

BYE-LAWS AND SERVICE RULES OF ISEC
(Revised in 2022)

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INSTITUTE FOR SOCIAL AND ECONOMIC CHANGE

Bengaluru

PART – A: BYE LAWS, SERVICE RULES AND ADMINISTRATIVE PROCEDURES-2022

1. PREAMBLE

WHEREAS, ISEC is an autonomous Research Institute registered under Karnataka Societies Act 1960, as an All India Interdisciplinary Research Institution funded by various agencies that include Government of Karnataka, Government of India, ICSSR and its own Corpus-funds.

WHEREAS, in this document the terms and conditions of administration, academics, recruitment, finance and accounts, pertaining to Institute for Social and Economic Change (referred as the Institute / ISEC) are defined along with the responsibilities, duties, conduct and structure of the organisation. The Board of Governors of the Institute hereby makes the following bye-laws and rules which may be amended from time to time by the BoG based on the need.

SECTION I:

ISEC BYE LAWS AND SERVICE RULES OF 2022

1. **Short-Title:** These rules shall be called as the "Institute for Social and Economic Change Bye Laws and Service Rules 2022" effective from **8th Day of March 2023**.

2. **Application:**

These Rules shall come into force with effect from the date of notification, and shall apply to all employees engaged in the service of the Institute including ad-hoc contractual employees and consultants. The Memorandum of Association and Rules and Regulations have been approved under the Karnataka State Cooperative Societies Act 1972 on 19th December 2013. These bye-laws shall not override any of the provisions of the MoA. The bye laws have been segregated into following components for ease of operations.

- i. ISEC Bye Laws and Service Rules : Election to the Board of Governors, Selection, Powers and Functions of Chairperson, Director, Registrar, Administration of the Institute, Recruitment of Academic and Non Academic Staff, Evaluation Procedures, Promotion Rules and other Service Matters
- ii. Academic Rules: Academic Programme Committee, Research Programme Committee and Ph.D. Programme Rules
- iii. Accounts Manual : Accounts and Financial Rules and Procedures
- iv. Reservation Policy
- v. Elections for Faculty Representative on BoG, PF& Gratuity Trust and Joint Consultative Committee

3. **Definitions:** Under these rules, unless the context otherwise requires
- i) 'Accounts Officer' means Accounts Officer of the Institute.
 - ii) 'Academic Staff' means Professors, Associate Professors and Assistant Professors on tenure.
 - iii) 'Appointments' means all the appointments made in the Institute which shall follow the procedures specified in the Bye Laws for the respective positions
 - iv) 'Appointing Authority' means Chairperson of the Board of Governors, Director and Registrar as indicated in these Rules.
 - v) 'Appellate Authority' shall be one stage above the appointing authority of the staff member.
 - vi) 'Authorised Medical Officer' means any Registered Medical Practitioner appointed as such by the Institute.
 - vii) 'Board of Governors (BoG)' is the body duly constituted under the Memorandum of Association of the Institute.
 - viii) Break in service means the service which is not continuous service from the date of recruitment till superannuation.
 - ix) 'Centre' means Academic Units created by the Board of Governors for facilitating research activities.
 - x) 'Chairperson' of the Board of Governors as defined under Rule 7 of MoA.
 - xi) 'Competent Authority' in relation to the exercise of any power under these Rules means the Board of Governors (BoG) or the Chairperson of the Board of Governors when the BoG is not in session, or the Director or any person or body of persons to whom that particular power is delegated by the Board of Governors, Head of the Centre (for the staff in the centre) and Registrar in the case of non-teaching staff.
 - xii) 'Continuous Service' means the service of an employee including deputation from the beginning of his/her service without any break in the service till his / her superannuation.
 - xiii) 'Compensatory Allowance' means an allowance granted to meet the personal expenditure necessitated by the special circumstances in which duty is performed and sanctioned by the competent authority.
 - xiv) 'Director' means the Director of the Institute (as referred under rule 8 of MoA to the Head of the Institute) duly appointed by the Board of Governors under the signature of the Chairperson.

- xv) 'Dies-non' means non-duty period or period not spent on duty. The period treated a dies-non will count as service and will not be construed as break in service.
- xvi) 'Duty' – Duty includes service as a probationer, joining time, a course of instruction, training authorized by or under the orders of the Competent Authority, the period occupied in appearing for any purpose as permitted by the said authority, waiting period, any employee deployed on special duty temporarily by the said authority.
- xvii) 'Employee' means a member of the staff who holds a permanent or temporary post or on contract basis in the Institute and includes members on probation or extension of probation.
- xviii) Family means the wife or husband which includes legitimate children, step children of the employee and wholly dependent on the employee including parents and unmarried daughter.
- xix) Head of the Centres means the Professors / Associate Professors holding the administrative charge of the Centre.
- xx) 'Honorarium / fees' means a recurring or non-recurring payment granted to an employee from the funds of the Institute OR any other organisation as remuneration for work of an occasional or intermittent nature.
- xxi) 'Holiday' means a holiday notified by the Institute.
- xxii) 'IQAC' means Internal Quality Assurance Cell and shall be constituted under these Rules.
- xxiii) 'Joining time' means time allowed to an employee to join a new post or to travel to a station to which he is posted.
- xxiv) 'Leave Salary' means the amount paid by the Institute to an employee on leave according to Leave Rule.
- xxv) 'Lien' means the title of an employee to hold substantively, either immediately or on the termination of a period or periods of absence, a permanent post to which he/she has been appointed substantively.
- xxvi) "MoA" Memorandum of Association as approved Special General Body meeting of the ISEC Society and by the Registrar of Cooperative Society under Karnataka Societies Registration Act 1960.
- xxvii) 'Officiating' means an employee officiates in a post when he performs the duties of a post on which another person holds a lien. A Competent Authority may, if it thinks fit, appoint a employee to officiate in a vacant post on which no other employee holds a lien.
- xxviii) 'Permanent Post' means a post having a pre decided definite pay scale sanctioned without any time limit.

- xxix) 'Pay' means the amount drawn monthly by an employee as (a) pay including additional pay which has been sanctioned for a post held by him/her substantively or in an officiating capacity, special pay or personal pay, and (b) any other emoluments which may be specifically classified as pay by the Institute.
- xxx) Pension means LIC Annuity pension as per the arrangement made by the Institute with LIC of India any other arrangement entered by the Institute keeping the welfare objective in mind.
- xxxi) 'Personal Pay' means additional pay granted to an employee to save him/her from a loss of substantive pay in respect of a permanent post or to any reduction of such substantive pay otherwise than as a disciplinary measure, for adopting Small Family Norm, and/or exceptional circumstances on personal consideration.
- xxxii) 'Probation' means the period of assessment of an employee's fitness for substantive appointment to a permanent post during minimum of two years of his/her service prior to confirmation, which may be extended at the discretion of the appointing authority.
- xxxiii) 'Public Conveyance' means any conveyance which plies regularly for the conveyance of passengers.
- xxxiv) 'Registrar' means the Registrar of the Institute duly appointed.
- xxxv) 'Special Pay' means an addition of the nature of pay to the emoluments of the post or of an employee granted in consideration of the particularly arduous nature of the duties, or a specific addition to work or responsibility.
- xxxvi) 'Substantive Pay' means the pay to which an employee is entitled on account of a post to which he/she has been appointed substantively or by person of his/her substantive position in a cadre, other than special pay or personal pay.
- xxxvii) 'Subsistence Allowance' means a monthly allowance made to an employee who is not in receipt of pay or leave salary.
- xxxviii) TBA means Time Bound Advanced increments applicable to all the Non-Academic Staff
- xxxix) 'Travel Allowance' means an allowance granted to an employee to cover the expenses which he/she incurs in travelling in the interest of the Institute.
- xl) 'Temporary Post' means a post carrying a definite rate of pay sanction for a limited / specified time.

4. Working hours of the Institute

The working hours means working from 9.30 a.m. to 5.30 p.m. on all working days from Monday-Friday except being on duty in the Institute or elsewhere. All Saturdays and Sundays are holidays. This shall be scrupulously followed by all the employees of the Institute.

5. Delegation of Powers:

- i. The Chairperson may delegate his/her task of chairing any meeting/s of the Institute including the meeting of BoG on his/her behalf, to any one of the available members of the Board of Governors.
- ii. The BoG shall delegate the powers to the Acting / In-charge Director approved through proper process and the Registrar to the appropriate person from the Institute as indicated hereafter.
- iii. The Board of Governors may, by a special resolution delegate to the Registrar or any other officer of the Institute any of the powers under these rules, with exceptions specified as applicable at that time.

6. Interpretation of the Rules:

- i. Director shall be the competent authority to interpret the rules and in case of any disputes at the Institute level but shall consult the Chairperson to take appropriate decision which should later to be ratified by the BoG.
- ii. The BoG of ISEC shall have the final authority to make changes, amendments, drop or incorporate any of these rules. Such modifications shall be incorporated in the rules as soon as the minutes of the BoG meeting are approved by the Chairperson.
- iii. The C & R Rules of the Government of Karnataka may be used for guidance only.

SECTION II:

ELECTIONS TO THE BOARD OF GOVERNORS

A: BYE-LAWS for the conduct of elections by postal ballot to the Board of Governors of ISEC from among the Founder/Life and Honorary Members under Clause 9 (1) i of the MoA of the Society

1. General conditions

The Board of Governors shall consist of 10 elected members from the Founder/Life and Honorary Members and two members from the faculty. Four co-opted members out of which one shall be woman and one from SC / ST will be nominated by the board from among the distinguished life members.

The term of the Board of Governors shall be for a period of three years and it can be for a period of two terms only of three years each and total six years. This is included in MoA

2. Voters: The voters are Founder/Life and Honorary Members for the election of the Members of Board of Governors.

The Institute shall maintain a copy of the latest photo ID / Aadhar Card / Pan Card of the Founder / Life Members / Honorary Members. Before the election, the Registrar may also publish the latest list of Founder / Life Members / Honorary Members and arrange to send the ballot paper to the last known address. In case the address of the members is not known, the notice to furnish the latest address may be sent to the last known address of the members and if no response even then is received, it may be placed before the BoG for removal or for appropriate action.

The Chairperson of the Board will be elected among all the 12 elected members including faculty-members representatives on the BoG. One among the elected members of BoG shall act as Interim Chairperson to oversee the election of new Chairperson. In case, the elected representatives are divided into equal votes on the probable name of the Chairperson to be elected, the decision will be taken by a lot governed by the interim Chairperson. However, the two faculty representatives of on the BoG will not be the consensus for the election of Chairperson. The terms of the Chairperson is for a period of three years only but he/ she can be re-elected for another term of three years, thereafter, he / she will not be eligible to contest for BoG.

The Ex-officio members of the BoG nominated by the Central and State Government shall not be the electors and not eligible for as contestant for the post of Chairperson.

3. Procedure:

The procedure for the conduct of elections will be as indicated below:

a.. The Registrar shall issue the election notice giving details of the number of members to be elected and the calendar of events for the conduct of elections by postal ballot only (but e-voting may also be introduced with suitable checks and balances). The Registrar shall fix up the dates for filing of nominations, withdrawals and counting of votes.

b. The Registrar shall send the election notice to each member eligible to vote, with relevant enclosures.

c. The nominations duly proposed and seconded shall be received by the Registrar within a period of 21 days from the date of the issue of the election notice. No member can propose and/or second more than one member for nomination for election to the Board of Governors.

d. Every nomination paper shall be accompanied by a statement signed by the contestant member duly signifying his/her 'consent to stand for the election' by the candidate.

e. The Board of Governors shall appoint the Returning Officer (RO) and Assistant Returning Officer to assist the RO from among the Ex-officio members of the BoG. In the absence of RO, the Assistant Returning Officer, shall be in- charge of the scrutiny of nominations, withdrawals, scrutiny, voting and counting of ballot papers and declaration of the results. The RO's decision shall be final.

f. The RO shall declare the persons eligible for election of BoG after scrutinizing the nominations and withdrawal and thereafter, the RO shall publish the final list of contestants. When the eligible nominations are equal to vacancies, then there will be no election to be conducted. The RO may declare results accordingly. In case the eligible nominations are less than the vacancies, RO will declare the election results accordingly. However, for the remaining vacancies the re-election may be conducted. In case any of the elected member resigns / death / discontinues or vacancy gets created for any other reason, the Chairperson BoG, with the consent of the members of BoG, may invite any of the eligible life members as member of the BoG in that place. No member of the BoG shall be eligible to serve on the BoG for more than two terms. In such case, the re-election may be conducted. But, if resign / death / discontinuation just before six months of expiry of the term there will be no need for conducting re-election and such vacancies may be added for next election.

g. Any member may withdraw his/her candidature by email, with a scanned copy of her/his letter of withdrawal., with post copy in confirmation or by letter sent by registered post, speed post or courier so as to reach the Registrar before the date notified for the withdrawal before 3:00 p.m.

h. After scrutiny, if the number of nominations which are valid finally after the date of withdrawal their names will be published and included in the ballot paper for voting purpose. If the number of members who are validly nominated and who have not withdrawn their names in the manner prescribed and within the time specified is greater than the number of vacancies to be filled, the election shall be proceeded in the manner prescribed herein below.

i: The Registrar shall forward by registered post/speed post to each member:

j. The Ballot paper shall contain the names of all contestants in alphabetical order and space may be provided for voting in the form of tick mark against each member; the tick mark shall be in ink / ball pen.

k. A small cover printed on it as "Ballot paper" and a bigger cover on which are printed on the left half 'Certificate of Identity' and on the right half the words 'To the Registrar, Institute for Social and Economic Change, Bengaluru-560 072

l. Each blank ballot paper shall be signed and bar coded by the RO before sending to the electors. Such coding shall be held to tally confidential by the RO.

m. Every member / electors shall have as many votes as there are vacancies notified. But the member shall mark only one vote to any one member by putting a tick mark in the space provided in the ballot paper against the name of the contesting candidate in whose favour he/she desires to cast his/her vote. But even though the contestants are more than the number of vacancies, the voting should be restricted only to the number of vacancies. In case the member marks the vote for all the contestants beyond the number of vacancies, such votes shall be considered as invalid. Any other mark on the Ballot paper shall make the Vote invalid.

n. The member shall enclose the ballot paper duly filled- in as above, but without writing his/her name or signature in the smaller/inner cover, and enclose this again in the bigger cover, sign the certificate of identity on it, seal it and forward (either by Speed Post or hand over Personally and not through third person) it to the Registrar so as to reach him/her at the Institute before 3:00 p.m. on the last date fixed for receiving as per the calendar of events. In case the ballot paper is not received before the receiving date, it cannot be considered for the purpose of counting of votes.

o. All ballot papers received by the Registrar shall be kept in a box sealed with his/her seal and signature. The sealed box will be opened on the date of counting in the presence of RO and Registrar. The RO shall arrange for counting of ballot papers by appointing the necessary staff and they shall supervise the counting of ballot papers and also maintain the voting of each member and authenticate the same before declaration of the result. Any member among the contestants can also opt to be present in the place of counting. Before declaration of results objection if any may be given by the, contestant give in writing for re-counting to the RO and RO may reject or accept the same for stating the reasons to be recorded and re-count the votes.

p. The signature of life member who has sent the ballot paper needs to be verified with his/her signature in the original application form for life membership, or the proof of Identify either by getting the copy of the Aadhar card / Pan card.

q. The Ballot papers after counting shall be placed in a sealed box signed by the RO and kept in safe custody by the Registrar for a period of one month from the date of declaration of the results. At the end of the this period, the sealed envelope will be destroyed with the permission of the Director.

r. In the event of two or more members for one vacancy getting an equal number of votes, it will be decided by system of lottery by the RO in the presence of the Director or Registrar and declare the elected member accordingly.

4. General Instruction

a. The contestants may campaign positively during the election for BoG, in a descent manner, but not in the name of caste, religion, region and in any other manner of offering incentives or offending any of the sentiments etc.

b. Similarly, the members being voters also should not indulge in any derogatory or defaming activities against any other member including contestants either through email or otherwise.

c. The RO / ARO shall conduct the elections in a transparent and unbiased manner.

B: ELECTIONS OF FACULTY MEMBERS FOR THE BOARD OF GOVERNORS

1. The Academic staff have been defined for this purpose as full time Professors, Associate Professors and Assistant Professors who are on the rolls of the Institute and have minimum three years of service before retirement on the date of the issue of election notice. The Academic Staff including those on deputation / lien and sabbatical leave shall be included as voters for the election of faculty representative of BoG and are eligible to contest for election.
2. The Registrar shall be appointed as Returning Officer (RO) and Assistant Registrar (Admn.) shall be appointed as Assistant Returning Officer *ARO) by the Director. The ARO will assist the RO and act as RO in his/her absence. The RO will issue election notice giving details of the number of vacancies and the calendar of events for the conduct of elections including date of nominations, withdrawals, scrutiny, voting and counting of votes.
3. The Procedure for the conduct of elections shall be as under:
 - i. The RO shall send the election notices to each member eligible to vote indicating the calendar of events, vacancies and nomination form.
 - ii. Nominations duly proposed and seconded by the faculty shall be received by the RO within the dates notified for receipt of nominations.
 - iii. No member of the faculty shall propose and/or second more than one member for filing nominations for election to the Board of Governors.
 - iv. Every nomination paper shall be accompanied by a statement signed by the member duly proposed and seconded signifying his/her consent to contest for election.
 - v. All nominations shall be scrutinised by the RO as per the calendar of events. On scrutiny if the number of valid nominations are equal to or less than the number of vacancies to be filled, the members whose nominations are valid shall be declared as duly elected by the RO.
 - vi. If the number of Nominations are less than the vacancies, then the Director in consultation with the Chairperson shall nominate from among the faculty members as the member of BoG ordinarily according to the seniority.
 - vii. If after scrutiny, the number of valid nominations are more than the number of vacancies, the election process shall commence.
 - viii. Any member can withdraw his/her nomination in writing by addressing to the RO within the date (before 3 p.m.) notified for withdrawal.
 - ix. The RO shall conduct the elections for the faculty representative of BoG by getting ready the Ballot papers indicating the names of the contestants. The faculty voters being present in the premises of the Institute the voting shall take place in the designated hall chosen by the RO during the working days from 9:30 a.m. to 3:00 p.m. of the Institute.
 - x. The Ballot papers signed by the RO shall be distributed to the members present for voting, and they will cast their vote on the ballot paper in the space provided by putting tick mark in favour of the contestants whom they desire to vote and drop the ballot papers in the sealed box which will be kept in voting hall.
 - xi. Every member personally attending for voting shall sign his/her name to record his/her presence in the Register kept for the purpose in the voting room.
 - xii. All voters must personally come for voting. No one will be allowed to vote either by post or by proxy.

- xiii. The number of ballot papers cast shall not exceed the number of persons whose names have been recorded in the register of attendance on the date of elections.
- xiv. Every member shall have as many votes as there are vacancies, but shall vote only one vote to any one member by putting a tick mark on the ballot paper against the name of the contesting candidate in whose favour he/she desires to cast his/her vote. If they cast their vote for more than the vacancies then such votes shall be considered invalid.
- xv. When a member drops a ballot paper in the box, he/she will ensure that the ballot paper does not carry either his/her name or his/her signature or any mark. Failure to observe this will make the ballot paper invalid.
- xvi. The RO shall, at the time prescribed for counting of votes as per the calendar of events, open the ballot box and shall count the valid ballot papers with the help of the counting staff as chosen by RO. RO shall personally supervise the counting the votes and declare the results. The decision of the RO shall be final.
- xvii. In the event of two or more members for one vacancy getting an equal number of votes, it will be decided by a system of lots by the RO in the presence of the Director and declare the elected member accordingly.
- xviii. The term of Academic Staff as a Member, Board of Governors is limited for two terms (a maximum of 6 years).
- xix. In the event any member elected through the process above resigns / retires OR leaves the regular services of the Institute or for any reasons such position of faculty representative on the BoG falls vacant, there shall not be any election again for that position. In such case, the Chairperson of BoG shall nominate ordinarily a senior most member of the faculty to fill that vacant position.

4. General Instruction

1. The contestants may campaign during the election for BoG. Such elections are to be held in a descent manner, and not in the name of caste, religion, region and in any other manner of offering incentives etc. Any violation shall make the persons ineligible as contestant / voter.
2. The faculty members being the voters also should not indulge in any derogatory or defaming manner against any other member including contestants either through email or otherwise.
3. The RO / ARO shall conduct the elections in a transparent and unbiased manner.

SECTION III:

POWERS AND FUNCTIONS OF THE CHAIRPERSON AND DIRECTOR

1: POWERS AND FUNCTIONS OF THE CHAIRPERSON

I. : CHAIRPERSON

Chairperson is elected from among the elected members of the Board of Governors as defined in the Memorandum of Association of ISEC under para 7.

- i. Chairperson shall provide overall academic and administrative guidance in formulation of policies and programmes of the Institute and lead the Institute towards making it as Centre of excellence with the help of the BoG.
- ii. Chairperson shall have the powers to introduce new programmes and oversee the implementation of the ongoing programmes with the help of the BoG, the Director and other officers of the Institute.
- iii. Chairperson shall be the ex-officio Chairperson of the Finance Committee and other Committees constituted by the BoG. However S/he can delegate these powers to any other members of the BoG or the Director. S/He shall have the powers to constitute committees or expert groups to assist the functioning of the Institute.
- iv. Chairperson of the Board of Governors (BoG) shall Chair all the meetings of the BoG and in case S/he is unable to attend, S/He may delegate such powers to any Member of the BoG. Chairperson can delegate the his/her powers to any one among the members of BoG in appropriate situations.
- v. Chairperson shall be representing the BoG in the activities and functions of the Institute and take any appropriate decisions on behalf of the BoG. These decisions shall be placed for ratification later by the BoG.
- vi. Chairperson shall decide about convening of the meetings of the BoG in consultation with the Director / Registrar.
- vii. Chairperson shall be representing the Institute in all discourses with the Governmental bodies. However, S/he may delegate this task to any member of the BoG, the Director/Registrar or any other faculty.
- viii. Chairperson shall have the power to recommend discontinuation of a life member and Honorary Member (if the person involves in detrimental activities against the institute), to the BoG and place such decision before the President for approval.
- ix. Chairperson shall hold periodic meetings (online/offline) with the Director for providing guidance and with the Faculty members, Staff and students whenever required along with the Director.
- x. In case of emergency and situations of crisis the Chairperson shall appoint one of the Senior Faculty as In-charge Director, till an emergency meeting of the BoG is called for, to decide on this issue within a month from the date of crisis.

II. POWERS AND FUNCTIONS OF THE DIRECTOR

Director of ISEC shall be appointed following due process as delineated in the Memorandum of Association para 8 (I. (in addition to those defined in Para 11 of MoA).

- i. The Director shall be appointed as per clause 8 of the MoA of the Institute by the Board of Governors upon such terms and conditions of service as would be decided by the BOG, and shall be responsible to the Chairman of BoG.
- ii. He/ She shall exercise all the powers and functions as specified in clause 12 of MoA. S/he shall be the Chief Executive Officer of the Institute.
- iii. Director shall have powers regarding appointments, financial and other decisions taken through the internal committees and approved by the, Chairperson of the BoG.
- iv. The Director shall have powers for making temporary contractual appointments for both Academic and Non Academic staff in any centre based on the requirement and availability of funds with the approval of the Chairperson. Such appointments shall not exceed one year.
- v. The appointment mentioned in clause (iv) above shall be initially approved by a Committee consisting of the Director, Head of the concerned Centre and a Professor nominated by the Director. The faculty so appointed shall fulfil all the eligibility criteria for such positions in the Institute. Such appointment shall also be reported to the Board of Governors at the earliest.
- vi. Before the end of the contractual period and where the continuation is necessary there shall be a review of performance and the requirement by the above committee as mentioned in clause (v).Such extension for further period beyond one year and not exceeding two years in any case shall be with the approval of the Chairperson and reported to the BoG at the earliest.
- vii. The Director shall be responsible for the recording of the minutes of the meeting of BOG with the help of the Registrar. These shall be vetted by the Chairperson and after finalisation of the minutes, the same will be circulated to the all members of the BoG.The Members may suggest changes, if any, within 10 days after the circulation of the minutes. Thereafter the minutes shall be finalised and approved by the Chairperson of the BoG.
- viii. The BoG minutes shall not contain any mention of the names of the members of the BOG in the discussion unless there are notes of dissent to be reported. Finally after approval the minutes shall be confirmed in the next BoG Meeting along with the action taken report. The finally approved minutes should be placed on the website of the Institute.
- ix. The Director shall be responsible for the administration of the Institute and maintenance of discipline and good conduct in the Institute in respect of faculty, staff and students.
- x. The Director shall have the power to suspend any employee, faculty, staff and students with the approval of the Chairperson, BoG. S/he shall take such necessary action in accordance with disciplinary rules.
- xi. The Director may refer the issue of expulsion of the student, first to the internal Disciplinary Committee for its consideration and recommendation and S/he may decide on the matter with the approval of the Chairperson, BoG.

