as determined by management.



8. Probation and Confirmation

8.1 Probationary Period

- Employees are on probation for the first six months, during which their performance will be evaluated.
- Confirmation of employment will depend on satisfactory performance during this period.

8.2 Termination During Probation

- Probationary employees may be terminated with one month's notice or pay in lieu, without the need for detailed procedural requirements.

9. Employment Record and Confidentiality

9.1 Maintenance of Records

- Employee records must be maintained accurately and updated regularly.

9.2 Confidentiality

- Information related to employees must be kept confidential and used only for institutional purposes.

10. Amendments to Service Rules

10.1 Amendments

- The management reserves the right to amend these service rules as needed. Any changes will be communicated to employees and will be effective from the date specified.



Service Rules for Universal Engineering College (Addendum)

11. Promotion Policy

11.1 Eligibility for Promotion

- Promotions are based on performance, qualifications, experience, and institutional requirements.
- Employees must meet the required criteria for promotion, including educational qualifications, experience in the current role, and contribution to institutional goals.

11.2 Performance-Based Promotion

- Performance appraisals will be conducted periodically, considering factors such as:
 - Academic or administrative achievements.
 - Mentorship and student feedback.
 - Leadership and contributions to departmental growth.
 - Research, publications, or other relevant accomplishments.
- Staff performance will be reviewed by the respective HoDs and the college management.
- Other factors, such as student results, involvement in institutional programs, attendance, and collaboration with the administration, will also be considered.

11.3 Promotion Process

- The promotion process will involve a formal review by the college's promotion committee, which will assess:
 - Annual performance reviews.
 - Feedback from the HoD, peers, and students (where applicable).
 - Contribution to departmental or institutional growth.
 - Compliance with college policies and work ethics.
- The final decision on promotions will be made by the management based on recommendations from the promotion committee.



11.4 Promotion Notification

- Promoted employees will receive an official promotion letter detailing their new role, responsibilities, and salary scale.
- Promotions may also result in new job descriptions, which will be communicated during the promotion process.

11.5 Training and Development

- Employees may be required to undergo additional training to prepare for their new role as part of their career development and institutional contribution.

12. Retirement Policy

12.1 Retirement Age

- The standard retirement age for employees at Universal Engineering College is 60 years, unless otherwise specified by government regulations or special institutional agreements.

12.2 Voluntary Retirement

- Employees may opt for voluntary retirement after the age of 55, provided they have completed a minimum of 10 years of continuous service with the institution.
- Voluntary retirement benefits will be provided according to institutional policies and applicable regulations.

12.3 Retirement Benefits

- Upon retirement, employees are entitled to benefits such as:
 - Provident Fund (PF) contributions.
 - Gratuity as per applicable laws.
 - Encashment of any remaining earned leaves.
 - Any other benefits as outlined in the institutional retirement policy.

12.4 Post-Retirement Engagement

- Retired employees may be re-engaged on a contractual basis if their services are deemed necessary by the college. This engagement will be subject to institutional needs and performance during the previous tenure.
- Terms for re-engagement will be based on mutual agreement between the retired employee and the management.



12.5 Retirement Procedure

- The retirement process will begin at least six months before the employee's retirement date, allowing time to settle accounts, complete pending tasks, and ensure a smooth transition.
- A formal notification will be issued by the administration regarding the upcoming retirement, and the employee will be briefed on all necessary steps and documentation.

12.6 Honorary Recognition

- The institution will honor retiring employees with a formal ceremony and appropriate recognition for their contributions to the college.

12.7 Medical Examination

- In certain cases, if the management believes an employee's health may impact their ability to continue working, they may request a medical examination. Based on the medical report, the management may consider early retirement or other measures.