- xii. The Director shall have the power to incur all expenditure of the Institute in accordance with the budget of the Institute approved by the Board of Governors. S/he shall also have the power to make re-appropriation between different budget heads up to 5% and within a budget head up to 10%, as and when required subject to concurrence of the Chairperson and approval of the Finance Committee.
- xiii. The Director shall have the powers to sanction expenditure within the approved budget of the research project, subject to the terms and conditions of the project contract, on request from the Project Director / Principal Investigator.
- xiv. The Director shall have the power, to create temporary posts for research studies for the duration of those studies at the request of the Project Director / Principal Investigator subject to rules in the Appointments section of the Bye-laws with the approval of the Chairperson, BoG. The Director shall report to the BOG all temporary posts created in the academic categories and ad-hoc appointments.
- xv. The Director shall have the power to permit / depute / nominate faculty member and staff for training or for a course of instruction subject to such terms and conditions with the due approval of the Chairperson, BoG under the rules as may be laid down by the Board of Governors from time to time. All such actions shall be reported to the BoG.
- xvi. The Director shall have the power to sanction temporary use of any space for any required purpose, to the members of the Institute. Also, such allocation can be made to outsiders with the prior approval of the BoG.
- xvii. The Director shall be the Member-Secretary of the Finance Committee.
- xviii. The BoG may appoint the Director to Chair any other committee with specific terms and conditions
- xix. The Director may appoint such committees as required to assist him / her in the process of administration such as Building Committee, Purchase Committee or any other such ISEC bodies.

III: Acting Director and In-Charge Director

- i. **Acting Director:** In the cases where the absence of the Director is likely to be more than one month, Acting Director should be appointed by the BoG: In the event of a vacancy in the Office of the Director, or the absence of the Director by reasons of illness or otherwise, the Acting Director will be appointed by the Board of Governors. The Acting Director shall exercise the powers and perform all the duties of the regular Director under the guidance of the Chairperson.
- ii. The Acting Director shall not have full financial powers as the Director and for all the financial decisions the prior approval of the Chairperson will be necessary.
- iii. Procedure for Appointing **In-charge Director** arrangement: In case the Director for any reason, is expected to be absent for more than two weeks but not more than one month, the Chairperson of the BOG may appoint another faculty at the level of a Professor as in charge Director to discharge the normal duties of the post of the Director. This arrangement should be reported to the BoG and all decisions taken by the in-charge Director shall be reported to the next BoG meeting. The Chairperson of the BoG may follow the following procedure to designate the Director- in- Charge:

iv. The Senior-most Professor in the Institute may be invited to be the Director In charge OR Acting Director. In appointing such persons the Chairperson shall ensure that neither any vigilance case / enquiry is pending nor any penalty / issue of moral turpitude has been pending against the person. In situations where no Professor is available for appointment, the senior most Associate Professor may be invited to perform the duties of Director In charge and other conditions remains same.

v. However, the Director in his absence for less than two weeks may make **in-charge** arrangement by giving charge to the senior-most Professor or any other Professor, with preference given to seniority, to perform the day to day duties of the Director. The decision is to be reported to the Chairperson of the BOG at the time of such appointment. The Chairperson is the sanctioning authority for leave by the Director.

vi.. Delegation of powers to the Director In-Charge:

The Director in Charge will attend to all the routine tasks carried out by the Director but for all significant tasks such as appointments, tasks involving expenditures above Rs One lakh, in case of critical need, approval of the Director and when Director cannot be reached then the Chairperson of the BOG must be obtained. Ideally, such decisions should be postponed. In general, the Director In-Charge is expected to consult the Chairperson for any major decisions.

IV: APPOINTMENT, POWERS AND FUNCTIONS OF THE REGISTRAR AND IN-CHARGE ARRANGEMENT

REGISTRAR

1. Appointment of Registrar

- a. The Registrar shall be appointed as per Clause 12 of the MoA of the Institute by the Director.
- b. The Registrar shall be the head of all the Non-Academic Staff members and shall be responsible for the administration of the Institute and maintenance of campus, discipline and good conduct in the Institute in respect of the staff and students.

2. Eligibility, Educational Qualification and Experiences

i. Essential:

- a. Post-Graduation in any subject of a recognized university with minimum of 55% marks.
- b. At least ten years of administrative experience in academic organizations / Government of Karnataka / Semi-Government Institutions / Public Sector Undertakings/Retired from Forces not below the rank of Lt Colonel and equivalent/ Other relevant Institutions.
- c. Working knowledge of computer.

ii. Desirable:

- a. Knowledge of Kannada
- b. Knowledge of contracting, purchase of assets and inventory management.

iii. Age Criteria:

- a. Age: Eligible age at the time of application up to 57 years
- b. Age of Retirement : 62 years (Should have at least 5 Years of Service)

iv. Terms and Conditions of Engagement

3. If Appointed on Deputation

Period of Engagement: The candidates on deputation from Government or other institutions will serve for the period as per the acceptance of the parent organization and terms and conditions prescribed for such deputation order. For candidates on deputation has to retire as per the service rules of parent organization. If the services have to be continued after retirement which may be done with the approval of the BoG till the age of 62 years with consolidated salary at an appropriate level with the necessary terms and conditions.

Candidate on deputation will be entitled to basic pay and deputation allowance as per the prevailing scales of the parent organization or the scale of the post as advertised whichever is beneficial to the incumbent.

B. Direct Recruitment - Selection Procedure

i. Application and Advertisement:

Brief advertisement will be placed in 2 national and 2 Local News Papers be given and detailed advertisement on the Institution website as per the rules of the Institute for selection of Registrar. Advertisement may also be circulated to all the Social Science research institutions / state universities. The eligibility criteria and last date of receipt for application shall also be mentioned in the advertisement.

ii. Screening Committee

After receipt of applications, Screening Committee will be constituted by the Chairperson. The Screening Committee comprising of the Director, two Professors nominated by the Director will be constituted to Screen the applications and shortlist the deserving candidates for the interview. Criteria adopted for screening the applications shall be recorded by the Screening Committee.

iii. Selection Committee

The Selection Committee shall be constituted by the Director by an order with the following members with the approval of the Chairperson of the BoG:

- | | | |
|----|---|------------------|
| a) | Chairperson, BoG | Chairperson |
| b) | Director | Member Secretary |
| c) | One Professor of the Institute Nominated by the Director as Member | |
| d) | Two external experienced administrators nominated by the Chairperson, | |
| e) | One member of the BoG Nominated by the Chairperson Members | |

The Selection Committee shall select the candidate through the process of interview as per the eligibility criteria and recommend the candidate for the post of Registrar along with the name of the candidate for placing in wait list. The selection Committee may invite any of the Faculty members above the rank of Associate Professor in ISEC as internal candidate.

iv. Remuneration and Perquisites

As per the decision taken by the BoG.

v. Accommodation and Miscellaneous:

Registrar shall be provided a rent free accommodation in the ISEC campus where h/she shall normally stay and therefore no HRA will be paid. He will be provided with residential telephone and mobile allowance for official work.

vi. Directly recruited candidates will be appointed initially for three years and extendable by two years by a review committee consisting of:

- a. Chairperson, BoG
- b. Director
- c. One Professor of the Institute nominated by the Chairperson, BoG
- d. One external expert nominated by the BoG

vii. FUNCTIONS AND RESPONSIBILITIES

a. Registrar shall be the Chief Administrative Officer responsible for the Administrative, co-ordination of all the activities in the Institute and upkeep of the campus. S/he shall have the full responsibility of the academic, non-academic activities and maintenance of the campus of the Institute. Registrar shall be the custodian of all the records and without his/her permission no record shall be moved out of the Institute.

b.. Registrar shall function under the instructions of the Director/Chairperson and report to the Director on all matters and perform such functions as may be assigned from time to time by the BoG/Chairperson /Director.

c. The Registrar shall act as the Convenor of all the meetings and shall convene the meetings of the Board of Governors and Annual General Body Meetings and record the minutes of these meetings. Registrar shall be member cum convenor of all other committee meetings unless specified otherwise. All the meeting notices will be issued under the signature of the Registrar unless otherwise specified under the instructions of the Director.

viii. Registrar shall be responsible for:

a. Co-ordination and facilitation of PhD Admission, Seminars & Workshops, Academic and research activities. All the project MoUs will be signed by the Registrar on behalf of the ISEC Society except those required specifically to be signed by the Director.

b. To represent the Institute in all legal matters and the Government for the purpose of grants and processing of officially pending matters.

c. Dealing with disciplinary cases in the Institute for Non-Academic staff and assist the Director / Chairperson in any disciplinary proceedings.

- d. Under the instructions of the Director & Chairperson, Registrar will prepare the Budget, facilitate in auditing and preparation of annual report of the Institute in consultation with the Accounts Officer and others to be submitted to the BoG.
- e. Making all the administrative arrangements for all the meetings, functions, conferences, seminars, public and memorial lectures and other events.
- f. Safe and secure maintenance of:
 - i. Files and records of Administration in the Record Room
 - ii. All research records and reports submitted by the faculty
 - iii. Property/assets of the Institute and keeping a proper inventory of all of them
 - iv. Maintenance of Assets Register and Liaisoning with Finance Departments of funding agencies.
 - v. Maintenance of the buildings and library with the help of the officers of Institute.
- g. Ensure that all offices follow proper filing systems so that all papers, correspondence and records are securely kept in the record room and made easily accessible. Provide access to record room on request.
- h. Controlling, Supervising and Monitoring the functioning of Accounts, Publication Section, Library and all other administrative and support groups to ensure their smooth functioning.
- i. Initiate action under the instruction of the Director as per the ISEC Rules for all permanent and temporary recruitment for Non Academic Staff and conduct their Performance Appraisal, Evaluation, Promotion and career advancement.
- j. Welfare officer of the Institute and of the residents residing in the campus.
- k. Framing and issuing instructions for the campus and infrastructures management, general administration, Hospitality, Events and institutional management under the instructions of the Director.
- l. Lead as the Chief Security, Safety and Loss prevention Officer of the Institute, issuing instructions on these matters and ensure the same through the concerned staff
- m. Ensure that the standard office procedures, official code of conduct and office secrecy is strictly observed by all employees. Initiate any action as per the Rules of ISEC against any defaulters under the instructions of the Director.
- n. To assist the Director & Chairperson in all activities of the Institute and perform any other duties assigned and delegated by the Director time to time.

o. Registrar shall be the Head of the Administration and in this capacity he/she will oversee all functions, including Accounts and Administration and such other responsibilities as may be assigned to him/her by the Director. Registrar will report to the Director & Chairperson (if needed) on all matters of administration and other functions entrusted to him/her.

VIII. Procedure for appointment of In-charge Registrar:

i. In case the duration of the absence of the Registrar for any reason is expected to be more than one week but not more than one month, the Director may appoint any faculty in the rank of Associate Professor based on the seniority for discharging the duties of the Registrar. In case of unwillingness of any Associate Professor to take charge as In-charge Registrar, then, the Accounts Officer or the senior most Assistant Registrar may be appointed as In-charge Registrar. This arrangement should be approved by the Chairperson, BOG prior to implementation.

ii. However, in the absence for less than a week, the Director shall make arrangements for in-charge Registrar by giving charge to the Accounts Officer/ senior most Assistant Registrar to look after the day to day duties of the Registrar.

SECTION IV

COMMITTEES OF THE INSTITUTE

The Board of Governors shall be final authority of administration of the Institute and shall operate through the Chairperson and the Director for effective coordination. There are various Committees that will assist in the Administration appointed by the BoG, the Chairperson or the Director for smooth administration of the Institute.

1: Finance Committee:

a. Board of Governors shall constitute the Finance Committee of the Institute in one of their initial meetings for overlooking and guiding the Financial Matters of the Institute including the Annual Budget, requirement of Funds and expenditure to be conducted. This Committee shall have the full control of the financial matters and take decisions on behalf of the BoG to be approved in the immediately following meeting of the BoG. The Chairperson if necessary may change or add new members as per the need and that shall be reported to the BoG..

b. The Composition of the Finance Committee as follows

i	Chairperson, Board of Governors	: Ex-Officio Chairperson of the Committee
ii	Director of the Institute	: Ex-Officio Vice Chairperson
iii	Secretary/Joint Secretary to Govt Finance Department Government of Karnataka	: Member (Ex-Officio)
iv	Secretary to Government Education Department Government of Karnataka	: Member (Ex-Officio)
v	Two nominees being the members of Board of Governors who shall be local residents and other than members of the Staff	: Members
vi	A nominee of the ICSSR	: Member
vii	Accounts Officer	: Member
viii	Registrar	: Member Secretary

Note: Where a nominated BoG member (in v as in above) absents for more than two meetings, the Chairperson BoG may nominate any other BoG Member to attend the meetings.

c. Functions of the Finance Committee:

The Committee shall perform the following functions.

- a. Examine, scrutinize and suggest changes if any in the annual budget and the annual statement of accounts of the Institute prepared by the Director and make recommendations to the Board; also review periodically the progress of expenditure and give suggestions to improve financial discipline.

- b. Budget estimates of the Institute for the succeeding year shall be prepared in a realistic manner by the end of the current year in the month of October each year and put up to the Finance Committee for scrutiny and review and then placed before the Board of Governors for approval before the end of December.
- c. Revised Estimates, if necessary, based on actual up to the previous month of the budget proposal and anticipated expenditure for the rest of the months of the financial year shall also be prepared and placed before the Committee for approval after review by the Finance Committee will be used for the succeeding year.
- d. Re-appropriation of funds from one head of account to another shall be made only with the approval of the Finance Committee and the Director may re-appropriate the same to the extent of power delegated to him/her.
- e. The Director may order re-appropriation within the head of account from one sub head to another within the same head of account subject to the maximum of 10%.
- f. Review the Financial management and the report of the Investments made and plan expenditures from the interest earned out of the Corpus Funds
- g. Examine the report of the auditors and the actions taken thereon by the Director. Suggest appropriate steps after reviewing the Auditors report.
- h. Make recommendations to the Board either on the initiative of the Board or of the Director or on its own initiative on any financial question affecting the Institute;
- i. It shall ordinarily meet at least three times in a year.

d. Quorum for the Finance Committee

Four members of the Committee shall form a quorum for conducting the meeting of the Committee. However, the presence of representative of the Finance Department / Higher Education Department and one of the BoG nominee is mandatory.

e. Minutes of the Finance Committee

The Minutes of the Finance Committee will be treated confirmed only after a receipt of the confirmation from the all the members of the Committee, who attended the meeting and after incorporating the suggestions made.

A copy of the minutes of every meeting of the Finance Committee shall be placed before the BoG for necessary action.

2. Pay Fixation and Anomaly Amelioration (PFAA) Committee

i. There shall be a Pay Fixation and Anomaly Amelioration Committee constituted by the BoG every time a new Pay Commission Report is submitted for implementation either for the Academic Staff or for the Non-Academic staff.

ii. The Pay Fixation and Anomaly Amelioration Committee shall keep in view the autonomous nature of the Institute as ISEC is registered under Cooperative Society Act as a society with specific purpose and funded by various agencies including Government of India, Government of Karnataka, ICSSR, and other various funding sources. It is necessary to adjust with the regulations of these funding bodies.

iii. The composition of the committee shall be as follows:

- | | |
|---|------------------|
| a. Director | Chair |
| b. Registrar | Member |
| c. Accounts Officer | Member |
| d. External Expert (Member of the Institute's auditors) | |
| e. Another Expert (Nominated by the Director from AG's office or any other similar institution or retired expert government official) | |
| f. Assistant Registrar (Accounts) | Member secretary |

iv. The Committee shall review the report of the Pay Commission and suggest implementation of those relevant recommendations scrupulously following the Pay Commissions Recommendations suitable for ISEC and keeping the autonomous status of the Institute.

v. The Committee shall submit its report to the Board of Governors for the approval through the Director of the Institute

vi. Any anomalies that are represented to the Director or the Registrar by any of the staff members (academic or non-academic), shall be brought to the notice of the Committee and after carefully deliberating on the issue, including consultation with outside experts, the committee shall provide a ruling in such case and recommend it to the Board of Governors.

vii. Members of the committee shall hold all the deliberations within the Committee strictly confidential following the ethics of administration.

3. ACADEMIC AND RESEARCH PROGRAMME MANAGEMENT

1. ISEC presently has two Committees- Academic Program Committee (APC) and Research Programme Committee (RPC) which act as both coordinating and monitoring mechanisms for the academic activities (Ph. D, teaching and training) and research activities (projects and faculty research), respectively. These Committees have members both from within the institute's faculty, and also nominated external scholars and experts. As these Committees meet once a quarter, and need to review the progress of their respective domains, they need to be more focused on regular activities and not on the overall direction of work and inputs from other scholars and experts on the institute's core academic work- both teaching and research.

A. Academic Council

a. The institute shall have an 'Academic Council' (AC) headed by the Director, comprising of all the Heads of the Academic Centres, all Professors and two representatives each from among the Associate Professors and Assistant Professors proposed by each of these categories of faculty, respectively. The term of membership shall be for a period of two year and the representation shall be on rotation basis. The AC shall also have one representative of the Ph.D scholars of the institute nominated by the second year batch of the current cohort of the students. In addition, heads of four institutions or their representatives not below the rank of Professor noted for their excellence in social sciences would be the other members of the AC. The institutions to be considered for the membership of AC are the following:

1. Vice Chancellor, Bangalore University
2. Vice Chancellor, B.R. Ambedkar School of Economics University,
3. Vice Chancellor, National Law School University, Bengaluru
4. Director, Indian Institute of Management, Bengaluru
5. Director, Indian Statistical Institute, Bengaluru
6. Director, Indian Institute of Human Settlements, Bengaluru
7. Director, Indian Institute of Science, Bengaluru
8. Three experts in Social Sciences appointed by the Chairperson on the recommendation of the Director.

In addition, three external experts out of which one from SC / ST one from women may be nominated by the Chairperson, BoG for a period of two years.

b. The Academic Council may decide the additional experts to be invited as and when required.

c. The four institution heads from the above list of seven, may be nominated by the Director as members for a two year term. This will change by rotation. The Institute heads may nominate a representative, if they are unable to attend the meetings themselves, not below the rank of Professor noted for their excellence in social sciences.

d. The Academic Council shall be constituted to provide inputs to the overall policy direction of the institute's work program. It would meet twice in a year and review the progress of the institute in its research and teaching activities, based on the metrics it may decide on; suggest

specific goals to be pursued in achieving excellence. Also suggest measures that may be taken to improve the performance of the institute, including enhancing resources. It will not review each and every project or the teaching/ training activities as the APC and RPCs are already performing these functions. The Academic Council may review the suggestions that come from APC and RPC to address matters of broader policy concerns.

e. The report of the Academic Council should be presented to the Board of Governors by the Director within one month of the meeting of the Academic Council along with the action to be taken on the recommendations.

4. ACADEMIC PROGRAMMES COMMITTEE

1. There shall be an Academic Programmes Committee (APC) to support and monitor the academic activities of the Institute such as (i) the doctoral programme, (ii) training programmes, and (iii) publications. APC may advise and assist the Director in establishing relations with other institutions and on any other academic matter deemed necessary by the Director

2. The Director shall be the ex-officio Chairperson of APC, and the Director shall nominate a Professor who is not a Head of a Centre as Vice-Chairperson of APC preferably by following seniority.

3. The composition of the APC will be as follows:

- i. Chairperson (Director)
- ii. Vice- Chairperson
- iii. All Heads of Centres
- iv. All Professors other than heads, 20% of all Associate Professors other than heads and 20% of all Assistant Professors (excluding heads) on rolls by rotation.
- v. Two experts from outside the Institute nominated by the Director
- vi. Ph.D Programme Co-ordinator
- vii. Assistant Registrar (Academic) – Secretary

Note: (a) In case the Director is unable to chair the meeting of the RPC, the Vice-Chairperson shall chair the meeting.

(b) The Accounts Officer will attend the meetings as and when required.

4. The term of APC will be two years.

5. The APC shall meet twice a year or as and when deemed necessary. Fifty percent plus one shall constitute the quorum for the meeting.

6. The minutes of the APC meetings shall be forwarded through the Director to the Board of Governors for information.

7. All academic programmes undertaken by the faculty of a Centre shall be related to the thrust areas as decided by the Centre. No member of the faculty shall formally approach any agency

for funds for any academic/training programme except through the Director. Faculty members shall keep the Director informed of any informal discussions that they may have with the agencies funding training programmes.

8. APC shall have the power to appoint sub-committees which would report to APC on the reference made to them.

9. The decisions of the meetings of Centres will be reported as part of Academic Programme Committee (APC) and Research Programme Committee (RPC).

10. The decision of the Director shall be final in case of disagreement.

5: RESEARCH PROGRAMMES COMMITTEE (RPC)

1. There shall be a Research Programmes Committee (RPC) to support and monitor the research projects undertaken by the faculty members. The Director shall be the ex-officio Chairperson of RPC, and the Director shall nominate a Professor who is not a Head of a Centre as Vice-Chairperson of RPC by following preferably seniority.

2. The composition of RPC will be as follows:

- (i) Chairperson (Director)
- (ii) Vice- Chairperson
- (iii) All Heads of Centres
- (iv) All Professors and heads, 20% of all Associate Professors other than heads and 20% of all Assistant Professors (excluding heads) on rolls by rotation.
- (v) Two experts from outside the Institute nominated by the Director
- (vi) Ph.D Programme Co-ordinator
- (vii) Assistant Registrar (Academic) – Secretary

Note: (a) In case the Director is unable to chair the meeting of the RPC, the Vice-Chairperson shall chair the meeting.

(b) The Accounts Officer will attend the meetings as and when required.

3. The term of RPC will be two years.

4. RPC shall meet four times a year or as and when deemed necessary. Fifty percent plus one shall constitute the quorum for the meeting.

5. The minutes of the RPC meetings shall be forwarded through the Director to the Board of Governors for information.

6. **RPC shall perform the following functions:**

(a) Approve and monitor the progress of all research projects undertaken by the Institute or its faculty as part of their work, if their duration is not less than one year or the aggregate budget is not less than ` 1.00 lakh. For projects which do not fall into this category, the project

directors need only report their initiation, progress and completion to RPC through the Assistant Registrar (Academic).

(b) Consider the reports of the Heads of the Centres with regard to their research-related activities, and plans for research in terms of thrust areas and issues.

(c) Recommend funding by the Institute for the research activities of the faculty. The duration of such projects shall not exceed 1 year and their budgets shall not exceed Rs two lakhs each. Such funding shall be used for hiring research assistants and to meet fieldwork expenses, and it shall not be used for purchasing equipment.

7. Notwithstanding anything stated herein, the projects initiated by ADRTC and PRC under the direction of the Ministry of Agriculture and the Ministry of Health and Family Welfare respectively shall not come under (6) The Heads of ADRTC and PRC, however, shall report the initiation, progress and completion of these projects to RPC. The projects undertaken by the faculty members of ADRTC and PRC outside the brief to the respective ministries shall, however, come under the purview of 7.5(a).

8. All projects undertaken by the faculty of a Centre shall be related to the thrust areas decided by the Centre. No member of the faculty shall formally approach any agency for projects or funds except through the Director. Faculty members shall keep the Director informed of any informal discussions that they may have with funding agencies.

9. In respect of projects which are entrusted to the Institute by any government, corporation, autonomous body or private agency, the Director shall nominate a Professor/Associate Professor as Principal Co-ordinator of the project who will be responsible for the completion of the project report within the prescribed time schedule.

10. Project Budgets would be prepared by the faculty concerned with the help of the Accounts Officer. The Accounts Officer will ensure that a statement of account will be given every quarter to the project co-ordinator showing the actual expenses incurred against each heading in the budget, and also the receipt of grants. Each quarterly, the project co-ordinator shall submit a progress report on the project.

11. Faculty time of the faculty and administrative staff involved in any project shall be calculated at the standard rate (as different from actual rate) to be fixed by the Director in consultation with the Registrar and the Accounts Officer.

12. The decision of the Director shall be final in case of disagreement.

6. ADMINISTRATIVE REFORMS AND ADVISORY COMMITTEE (ARAC)

- i. The BoG shall constitute an Administrative Reforms and Advisory Committee to deal with any emergent and urgent administrative issues at the level of the Institute and submit the same to it for consideration.
- ii. The Chairperson shall decide about the periodicity of the meetings of the Committee.
- iii. The Committee shall be constituted by the Chairperson, BoG as follows:
 - a. Chairperson, BoG / his / her Nominee Chairperson
 - b. A Member of the BoG Nominated by the Chairperson Member
 - c. Director Member
 - d. Registrar Member-Secretary
 - e. Invitee if any based on need Invitee
- iv. The Committee shall look into in the Administrative matters and provide immediate solutions for its implementation.

7: JOINT CONSULTATIVE COMMITTEE

- i. ISEC has established a forum for Joint Consultation with the object of promoting welfare of its employees, increasing the efficiency of the work and securing a greater measure of cooperation between the Institute (in its capacity as Employer) and the employees in matters of common concern. There will be a Joint Consultative Committee for the purpose. The functions of the Committee will be wholly advisory in nature.
- ii. The objectives of the Joint Consultative Committee will be:
 - a) To consider suggestions for improving the standards of work;
 - b) To provide to members of the staff a machinery for communication of their views to the Institute on matters affecting their conditions of service;
 - c) To provide means of personal contact between officers and the staff for development of cordial relations between them.
- iii. Any other matter relating to:
 - a) Conditions under which the members of the staff are required to work;
 - b) General principles regulating conditions of service;
 - c) Welfare of the members of the staff; and
 - d) Improvement of efficiency and standards of work

could be brought before the Committee for discussion. Questions relating to conditions of service shall be discussed only with reference to general principles underlying them. There shall be no discussion of individual cases.

iv. Constitution

- a) The Joint Consultative Committee shall consist of the following: the Director; The Registrar and six elected members and three nominated members representing the staff of the Institute. All the staff members working in the Institute on the day of election shall be voters in their category.

v: ELECTIONS FOR AND RULES OF JOINT CONSULTATIVE COMMITTEE

- a. The Director shall be the Ex-officio Chairperson of the Joint Consultative Committee. In the absence of the Director, the members may choose any one among them to preside over the meeting.

Director	Ex-Officio Chairperson
Registrar	Ex-Officio Secretary
Category – 1 : Academic Staff	One elected from among them
Category – 2 : Technical Staff	One elected from among them
Category – 3 : Library Staff	One elected from among them
Category – 4 : Administrative Staff	One elected from among them
Category – 5 : Group D Employees	One elected from among them
Category – 6 : Temporary Employees working in the Institute or in the Project	One elected from among them
Nominated Members	Three Nominated by the Director

- b. The member representing each category shall be elected by the members of the same category as mentioned above. In case there are no elected members for a given category, the Director shall request the members of such staff category to suggest a name from among them for being nominated by him/her to represent their category. If this recourse also fails, the Chairperson is empowered to nominate a person to represent that category

2. Term of Membership:

- i. The nominees of the Institute will continue for two years. They may be re-nominated by the Director for another two years.
- ii. The term of office of the elected members shall be two years; however, members are eligible for re-election.
- iii. If an elected staff member is promoted (demoted) in a manner that he/she moves out of the staff category listed in Section 1(b), goes on long leave (for six months or more), Resigned/dismissed, suspended, he/she ceases to be a member of the Committee. If a member is suspended for a short period and after enquiry was exonerated, he/she

should not be debarred from continuing to be a member except during the period of his/her suspension.

- iv. Elections should be held immediately after the elected staff member ceases to be the member of the Committee under circumstances listed in section 1 above. The member elected to the Committee in the mid-term to fill the vacancy shall continue to be a member of the Committee for the unexpired portion of the term of the member of the Committee.

3: Meeting of the Committee:

- i. The Joint Consultative Committee shall meet at least once in 3 months at the Institute, provided that they may meet any time when required at the discretion of the Chairperson. Urgent meetings may be called for when majority of the members wished to call such meetings. The minimum number of members should be 5 urging for such meeting in writing.
- ii. The meeting notice along with agenda for the meeting shall be prepared by the Secretary on the basis of written representations received from the Institute and staff representatives and approved by the Chairperson. It shall be circulated to the members of the Committee normally at least three days in advance of the meeting.
- iii. At least three members representing the staff shall be present to form a quorum.
- iv. Nothing shall be regarded as a recommendation of the Committee unless it has been agreed to by the majority of the representatives of the Institute and a majority of the representatives of the staff on the other.
- v. The minutes of the meeting shall be recorded by the Secretary and approved by the Chairperson before they are circulated within two weeks (2 weeks) from the date of the meeting of the Joint Consultative Committee. The Secretary shall take all necessary action on its recommendations. The corrections, if any, in regard to the circulated minutes shall be communicated to the Chairperson within one week from the date of receipt of the minutes.
- vi. The Secretary shall place the recommendations of the Committee before the Chairperson who shall take such action thereon as he/she thinks proper or refer them to the appropriate bodies including the Board of Governors for orders.
- vii. The final decision of the BoG will be communicated to Joint Consultative Committee.
- viii. If there is any delay in follow up action on the recommendations, the same shall be reported to the Committee with reasons thereof and the matter shall be recorded in the minutes for further action by the Secretary.

4. Election Process:

- a. The Director shall appoint the Registrar as RO and Assistant Registrar (Admin.) as ARO to assist the RO and act as RO in his/her absence. The RO will issue election notice giving details of the number of vacancies meant for faculty and the calendar of events for the conduct of elections including nominations, withdrawals, scrutiny, voting and counting of votes.
- b. The Procedure for the conduct of elections is as given below:
 - i. The RO shall send the election notices to each member eligible to vote indicating the calendar of events, vacancies and nomination form.
 - ii. Nominations duly proposed and seconded shall be received by the RO within the dates notified for receipt of nominations, withdrawal and counting date, etc..
 - iii. No member can propose or second more than one member for nomination for election to the JCC.
 - iv. Every nomination paper shall be accompanied by a statement signed by the member (proposed and seconded) signifying his/her consent to contest for election.
 - v. Any member can withdraw his/her nomination in writing by addressing to the RO before the date (before 3:00 p.m) of withdrawal.
 - vi. All nominations shall be scrutinized by the RO as per the calendar of events. If after scrutiny the number of valid nominations are equal to or less than the number of vacancies to be filled, the members so nominated shall be declared as duly elected by the RO.
 - vii. If after scrutiny, the number of valid nominations are more than the number of vacancies, then the election process will be started.
 - viii. The RO shall conduct the elections for the JCC by getting ready the Ballot papers indicating the names of the contestants. The staff being the voters present in the premises of the Institute for voting. The voting will take place in the hall as chosen by RO.
 - ix. The Ballot papers signed by the RO shall be distributed to the members present for voting category-wise, and they will cast their vote on the ballot paper in the space provided by marking tick in favour of the contestants whom they desire to vote and drop the ballot papers in the sealed box which will be kept in voting hall.
 - x. Every member attending the voting shall sign his/her name to record his/her presence in the Register kept for the purpose in the voting room.

- xi. The number of ballot papers cast shall not exceed the number of persons whose names have been recorded in the register of attendance.
- xii. Every member shall have as many votes as there are vacancies, but shall vote only one vote to any one member by putting a tick on the ballot paper against the name of the member in whose favour he/she desires to cast his/her vote. If they cast their vote for more than vacancies then such votes are considered as invalid.
- xiii. When a member drops a ballot paper in the box, he/she will ensure that the ballot paper does not carry either his/her name or his/her signature. Failure to observe this will make the ballot paper invalid.
- xiv. The RO shall, at the time prescribed for counting of votes as per the calendar of events, shall open the box and count the valid ballot papers with the help of the counting staff as chosen by RO. The RO shall declare the results and his/her decision shall be final.
- xv. In the event of two or more members for one vacancy from each category getting an equal number of votes, it will be decided by a system of lottery by the RO in the presence of the Director OR his nominee and declare the elected member accordingly.
- xvi. In the event any member elected through the process mentioned above resigns, leaves the regular services of the Institute or for any reason such position of representative on the JCC falls vacant, there shall not be any election again for that position. In such case, the Director shall nominate a member/s of the staff to fill that vacant position.

5. General Instruction

- i. The contestants may campaign during the election for JCC, in a descent and fair manner, but not in the name of caste, religion, region and in any other manner of offering incentives etc. Any violation will cause debar the member from the election.
- ii. Similarly, the academic and non-academic staff voters should not indulge in any derogatory or defaming manner against any other member including contestants either through email or otherwise.
- iii. The RO / ARO shall conduct the elections in a transparent and unbiased manner.

8. INTERNAL QUALITY ASSURANCE CELL OF THE INSTITUTE (IQAC)

The IQAC constituted as under these rules, will authenticate the API (Academic Performance indicator) scores of the applicants with necessary documents and only after checking the quality of publications and records. The decision by IQAC shall be binding and appeal if any can be only entertained by the Director and decided in consultation with the Chairperson.

Functions

- i. The IQAC of the Institute shall be constituted by the Chairperson, BoG and shall monitor and review the quality of research.
- ii. The IQAC shall supervise the Internal Quality of the research, teaching and other activities of the Institute and provide inputs of the Director and faculty to improve the academic status of the Institute.
- iii. The IQAC shall submit a biannual reports to the BoG about the academic progress made in the Institute and shall assist the Director to prepare Newsletter.
- iv. The IQAC shall be over all responsible in planning, guiding and evaluating academic performance of the faculty members to achieve academic excellence and quality besides it help the Director in annual assessment of the faculty.
- v. The IQAC shall examine the API calculations of the faculty members for CAS and also the candidates who apply for the faculty positions in the Institute specifically focussing on quality of their work.

The composition of the IQAC shall be as follows:

- | | | |
|----|---|------------------|
| 1. | Director | Chairperson |
| 2. | One Senior Professor of the Institute | Member |
| 3. | Three external experts in the subject not below the rank of Professor | Member |
| 4. | Registrar | Member Secretary |

The term of office of the IQAC shall be two years and the members except the Director and Registrar shall change accordingly. The external members can serve only for one term of two years and changed subsequently.

Academic Performance Indicators should be approved by the Academic Programme Committee and subsequently approved by the Board of Governors.

SECTION V:

RECRUITMENT AND PROMOTION RULES FOR ACADEMIC STAFF

A: Academic Staff:

1. Academic Centers of the Institute

Constitution of the Academic Centres: Following are the approved Centres in the Institute. Powers of Addition, Merger or Modification in these rest with the Board of Governors.

- a. Agricultural Development and Rural Transformation Centre (ADRTC)
- b. Population Research Centre (PRC)
- c. Centre for Economic Studies and Policy (CESP)
- d. Centre for Study of Social Change and Development (CSSCD)
- e. Centre for Political Institutions, Governance and Development (CPIGD)
- f. Centre for Ecological Economics and Natural Resources (CEENR)
- g. Centre for Decentralization and Development (CDD)
- h. Centre for Human Resource Development (CHRD)
- i. Centre for research in Urban Affairs (CRUA)

2. Faculty Strength

Sl. No.	Designation	ISEC Main (45% Budget from ICSSR 55% GoK)	Ministry positions			Total
			ADRTC	PRC	RBI Chair	
1.	Professor	11	1	1	1	14
2.	Associate Professor	15	3	2	-	20
3.	Assistant Professor	14	3	2	-	19
	Total	40	7	5	1	53

3. Centre-wise Faculty Strength

Sl. No.	Name of Centre	Professors	Associate Professors	Assistant Professor	Total
	Chairs				
1	RBI Professor	1	-	-	1
2.	Shri. R.K. Hegde Chair	1	-	-	1
	ISEC Main				
2	CESP	2	6	6	14
3	CEENR	2	1	2	5
4	CHRD	1	2	1	4
5	CPIGD	2	2	1	5
6	CSSCD	2	2	2	6
7	CDD	1	1	1	3
8	CRUA	1	1	1	3
	Total	12	15	14	41

Ministry Centres					
1	ADRTC	1	3	3	07
2	PRC	1	2	2	05
	Total	15	20	19	54

The BoG shall have the authority to add or merge the Ministry Sponsored Centres for effective organisation

4 Headship of the Centre

1. Each Centre will have a Head of the Centre, who will be drawn from among the Professors and **Associate Professors** in the Centre. The Head of the Centre will be appointed by the Director for a period of two years, and the headship will rotate among the Professors and **Associate Professors** in order of seniority. In any Centre, if there is no Professor or Associate Professor, the Director may appoint Professor or Associate Professor as Head of that Centre from the same discipline from any other Centre.
2. If the Head is away from office for a few days, She/he shall request the next senior person in the roster to officiate as the Head. If the Head is likely to be away on any long leave, the Director may appoint a Professor or Associate Professor in the Centre as the Head.
3. The Head of the Centre shall be responsible for the overall administration of the Centre, and for ensuring compliance with the decisions and orders of the authorities of the Institute. The Head shall have the powers necessary for these, subject to the overall supervision and control of the Director.
4. The Head of the Centre will be responsible for preparing and forwarding the annual report of the Centre to the Registrar on or before the date to be specified by the latter.

5 Meetings of the Centres

- a. Each Centre will meet at least once every three months, or more often, if required, on a specified day. The Head of the Centre will convene the meeting.
- b. The meetings of the Centres will include all faculty of the Centre, two members from other Centres to be nominated by the Head of the Centre in consultation with the Director. The faculty from other Centres attending the meeting of any Centre will have a term of two years.
- c. The minutes of the meeting, prepared by the Head, shall be forwarded to the Director and members within a week after the meeting.
- d. The following matters, among others, will be taken up for deliberations at the meetings of the Centres :
 - (i) Plan the academic activities of the Centre,

- (ii) Facilitate the smooth functioning of the research projects undertaken by the faculty members,
- (iii) Review the progress of projects,
- (iv) Promote the academic capacities of the younger members of the faculty,
- (v) Enhance the efficiency and visibility of the Centre as an integral unit of the Institute, and
- (vi) Any other matter referred to by the Director.

6 Administration of the Centre

- i. Each Centre will have an Administrative Secretary (preferably of Senior Assistant or Senior Personal Assistant level), who shall be under the supervision of the Head. The Administrative Secretary shall
 - (i) Render secretarial assistance to the Centre,
 - (ii) Maintain records,
 - (iii) Liaise with the administration of the Institute, and
 - (iv) Discharge any other duty assigned by the Head or the Director.
- ii. Within the provisions of the Budget, each Centre will have an imprest account decided by the Director for sundry expenses. This can be modified by the Director keeping in view the changes over time. The Director, in consultation with the Registrar and the Accounts Officer, shall prepare a list of items on which the expenditure on imprest account will be permissible. It shall be the responsibility of the Head of the Centre to draw this amount and render accounts thereof by 31st March each year. No expenditure shall be conducted on items that are not associated with the academic work of the Centre.
- iii. The Head of the Centre shall not possess disciplinary authority. However, s/he shall keep the Director informed of any disciplinary lapses by the Centre's faculty or administrative staff such as frequent late-coming, unauthorized absence, delays in research work, etc. for necessary action.

7: Academic Freedom

- i. The Centres, and the faculty members within and across the Centres, will have freedom in the matter of selection of research problem and the formulation of research questions, designing research protocols, and preparation and publication of research reports subject to constraints imposed by the agencies funding/sponsoring research. All project proposals, however, shall be examined and approved by a Research Ethics Committee and RPC. The responsibility for compliance with the contractual terms should be with the Director on the inputs from the Registrar and the concerned Project Director.
- ii. The Centres, and the faculty members within and across the Centres, will have freedom to organize and participate in training programmes in or outside the Institute, in conformity with the vision and mission of the Institute.

- iii. No faculty member shall engage in any academic or non-academic activity which is directly or indirectly detrimental to the interest of the Institute or its faculty/staff or in violation of the laws of the land

8. Channel of Communication

- i. All communications addressed to the Director or the Registrar shall be routed through the Head, who shall forward with her/his comments/ recommendations any communication received by her/him from the faculty members and the administrative staff of the Centre to the appropriate authority. The Head shall not keep with her/him for more than three days any communication meant for perusal or orders of the Director or the Registrar.
- ii. All communications addressed to the faculty shall be routed through the Head of the Centre concerned. The Head shall not keep with her/him for more than one day any communication meant for transmission to the faculty.
- iii. Notwithstanding anything stated in (8-i) and (8-ii), in case of confidential matters or matters requiring urgent attention, faculty members may approach directly the Director or the Registrar. Subsequently, that should be brought to the notice of the Head of the centre. This will help harmonious functioning of the centres.

9. Duties of the Faculty

- I. It shall be the duty of *Professors Associate Professors and Assistant Professors* to
 - (i) Undertake research,
 - (ii) Guide research scholars in her/his specialized branch of knowledge (provided s/he fulfills the eligibility criteria stipulated by the university concerned)
 - (iii) Co-ordinate teaching/training activities,
 - (iv) Participate in seminars, workshops, public lectures organized by the Institute, and
 - (v) Discharge any responsibility assigned by the Head or the Director for the efficient functioning of the Centre/Institute.
 - (vi) All the activities of the Research Projects and other academic programmes shall be with the full knowledge of the Director and administration.
- II **Faculty Evaluation:** Once in three years, every member of the faculty must submit a consolidated self-appraisal of the work done by her/him during the previous three academic years. The Director will appoint for each Centre two experts from a panel of experts approved by the Board of Governors. These experts will review the triennial self-appraisals of the faculty of the Centre concerned. A Committee consisting of the Chairperson (BoG), the Director and the two experts will consider the evaluation reports of the Director and the experts and forward their comments to the Board. Faculty members will be asked to discuss their work with the evaluation committee.
- III If the self-appraisal report is not received from any faculty member by the specified date, the Head and the Director shall prepare the appraisal report for that faculty

member based on the data available to them, and their report shall be final and appropriate disciplinary action may be initiated against the concerned faculty.

IV. The items to be considered for performance of evaluation of faculty members shall be decided by the Academic Programme Committee.

B–Rules for Recruitment of Academic posts

1. General Rules

i The Board of Governors shall fix from time to time, the number of posts in each category, the qualification required for each post and along with the pay scales based on the requirements and source of availability of funds.

ii Academic Positions shall be as per the sanctioned strength of the Institute and their pay shall be governed under UGC pay regulations and approved by the Government of Karnataka from time to time and fixed by the Pay Fixation and Anomalies committee of the Institute.

iii. Non-Academic Staff shall be as per the sanctioned strength decided by the Board of Governors of the Institute. Their pay shall be governed under the rules laid down by the Pay Commissions of the Government of Karnataka from time to time and fixed by the Pay Fixation and Anomalies and Amelioration Committee of the Institute.

iv. The recommendations of the Pay Fixation and Anomalies and Amelioration Committee of the Institute for academic and non-academic staff shall be placed before the Board of Governors for approval.

2. Probation

i. Every appointment on regular basis shall be preceded with a two-year probation period and the probation shall be declared after following a review by the expert committee under the Chairmanship of the Director.

3. Advertisement:

- i. Vacancies of posts shall be advertised in the print and electronic media, ISEC website and the notice board, two national dailies on all-India basis in prominent English and local language newspapers and national publications such as Economic and Political Weekly.
- ii. Full Advertisement shall be placed on the website of the Institute. Besides, abridged advertisement in newspaper shall contain : name of the vacant post, number of vacancies including reservations, duration of the post, essential qualifications, scale of pay, etc., last date for receipt of completed applications by online and post.
- iii. A period of 20 days from the date of release of the brief advertisement shall be given for the receipt of completed applications including online application.
- iv. The subject disciplines in the Centres and the specialisation of posts for advertisement shall be decided by the Director in consultation with the Head of the Centre.
- v. The recruitment shall be made on All India basis by open competition

4: Selection Process

- i. All the applications shall be authenticated and evaluated by the IQAC and authenticated as per the IQAC regulatory panel and Assessment Committee and approved by the BoG
- ii. The API scoring pattern for direct recruitment to be used by IQAC as specified in the IQAC regulations passed by the Academic Council and approved by the Board. **(As specified in Annexure II).**

4.1. Screening of applications

The Screening Committee shall adopt the following procedure for screening and short listing the candidates for interview:

The Screening Committee shall review the API scores of all the applicants for direct selection of Professors, Associate Professors and Assistant Professors which have been authenticated by the Internal Quality Assurance Cell (IQAC). Applications will be screened by the Screening Committee. The API Scores shall be used only for shortlisting of the candidates and while doing so the screening Committee shall look into the quality of the publications of the candidate and not mechanically equate the publications.

5. Screening Committee

5.1: Composition of the Screening Committee

a. Professor

1.	Director	Chairperson
2	Head of the Centre, if s/he is a Professor OR if s/he is not a Professor, then any other Professor in ISEC	Member
3.	A Professor from any other Centre nominated by Director	Member
4.	Registrar	Convener

b. Associate Professor'

1.	Director	Chairperson
2.	Head of the Centre	Member
3.	A Professor nominated by the Head	Member
4.	A Professor from any other Centre nominated by the	Member
5.	Registrar	Convener

c. Assistant Professor

1.	Director	Chairperson
2.	Head of the Centre	Member
3.	An Associate Professor or Professor nominated by the Head	Member
4.	An Associate Professor or Professor from any other Centre nominated by the Director	Member
5.	Registrar	Convener

5.2: Procedure for Screening:

- i. Incomplete applications, applications not supported by the required documents and applications received after the prescribed last date shall be rejected.
- ii. The Screening Committee may invite applications from persons staying abroad provided they satisfy the requirements of the post. However, the applicant should necessarily be a citizen of India.
- iii. The Screening Committee shall shortlist only those candidates who qualify under the minimum requirement of API points as decided in the IQAC regulations of the Institute. However, quality of work of the candidate shall be the most important factor and not the number of publications.
- iv. API scores or score should be used for only for screening specifically the quality of publications must be the criteria rather than numbers. The screening committee may recommend relaxation of the API scores for invitation to the interview in exceptional cases. The reasons for such a recommendation shall be recorded in writing.
- v. In respect of all applications received from persons belonging to SC and ST, which are rejected, the reasons for such rejection should be brought to the notice of the Board of Governors when appointments are reported.
- vi. The Screening Committee may relax only one among the essential qualification other than education requirements in case of exceptional candidates and the reasons for such decision shall be approved by the BoG. The Committee shall look into the quality of the work of each of the candidates before shortlisting.
- vii. All recommendations of the Screening Committee shall be on either unanimous or taken by the majority of the members. The final list will be approved by the Chairperson of the Board of Governors in the case of academic posts and by the Director for other posts.

5.3: Call for Interview

- i. A ratio of 1:6 may be followed for every vacant post to be called for interview
- ii. Reservation for Scheduled Castes, Scheduled Tribes, Other Backward Classes, Economically Weaker Section(EWS) and Person With Disability (PWD) in Academic posts shall be followed as per the Central Reservation Policy and the reservation for Non Academic posts Karnataka State Reservation Policy shall be followed.
- iii. Candidates for such posts are required to produce the latest caste certificate issued by the competent authority as defined by the Government.
- iv. If the number of applicants who satisfy the prescribed qualifications falls short of the required number to meet the 1:6 ratio, the Committee may relax one of the desirable qualifications. Screening Committee shall record the reasons in every case of relaxation; any relaxation without recorded reason shall be invalid.

v. If two or more candidates have secured equal percentage /or aggregate marks in the qualifying examination, API scores, and/or have put in the same duration of experience the order of merit, the person (s) elder in age shall be placed higher in the order.

vi. API Score shall be used only for shortlisting the candidates. The quality of publication must be the criteria for final shortlisting.

6: Composition of Selection Committee

The composition of the Selection Committee shall be as under:

6.1. Professor:

Composition of the Committee		
1	Chairperson of the Board of Governors	Chairperson
2	Director	Member
3	Two experts in the concerned subject nominated by the Chairperson of the Board of Governors from among the approved list of experts of whom at least two will have to be present for any selection (<i>The Members of the BoG will not be included as experts for selection of faculty positions during tenure as members of the BoG</i>).	Member
4	The Head of the Centre concerned where he is a Professor OR Senior Professor of the Centre in the event of the Head of the Center is not a Professor	Member
5	One member of the Board of Governors, who is not a member of the staff of the Institute, nominated by the Board of Governors	Member
6	Expert/ Nominee by funding agencies	Member
7	Commissioner or his representative from Social Welfare Department, GoK not below the rank of Joint Director	Member
8	An academician representing SC/ST/OBC / Women / Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Chairperson BOG, if any of the above members of the selection committee do not belong to that category	Member
9	Registrar	Secretary

6.2: Associate Professor and Assistant Professor

Composition of the Committee		
1	Chairperson of the Board of Governors	Chairperson
2	Director	Member
3	Two experts in the concerned subject nominated by the Chairperson of the Board of Governors from among the approved list of experts of whom at least two will have to be present for any selection (<i>The Members of the BoG will not be included as experts for selection of faculty positions during tenure as members of the BoG</i>).	Member
4	The Head of the Centre concerned	Member
5	One member of the Board of Governors. who is not a member of the staff of the Institute nominated by the Board of Governors	Member
6	A Professor nominated by the Director	Invited Member
7	Expert/Nominee of ICSSR	Member
8	Commissioner or his representative from Social Welfare Department, GoK not below the rank of Joint Director	Member
9	An academicians representing SC/ST/OBC / Women / Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Chairperson BOG, if any of the above members of the selection committee do not belong to that category	Member
9	Registrar	Secretary

6.3: Members of Selection Committee

i: A member of Selection Committee, if in any manner associated with a candidate being interviewed, either as a guide or as a relative or in any other manner that would hamper the fairness in selection, shall abstain himself / herself from the proceedings of the Selection Committee till the interview of that candidate is completed by the other members of the Selection Committee.

ii: Expert member from funding agency shall be a member on the Selection Committee for Faculty Positions in the respective funded centres(ICSSR, Ministry of Agriculture and Ministry of Health). For all other positions an additional member nominated by the Chairperson shall be included.

7: Payment for Travel:

i. Outstation candidates who are called for interview shall be paid second class AC rail fare (or bus fare where there is no train connection) second class rail fare (or bus fare where there is no

train connection) from place of residence to Bangalore and return by the shortest route. In case of Air Travel the fare will be restricted to the second class AC rail fare on production of receipts and boarding pass.

ii. The outside experts in the Selection Committee (except those from ICSSR and Government of India) are eligible for reimbursement of actual expenses incurred by them towards travel. The Institute shall arrange for their board, lodge and transport in Bangalore

8. Qualifications

8.1: Professor

Essential:

i. Master's degree in the concerned discipline above 55% marks in the aggregate or equivalent grade.

ii. An eminent scholar with Ph.D qualification preferably with course work in the concerned discipline / inter disciplinary subject and published work with a minimum of 10 publications as research articles in refereed journals with impact factor, books from international, Category A, Category B etc publishers as given in API score

iii. A minimum of ten (10) years of teaching or research experience in University / Research Institutions / Colleges, and / or experience in research in a regular faculty position, not less than 5 years as Associate Professor at the University/ National level institutions / including experience of guiding candidates for research at Doctoral Level with evidence.

iv. Contribution to educational innovation, design of new curricula and courses and technology - mediated teaching learning process with evidence of having guided doctoral candidates and research students.

v The desirable qualification / experience shall be based on the requirement of the specific centre.

vi. BoG or the Selection Committee may invite outstanding professional, with established reputation in the relevant field, who has made significant contributions to the knowledge in the concerned discipline to be substantiated by credentials.

8.2 Associate Professor

Essential:

i. Master's degree in the concerned discipline with above 55% marks in the aggregate or Equivalent grade.

ii. Good academic record with a Ph.D degree preferably with course work in the concerned discipline / inter disciplinary subject.

iii. A minimum of seven (7) years of teaching / research experience in University/ Research Institutions / Colleges, and / or experience in research in a regular faculty position of which not

less than 5 years as Assistant Professor at the University/National level institutions, excluding the period of PhD research

iv. Contribution to educational innovations, design of new curriculum and courses, and technology - mediated teaching learning process with evidence of having guided doctoral candidates and research students.

v. The desirable qualification / experience shall be based on the requirement of the specific centre.

vi. BoG or the Selection Committee may invite outstanding professional, with established reputation in the relevant field, who has made significant contributions to the knowledge in the concerned discipline to be substantiated by credentials.

8.3 Assistant Professor

Essential:

i. Master's degree in the concerned discipline with above 55% marks in the aggregate or Equivalent grade and qualified under UGC NET or similar tests accredited by UGC.

ii. Ph.D degree preferably with course work in the concerned discipline / inter disciplinary subject.

iii. Good academic record as defined by the concerned university

iv. Contribution to educational innovations, design of new curriculum and courses, and technology - mediated teaching learning process with evidence of having guided doctoral candidates and research students.

v The desirable qualification / experience (including the previous research experience) shall be based on the requirement of the specific centre.

9. General requirements:

- i. In case of SC / ST / Other Backward Classes / EWS candidates, the latest caste and income certificates submitted by them shall be re-verified by referring to the concerned Deputy Commissioners / Collectors of the concerned issuing districts. PWD – the latest certificate issued by the competent medical officer.
- ii. Medical certificate from the competent authority.
- iii. The PG certificate and Ph.D. certificate produced by the candidates shall be re-verified with the concerned universities / institutions. API Score will take all the work done up to the date of application.
- iv. No person shall be appointed to the service of the Institute unless he/she has been certified by a qualified medical practitioner approved by the Institute to be of sound condition and medically fit for the purpose of academic and other duties.
- v. No person shall be appointed to the service of the Institute subject to the following clearances before issuing the appointment letter
 - a. Police clearance to the effect that no criminal cases, etc., are there against the

candidate.

- b. In addition to Medical and Police clearance, in case of SC / ST / OBC / EWS who are appointed against the reserved vacancies requires caste verification certificate from the Deputy Commissioner of the District.
- c. A clearance from the former employer about the service record of the individual and two testimonials from senior academics.

10. Grant of initial advance increments on appointments: The Selection Committee may recommend maximum of four advance increments. However, any increments above this shall be subject to the approval of the BoG.

11 Fixing of scale of pay:

(i). In case an internal candidate holding a substantive post in the Institute is appointed to a higher post through direct recruitment, whether on contract or otherwise, and if the pay drawn by the candidate in that substantive post was higher than the minimum in the scale of pay of the new post, then the initial pay of the individual may be fixed at the stage next above the pay drawn in the earlier substantive post or the actual pay scale fixed for the new post, the choice being exercised by the candidate and placed before the Selection Committee for consideration.

(ii). The pay of the individual may be re-fixed on the date of the increment drawn in the substantive post by giving notional increment in the lower scale and fixed in the higher scale as in (i) if there is no corresponding stage in the higher post.

(iii). In case the individual, though holding a substantive post in the Institute, is working in a non-substantive post at that time and the pay in the non-substantive post is more than the pay fixed under (i) and (ii), the difference will be treated as personal pay absorbable in future increments.

(iv). The pay of a person appointed on contract, but not covered by (i-iii), may be fixed by the BoG on the recommendation of the Pay Fixation and Anomaly Committee, at any stage not exceeding the maximum pay of the post, after taking into consideration the recommendation of the Selection Committee.

13: PROCEDURE FOR SELECTION:

I : Selection Process

i: All the candidates appearing for the Posts of Associate Professor and Professor shall be required to make a 30 minute presentation before the faculty members (Professors and Associate Professors) and feedback obtained shall be given to the Selection Committee. The members of the Selection Committee may also attend such presentations. The Chairman of the Selection Committee shall Chair the presentation session.

ii. Every candidate shall appear before the selection committee and shall respond to the discussion positively. The candidates who are from outside India may attend the interview virtually through any electronic means.

iii. The Selection Committee shall be solely guided by the quality of the work and suitability of the candidate in the research environment of the Institute, rather than taking any mechanical approach.

iv. Selection Committee shall keep in view the quality of publications and suitability of the candidate in the research culture of ISEC. Mechanical approach of going just by the number of publications or API score be avoided.

v. Any misbehaviour by the candidate shall in the Selection Committee debar him / her from any position in the Institute and such matter shall be reported to the UGC / ICSSR for appropriate action.

vi. The Selection Committee shall be the full and final authority on the selection process and can modify the process at the time of selection if they think it is necessary for that purpose. The Selection Committee shall have a right to reject all the candidates if not found suitable.

vii. In case of disagreement in the proceedings of the Selection Committee, the Majority view shall prevail.

II. For the Direct recruitment of Professors and Associate Professors, the scores shall be computed as shown below.

SI No.	Particulars and weightage	Total marks
I)	Academic background	20
II)	API score based on research Performance and quality of Publications and General grasp of the subject	60
III)	Presentations skills as assessed in the seminar and Interview Performance	20
	Total	100

iii. Score for Direct recruitment of Assistant Professors, the scores shall be computed keeping in view the academic background till the date of application as shown below.

SI No.	Particulars and weightage	Total marks
I)	Academic background	20
II)	API score based on research Performance and quality of publications and General grasp of the subject	60
III)	Presentations skills as assessed in the Interview Performance	20
	Total	100

IV: Selection and Waiting List

i. Selection Committee shall make a unanimous decision after ranking the candidates based on their academic standing, quality of work and performance in the interview. The First ranked candidate shall be declared as selected and the Selection Committee shall put one or two candidates on Waiting list, only if the Committee feels the need to do so.

ii. When a Selection Committee places a candidate on the waiting list, he/she is eligible for appointment only if the candidate above his/her rank did not join. The validity of the waiting list shall be one year from the date of selection.

iii. All selections for appointments made by the Selection Committee for academic posts shall be placed before the Board of Governors for ratification. Orders for appointment shall be issued by the Director with the approval of the Chairperson of the Board of Governors in accordance with the recommendations of the Selection Committees.

14. Power to appoint:

i. All academic appointments shall be made by the Director in accordance with the rules and procedure approved by the Board of Governors for recruitment and/or promotion.

ii. Director will ensure that all appointments shall specify a probationary period of two years during which services can be terminated at 24 hours' notice and on confirmation at three months' notice. The Institute has the right to waive notice period given by a resigning employee.

15: FACULTY EVALUATION

a. Research Projects*

- i. Number of projects sanctioned and the quantum of funding obtained.
- ii. Timely completion of the project
- iii. Dissemination efforts

b. Project Monitoring

- i. It is necessary to monitor the expenditure on project very closely by the faculty member.
- ii. Research projects both externally funded and those with self-initiative is the important activity of the Institute and this shall have higher weightage in the process of evaluation.

c. Publications

- i. Books published
- ii. Articles published in refereed journals
- iii. Chapters/Essays in anthologies
- iv. Monographs
- v. Working papers
- vi. Review Articles and Book Reviews (published in refereed journals)

(Note: * Including any other academic work undertaken by the member of the faculty and reported to RPC/APC)

d. Participation in Doctoral Programme

- i. Research Guidance
- ii. Number of candidates obtaining Ph.D degree
- iii. Number of candidates currently under supervision/co-guidance

- iv. Doctoral Committee (DC): Number of DCs of which currently a member

e: Teaching in Course Work

- (i) Co-ordination of course work
- (ii) Number of sessions/hours of teaching work
- (iii) Feedback from candidates
(to be obtained by the Director confidentially)

f. Training Programmes and Outreach Activities*

- i. Co-ordination of training programmes conducted in the Institute
- ii. Contribution as a resource person in training programmes conducted in the Institute
- iii. Feedback from participants in training programmes conducted in the Institut
- iv. Contribution as a resource person in training programmes conducted outside the Institute
- v. Delivering keynote/presidential/valedictory addresses and public lectures
- vi. Publication of popular articles in newspapers and magazines

g. Participation in Professional Activities

- i. Presentation of papers at conferences, seminars, workshops etc.
- ii. organized by recognized universities or professional bodies -abroad and (ii) in India
- iii. Office positions held in professional bodies
- iv. Editorship or allied positions held in professional journals. Referee of the National/International Journal/s
- v. Membership in academic bodies such as Academic Council, Board of Studies, Special Committees of Board of Examinations of universities and institutes and evaluation of doctoral theses.

(Note : Please specify if the training programme or outreach activity is with own initiative or assigned by the Institute).

h. Contribution to Institution Building

- i. Fund-raising for the Institute (outside the projects)
- ii. Development of collaboration with institutions inside and outside the country

Participation in the committee work of the Institute

I. Contribution to Policy Making

- a. Participation to policy-making for the government (Central/State) and autonomous bodies under the umbrella of the government (with/without consultancy fee)
- b. Participation in policy-making for international agencies or non-governmental organizations (with/without consultancy fees)

j. Awards, Honours, Fellowships, Scholarships obtained

- i. Within the country
- ii. From outside the country

k. The performance of the faculty will be assessed on a three-point scale as

(i) Excellent, (ii) Good, (iii) Average.

Only faculty members whose performance is assessed in the first two categories will be eligible for incentives.

16: ANNUAL PERFORMANCE APPRAISAL REPORT RULES 2022

1. These rules may be called as ISEC Annual Performance Appraisal Report Rules.

2. These rules shall apply to academic and non-academic staff except Group "D" and Drivers of the Institute.

3: Definitions

- i. 'Performance Appraisal Report' means the performance report of the employees.
- ii. 'Reporting Authority' / 'Reviewing Authority' / Accepting Authority are as indicated in the Annexure-I.
- iii. 'Reporting Year' means academic year In the case of Academic Staff and Financial Year for others.

4. 'Maintenance of performance report file': For non-academic staff except the Registrar, the Registrar shall maintain the APAR records. For academic staff and the Registrar, the Director shall maintain the APAR records.

- i. The appointing authority or the Director shall prescribe the duties assigned to every staff including targets etc. if any, every year. Accordingly, the performance shall be assessed.
- ii. Performance report: every staff member shall furnish particulars of self-assessment performed during the reporting year in the prescribed format.
- iii. The reporting authority shall review the self-assessment report of the employees and record his assessment / comments regarding performance and forward the same to the reviewing authority.
- iv. Review of report: The report shall be reviewed by the reviewing authority and forwarded the same to the accepting authority along with his confidential comments.
- v. Acceptance of report: the report after review shall be accepted with such modification as may be considered necessary by the accepting authority Director of the Institute.
- vi. Time limit for writing report: The employee shall submit the self-assessment report before end of May/March every year.
- vii. The reporting authority shall complete the writing of performance report and submit to the reviewing authority before 15th June/April every year.
- viii. The reviewing authority shall complete the writing of performance report and submit to the accepting authority before 30th June/May every year.
- ix. The accepting authority shall complete the acceptance of APAR by end of July every year.
- x. Communication of adverse remarks or suggestions, if any, shall be communicated to the concerned employee by the accepting authority.
- xi. Representation against adverse remarks: An employee to whom the adverse remarks/suggestions are communicated may submit a representation, if any, against

such observations, within a period of 30 days from the date of communication of such remarks to the accepting authority. The accepting authority shall decide the matter and communicate any modification etc., to the concerned employee within one month. If the concerned employee still feels aggrieved with the reply of the accepting authority then the concerned employee has the right to represent the issue to the Chairperson of the BoG. The decision of the Chairperson, BoG is final and binding.

xii. Letter of appreciation, award, reward, if any, shall be placed in the service record of the employee.

xiii. The formats of APAR in respect of non-academic staff is given in the Annexure II

xiv. .In respect of academic staff the format prescribed by the Institute may be adopted.

D: CAREER ADVANCEMENT SCHEME .PROMOTION RULES

1: The Academic Staff – CAS procedure:

Stages of promotion under CAS for Academic/ Research Staff

- a. Assistant Professors (stage I) would be eligible for promotion under the CAS through two successive stages (stage II and Stage III), provided they are assessed to fulfil the eligibility and performance criteria as laid out in the policy cleared by the BoG on the recommendation of the Academic Council.
- b. An entry level Assistant Professor, possessing Ph.D. degree in the relevant scale shall be eligible, for moving to the next higher grade (stage II) after completion of three years of service as Assistant Professor.
- c. The upward movement from stage I to stage II for all Assistant Professors shall be subject to their satisfying the API based PBAS conditions laid out in the policy cleared by the BoG on the recommendation of the Academic Council.
- d. Assistant Professors who have completed three years of service in the second grade (stage II) shall be eligible, subject to meeting the API based PBAS requirements laid out in the policy cleared by the BoG on the recommendation of the Academic Council., to move up to the next higher grade (stage III).
- e. Assistant Professors completing three years of service in third stage (stage III) shall be eligible subject to the qualifying conditions and API based PBAS requirements, to move to the next higher grade (stage IV) and to be designated as Associate Professor.
- f. Associate Professor completing five years of service in stage IV and possessing a Ph.D. degree in the relevant discipline shall be eligible to be appointed and designated as Professor and be placed in the next higher grade (stage V) subject to satisfying the required credit points as per API based PBAS methodology, provided that no faculty other than those Ph.D. shall be promoted or appointed as Professor as laid out in the policy cleared by the BoG on the recommendation of the Academic Council.
- g. Ten Percent of the positions of Professors in the Institute, with a minimum of ten years of research experience as Professors will be eligible for promotion to the higher grade of Professorship (stage VI,) on satisfying the required API score stipulated out in the policy cleared by the BoG on the recommendation of the Academic Council, through a duly constituted expert committee, and such teachers promoted to be higher grade shall continue to be designated as “Professors”.

2: PROCEDURE FOR PROMOTIONS UNDER CAREER ADVANCEMENT SCHEME

- i. The Screening-cum-Evaluation Committee for CAS promotions within different stages of Assistant Professors shall consists of:
 - a) The Chairperson of the BoG
 - b) The Director of the Institute
 - c) Two subject experts in the concerned subject nominated by the
 - d) Chairman of Governing Body
 - e) The quorum of this committee shall be three, including one subject expert.
- ii. The previous service of the candidate in the same grade or similar position shall be counted in arriving at the total teaching/research experience.
- iii. The constitution of Selection Committees for promotions to Associate Professor and Professor shall be the same as the cases of direct recruitment to these respective positions at the Institute.
- iv. The Screening-cum-Evaluation Committee or the Selection Committee as the case may be, on verification/evaluation of API score secured by the candidate through the
- v. PBAS methodology and an assessment of a candidate's achievements (through an interview in case of a selection committee) shall recommend to the Governing Body of the Institute about the suitability for the promotion of a candidate under CAS for implementation as laid out in the policy cleared by the BoG on the recommendation of the Academic Council.
- vi. All the selection procedures shall be completed on the date of the Selection Committee/Evaluation Committee meeting, wherein the minutes are recorded along with PBAS scoring form and recommendation made on the basis of merit and duly signed by all members of the selection committee in the minutes.
- vii. CAS promotions being a personal promotion to the incumbent faculty holding a substantive sanctioned post, on superannuation of the individual incumbent, the said post shall revert back to its original cadre, till then the original post shall not be filled.
- viii. The incumbent faculty must be on the roll and active service of the Institute on the date of consideration by the Selection Committee or Evaluation Committee for CAS promotions.
- ix. . The Institute shall send a general circular at least once a year calling for applications for CAS promotions from eligible candidates. The candidates shall offer themselves for assessment for promotion if they fulfil minimum API scores by submitting an application and the required PBAS form. They can do so three months before the due date if they consider themselves eligible. Candidates who do not consider themselves eligible can also apply at a later date.

- x. The Institute may seek the opinion of external experts to evaluate the written work of the candidates before their applications are assessed by the Selection/Evaluation Committee.
- xi. If the candidates do not either fulfil minimum API scores in the criteria as per PBAS format or are not recommended by the selection/screening committee for promotion, will be reassessed only after a minimum period of one year.
- xi. If a candidate applies for promotion on completing of the minimum eligibility period (experience) and is successful, the date of promotion will be from that of minimum period of eligibility (experience) or from the date of implementation of the scheme, whichever is later. If a candidate fails to apply in spite of fulfilling the minimum eligibility conditions and in spite of the Institute providing her/him an opportunity to apply, her/his promotion will be effective from the date of successful assessment.
- xii. If, however, the candidates find that he/she fulfils the eligibility conditions at a later date and applied on that date and is successful, his/her promotion will be effected from that date of application fulfilling the criteria.
- xiii. If the candidate does not succeed in the first assessment, but succeeds in a subsequent assessment, his/her promotion will be deemed to be from the later date of successful assessment.

Explanatory note for the Table and Annexures below:

- i. BoG shall set up systems to verify the API related information required in these tables. This information will have to be documented and collated annually by the Institute's Internal Quality Assurance Cell (IQAC). IQAC may take into account the special needs of an Institute, if any. In order to facilitate this process all the members of the faculty shall submit the duly filled in Performance Based Appraisal System (PBAS) format to the IQAC annually. The candidate's self-appraisal and the recommendation of the IQAC will be placed before the selection/screening committee and the latter's decision on the matter is final.
- ii. API scores for Categories I and II shall be calculated annually and the average score for the assessment period will be taken into consideration. In case of Category III, however, total score for the entire assessment period will be considered.
- iii. API scores will be used for screening purpose only and will have no bearing on expert assessment of candidates in CAS.
- iv. The API score claim of each of the sub-categories in the Category III (Research and Publications and Academic Contributions) will have the following cap to calculate the total API score claim for CAS.
- v.

Sub- Category	Cap as % of API cumulative score in Application
Research Papers (Journals, etc) and Research Publications (Books, etc.)	55%
Research Projects	20%
Research Guidance and Training Courses and Conference / Seminar, etc.	25%

API Score formats as given in Annexure shall be as laid down by the BoG on the recommendation of the Academic Council from time to time.

Minimum API scores for the promotion of the Academic Staff in Institute under Career Advancement Scheme (CAS)

	Asst. Prof. Stage 1 to 2 Level 10 to 11	Asst. Prof. Stage 2 to 3 Level 11 to 12	Asst. to Assoc. Level 12 to 13A	Assoc. to Prof. Level 13A to 14	Professor Level 14 to 15
Category 1* Teaching-learning Evaluation related activities	50/ year	50/ year	50/ year	75/ year	120/ year
Category 2* Co-curricular, Extension and Profession-related activities	8/ year	8/ year	8/ year	8/ year	8/ year
Category 3* Research and Academic Contribution	50/ year 200/ assessment period	60/ year 300/ assessment period	70/ year 210/ assessment period	80/ year 240/ assessment period	90/ year 900/ assessment period
Expert Assessment	Screening Committee	Screening Committee	Selection Committee	Selection Committee	Expert Committee

* As per the tables on API

3: Requirements:

- i. Minimum API scores required at different levels of promotion are given in the annexure1. However, quality of publications as evaluated by IQAC will be priority.
- ii. In case of academic staff for purpose of promotion the Career Advancement Scheme (CAS) as recommended by the Academic Committee and approved by the Board of Governors shall be followed.

- iii. The Registrar will issue the CAS notification every year with the approval of the Director.
- iv. The academic staff seeking promotion fulfilling the criteria for the respective post as per the Guidelines approved by the BoG shall apply for Career Advancement Scheme along with all the details in the format provided.
- v. The eligible faculty seeking CAS Promotion shall submit all the relevant documents under CAS to the Registrar. The Documents shall be fully complete before submission any false information submitted by the staff member shall make the staff member ineligible for consideration and the Promotion Committee shall report this matter for necessary disciplinary action to the Director.
- vi. The IQAC committee will examine the API scores of the individual faculty members along with the documentation submitted by the applicant.
- vii. The IQAC committee will submit its report to the Director after assessment and along with discrepancies.
- viii. The Director shall constitute a Promotion-Selection committee with the approval of the Chairperson of the BoG for selecting the faculty for promotion.
- ix. Based on the Promotion-Selection committee recommendation, the orders of promotion will be issued by the Director with the approval of the Chairperson, BoG.
- x. Thereafter, such list of promotions will be placed before the BoG for ratification.
- xi. There shall be a ISEC Promotion-Selection Committee (PSC) in respect of CAS promotions on the basis of seniority / seniority cum merit for the non-academic staff
- xii. The constitution of ISEC Promotion-Selection Committee for non-academic staff including the persons on deputation
- xiii. The following ISEC Promotion-Selection Committee for Academic Staff shall be constituted by the Chairperson of BoG as under for the employees other than Group C and D, for the purpose of promotion to the next cadre

ANNEXURE I:

ACADEMIC PERFORMANCE INDICATORS (API)

Preamble: ISEC has adopted modified Academic Performance Indicators as give in the UGC guidelines to suit the research focussed culture of ISEC. It was noted that the API prepared by UGC are quite suitable for the teaching Institutions coming under UGC and hence the API modifications were adopted. The process should be evaluated by the Academic Programme Committee and suggest modifications if any.

i. The Proforma:

a. API Criteria and Score for Direct selection of Professors and Associate Professors adapted from the University Grants Commission

Name of the Candidate:

Address (including email and telephone for communication):

Post applied for:

Discipline/Centre:

Screening Committee **Criteria For the Direct recruitment of Professors and Associate Professors, the scores shall be computed as shown below.**

SI No.	Particulars and weightage	Marks and weightage	Total marks
I)	Academic background		20
II)	API score based on research Performance and quality of publications		
	IIa) Contribution to the discipline (Research Papers and books Published & citation of research	24	60
	IIb) Research Projects	18	
	IIc) Research Guidance & Teaching	6	
	IId) Paper presentation in seminars and organisation of conferences/seminars/workshops/training programmes	6	
	IIE) Awards/Recognitions	6	
	Total		80*

***the remaining 20 marks shall be allotted for interview**

The minimum API score for applicants for the posts of Professor and Associate Professor shall be 400 and 300, respectively, during the assessment period of any three years in the immediately preceding period of six calendar years.

Research and Academic Contributions (scores will be assigned as per ISEC list of journals and book publishers)

Sl. No.	Details	Maximum API score
I	ACADEMIC BACKGROUND	
	PhD	10
Ila	RESEARCH PAPERS PUBLISHED	
	Papers published in International journals	50/ single/ first author (35 for joint author)
	Papers published in Category A journals	25 / publication (15 for co-author)
	Papers published in Category B journals	10/ publication (50 for co-author)
	Papers published in journals other than above (excluding predatory publications, journals)	2/ publication (1 for co- author)
<p>The list of journals for the API score will consist of three categories.</p> <ul style="list-style-type: none"> • Papers in international journals include those in the relevant field published by reputed international houses such as Routledge, Taylor and Francis, Elsevier, Springer, etc. which have Scopus, Thomson Reuters Impact Factor. • Category A will consist of journals in the relevant field published by Professional Associations/ Organisations of repute (Indian Economic Association, Indian Society of Agricultural Economics, Indian Sociological Society, Indian Society of Labour Economics and soon). • Category B will consist of journals which, while being publications of good quality, may not meet all the criteria applicable to Category A. <p>Books/MonographsthroughpredatorypublishinghousesandArticles/Papersinpredatoryjournals are not considered.</p>		
Ila	RESEARCH PUBLICATION (books, chapters in edited books as per the ISEC list)	
	Text or reference books brought out by Category A publishers	50 /single/ first author (35 for co-author)
	Text or reference books brought out by Category B publishers	25 /single/ first author (15 for co-author)
	Edited books brought out by Category A publishers	25/single or first editor (15 co-editor)
	Edited books brought out by Category B publishers	10/single or first editor (5 co-editor/s)
	Chapter in an edited book brought out by Category A publishers	10 for single/ first author (5 for co-author)
	Chapter in an edited book by Category B publishers	5 / sole author (3 co-author)
	Working papers, monographs	5 sole author / 3 co- author)
	Google scholar citation (one point per citation of papers and the maximum is 10)	10

Sl. No.	Details		Maximum API score
a	RESEARCH PROJECTS		
i	Sponsored projects	Projects with budget of over Rs. 50.0 lakhs	40/ PI (20 co-PI)
		Projects with budget of Rs. 30 to 50 lakhs	30/ PI (15 co-PI)
		Projects with budget Rs. 10 to 30 lakhs	20/ PI (10 co-PI)
		Projects with budget less than 10 lakhs	10 /PI (5 co-PI)
ii	Government commissioned projects	Government commissioned projects	30/ PI (15 Co-PI)
iii	Project Outcomes / Outputs	Policy advice to Central, State and local governments (ex. Membership in NITI Ayog, Finance Commissions, State Planning Boards and so on)	20/ each

RESEARCH GUIDANCE AND TEACHING			
i	M.Phil. or equivalent	Degree awarded	3/ candidate
ii	Ph. D.	Degree Awarded	10 / each candidate
		Theses submitted	7/ candidate
iii	Participation in teaching, including M.Phil. equivalent, Ph.D. course-work, Research Methodology workshop, Training programs, etc. (the duration of one lecture is 1hr 15 min)		
	<ul style="list-style-type: none"> Teaching in course work / guest lecture / teaching in other institute) 		1 point/ lecture
	<ul style="list-style-type: none"> Training program 		2 points/ lecture

TRAINING COURSES ORGANIZED AND CONFERENCE / SEMINAR / WORKSHOP PAPERS PRESENTED			
i	Refresher courses, Methodology workshops, Training, organized (Max: 30 points)	(a) More than one week Duration	20/ each
		(b) Duration of 2 days to one week	10/ each
ii	Papers presented in Conferences / Seminars / Workshops etc.	Participation and Presentation of research papers in	
		(a) International (outside the country)	10 to single or first author/5 to co-author
		(b) National/ International (within the country)	6 to single or first author/3 to co-author
		(c) Regional/ State level /University	2 to single or first author/1 to co-author

Awards		
i	International awards for fellowship ,Post-doctoral fellowship, Fulbright, Common wealth, DAAD, etc. Visiting scholar, best thesis, best paper, etc	10/ each
ii	National Awards UGC JRF NET, visiting scholar, best thesis, best paper, etc	5 / each

B. Score Card for Direct selection of Assistant Professors at ISEC

Name of the Candidate:

Address (including email and telephone for communication): Post applied for:
Discipline/Centre:

For the direct recruitment of Assistant Professors, the scores shall be computed keeping in view the academic background till the date of application as shown below.

SI No.	Particulars and weightage	Marks and weightage	Total marks
I)	Academic background		20
II)	API score based on research Performance and quality of publications (30%)		60
	IIa) Contribution to the discipline (Research Papers and books Published & citation of research	30	
	IIb) Research Guidance &Teaching	18	
	IIc) Paper presentation in Seminars	6	
	IId) Awards/Recognitions	6	
	Total		80*

***the remaining 20 marks shall be allotted for interview**

Research and Academic Contributions (scores will be assigned as per the ISEC list of journals and book publishers)

Sl. No.	Details	Maximum API score
I	Research Papers Published	
	Papers published in International journals	50/ single/ first author (35 for joint author)
	Papers published in Category A journals	25 / publication (15 for co-author)
	Papers published in Category B journals	10/ publication (5 for co-author)
	Papers published in journals other than above (excluding predatory publications, journals)	2/ publication (1 for co-author)
<p>The list of journals for the API score will consist of three categories.</p> <ul style="list-style-type: none"> • Papers in international journals include those in the relevant field published by reputed international houses such as Routledge, Taylor and Francis, Elsevier, Springer, etc. which have Scopus, Thomson Reuters Impact Factor. • Category A will consist of journals in the relevant field published by Professional Associations/ Organisations of repute (Indian Economic Association, Indian Society of Agricultural Economics, Indian Sociological Society, Indian Society of Labour Economics and so on). • Category B will consist of journals which, while being publications of good quality, may not meet all the criteria applicable to Category A. <p>Books/Monographs through predatory publishing houses and Articles / Papers in predatory journals are not considered.</p>		
II	Research Publication (books, chapters in edited books as per the ISEC list)	
	Text or reference books brought out by Category A publishers	50 /single/ first author (35 for co-author)
	Text or reference books brought out by Category B publishers	25 /single/ first author (15 for co-author)
	Edited books brought out by Category A publishers	25/single or first editor (15 co-editor)
	Edited books brought out by Category B publishers	10/single or first editor (5 co-editor/s)
	Chapter in an edited book brought out by Category A publishers	10 for single/ first author (5 for co-author)
	Chapter in an edited book by Category B publishers	5 / sole author (3 co-author)
	Working papers, monographs	5 sole author / 3 co-author)
	Google scholar citation (one point per citation of papers and the maximum is 10)	10
III	Research and teaching experience	
	Four points per one year of research or teaching experience in the relevant field (subject to a maximum of 20)	

Sl. No.	Detail	Maximum API score
IV	Papers presented in conferences/ Seminars/ workshops (<i>subject to a maximum of 30 points</i>)	
	(a) International (outside the country)	10 to single or first author/5 to co-author
	(b) National/ International (within the country)	6 to single or first author/3 to co-author
	(c) Regional/ State level /University	2 to single or first author/1 co-author
V	Awards	
	International awards for fellowship, Post-doctoral fellowship, Fulbright, Commonwealth, DAAD, etc. Visiting scholar, best thesis, best paper, etc.	10/ each
	National Awards UGC JRF NET, visiting scholar, best thesis, best paper, etc.	5 / each

ANNEXURE II:

Category-1: Minimum Scores of APIs towards research Contribution to teaching, learning and evaluation related activities in CAS Promotions

Institute will have the option of choosing any one of the following API scoring tables depending on relative emphasis to teaching or research as the Institute's objective:

Table-X

Sl. No.	Nature of Activity	Maximum score
I-A	Classroom teaching (including lectures, tutorials, practical, contact hours)	40
I-B	Duties other than class-room teaching, in excess of Institute's norms	10
I-C	Quality of Teaching	10
I-D	Curriculum Development and Innovative and Participatory Teaching	20
I-E	Examination related Duties	20
	Total Score	100
	Minimum API Score required	50

Table Y

Sl. No.	Nature of Activity	Maximum Score
I-A	Participation in the execution of Institute's research projects, including writing of Research Proposals / Data Collection/ Data Analysis/ Reports/ Working papers, monographs, policy brief, etc.	50
	A1: Institute's Working Paper/ monograph/ discussion paper/ policy brief (points per publication)	
	First author	20
	Co author	10
	A2: Membership of Central-State government committees - Central/ State government committees (Points per membership)	5
	A3. Referee a research paper/ rapporteur/ chair of session	
	• Referee for a research paper (points/ paper):	4
	• Rapporteur for a session in a workshop/ conference (points/ session) OR	1
	• Chair of a session in a workshop/ conference/ seminar (points/ session)	1
	A4. Visiting Fellowship/ Special awards/ honours/ writing of research proposals	10
	• Visiting Fellowship for two weeks outside India (Points per activity)	
	• Visiting Fellowship for one month in India	5
	• Special award/ honour (for academic work) (points per activity)	10
	• Research proposals forwarded by the Institute:	5
I-B	Participation in teaching, including M.Phil., Ph.D. course-work, Research Methodology workshop, Training programs, etc. (one	20

Sl. No.	Nature of Activity	Maximum Score
	unit will be 1 hr 15 min lecture)	
	<ul style="list-style-type: none"> Teaching in course work / guest lecture / teaching in other institute) 	1 point/ unit
	<ul style="list-style-type: none"> Methodology workshop lectures 	3 points/ unit
	<ul style="list-style-type: none"> Training program courses 	3 points/ unit
	<ul style="list-style-type: none"> Doctoral committee member at ISEC 	5 points
	<ul style="list-style-type: none"> Member of Board of Studies outside the Institute 	5 points
	<ul style="list-style-type: none"> Member of Committees of UGC/ ICSSR or other academic Institutions 	5 points
	<ul style="list-style-type: none"> Evaluation of Dissertation (PG level Social Sciences etc) 	4
	<ul style="list-style-type: none"> Evaluation of Ph.D. Thesis (per thesis) 	5
	<ul style="list-style-type: none"> Conducting Viva Voce outside ISEC (per viva) 	5
I-C	Organization of and participation in seminars/workshop/ conferences held under the aegis of the Institute.	20
	<ul style="list-style-type: none"> Organization of Seminars/ Workshop/ Conference 	10
	<ul style="list-style-type: none"> Organization of Research Methodology Workshop 	10
	<ul style="list-style-type: none"> Organization of e-conference 	10
	<ul style="list-style-type: none"> Participation in e-conference (presentation/ talk) 	3
	<ul style="list-style-type: none"> On-going Ph. D Guidance 1-2 yrs (per student) 	2
	<ul style="list-style-type: none"> On-going Ph. D Guidance 3-4 yrs (per student) 	3
	<ul style="list-style-type: none"> On-going Ph. D Guidance 5-6 yrs (per student) 	4
I-D	Editorial Work (such as preparing centre report to the Institute's Annual Report, proof-reading of research papers, working papers, journals published by the Institute)	10
	<ul style="list-style-type: none"> Refereeing for ISEC journal 	10
	<ul style="list-style-type: none"> Editorial work (Journal, monographs, working papers, news letter, policy brief, SMS and so on) 	10
	Total Score	100

API scores in CAS promotions towards Co-curricular, Extension and Professional Development Activities

Sl. No.	Nature of Activity	Maximum Score
II-A	Co-curricular/extension activities, including sports/cultural activities, dissemination through media	10
	• Radio	5 for citation; 8 for interview
	• TV	5 for citation and 8 for interview or article
	• Print	5 for citation and 8 for interview or article
	• Internet (well recognised)	5 for citation and 8 for interview or article
II-B	Contribution to the collective functioning of the Institute, including participation in administrative and academic committees of the Institute	20
	• Administration Committee (Library/JCC/ Gender/ grievances)	3
	• Academic Committee (APC/RPC/library) Ph. D program)	3
	• Registrar	20
	• Ph.D. Program coordinator/ warden	10
	• Seminar coordinator / internship coordinator	5
	• Biannual seminars	
	o More than 50% attendance (per round):	5
	o 25% to 50% attendance (per round):	2
	Panel member in Biannual seminars	2 per seminar
	• Ph.D. Selection (question paper setting, evaluation and interview)	5
	• Selection Committee (of non-academic staff)	3
	• ISEC seminars	
	o More than 50% attendance	10
	o 25 to 50% attendance	5
II-C	Professional Development Activities (such as, participation in seminars and conferences, training courses, membership of associations, dissemination of journal articles – those not covered in Category- III)	10
	Participation in seminars	2
	• Participation in conference	2
	• Participation in professional training course	2
	• Participation in the activities of other academic bodies (not covered elsewhere)	2
	Maximum scores	40

Sl. No.	Nature of Activity	Details	Maximum API score
III A	Research Papers Published	Papers in International journals (with Thomson Reuter impact factor)	70/ publication (50 for co-author/s)
		Papers published in Category A journals	35 / publication (25 for co-author)
		Papers published in Category B journals	25/ publication (15 for co-author)
		Papers published in other journals	2/ publication (1 for co-author)
		Full papers in conference (abstracts and posters not to be included)	2 / publication (1 for co-author)
		In newspapers and magazines of good standing (prepare list)	5 single/ first author (3 for co-author)
<p>The list of journals for the API score will consist of three categories.</p> <ul style="list-style-type: none"> • Papers in international journals include those in the relevant field published by reputed international houses such as Routledge, Taylor and Francis, Elsevier, Springer, etc. which have Thomson Reuters Impact Factor or Scopus Cite Score. • Category A will consist of journals in the relevant field published by Professional Associations/ Organisations of repute (Indian Economic Association, Indian Society of Agricultural Economics, Indian Sociological Society, Indian Society of Labour Economics and so on). • Category B will consist of journals which, while being publications of good quality, may not meet all the criteria applicable to Category A. <p>Books / Monographs through predatory publishing houses and Articles/ Papers in predatory journals are not considered.</p>			
III B	Research Publication (books, chapters in edited books, other than refereed journals)	Text or reference books brought out by international and national publishers (prepare list)	70 /single/ first author (50 for co-author)
		Edited books brought out by international and national publishers (prepare list)	25/single or first editor (15 co-editor)
		Chapter in an edited book brought out by international and national publishers (prepare list)	20 for single/ first author (15 for co-author)
		Subject books by other publishers	15 / sole author (10 co-author)
		Edited books by other publishers	10 / sole author (8

			co-author)
		Chapter in edited books by other publishers	5 per paper (4 for co-author)
		Book review on publication	2 / book review
		Google scholar citation (one point per citation of papers published in the last five years and the maximum is 10)	10

(Cap for IIIA +IIIB :55% of the score)

Sl. No.	Nature of Activity	Details	Maximum API score
III C	RESEARCH PROJECTS (Individually Initiated)		
III C (i)	Sponsored projects with proposal or government commissioned (with or without proposal)	Major Projects amount mobilized with grants above 20.0 lakhs	50/ PI (40 co-PI)
		Major Projects amount mobilized with grants above 10.0 and up to 20 lakhs.	40/ PI (30 co-PI)
		Major Projects amount mobilized with grants above 5.0 and up to 10 lakhs	30/ PI (20 co-PI)
		Major Projects amount mobilized with minimum of Rs. 3.0 lakhs up to 5.0 lakhs	20/PI (10 co-PI)
		Minor Projects (amount mobilized with grants above Rs. 25,000 up to Rs. 3 lakh)	15/ PI (10 co-PI)
		Government commissioned project	30/ PI (15 Co-PI)
III C (ii)	Consultancy Projects	Amount mobilized with minimum of Rs. 2.0 lakh	10 per every Rs. 10.0 lakhs and 2 per every Rs. 2.0 Lakhs, respectively
III C (iii)	Projects Outcome / Outputs	Major Policy document for Central and State government	30/ each

(Cap for IIIC : 20% of the Score)

Sl. No.	Nature of Activity	Details	Maximum API score
III D	RESEARCH GUIDANCE		
III D (i)	Ph. D.	Degree Awarded	10 / candidate
		Thesis submitted	7/candidate
III E	TRAINING COURSES ORGANIZED AND CONFERENCE / SEMINAR / WORKSHOP PAPERS PRESENTED		
III E (i)	Refresher courses, Methodology workshops, Training (including certificate courses), organized (Max: 30 points)	(a) More than one week Duration	20/ each
		(b) Duration of 2 days to one week	10/ each
III E (ii)	Papers presented in Conferences / Seminars / Workshops etc.	Participation and Presentation of research papers in	
		(a) International (outside the country)	10 to single or first author/8 to co-author
		(b) National/ International (within the country)	8 to single or first author/6 to co-author
		(c)Regional/ State level /University	5 to single or first author/3 to co-author
		(d) Local –College or district level	3 to single or first author/2 to co-author
III E (iii)	Invited lectures / talks / Keynote/ Inaugural/ valedictory	(a) International (outside the country)	10/ each
		(b) National	8 each

(Cap for IIID + IIIE : 25% of the Score)

SECTION VI:

RULES PERTAINING TO RECRUITMENT OF THE NON - ACADEMIC STAFF

A: RECRUITMENT RULES FOR NON-ACADEMIC STAFF INCLUDING LIBRARY STAFF

i. **The Non-Academic Staff:** The vacancies for the Non-Academic Posts shall be decided by the Board of Governors based on the need and justification provided by the Director of the Institute. However, the ratio of the Non Academic Staff to Academic Staff (including students) should be kept normally below 1:1.5 as per international standards.

ii: **Announcement of vacancies:**

The vacancies shall be announced after the clearance from the Board of Governors and on the suggestion and justification from the Director. No posts shall be filled as the vacancy exists as the salary is received as Block Grant from the funding agencies.

iii: **Reporting Officer:** The registrar shall be the reporting Officer and disciplinary Officer for the Non-Academic Staff. The Registrar's office shall be responsible to keep track of the posts of Non-academic staff. Director shall be the First level appellate authority and then the Chairman of the BoG.

iv: **Salaries and Allowances:** The salaries and allowances of the Non-Academic Staff shall be governed according to the Pay Commission's Recommendations of Government of Karnataka after approval by the Board of Governors. The salaries of the positions not coming under the Recommendations of the Government of Karnataka Pay Commission shall be fixed by the Institute's Pay Fixation and Anomaly Committee.

v: **Non-Academic Positions:** Currently the positions of Non Academic Staff are shown in the table 1:

vi. The Cadre & Recruitment Rules for direct recruitment and promotion rules stated below are required to be followed. These rules contain the qualification, experience, etc., for Direct Recruitment and Promotion. The details of the rules are as under. The pay scales mentioned here are the prevailing pay scales some of which are subject revision as per the recommendations of the latest Pay Commissions, subject to approval by the Board of Governors:

2. Table 1: Sanctioned Strength of the Non-Academic Staff

Sl.No.	Position	No. of Posts
1.	Accounts Officer	1
2.	Librarian / Deputy Librarian	1
3.	Assistant Librarian	1
4.	Data Bank Manager	1
5.	Assistant Registrar	4
6.	Senior Assistant Library	1
7.	Systems Analyst	1
8.	Documentalist / Digital Library Assistant	2
9.	Estate Manager	1

10.	Selection Grade Assistant (Technical Library)	1
11.	Selection Grade Assistants(Technical/Research Investigator)	12
12.	Selection Grade Assistant	15
13.	Senior Assistant / Personal Assistant	10
14.	Assistant Grade I	3
15.	Library Clerk	1
16.	DTP Assistant	1
17.	Dispatch Clerk	1
18.	Carpenter	2
19.	Electrician	2
20.	Plumber	2
21.	Driver	4
22.	Attender	11
23.	Messenger (12) / Mason (2)/ Gardener(11) / Cook(2)	27
Total		105

B: RECRUITMENT PROCEDURE

i. Declaration of vacancies:

The vacancies for these Non-Academic Posts shall be announced depending on the demand generated by the Registrar keeping in view the rationale of Academic to non-academic staff as 1:1.5 and approved by the Director and the same process shall be followed for promotions..

ii: Form of Advertisement:

A brief advertisement may be released through the newspapers and full advertisement in the ISEC Website. The brief advertisement shall contain: Name of the vacant post, Number of vacancies including reservations, Duration of the post, Essential qualifications, Scale of pay in brief, Age limit and last date for receipt of completed applications.

Period of 30 days from the date of release of the brief advertisement shall be given for the receipt of completed applications

iii: Eligibility Criteria:

As prescribed in the advertisement

- a. Age should be calculated as on the last date prescribed for receipt of completed applications.
- b. Proof of age is SSLC/Transfer Certificate
- c. Upper Age limit – General Merit – 35 years, BC – 38 years, SC / ST – 40 years.
- d. In case of internal candidates age limit can be relaxed up to 5 years.

The above posts may be filled up by merit list prepared based on the qualifying examination subject to certain conditions. Reservation shall be followed as per Reservation Policy may be referred as mentioned in the rules.

iv: Composition of the Screening and Selection Committee for other posts as listed below

The composition of the screening committee for the above posts will be:

- a. Director (Chair)
- b. One Professor/ Associate Professor nominated by the Director Member
- c. Two experts nominated by the Director Member
- d. One representative from SWD, GoK, not below the rank of DD Member
- e. An expert representing SC/ST/OBC / Women /
- f. Differently-abled categories, if any of candidates Member representing these categories is the applicant, to be nominated by the Director with the approval of the Chairperson BOG, if any of the above members of the selection committee do not belong to that category
- g. Registrar (Member Secretary)

C: Procedure for screening applications

- a. The applications received after the last date for submission of application shall be placed before the screening committee. The screening Committee shall adopt the following procedure for screening the applications and short listing the candidates:
- b. Incomplete applications, applications not supported by the required documents and applications received after the prescribed last date shall be rejected.
- c. From out of the remaining applications those applicants who have the prescribed qualifications as per the advertisement shall be listed. Ineligible applications shall be rejected. The merit list shall be prepared based on the marks obtained in the qualifying examination and also experience, if so prescribed.
- d. If two or more candidates have secured equal percentage/or aggregate marks in the qualifying examination and/or have put in the same duration of experience the order of merit in respect of such candidates shall be fixed on the basis of their age; the person(s) elder in age shall be placed higher in the order of merit.
- e. The merit list should be prepared category wise as per the reservation policy for the posts for which the applications are invited. The merit list for GM may also be prepared. The reserved candidates if qualified for general merit they should not be considered against the reserved posts. The screening committee may shortlist three candidates for one post in each cadre and category and submit to the Selection Committee.
- f. Other conditions: For the following posts the written test will be conducted. Based on the performance in the written test the merit list will be prepared.

E: CADRE AND RECRUITMENT RULES FOR THE NON-ACADEMIC STAFF

1. Cadre - Accounts Officer

SL. No.	Item	Particulars
1	Sanctioned strength	1
2	Method of Recruitment	Deputation
3	Qualification	Deputation from the Karnataka State Audit and Accounts Department or Accountant General Office Group A Officer from Karnataka State Audit and Accounts Department Group B Officer from Accountant General Office. Deputation from other similar academic institutions and/or Universities in Karnataka.

Note:

- i. Any modification shall be done by the Registrar in consultation with the Director before finalising the advertisement.
- ii. Pay Scales will be fixed as decided in the Pay Fixation and Anomaly Amelioration Committee
- iii. If the BoG decides to fill the vacancy by open advertisement the C & R rules be framed accordingly.

2; Assistant Registrar

SL. No.	Item	Particulars
1	Sanctioned strength	4
2	Method of Recruitment	By promotion. Promotion from Senior Assistant and Sel. Grade Assistant from Accounts and Administration (Administration includes Accounts, Academic, Estate Management, Procurement).
3	Experience	10 years of experience.

Note:

1. Any modification shall be done by the Registrar in consultation with the Director before finalising the advertisement.
2. Pay Scales will be fixed as decided in the Pay Fixation and Anomaly Amelioration Committee.

3. Cadre: Data Bank Manager

SL. No.	Item	Particulars
1	Sanctioned strength	1
2	Method of Recruitment	Direct Recruitment
3	Age Limit (Years)	35 years (Age relaxation as per the Government of Karnataka for SC / ST / OBC)
4	Qualification	a. Master's Degree in Economics / Statistics/ Econometrics with minimum 55% marks in aggregate. b. Should have three years of work experience in the collection and analysis of statistical data in a reputed institution / university of government. The candidate should have knowledge of applications of software relating to statistical analysis/knowledge in Geographic Information System (GIS) and data base management.

Note:

1. Any modification shall be done by the Director before finalising the advertisement.
2. Pay Scales will be fixed as decided in the Pay Fixation and Anomaly Amelioration Committee

4. Cadre: Senior Assistant Librarian

SL. No.	Item	Particulars
1	Sanctioned strength	1
2	Method of Recruitment	By Promotion
3	Qualification	a. M. Lib Sc. with minimum 55% marks in aggregate. b) 5 Years' experience as Assistant Librarian or 15 years' experience as Documentalist in reputed Libraries

Note:

1. Any modification shall be done by the Registrar in consultation with the Director before finalising the advertisement.
2. Pay Scales will be fixed as decided in the Pay Fixation and Anomaly Amelioration Committee

5. Cadre: Systems Analyst

SL No.	Item	Particulars
1	Sanctioned strength	1
2	Method of Recruitment	Direct Recruitment
3	Age Limit (Years)	35 years ((Age relaxation as per the Government of Karnataka for SC / ST / OBC)
4	Qualification	Essential: a) MCA with minimum 55% marks in aggregate. OR b) Degree or Diploma in Computer Science c) Minimum 5 years experience in handling large computer systems and system management in a reputed educational Institute. d) Knowledge of Library Management Systems like LIBSYS and CDS-ISIS and knowledge of one or more statistical packages.

Note:

1. Any modification shall be done by the Registrar in consultation with the Director before finalising the advertisement.
2. Pay Scales will be fixed as decided in the Pay Fixation and Anomaly Amelioration Committee.

6. Documentalist / Digital Library Analyst

SL No.	Item	Particulars
1	Sanctioned strength	2
2	Method of Recruitment	Direct Recruitment
3	Age Limit (Years)	35 years ((Age relaxation as per the Government of Karnataka for SC / ST / OBC)
4	Qualification	a) Master's degree in Library Science/Information Science/Documentation Science or Associateship from DRTC/NISCAIR with at least 55% and consistently good academic record. b) Knowledge of managing e-resources, computerization of library and should have good ICT skills. c) 5 Years experience in an academic or research library.

Note:

1. Any modification shall be done by the Registrar in consultation with the Director before finalising the advertisement.
2. Pay Scales will be fixed as decided in the Pay Fixation and Anomaly Amelioration Committee

7. Estate Manager

SL No.	Item	Particulars
1	Sanctioned strength	1
2	Method of Recruitment	Direct Recruitment
3	Age Limit (Years)	35 years ((Age relaxation as per the Government of Karnataka for SC / ST / OBC)
4	Qualification	a) BE / B.Tech in Civil Engineering with 55 % marks in the aggregate from a recognized University / Institute. Ex-serviceman with the qualification. b) Knowledge in computer applications c) 5 years of experience in construction of buildings, repairs and maintenance of buildings in any large campus or universities and also in the large private company registered with RERA.

1. Any modification shall be done by the Registrar in consultation with the Director before finalising the advertisement.
2. Pay Scales will be fixed as decided in the Pay Fixation and Anomaly Amelioration Committee.

8. Selection Grade Assistant Technical (Library)

SL No.	Item	Particulars
1	Sanctioned strength	1
2	Method of Recruitment	Direct Recruitment
3	Age Limit (Years)	35 years (Age relaxation as per the Government of Karnataka for SC / ST / OBC)
4	Qualification	Masters Degree with minimum 55% in Library Science/Information Science/Documentation Science or Associateship from DRTC/NISCAIR with at least 50% and consistently good academic record. Knowledge of managing e-resources, computerization of library and should have good ICT skills. 2 Years work experience in an academic or research library.

Note:

1. Any modification shall be done by the Registrar in consultation with the Director before finalising the advertisement.
2. Pay Scales will be fixed as decided in the Pay Fixation and Anomaly Amelioration Committee

9. Selection Grade Assistants (Technical Assistant / Research Analyst)

SL No.	Item	Particulars
1	Sanctioned strength	12
2	Method of Recruitment	Direct Recruitment
3	Age Limit (Years)	35 years (Age relaxation as per the Government of Karnataka for SC / ST / OBC)
4	Qualification	Masters degree in Economics or any of the Social sciences with above 55% marks from a recognized University Two years' experience in research work

Note:

1. Any modification shall be done by the Registrar in consultation with the Director before finalising the advertisement.
2. Pay Scales will be fixed as decided in the Pay Fixation and Anomaly Amelioration Committee

10. Selection Grade Assistant

SL No.	Item	Particulars
1	Sanctioned strength	15
2	Method of Recruitment	Promotion from the post of Senior Assistant
3	Qualification	5 years of experience as Senior Assistant (SC / ST candidates with five years experience, if not available, a minimum three years of experience may be considered as per the GoK Rule)

Note:

1. Any modification shall be done by the Registrar in consultation with the Director before finalising the advertisement.
2. Pay Scales will be fixed as decided in the Pay Fixation and Anomaly Amelioration Committee

11. Senior Assistant / Personal Assistant

SL No.	Item	Particulars
1	Sanctioned strength	10
2	Method of Recruitment	Direct Recruitment
3	Age Limit (Years) for Direct Recruitment	35 years ((Age relaxation as per the Government of Karnataka for SC / ST / OBC)
4	Qualification	Graduate of a University established by law in India or its equivalent with minimum 50% of marks Desirable: a) B.Com or BBM b) Experience in Tally ERP 9

Note:

1. Any modification shall be done by the Registrar in consultation with the Director before finalising the advertisement.
2. Pay Scales will be fixed as decided in the Pay Fixation and Anomaly Amelioration Committee

12. Assistant Grade-I

SL No.	Item	C & R Committee Recommendation
1	Sanctioned strength	3
2	Method of Recruitment	Promotion from amongst Library clerk, Dispatch clerk, DTP Assistant
3	Qualification	Graduation 5 years of experience (SC / ST candidates with five years experience, if not available, a minimum years of experience may be considered as per the GoK Rule)

13. Library Clerk

SL No.	Item	Particulars
1	Sanctioned strength	1
2	Method of Recruitment	Promotion from Attender
3	Qualification	Promotion from amongst the Attenders who hold a graduate degree along with Certificate Course in Library Science with minimum five years experience as Attender.

Note:

1. Any modification shall be done by the Registrar in consultation with the Director before finalising the advertisement.
2. Pay Scales will be fixed as decided in the Pay Fixation and Anomaly Amelioration Committee

14. DTP Assistant

SL No.	Item	Particulars
1	Sanctioned strength	1
2	Method of Recruitment	Direct Recruitment
3	Age Limit (Years)	35 years (Age relaxation as per the Government of Karnataka for SC / ST / OBC)
4	Qualification	a) Any Graduate with minimum 50% of marks b) A certificate training in Desk-Top Publishing with knowledge of designing layout for printing, using computers and DTP packages like page maker and Ventura; familiarity with MS Windows and WIN 95 operating systems.

Note:

1. Any modification shall be done by the Registrar in consultation with the Director before finalising the advertisement.
2. Pay Scales will be fixed as decided in the Pay Fixation and Anomaly Amelioration Committee

15. Dispatch Clerk

SL No.	Item	Particulars
1	Sanctioned strength	1
2	Method of Recruitment	Promotion from Group 'D'
3	Qualification	SSLC with minimum 50% of marks and have put in more than 5 years of service in the Institute.

Note:

1. Any modification shall be done by the Registrar in consultation with the Director before finalising the advertisement.
2. Pay Scales will be fixed as decided in the Pay Fixation and Anomaly Amelioration Committee

16. Carpenter / Skilled Assistant

SL No.	Item	Particulars
1	Sanctioned strength	2
2	Method of Recruitment	Direct Recruitment
3	Age Limit (Years)	35 years ((Age relaxation as per the Government of Karnataka for SC / ST / OBC)
4	Qualification	SSLC and Certificate in Carpentry with 2 years of relevant experience. Preference will be given for those holding Certificate of Skill Training under ITI or the National Skill Mission.

Note:

1. Any modification shall be done by the Registrar in consultation with the Director before finalising the advertisement.
2. Pay Scales will be fixed as decided in the Pay Fixation and Anomaly Amelioration Committee.

17. Electrician

SL No.	Item	Particulars
1	Sanctioned strength	2
2	Method of Recruitment	Direct Recruitment
3	Age Limit (Years)	35 years ((Age relaxation as per the Government of Karnataka for SC / ST / OBC)
4	Qualification	SSLC with ITI Certificate in Electrical Engineering with 2 years experience in the line. Preference will be given for those holding Certificate of Skill Training under the National Skill Mission.

Note:

1. Any modification shall be done by the Registrar in consultation with the Director before finalising the advertisement.
2. Pay Scales will be fixed as decided in the Pay Fixation and Anomaly Amelioration Committee.

18. Plumber / Skill Assistant

SL No.	Item	C&R Committee Recommendation
1	Sanctioned strength	2
2	Method of Recruitment	Direct Recruitment
3	Age Limit (Years)	35 years (Age relaxation as per the Government of Karnataka for SC / ST / OBC)
4	Qualification	SSLC and Certificate in Sanitary work with 2 years experience in the line. Preference will be given for those holding Certificate of Skill Training under the National Skill Mission.

Note:

1. Any modification shall be done by the Registrar in consultation with the Director before finalising the advertisement.
2. Pay Scales will be fixed as decided in the Pay Fixation and Anomaly Amelioration Committee.

19. Driver

SL No.	Item	Particulars
1	Sanctioned strength	4
2	Method of Recruitment	Direct Recruitment
3	Age Limit (Years)	35 years (Age relaxation as per the Government of Karnataka for SC / ST / OBC)
4	Qualification	SSLC with minimum 50% marks with a valid driving license for a light motor vehicle with a recognized first aid training certificate and skills in GPS navigation. Desirable: Knowledge of motor mechanism

Note:

1. Any modification shall be done by the Registrar in consultation with the Director before finalising the advertisement.
2. Pay Scales will be fixed as decided in the Pay Fixation and Anomaly Amelioration Committee

20. Attenders/(All including Library Attender)

SL No.	Item	Particulars
1	Sanctioned strength	11
2	Method of Recruitment	Promotion from the cadre of Messenger / Cooks / Gardener / Mason / Sweeper
3	Qualification	SSLC with minimum five year experience as Messenger /Gardener/ Mason/ Sweeper

Note:

1. Any modification shall be done by the Registrar in consultation with the Director before finalising the advertisement.
2. Pay Scales will be fixed as decided in the Pay Fixation and Anomaly Amelioration Committee

21. Messenger

SL No.	Messenger	Particulars
1	Sanctioned strength	12
2	Method of Recruitment	Direct Recruitment
3	Age Limit (Years)	35 years (Age relaxation as per the Government of Karnataka for SC / ST / OBC)
4	Qualification	SSLC with basic computer knowledge. Preference will be given for those holding Certificate of Skill Training under the National Skill Mission.

Note:

1. Any modification shall be done by the Registrar in consultation with the Director before finalising the advertisement.
2. Pay Scales will be fixed as decided in the Pay Fixation and Anomaly Amelioration Committee

22. Gardeners (11), Mason (2)

SL No.	Item	Particulars
1	Sanctioned strength	13
2	Method of Recruitment	Direct Recruitment
3	Age Limit (Years)	35 years ((Age relaxation as per the Government of Karnataka for SC / ST / OBC)
4	Qualification	SSLC with Certificate in Gardening Experience: For Mason 3 years' experience of the work required/ For Gardener Three years' experience in Gardening in State Horticulture Department or Central Organisation or in any large private company.

Note:

1. Any modification shall be done by the Registrar in consultation with the Director before finalising the advertisement.
2. Pay Scales will be fixed as decided in the Pay Fixation and Anomaly Amelioration Committee

23. Cook

SL No.	Item	C&R Committee Recommendation
1	Sanctioned strength	2
2	Method of Recruitment	Direct Recruitment
3	Age Limit (Years)	35 years ((Age relaxation as per the Government of Karnataka for SC / ST / OBC)
4	Qualification	SSLC with certificate in culinary with three years experience. Preference will be given for those holding Certificate of Skill Training under the National Skill Mission. Selection may be done after practical test.

Note:

1. Any modification shall be done by the Registrar in consultation with the Director before finalising the advertisement.
2. Pay Scales will be fixed as decided in the Pay Fixation and Anomaly Amelioration Committee.

F: PROCEDURE TO BE ADOPTED IN RECRUITMENT OF VARIOUS NON ACADEMIC POSTS:

Library Staff

Librarian / Deputy Librarian and Assistant Librarian:

A. Librarian: Direct Recruitment OR promotion from the post of Deputy Librarian.

Eligibility Criteria:

- a. Ph.D. in Library / Information Science and Master's Degree in Library Science / Information Science/ Documentation Science with 55% and above marks in aggregate.
- b. Thirteen Years' combined Experience as Deputy Librarian and Senior Assistant Librarian

B. Deputy Librarian: Direct Recruitment OR promotion to the post from Senior Assistant Librarian. In case of direct recruitment for the post of Deputy Librarian and Senior Assistant Librarian the following procedure to be followed:

Eligibility Criteria:

- a. Ph.D. in Library / Information Science and Master's Degree in Library Science / Information Science/ Documentation Science with 55% and above marks in aggregate.
- b. Five Years' Experience as Senior Assistant Librarian

C. Assistant Librarian Direct Recruitment OR promotion to the post from Library Assistant. In case of direct recruitment for the post of Assistant Librarian the following procedure to be followed:

Eligibility Criteria:

- a. Master's Degree in Library Science / Information Science/ Documentation Science with 55% and above marks in aggregate.
- b. NET Qualified.
- c. Five Years' Experience as Library Assistant

D. Vacancies of posts shall be advertised as and when they arise. Vacancies of Deputy Librarian and Assistant Librarian posts shall be advertised on an all-India basis.

iii. Form of Advertisement:

a. A brief advertisement may be released through the newspapers and full advertisement placed in the ISEC Website. The brief advertisement shall contain: Name of the vacant post, Number of vacancies including reservations, duration of the post, essential qualifications, scale of pay in brief, age limit and last date for receipt of completed applications.

b. A period of 30 days from the date of release of the brief advertisement shall be given for the receipt of completed applications.

iv.: Ratio in which candidates are to be called for interview:

A ratio of 1:6 shall be followed, viz., for every vacant post a maximum of three candidates may be called for interview.

Reservation for Scheduled Castes, Scheduled Tribes and Other Backward Classes, EWS: As the sanctioned post is one in the cadre the reservation is not applicable.

v: Composition of the Screening Committee for the various posts in the Library are as follows:

I: Screening Committee for: Deputy Librarian

- a. Director (Chair)
- b. Three members of faculty of ISEC, of whom two shall be Professors and one shall be an
- c. One expert Professor in Library Science
- d. Associate Professor nominated by the Director.
- e. Registrar (Convenor)

II. Screening Committee for Senior Assistant Librarian and Assistant Librarian

- a. Director (Chair)
- b. Deputy Librarian
- c. One external expert Professor in Library Science
- d. Two members of faculty of ISEC, one of whom shall be a Professor nominated by the Director.
- e. Registrar (Convenor)

The screening Committee will verify the applications received and shortlist the candidates for the selection.

III: Payment of Travel

Outstation candidates who are called for interview shall be paid Second AC class rail fare(or bus fare where there is no train connection) from place of residence to Bangalore and return by the shortest route.

IV: Composition of the Selection Committee:

The composition of the Selection Committee for various posts are as follows:
For Selection of Deputy Librarian and Assistant Librarian:

- a. Chairperson of the Board of Governors: Chairperson
- b. Director: Member
- c& d. Two experts nominated by the Board of Governors, of whom at least one will have
To be present for any selection: Members
- e. One member of the Board of Governors, Not a member of the Academic Staff
Nominated by the Board of Governors: Member
- f. Registrar: Secretary

The Selection Committee shall select the candidate through the process of interview as per the eligibility criteria and recommend the candidate for these posts along with the name of the candidate for placing in wait list. The appointment orders may be issued by the Director with the approval of Chairperson, BoG.

V: Selection Procedures for the following posts:

The composition of the screening committee for the following posts will be:

- a. Director
- b. One Senior Member of the Faculty
- c. Registrar - Member Secretary
- d. Assistant Registrar (Admin.)

i: Systems Analyst / Documentalist / Digital Library Analyst

These posts shall be filled through open advertisement and after screening the applications and a written test in the subject given by an external expert, the candidates shall appear before the Selection Committee. The composition of the selection Committee is given in Paragraph 4 below.

ii. Data Bank Manager

This post shall be filled through open advertisement and after screening the applications and a written test. The composition of the selection Committee is given in relevant paragraph below.

iii. Selection Grade Technical Assistants (Research)

These positions will be filled as per requirements and shall have a contract period of five years only. The selection process will have a written test in the subject followed by an interview like Senior Assistants.

iv: Senior Assistants

The subjects, syllabus and method of conducting the written test may be decided by the Director. The written test will be conducted under the supervision of Registrar. The merit of these candidates shall be prepared based on the marks obtained in the written test.

v. Driver:

In addition to the eligibility prescribed in the C & R Rules, physical driving test shall be conducted by referring to the RTO and the RTO should certify the suitability. The two representatives from the Institute may also be deputed by the Director for conducting the test.

vi: Cook:

In addition to the eligibility prescribed in the advertisement, cooking test may be conducted physically under the supervision of the suitable two representative of the Institute as deputed by the Director. The representative shall certify the quality of cooking.

VI: GENERAL REQUIREMENTS

i: Eligibility Criteria

- i. Age should be calculated as on the last date prescribed for receipt of completed applications.
 - a. Proof of age is SSLC/Transfer Certificate
 - b. Upper Age limit – General Merit – 35 years, BC – 38 years, SC / ST – 40 years.
 - c. In case of internal candidates age limit can be relaxed up to 5 years.

A ratio of 1:3 shall be followed, viz., for every vacant post a maximum of three Candidates may be called for interview.

Reservation as per Reservation Policy may be referred as mentioned in the rules.
Composition of the Screening Committee

ii: Procedure for screening applications:

- a. The applications received after the last date for submission of application shall be placed before the screening committee. The screening Committee shall look into the following criteria for screening the applications and short listing the candidates for the purpose of interview.
- b. Incomplete applications, applications not supported by the required documents and applications received after the prescribed last date shall be rejected.
- c. From out of the remaining applications those applicants who have the prescribed qualifications as per the advertisement shall be listed.
- d. In eligible applications shall be rejected.
- e. The merit list shall be prepared based on the marks obtained in the qualifying examination and also experience, if so prescribed.
- f. If two or more candidates have secured equal percentage/or aggregate marks in the qualifying examination and/or have put in the same duration of experience the order of merit in respect of such candidates shall be fixed on the basis of their age; the person(s) elder in age shall be placed higher in the order of merit.
- g. The merit list should be prepared category wise as per the reservation policy for the posts for which the applications are invited. The merit list for GM may also be prepared.
- h. The reserved candidates if qualified for general merit they should not be considered against the reserved posts. The screening committee may shortlist three candidates for one post in each cadre and category and submit to the Director.

iii: Payment of Travel

Outstation candidates who are called for interview shall be paid second class rail fare (or bus fare where there is no train connection) from place of residence to Bangalore and return by the shortest route.

iv: Composition of the Selection Committee:

The composition of the Selection Committee for above said posts will be as follows:

- a. Director (Chair)
- b. One Professor/ Associate Professor nominated by the Director Member
- c. Two experts nominated by the Director Member
- d. One representative from SWD, GoK, not below the rank of DD Member
- e. An expert representing SC/ST/OBC / Women /
- f. Differently-abled categories, if any of candidates Member representing these categories is the applicant, to be nominated by the Director with the approval of the Chairperson BOG, if any of the above members of the selection committee do not belong to that category
- g. Registrar (Member Secretary)

The selection committee will invite the shortlisted candidate for the interview for final selection. The selection committee shall assess the suitability of the candidate and prepare the select list and it should be published in the notice board as well as host the same on the ISEC website. The selection committee shall place a candidate on the waitlist as per the categories and if the selected candidates did not join within the stipulated time and the extended time, if any, the wait list candidates will be offered the appointment. The Registrar shall obtain the approval of the Chairperson of BoG for issuing the appointment letters.

The Director being the appointing authority, will issue the appointment orders with terms and conditions as per the rules after obtaining the following clearances:

- a. Medical fitness
- b. Police clearance
- c. In case of SC / ST / OBC caste validation from the Deputy Commission of the
- d. District (to avoid false caste certificate)
- e. Verification of educational qualification certificate from concerned authority (to avoid false marks sheet)
- f. In case the selected candidate is already in the service of the Institute, the
- g. Selection Committee may recommend protection of existing emoluments.

The selection committee shall prepare the selected list and it should be published in the notice board as well as host the same on the ISEC website. The selection committee shall place a candidate on the wait list as per the categories and if the selected candidates did not join within the stipulated time and the extended time, if any, the waitlist candidates will be offered the appointment.

In case the selected candidate is already in the service of the Institute, the Selection Committee may recommend protection of existing emoluments.

3.:PROMOTION RULES of ISEC Staff: Non-Academic -

- i. There shall be a ISEC promotion committee (PC) in respect of promotions on the basis of seniority / seniority cum merit for the non-academic staff. This for Academic Staff comes under CAS rules
- ii. The constitution of ISEC Promotion Committee for non-academic staff shall exclude the services of the persons drawn on deputation
- iii. The following **ISEC Promotion Committee** shall be as under for the employees other than Group C and D, for the purpose of promotion to the next cadre
 - a. Director Chair
 - b. One faculty among the Professors Member
 - c. Representative from SWD, GoK
who is not below the rank of DD Member
 - d. Registrar Member-Secretary

Iv: The committee for promotion of Group C and D employees to the next cadre is as under:

- a. Director Chair
- b. One faculty among the Assoc. Prof. Member
- c. Representative from SWD, GoK
who is not below the rank of DD Member
- d. One External expert Nominated by the Director Member
- e. Registrar Member-Secretary

Iv: Frequency of meeting of **ISEC Promotion Committee**:

- a. The **ISEC Promotion Committee** may meet twice a year, unless there is no vacancy available either immediately or in the next six months as could be reasonably foreseen.

v: Procedure for **ISEC Promotion Committee**:

- a. The employee shall fill the form with all the details and work done during earlier years to be considered for promotion. The employee concerned may be promoted in accordance with Rules. At the time of PC, the seniority list and the APARs of all eligible employees shall be made available to the PC by the administrative section including pending cases of disciplinary action and suspension, etc.
- b. The date to conduct PC shall be informed in advance to the members of the PC.
- c. The **ISEC Promotion Committee** should consider the APARs of the staff except Group 'D' for a period which is equal to qualifying service mentioned in the C & R Rules.
- d. For the period of deputed service, the assessment of a staff performance made by the borrowing department should be relied upon.
- e. The PC should assess the suitability of the staff as per the C & R Rules, seniority and roster as mentioned in the reservation policy.
- f. The PC shall assess the suitability of the employee for promotion without taking into the consideration of the disciplinary proceedings including suspension / criminal court proceedings / pending against the employee. The assessment on basis of records. If any employee facing disciplinary action is recommended for promotion by the PC, the name of such person shall be kept in the sealed cover. On the conclusion of the disciplinary / court proceedings and in case the employee is exonerated, the sealed cover may be opened at the earliest possible date of promotion. The promotion and other benefits have to be extended from the date of promotion orders issued on the recommendation of the PC.
- g. The recommendations of PC have to be placed before the Chairperson BoG for approval through the Director and after approval the Director may issue the promotion order and posting of the persons in a suitable place.

Note: In case of SC / ST employees not available as per the prescribed qualifying service for any post, two year relaxation in qualifying service shall be given. If the minimum qualifying service for promotion is three years, in such case no relaxation needs to be given.

D: Appointment of Temporary Staff

i: Project Staff:

Appointment of staff for the duration of six months or less can be made on the recommendation of the Project Co-ordinator /Director, as per the qualifications and experience specified for the appointment and notified on the Institute's notice board. All appointments of project staff shall be made only after the approval of the Director. Further extension shall be on the basis of recommendation of the Project Co-ordinator and approval of the Director. Project staff shall be appointed on purely temporary basis and will not hold any claim on any position in the Institute. Their services in the Institute shall not be counted for any age relaxation in case they seek employment in the Institute.

ii: Other Appointments: Notwithstanding anything contained in these rules, the Director may create, subject to budget provision and based on the recommendations of the Head of the relevant Centre, temporary posts for research studies for the duration of those studies, and make appointment there as required. The Director shall report to the Board of Governors all temporary posts created in the academic categories and ad hoc appointments thereto in the immediately following meeting of the BOG with justification and procedure followed.

iii: The terms and conditions of service of the temporary staff shall be determined by the Director.

ANNEXURE - III FOR APAR

Sl. No.	Designation	Reporting Authority	Reviewing Authority	Accepting Authority	Remarks
1.	Professor	Director			
2.	Associate Professor	Head of the Centre	Director		
3.	Assistant Professor	Head of the Centre	Director		
4.	Registrar	Director			
5.	Asst. Registrars (Admn., Academic & Estate, etc.)	Registrar	Director		
6.	Asst. Registrar (Accts.)	Accounts Officer	Registrar	Director	
7.	Sel. Grade Asst. (Admn.)	Registrar	Director		
8.	Sel. Grade Asst. (Accounts)	Accounts Officer	Registrar	Director	
9.	Senior Assts, DTP Assts., Sel. Grade Tech. Assts., Clerk, Dispatch Clerk	Section head	Registrar	Director	
10.	Deputy Librarian	Registrar	Director		
11.	Asst. Librarian, Documentalist, Digital Library Analyst, Sel. Grade Asst.	Deputy Librarian	Registrar	Director	

ANNEXURE – IV

PROFORMA FOR ANNUAL PERFORMANCE APPRAISAL: NON ACADEMIC STAFF

Report for the period From: MayXXXX to JuneXXXX

PART-I: PERSONAL DATA

1. Name of the Staff :
(In block letters)
2. Date of Birth :
3. Present work Place :
4. Education Qualification :
5. Designation :
6. Period spent on leave / training during the period of report:
 - (a) Leave and kind of leave availed
 - (b) Training with details

Part – II Self Assessment

1. Brief description of the duties (100 words)
2. Objectives set for himself / herself, if any
3. Objectives achieved (details of the works completed)
4. Special achievements, if any
5. Constraints, if any, in achieving the objectives

Part III: Report to be made by the reporting authority

1. Nature and quality of output with respect to self assessment

Outstanding / very good / good / average / below average

2. Knowledge of sphere of work

Outstanding / very good / good / average / below average

3. Attributes covering the following aspects

Attitude towards work: Outstanding / very good / good / average / below average

- b. Willing to assume responsibility
- c. Initiative and planning ability
- d. Zeal and industry
- e. Accuracy
- f. Decision making ability
- g. Communication skill
- h. Inter personal ability, motivation, team work
- i. Supervision, coordination and leadership

4. Integrity

5. Need for Training

6. State of health

7. Attendance

8. General Assessment

9. Grading: Outstanding / very good / good / average / below average

10 Problems if any OR Suggestions for Improvement

Date

Seal and Signature of the Reporting authority

Part IV: Review to be made by the review authority:

- 1. Whether self assessment and the report of the reporting authority is acceptable, if not give reasons
- 2. Remarks of the reviewing authority if any
 - Points to be appreciated
 - Adverse Remarks If Any
 - Suggestions

Date

Seal and Signature of the Reporting authority

Part V: Acceptance by accepting authority

Remark on the whole

Date

Seal and Signature of the Reporting authority

Part VI: Communication, if any

1. Reference No. and date of communication of adverse remarks, if any
2. Reference No. and date of communication of advisory remarks, if any
3. Date on which representation, if any, received
4. Decision on representation and date of consideration to the concerned employee
5. Date of having forwarded to the Registrar for Record and entry in Service Book

Date

Seal and Signature of the Reporting authority

SECTION VII: ISEC SERVICE RULES -

VII. THE DUTIES OF THE ADMINISTRATIVE AND ALLIED STAFF

- i. The duties of all administrative and allied staff will be specified by the Registrar in consultation with the Director.
- ii. The performance of these staff will be evaluated by their immediate supervisors (Assistant Registrar) and reviewed by the Registrar/accounts Officer/Library in-charge. The performance of the Registrar and the Accounts Officer will be reviewed by the Director. Among other things, the performance evaluation will cover the leave record, punctuality, discipline at work, and work efficiency of the staff. The performance appraisal of all administrative staff must reach the Director on or before 30th June, and the Director shall give his/her feedback to the staff.
- iii. Once in three years, the consolidated performance appraisal of the administrative staff will be graded on a Four-point scale as (i) Excellent, (ii) Good, and (iii) Average iv Bad. Only staff members whose performance is assessed in the first two categories will be eligible for incentives, whereas those in the third fourth category shall be given a letter to improve their performance. In some cases where there is complete lethargy the Registrar can initiate disciplinary action.
- iv. A Committee consisting of the Chairperson of BoG, a nominee of the BoG and the Director shall recommend to the BoG the nature and quantum of incentives to be awarded to the staff.

VIII. Deputation and Leave without Pay for Non-Academic Staff

- i. The Non-academic staff shall be eligible for deputation outside to any academic institution or Government Departments (excluding Private or Business Oriented organisations) only once for a period of Two Years in the entire service on request after completing 10 years of service in ISEC.
- ii. Any application for such deputation shall be forwarded by the Registrar through the Director to the BoG for sanction. Such Deputation shall be given only when the Registrar certifies that the Institute's work does not suffer and the work record of the applicant is good.
- iii. Leave without Pay for a period of less than one year and to the maximum of six months will be admissible to any Non-Academic staff member in exceptional cases like his/her medical condition or that of any dependent family member. Registrar shall satisfy the genuine nature of the case. This shall not be available as right and the necessary prior sanction is needed in every case.

IX. Time Bound Advancement for Non-Academic Staff

- i. The Non-Academic Staff are eligible for a Time Bound Advancement (TBA) on after completion of ten years and fifteen years of continuous service at ISEC in the same designation.
- ii. In the implementation of Time Bound Advancement for 10 Years on multiple occasions in the entire service, the eligible employee will have the option to exercise to draw pay in the

lower pay scale until he earns his next increment and may be granted and the promotional grade from the date from which his pay is fixed under the Revised scale.

X: Incentive Increment

a) The Non-Academic Staff are shall be eligible for an Incentive Increment in the same scale of pay on completion of 20, 25, 30 and 35 years of continuous service at ISEC from the date of joining ISEC, provided there are no adverse remarks on the working of the staff member and recommended by the Registrar. If an employee goes on lien to another organisation, the lien / deputation period shall be excluded for the purpose of computation of the completion of service.

b) Commencement of Service for the purpose of pay: Except as otherwise provided by, or under these rules, "Service" of an employee shall be deemed to commence from the working day on which an employee reports for duty in under an appointment covered by these rules at the place and time intimated to him/her by the Director, if he/she reports before noon and from next day if he/she reports in the afternoon. In case of Direct Recruitment on selection the merit list of provided by the selection committee shall be considered for seniority of service irrespective of date of joining for duty.

c) At present the Group Insurance Scheme for the employees of ISEC is provided by taking the a policy for that from LIC of India. The premium towards this policy is being met from through the deductions made from the salary of the individual employee. The employees are paid accumulated sum on retirement /or in case of death while in service. This scheme at present covers all employees who have been employed in the Institute prior to 2013. For the employees who have been recruited after 2013 a fresh policy is required to be taken in order to cover all employees under GIS with the approval of the BoG

e. Probation: An employee directly recruited to the Institute's service may be required to be on probation for a period of two years with after clearing internal assessment and the probation may be extended at the discretion of the appointing authority provided that such extension shall not be more than one year. The staff member shall continue to be on probation till the letter for declaration of probation is issued.

f. Discharge during probation: During the probation period an employee is liable to be discharged from duty at one day's notice during the first month of his joining and thereafter at one month's notice period for any unsatisfactory service. Alternatively he / she may be discharged by making payment of one day salary or one month salary as the case may be, in lieu of the notice. However, this power may be exercised by the competent authority with the approval of the Director subject to and shall be ratified by the BoG. ratification by the BoG.

g. All Non-Academic staff shall abide by the discipline of the Institute and the Registrar with the approval of the Director can initiate disciplinary proceedings against any misbehaviour by the staff member.

A: ISEC EMPLOYEES SENIORITY RULES

I. These rules may called ISEC Employees Seniority Rules 2022 (will come into force as and when notified after the approval of the BoG).

II. These rules apply to all cadres of academic and non-academic staff.

III. Subject to the provisions hereinafter contained the seniority of a person in a particular cadre or a post shall be determined as follows:

- i. Where the persons are recruited to any cadre or post by promotion and by direct recruitment simultaneously on the same date the directly recruited persons will be senior to promoted person.
- ii. Persons appointed substantively in clear vacancies shall be senior to all persons appointed on officiating or in charge basis in the same cadre or post.
- iii. Normally, the seniority shall be determined on the basis of date of appointment but in case of conflict on the date of Confirmation, the seniority inter-se of persons who are appointed earlier shall be the sole criteria.
- iv. Seniority inter-se of persons appointed on temporary basis if any, will be determined by the dates of their continuous officiation in that grade and where the period of officiation is the same, the seniority inter-se in the lower grade shall be followed.
- v. In case of academic staff, a person is transferred from one centre to another centre carrying same designation or same pay for the purpose of seniority, and the seniority of the person so transferred shall be determined with reference to his first appointment to the post or grade from which he was transferred.
- vi. In case of non-academic staff, the rule 5 is applicable. In case of transfer either by request from one cadre or post to another cadre or post with the same scale of pay and qualification, in such case he /she shall be placed in the changed cadre below the existing persons in that cadre or post.
- vii. In case of common seniority required to be maintained from more than one equivalent cadres carrying the same pay scales then the seniority shall be the date of appointment or date of promotion to that cadre. The promotions to the next cadre will be done based on this seniority subject to the provision of C & R Rules of the Institute.

IV. By promotion: When promotions to a cadre or a post are made on the basis of seniority at the same time for more than one, the relative seniority shall be determined as follows:

- a. If promotions are made from any one cadre or post based on seniority, their inter-se seniority shall be as in the lower cadre or post.
- b. When promotion to a cadre or a post made by selection at the same time from same cadre or same post by the order in which the candidates are

arranged in order of merit by the appointing authority by making the selection, then the seniority is determined according to the merit only.

V: By Direct Recruitment: In the case of seniority of direct recruits to a cadre or a post shall be made by the appointing authority at the time of their first appointment in one of the modes mentioned below:

- a. When the recruitment is made on the result of the competitive examination the order of seniority will be in the order of merit only.
- b. When the recruitment is made by selection the order of seniority will be determined by the order in which the candidates are arranged in the order of merit by the appointing authority making the selection.
- c. In all cases the seniority shall be as per the merit list only and not from the date of reporting to the duty.

d: The seniority list shall be prepared by the appointing authority i.e. the Director for academic staff and Registrar for non-academic staff every year for each cadre or post consisting of the names of all persons of said cadre or post arranged in the order of seniority in accordance with the provisions of these rules.

e: The seniority list so prepared shall be published in the notice board / website and objections can be called for from persons concerned by giving 15 days' time and after due examination of the objections the final list may be approved and published by the appointing authority. The decision of the appointing authority is final.

MODEL FORMAT FOR MAINTAINING SENIORITY LIST CADRE / POST: ASSISTANT REGISTRAR

Example

Sl. No.	Name of the employee	Category	DR / PR	Date of birth	Date of joining into the service	Date of appointment / promotion to the present cadre
1.	Mr. X	GM	PR	01.06.1985	28.04.2005	05.06.2022
2.	Mr. Y	SC	PR	25.07.1970	06.05.2005	05.07.2022
3.	Mr. Z	BC	PR	05.05.1982	06.04.2007	06.08.2022
4.	Mr. A	ST	PR	10.09.1980	06.07.2006	20.08.2022

B: OTHER SERVICE REGULATIONS

1: Resignation from Services

i. Resignation of from the services by notice:

An employee shall not leave or discontinue his/her service in the Institute without first giving notice in writing of his/her intention to leave or discontinue the service of the Institute. The period of notice required shall be:

- a) During probationary period:
 - i) One day during the first month
 - ii) One month during the rest of the probationary period.
- b) After confirmation:
 - i) Three months

The notice shall be given to the appointing authority and the staff member shall be relieved only after its acceptance.

ii. In the lieu of the notice the employee including probationer has to pay to the Institute a sum equal to his/her substantive pay for the same period as mentioned above. The payment of the amounts shall be restricted to the period by which the actual period of notice falls short of the prescribed period for serving notice. The employee shall be eligible to encash earned leave at his/her credit as per the prevailing rules.

iii. A notice of resignation given by an employee under sub rule (i) shall be deemed to be proper only if he/she remains on duty during the period of notice. and(ii). An employee shall not be entitled to set off any leave earned and not availed of by him/her against the period of such notice. An employee giving notice of resignation notice may be permitted by the competent authority to utilise the leave at his/her credit provided the period of notice is exclusive of the leave applied for.

iv. Termination of Services: The Institute may terminate the service of any permanent employee on giving him/her:

- a) During probationary period:
 - i) One day during the first month
 - ii) One month during the rest of the probationary period.
- b) After confirmation:
 - i) Three months notice or pay in lieu of notice thereof

v. The power to terminate the service of an employee shall be exercised by the Director with the approval of the Chairperson for the reasons to be recorded that it is in the interest of the Institute to do so and place the same for ratification by the Board of Governors.

vii. If an employee to whom notice is given by the Institute in pursuance, absents himself/herself without permission during the period of notice, he/she shall not be entitled to receive any pay or allowance for the period of such absence, and shall be liable to such further penalties as the Director may deem fit to impose.

vii. Nothing in Sub rule (ii) shall affect the right of the Institute in the light of the action taken.

viii. Technical Resignation: A Staff member who opts to get absorbed in any other Government OR any Autonomous bodies of State or Central Government shall tender technical resignation by giving one month notice thereof. The technical resignation can be accepted subject to the following:

- a. The application should have been forwarded through proper channel
- b. The staff members shall not retain the lien on the post at ISEC
- c. The terminal benefits as applicable on retirement at that time shall be discharged

ix. Compulsory Retirement from the service on medical grounds: The service of an employee on his/her being certified by a qualified medical practitioner recognised Government Hospital to the effect that he / she permanently incapable for further continuous service in the Institute, in such case the compulsory retirement will only be effected by the Director, provided he/she will be paid PF including employer's contribution, proportionate gratuity and encashment of earned leave at his/her credit. The BoG may be informed accordingly.

x. Superannuation/Retirement: Age of retirement of permanent academic staff shall be governed by rules under MoA. However, in exceptional cases for special needs of the Institute, a retired employee may be re-employed on contract basis with a consolidated salary (Less than the last Gross Salary drawn) for specified period (Not exceeding two years) subject to his/ her being in sound mind, mental and physical health and continued efficiency provided that the proposal for re-employment is initiated only by the Director and is approved by the Board of Governors. Such re-employment shall not exceed two years for Academic Staff and one year for Non-Academic Staff and need for such employment should be clearly recorded.

2: DEPUTATION AND LIEN RULES

I. Deputation of Employees to other Organisations:

i: An employee of the Institute may be deputed to serve under any other Institute/ University / institutions of both State and Central Government. No employee can, however, be deputed against his/her will.

ii: The competent authority to sanction the deputation to an employee to any government or semi-government agency for a maximum period of three years during the entire service of the staff member and to fix the terms and conditions shall be the Board of Governors in the case of faculty and Director in the case of other categories of staff. The deputation shall be given in special circumstances only.

iii Where the service of an employee is placed at the disposal of another employer under sub-rule (1), it shall be a condition that the employer shall during the period of such deputation, bear the entire cost of the employee including travel and other allowances, joining time pay, leave earned during the period of deputation and provident fund, gratuity contributions and LIC Pension Annuity contribution.

iv: The Institute may permit the employees to proceed on deputation to another organization by exercising the right of lien for the post he/she is holding in ISEC so that he can return to the Institute.

v: Lien means the title of an employee to hold substantively either immediately or on the termination of the period or period of absence to a permanent post to which he has been appointed substantively. The Institute may permit an employee to retain a lien on his / her temporary appointment in special cases such as absence on duty or training outside India.

vi: General Rule: (1) An employee cannot be appointed substantively to a post on which another person holds lien, considering it as vacancy. However, in charge arrangement can be made for discharging the official duty in that post and he is eligible for in charge allowance as per the rules.

vii: An employee of ISEC who is / has been on deputation, if he is absorbed permanently in the organization in which he is working on deputation, then the lien is cancelled and he should resign to the permanent post holding in ISEC.

Voluntary Retirement: The permanent staff members can opt for Voluntary Retirement after the completion of 20 years of qualifying service or on completion of 50 years of age by giving three months notice. The terminal benefits on Voluntary retirement shall be equivalent to benefits as in case of superannuation and will depend upon the qualifying service in the institute till the date of Voluntary retirement.

The Institute in Public interest, may also retire a permanent staff member who have completed 20 years of qualifying service or has attained the age of 50 years by giving three months notice or pay and allowances in lieu of three months notice period.

Officiating Appointment: The staff member who are covered under UGC Scale can be given officiating appointment to a higher post if the higher post remains vacant due to lien / deputation etc for a period exceeding three months. The pay and allowance of higher post shall be applicable for the duty of officiating period and pay shall be fixed as per norms. On completion of the Officiating period the staff member may be reverted to the substantive post and will continue to draw the pay of the substantive post only.

2:INTERNAL TRANSFER POLICY FOR ACADEMIC AND NON ACADEMIC STAFF

1. Any employee may be transferred from one centre to another or one section to another if such if such need is felt by the Director on the recommendation of the Registrar in the interest of the Institute. No transfer shall be construed as punishment.

2. The conditions for internal transfer:

1. The employee may be transferred after completion of a minimum of two years in any centre or section No employee shall be continued in any one section or centre for more than three years.
2. The Director may consider any transfer from one section to another or from one centre to another on medical grounds suffering from serious and chronic diseases like heart problem, etc., as certified by the Head of the Government hospital located in Bengaluru.
3. The Director may consider transfer of any employee if the report of indiscipline or slow work is reported
4. Request transfer: the employee may file an application for request of transfer after completion of minimum period through the concerned head of the Centre/ Section and Head of the Centre/ Section may recommend to the Registrar. The Registrar may recommend to the Director for consideration.
5. For smooth functioning of the Institute, the internal transfers may be considered during April / May of every year.
6. Since it is internal transfer and no change of headquarters the transferred employee are not entitled for availing joining time. Therefore, the section / centre heads may relieve the transferred employee forthwith. The employee shall handover the charge to the persons as per the directions of the head of the section or centre and may join in the next day of the transfer order either forenoon or afternoon after getting relieved.
7. As far as possible in case of members of same family like wife and husband, siblings, are working in the Institute, they may not be posted or transferred to the same centre or section.
8. In case of any employee facing disciplinary or other action like sexual harassment etc., such employee may be mandatorily transferred to another section or centre as decided by the Director pending disciplinary action.
9. In case of any employee placed under suspension, after reinstatement, such employee shall be transferred to another centre or section from the centre or section in which he / she was suspended.
10. The head of the centre / section if fails to relieve the person transferred within three days then it is deemed to be relieved and the person should handover the charge to the persons as directed by the Registrar in writing and report for duty to the place of transfer.
11. Disobdience of the transfer order shall be construed as violation of conduct rules and disciplinary action shall be initiated against the persons concerned as deemed fit by the Director.
12. Any employee aggrieved by the order of internal transfer may represent to the Director in writing stating the specific reasons and the Director may accept or reject such representation.

4: LEAVE RULES FOR ISEC STAFF: Academic and Non-Academic

A: Types of Leave Available

- I. Kinds of Leave: (1) Subject to the provisions of these rules, the following kinds of leave may be granted to an employee:
 - a) Casual Leave
 - b) Earned Leave
 - c) Medical Leave
 - d) Maternity Leave
 - e) Paternity Leave
 - f) Duty Leave
 - g) Academic Advancement Leave
 - h) Sabbatical
 - i) Extraordinary Leave
 - j) Child Care Leave
- II. Leave cannot be claimed as a matter of right. When the exigencies of the service so require, the discretion to refuse or revoke leave of any description except medical and maternity leave is vested in the sanctioning authority, and an employee already on leave may be recalled by that authority when considered necessary in the interests of the Institute.
- III. **Casual Leave:**
 - (i) Casual Leave may be granted to an employee up to a maximum of 10 days in each calendar year, provided that not more than six days leave can be taken continuously, and further provided that Sundays and other notified holidays may not be combined with such leave in such a way so as to increase the absence at any one time beyond 10 days. Casual Leave may not be granted in combination with any other kind of leave (except maternity leave) or with joining time.
 - (ii) If the absence of an employee is extended beyond the limits laid down in sub-rule (1), or if any of the other conditions laid down in that sub-rule is not fulfilled, the employee shall be treated as on any other kind of leave to which he is entitled for the entire period of his/her absence.
 - (iii) Notwithstanding anything contained in sub-rule (1) and (2), the Director may grant **special casual leave** without being subject to all or any of the conditions laid down in sub-rule (1), where there are exceptional circumstances necessitating the grant of special casual leave in excess of the prescribed limit, provided that total period of casual leave granted to an employee including the special casual leave in any one calendar year shall in no case exceed fifteen (15) days. All such cases shall be reported to the Board of Governors.

Note: Casual leave of half-a-day effective up to or from 2:00 p.m. on any working day may be granted subject to the prescribed limit of 10 days.

These rules shall not be applicable to any absence from duty in pursuance of a strike and no authority competent to grant casual leave in respect of such absence. Such period of strike any, as to how to treat may be decided by the BoG.

In case of medical emergency like pandemic or on account of orders not to attend to office in consequence of infection in the family or household of the employee, such absence are treated as special casual leave and subject to such orders from the Government.

IV Earned Leave:

- (i) Earned Leave is admissible to an employee at the rate 30 days in a calendar year.
- (ii) The leave account of every employee shall be credited with earned leave in advance in two instalments of fifteen days each on the 1st January and 1st July every year.
- (iii) The leave at credit of an employee at the close of the previous half year shall be carried forward to the next half year subject to the conditions that the leave so carried forward plus the credit for the half year does not exceed 300 days.
- (iv) The earned leave shall be credited at the rate of 2½ days per month for each completed calendar month of service in the half of the calendar year in which the employee is appointed.
- (v) The credit for the half year in which an employee is due to retire or resigns from service shall be afforded at the rate of 2½ days for each completed calendar month of service up to the date of retirement or resignation.
- (vi) When an employee is removed or dismissed from service or dies while in service, the credit of earned leave shall be allowed at the rate of 2½ days for each completed calendar month of service up to the end of the calendar month preceding the calendar month in which he/she is removed or dismissed from service or dies while in service.
- (vii) If an employee has taken any extra-ordinary leave in a half year, the credit to be afforded to his/her earned leave account at the commencement of the next half year shall be reduced by one-tenth of such extraordinary leave subject to a maximum of fifteen days.

NOTE: This adjustment of extraordinary leave is not necessary if it is taken during the half year in which the employee retires, is dismissed or resigns or dies while in service

- (viii) The maximum earned leave that can be granted to any one time shall not exceed 150 days or the leave in credit whichever is lower. If an employee resigns from the services of the Institute and has served 15 years of service will be eligible to get encashment of Earned leave up to maximum of 250 days at the time of relieving.
- (ix) Earned Leave which remains unutilized at the time an employee retires from the Institute shall be commuted into cash equal to full pay for the period involved to the maximum of 300 days.
- (x) Earned Leave Encashment: The Earned Leave encashment shall not exceed 15 days in a year i.e. 1st January to 31stDecember.
- (xi) The authority competent to sanction leave shall grant lump sum cash equivalent of leave salary admissible for half the number of days of earned leave at the credit of an employee who held a permanent position in ISEC, but resigned or left service voluntarily after putting in a minimum of five years of qualifying service. Such encashment will be subject to a maximum of 150 days.

'Qualifying Service' for this purpose will have the same meaning as in KCSRs. Such a facility shall not be extended to temporary employees of ISEC and to Project Staff.

V. SURRENDER OF EARNED LEAVE

1. These Rule are applicable for all the permanent employees of Academic and Non-Academic Staff. These rules will be commenced from the date of notification after approval of the BoG.
2. A employee of ISEC is allowed to surrender the earned leave subject to a maximum of 15 days once in a year and he shall be granted leave salary and allowance for the period of the leave so surrendered.

The Director may accept surrender of leave if the total earned leave at the credit of the employee is more than 15 days. Further, there is no condition of availing the earned leave at the time of surrender of earned leave for encashment.

- (iii) Application for surrender of Earned leave shall be routed through proper channel. The employees at their option may also apply for earned leave simultaneously.
- (iv) It is for the ISEC to accept the surrender of leave for encashment. It can be rejected or deferred, if there is an order from the Government of Karnataka to this effect due to unforeseen circumstances or based on the decision of the BoG.
- (v) The number of days of Earned leave surrendered under these rules shall be deducted from the leave of the concerned employee and it should be authenticated by the Registrar.
- (vi) The leave salary for the period of surrendered leave shall be paid in full immediately after the surrender is accepted.
- (vii) The benefits of these rules shall be admissible to an employee who is on deputation to the Government of India or to any other State Government.
- (viii) The benefit of surrender of leave shall not be allowed during the period of leave sanctioned as leave preparatory to retirement. However, he / she is entitled for encashment up to a maximum of 300 days at the time of retirement.
- (ix) The employee who is permitted to surrender his leave when he also avail the earned leave shall in no case be permitted to rejoin duty before the expiry of the leave sanctioned to him.
- (x) Where an employee is compulsorily recalled to duty during the leave period, he may be allowed to avail the unexpired portion of the sanctioned leave as soon as his services can be spared.
- (xi) In order to guard against any omission in posting a debit of the leave surrendered in the leave account of the employee, details of the surrendered leave shall be noted in his service book and in the leave account at the time the leave salary is drawn. A certificate to the effect that necessary entries have been made in the Service Book and the leave account shall be recorded by the drawing officer in the bill in which the leave salary for the surrendered leave is drawn in that particular year.

Clarification 1:- The period of earned leave surrendered for purpose of encashment should not be taken into account for calculating earned leave.

Clarification 2:- The scheme of encashment of earned Leave is not applicable to the employees on probation.

VI. Medical Leave:

- (1) Medical Leave may be granted in cases where the illness of an employee exceeds 8 days up to a maximum of 20 days on full pay during a year.
- (2) Medical Leave will be subject to the production of certificate from a Registered Medical Practitioner.
- (3) Medical leave unutilised during the year may be carried forward and accumulated up to a maximum of 120 days of full pay.
- (4) Notwithstanding anything contained in sub-rule (1) the Board of Governors may on compassionate ground grant special medical leave on such other terms as they consider necessary.

VII Maternity Leave:

- i A married female employee whether permanent or on contractual basis may be granted maternity leave for a period of 180 days from the date of its commencement even during probation. During the leave she shall be paid leave salary equal to the pay drawn immediately before proceeding on leave:

Provided that a female employee has not more than two living children who shall not be entitled to maternity leave under this sub-rule.

Provided further that a female employee having three or more living children may be granted maternity leave under this sub-rule subject to the condition that she undergoes tubectomy operation during puerperium (the period of about six weeks after childbirth during which the mother's reproductive organs return to their original non-pregnant condition).and produces a certificate to that effect:

Provided also that a married female employee having three or more children shall be granted maternity leave as admissible under this sub-rule, subject to the condition that her certificate to that effect is submitted within a period of six weeks from the date of her confinement.

- ii Maternity leave may be combined with vacation or any other kind of leave. Such leave upto sixty days may be granted without requiring production of medical certificate but any such leave, exceeding sixty days applied for in continuation of the former may be granted only if the request is supported by a medical certificate from a registered medical practitioner
- iii. Leave, exceeding sixty days in continuation of maternity leave may also be granted in case of illness of a newly born baby subject to the production of a medical certificate from the registered practitioner to the effect that the condition of the ailing baby warrants mother's personal attention and that her presence by the baby's side is absolutely necessary.
- iv. Maternity leave under sub-rule (1) may also be granted in the case of mis-carriage or abortion including abortion induced under the Medical Termination of Pregnancy (Amendment) Act 2021, subject to the conditions that:

- a) The leave does not exceed six weeks; and
 - b) The application for such leave is supported by a certificate from the Registered Medical Practitioner.
- v. Maternity leave under sub-rule (4) may be combined with vacation or any other kind of leave, in accordance with provision of sub-rule (2).
- vi. Maternity leave shall not be debited against the leave account.

VIII: **Paternity Leave**

A male member of the Service (including a probationer) with less than two surviving children, may be granted paternity leave by an authority competent to grant leave for a period of 15 days, during the confinement of his wife for childbirth, i.e. up to 15 days before, or up to six months from the date of delivery of the child. Leave salary is admissible during this period of leave.

- IX. **Duty Leave:** A member of the academic and non-academic staff shall be granted leave to attend conferences, meetings and seminars within or outside India, which are considered to be relevant to the functioning of the Institute, or meeting of Committees, Councils of such similar bodies, appointed by Central/State Governments or by Statutory Organisations/ Institutions. Such leave shall not exceed 30 days in a year in the case of academic staff in an academic year (June to May).and 15 days for non-academic staff in a calendar year.

Further in special cases, Director may sanction duty leave in excess of these limits and report such cases to the Board of Governors.

The provision for 'Duty Leave' to project staff on yearly basis is approved and Director shall administer it subject to a maximum of 15 days per calendar year.

X. **Academic Advancement Leave:**

- i: Study leave may be granted with lien by the Director to an employee (who has served at least for three years in the Institute) belonging to the academic category as defined by the Institute; for a period not exceeding one year to enable the employee to proceed to a place of higher learning, either within the country or abroad for the purpose of improving his/her academic attainments and making employee more serviceable to the Institute.

The study leave may also be applicable to non-academic staff, one in the Institute at any given time and not more than once in their service, if they so are interested but restricted to maximum of two years on the same lines of academic staff. Study Leave is not a matter of right of an individual employee the Director will decide based on the merit of each case.

The Director shall inform the BOG in the next meeting the details of sanction of study leave.

- ii: In very exceptional circumstances, the Chairperson on the recommendation of the Director may consider granting study leave for one additional year to a deserving faculty after 10 years of service in the Institute, and such cases will be reported in the next meeting of the BOG.
- iii. Study leave can be granted only to those members of the staff who have put in at least three years of service including the period of probation subject to relaxation of this minimum period by the Director with the permission of the Chairperson and report to the Board of

Governors. Regarding faculty members having served for less than 3 years in the Institute, the Director shall decide on the basis of merit of each case and report such cases to BoG in subsequent meeting. Only those scholars whose professional skill and competence will, in the opinion of the competent authority, increase as a result of study abroad, are eligible for study leave. The decision of the Board of Governors regarding desirability and usefulness of the assignment shall be final and conclusive in the matter.

- (iv) Financial assistance, limited to full pay for one year may be paid in case the stipend received by the employee at the place of higher learning referred to in sub-rule (a) covers only the living expenses of the employee at that place, on production of an undertaking and supporting document to this effect. Where a member of the academic staff is granted leave with financial assistance from the Institute, the staff member shall execute a bond on a Rs.50 stamp paper that he/she would return to his/her post in the ISEC on expiry of such leave and serve the Institute for a minimum period equal to twice the period of study leave subject or for a period as decided by the Director depending on the period of service left with the employee and the type of assignment, failing which the employee shall repay entire financial assistance received from the Institute with interest at the prevailing bank rate for the period of default. The Bond / Undertaking shall be obtained from the faculty only if they take leave for more than one year and not less than one year.

XI **Sabbatical Leave**

- i. Objective: The objective of providing for sabbatical leave is to enable the members of faculty to avail of leave for improving their competence as researchers/teachers. This could be done either at his/her own institute or any other institute/university or even abroad if he/she can get necessary support for such purposes.
- ii. Eligibility: Sabbatical leave may be granted by the Institute to the members of faculty once in the period of ten years of service, for the above purpose subject to the following conditions: -
- (a) Permanent member of the Institute faculty who has completed **TEN YEARS** of continuous service in the Institute, may be granted sabbatical leave to undertake study or research or other academic pursuit which would enhance the faculty member's capability; it will not be available for undertaking any job or consultancy work. This leave shall not be granted to faculty member who has less than three years of service in the Institute to retire. In any financial year, only one faculty member from a Centre be granted sabbatical leave. Not more than three faculty members in the Institute shall avail of this benefit in a given financial year.
- (b) The duration of the sabbatical leave shall not exceed one year. Faculty, who have actually worked in the Institute for not less than six years since their return from the earlier spell of sabbatical leave shall be eligible.
- iii. After the expiry of sabbatical leave, the awardee shall submit the work done report and bring out publication on the basis of the work. After return from sabbatical leave to his/her post in the ISEC and serve the Institute for a minimum period of one year, failing which he/she shall be liable to refund to the Institute the leave salary, allowances and other expenses, if any, spent on him/her, paid to him/her or on his/her behalf together with interest at the rate of 12 per cent per annum to be calculated from the dates of such payment of leave salary, allowances and/or other expenses. Such undertaking shall be obtained from the Faculty member before availing such leave. In this regard, the awardee shall, before proceeding on sabbatical leave, and as in the case of study leave, execute a bond with sureties to the satisfaction of the Institute.

- iv. An awardee shall, during the period of sabbatical leave, be paid full pay and allowances (subject to the prescribed conditions being fulfilled) at the rate applicable to him/her immediately prior to his/her proceeding on sabbatical leave. No faculty member shall extend the sabbatical leave beyond the sanctioned period nor attach any other leave with this. Any violation of this provision will lead to forfeiture of the benefits of pay and allowances.
- v. An awardee on sabbatical leave, shall not take up, during the period of that leave, any other appointment or consultancy in India or abroad. He/she may, however, be allowed to accept a fellowship, or a research scholarship, or ad-hoc teaching/research assignment with honorarium or any other form of similar assistance in an institution of advanced studies, provided that in such cases the Board may, if so desires, sanction sabbatical leave on reduced pay and allowances.
- vi. The faculty member availing Sabbatical leave must submit the copy of Academic Work done during the leave period or a report from the host institution s/he had spent the sabbatical leave time.
- vii. During the period of sabbatical leave, the awardee shall be allowed to draw his/her increment on the due date. The period of leave shall also count as service for purposes of contributory provident fund provided the awardee re-joins the Institute on the expiry of his/her leave.
- viii. The detailed programme to be followed by the awardee during sabbatical leave, shall be submitted to the Institute for approval at least three months before he/she proposes to proceed on sabbatical leave.
- ix. Within a month of return from sabbatical leave, the awardee shall report to the Institute, the nature of studies and research work undertaken during the period of leave and submit copies.
- x. **Extraordinary Leave:** (1) Extraordinary leave may be granted for a maximum period of three years during the whole service and not more than one year at a time when no other kind of leave is admissible. During the period of such leave, while no pay or allowance shall be paid, the period will count for increments.

Extraordinary leave shall be available only for the following purposes:

1. To work in any other University or Institution of higher learning.
 2. To work in Central/State Governments and
 3. On medical grounds.
- 2 (i) Employees who are appointed on a contract basis shall not be entitled for extraordinary leave for reasons other than on medical grounds during the first three years of their service in the Institute. After completion of three years, they may be granted extra-ordinary leave up to the end of their contract period.
- (ii) Employees holding permanent position in the Institute but appointed to higher position on contract basis become eligible for extra-ordinary leave only after the completion of three years of the contract period
- (iii) An employee on extraordinary leave is not entitled to any leave salary.

- xi: Child Care Leave

The Board of Governors in its meeting held on April 27, 2022 has approved grant of Child Care Leave in respect of Women Employees at ISEC. Women employees having minor

children (below 18 years) may be granted CCL for a maximum period of 180 days during their entire service for taking care of up to two children. The employee may apply Child Care Leave and the same shall be regulated as follows:

1. Shall not be debited to EL account.
2. Minimum of 15 days at a time and maximum of three times in a year
3. Shall be paid full pay and allowances
4. The CCL shall be applicable only for two children below 18 years.
5. Leave can be availed for rearing or looking after the need of the children like education, sickness etc.
6. A separate account shall be maintained for CCL.

xii: Leave Entitlement for Consolidated Salary Employment

Employees engaged on consolidated salary basis exceeding six months will be eligible for casual leave for 5 days for every half year of completed service.

xiii: Leave Sanctioning Authority:

Sl. No.	Type of Leave	Sanctioning Authority	
		Academic	Non-Academic staff
1.	Casual leave	Director	Registrar
2.	Special leave	Director	
3.	Earned leave	Director	Registrar
4.	Medical leave / Study leave / Sabbatical leave / Duty leave / Maternity leave / Paternity leave/Child Care Leave	Director	Registrar
5.	Extra-ordinary leave	Director	Registrar

5: LEAVE TRAVEL CONCESSION (LTC) AND HOME TRAVEL CONCESSION (HTC) RULES TO EMPLOYEES OF ISEC

I. Concession to the extent laid down below may be granted to employees of ISEC for LTC and HTC .

II. Family: The term 'family' means an employee of ISEC, wife or husband wholly dependent members:

Legitimate children and adopted / step-children

Aged parents

Unmarried daughters and Sons only two children

Only one wife is included in term 'family'.

If both husband and wife are employees of ISEC or any other Government, only one is eligible.

III: Eligibility:

The travel concession is admissible to the permanent employees including those on probation of ISEC who has completed two years of continuous service. However, the following are not eligible:

1. Temporary staff of projects and centres
2. Contractual on consolidated salary / outsource employees, if any
3. Employees under suspension

IV: Home Town: Home Town means the town, village or any other place declared as such by an employee at the time of appointment and accepted by the Registrar. The place of Home Town normally where the family of the employees like parents and brothers are residing. The Home Town once declared and accepted shall be treated as final and it should be entered in the service book.

In exceptional circumstances, the employee may file for change of Home Town with reasons for such change and such option of change of Home Town shall be exercised only once during the entire service. The Director may approve such change and the same has to be entered in the service book or other appropriate official record of the employee of ISEC.

V: Type of Travel Concession:

(a) HTC: The HTC to home town shall be admissible irrespective of the distance between the ISEC headquarters and his / her home town once in two calendar years considering as one block.

(b) LTC: The LTC to any place in India irrespective of the distance of the place of visit from the headquarters of ISEC twice in entire service. The employee may avail first block after completion of service of 10 to 15 years and the second block from 16th year to date of superannuation or the date of cessation of service. After approval of the LTC, the ISEC employees may avail the same as per these rules. The LTC shall be admissible to an employee during any leave including casual leave and special casual leave etc.

VI: Place to be visited by employee and his family members under LTC to any place in India: An employee and members of his family may visit any place in India of their choice. It shall not be necessary for employee and members of family to visit the same place as was visited by him at any time earlier occasion.

VII: Travel entitlements for HTC / LTC: The journey shall be by shortest route either by rail or road or bus or air or sea as per the entitlement. The entitlement of travel as per the

existing rules of travel for the both for academic and non-academic staff. But no daily allowance shall be admissible for travel on LTC / HTC. In case of HTC, the employee may travel by own car / hired car and in such case the amount fixed for each kms will be paid. However, the prior permission of the Director is required for using the own car before the proceeding to travel. In case of LTC to anywhere in India the journey by private / own / hired / borrowed vehicle is not allowed.

VIII: Reimbursement for HTC / LTC: The reimbursement under LTC / HTC shall not cover incidental expenses and expenditure incurred on local journeys. Reimbursement of expenses for journey shall be allowed only on the basis of point to point journey by producing the proof of journey over the shortest, direct route. All the travel expenses shall be paid based on the actual journey undertaken and production of the relevant tickets / receipts. In case where the employee engages taxi to the destination after the end of air or rail journey, the actual charges may be allowed.

IX: Availing the leave before proceeding on HTC / LTC: The employees are allowed to take any leave before proceeding on HTC / LTC. This earned leave availed before proceeding HTC / LTC will not be deducted from the maximum amount of EL encashable at the time of retirement. It is further clarified that where husband and wife are employees of ISEC, or one in ISEC and other in Government service, any one is eligible availing HTC / LTC.

X: Recall while availing LTC or HTC: An employee who is availing LTC or HTC, if any emergency during that time at ISEC he may be recalled back to the headquarters before expiry of the leave period granted to him. When he is called back, he himself may undertake the inward journey and his family may take up inward journey later also. Depending upon the emergency the mode of travel of entitlement may be changed by the Director in view of the requirement of his services at ISEC.

XI: Any employee found to have indulged in any false information or representation shall be liable to be suspended by the Director pending full enquiry.

XII: General:

The employee is eligible for an advance against the claim of LTC for journey to any place in India and the advance will be limited to 70% of the estimated amount of the journey subject to recovery while the settlement of the bills. The employee after sanction of advance does not undertake journey within 15 days he shall refund the entire advance or it will be recovered from the immediate salary.

The employee who intends to avail the concession for journey to Home Town and any place in India under these rules shall submit an application with the Registrar through proper channel at least one month before the proposed date of journey. The Registrar after verifying the records it may be allowed depending upon the funds with the approval of the Director. After completion of the journey it shall be recorded in the service book by the Registrar.

If the leave applied for the journey to HTC, if refused by the leave sanctioning authority during that calendar year for any employee in the interest of the ISEC, the family members may avail the concession in that block. In that case, the concession will be deemed to have been lapsed as far as employee is concerned in that block.

The employee shall submit the bills within one month of completion of journey and give a certificate for having performed the journey indicating the mode of journey and period of journey.

6:Rules Pertaining to Medical Expenses Reimbursement

i All the employees of ISEC including faculty are eligible for medical Reimbursement as per the rules / scheme of Government of Karnataka.

ii. In case of emergencies and in exceptional cases, if admitted in the non-approved hospitals (other than those approved by the GoK), the Director shall refer all such cases to the BoG for reimbursement of medical expenses. The BoG may take a final decision.

iii Any Staff member submitting false bills or indulges into unfair practices shall be reported to the Disciplinary Committee by the Director with the proof.

7: CONDUCT & DISCIPLINARY RULES -

1. These Rules may be called as ISEC Conduct & Disciplinary Rules .
2. Every employee of the ISEC shall at all times maintain absolute integrity, devotion to duty and do nothing which is unbecoming of the autonomous Institution like ISEC.
 - i. **Responsibility:** The persons holding supervisory post shall take all possible steps to ensure the integrity, devotion to duty of all the staff coming under his / her control or authority.
 - ii. **Duty:** All employees shall perform their duties in the best interest of the Institute.
 - iii. **Employment of near relatives of employees:** No employee of the Institute use his / her position or influence directly or indirectly to secure employment in the Institute for any member of his /her family. However, such family members may be appointed as per the Rules as in the case of any other employee member
 - iv. **Taking part in politics and election,** No employee of the Institute shall associate with any political party or an organization which take part in politics nor shall subscribe or aid or assist any political party / activity. No employee shall canvass or use his influence in connection with or take part in an election of any political party or contest for legislature or local authority without resigning.
 - v. **Unauthorized Communication:** No employee shall in any radio broadcast or in any document published in his own name or anonymously or in name of any other person in any communication to the press or in any public utterance cause adverse criticism of any policy or action of the Institute are to be taken in the advancement of the Institute. No employee shall unauthorizedly communicate any information or document to any unauthorized persons.
 - vi. **Misuse of Amenities:** No employee shall misuse or carelessly use any amenities provided by the Institute to facilitate to discharge of his / her official duties.
 - vii. **Consumption of intoxicating drinks and drugs:** consumption of intoxicating drinks and drugs are strictly prohibited in the campus including hostel except in the residential houses.
 - viii. **Scope of an employee's service:** Unless in any case it be otherwise distinctly provided, the service of permanent employees shall always be at the disposal of the Institute.
 - ix. **Liability to abide by the rules and orders:** Every employee shall abide and observe or strictly follow all the rules of the Institute and other directions in conformity with these rules which may from time to time be given to him/her by the competent authorities.
 - x. **Obligation to maintain secrecy:** No employee shall divulge directly or indirectly except in the course of normal office procedure/work, any information of a confidential nature either to the Institute's staff or a member of the public unless compelled, or permitted to do so by a competent authority in the discharge of his/her duties.

- xi. **Absenteeism:** No employee shall leave his/her jurisdiction of work during working hours without authorization from a competent authority. Employees shall not absent from duty without permission except as provided in the leave rules
- xii. **Outside employment:** No employee shall accept, solicit or seek any outside employment including part-time work or office, whether fee or lump sum payment or honorary without the previous permission of the Director. Any employee applying for employment or seeking employment outside the Institute should route his/her application through the Director.
- xiii. **Acceptance of Fees etc.:** Any staff member may accept Royalties for academic work in his/her individual capacity, and may also accept fees for articles, radio and television talks etc., or correcting examination scripts of any statutory university in India or Union or State Public Service Commission, or for delivering extension or foundation lectures in any statutory university.
- xiv. **Late attendance:** No employee shall come to the office after the commencement of the working hours except within half-an-hour of the time fixed for reporting for duty. If any employee continuously late for duty for three days in fifteen then one day casual leave will be cut. The concerned Section Heads and Registrar shall monitor the attendance of all employees except the academic staff.
- xv. **Long Absence:** An employee shall not absent himself/herself from his/her duties without having first obtained the permission of the competent authority for more than one month nor shall be allowed to join back from absence himself/herself in case of sickness or accident without submitting a medical certificate regarding sickness and medical fitness certificate.
- xvi. **Correspondence through Proper Channel of:** All the staff shall route their correspondence through proper channel. The communications addressed to the Director or the Registrar shall be routed through the Head of the Centre to which the academic staff belongs or Head of the Section to which the non-academic staff belongs. The Head of the Centre / Section Head shall forward the communication with her/his comments/ recommendation, if any, Centre to the Director / Registrar. The Head shall not keep with her/him for more than five days any communication received either meant for perusal or orders of the Director or the Registrar. Violation of this rule shall be construed as an act of indiscipline and referred to the Disciplinary Committee. Notwithstanding anything stated above, in case of confidential matters or matters of urgency, the faculty or the non-academic staff may approach the Director or the Registrar directly.
- xvii. Notwithstanding anything contained above, the Director may remove or dismiss any employee or may require him/her to retire from services compulsorily on the grounds of misconduct or inefficiency provided that before any such order is issued the procedure laid down under the rules of the Bye-laws will be followed.
- xviii. No penalty shall be imposed without following the procedure as laid down in the Disciplinary Rules.

8:PROCEDURE FOR CONDUCTING DISCIPLINARY PROCEEDINGS:

1. **Definitions:** Appointing authority means an authority who appointed the academic and non-academic staff of various cadres in the Institute.
2. **Disciplinary Authority (DA):** Disciplinary authority means the appointing authority or an authority authorized under these rules to impose the penalty. The Director for academic staff is the disciplinary authority and the Registrar for non-academic staff.
3. Employee means both academic and non-academic staff.
4. Nature of penalties: One or more of the following penalties for good and sufficient reasons may be imposed on the employees:

Minor Penalties

- a. Censure
- b. Withholding of increments
- c. Withholding of promotions
- d. Recovery from the pay of the employees for any pecuniary loss caused by negligence or breach of rules of the Institute
- e. Reduction to a lower stage in the time scale of pay for a period with a specific direction (Whether the employee will earn an increments or not during such periods shall be made in the order clearly).

Major Penalties

- f. Compulsory retirement
- g. Removal from service which shall not be a disqualification for a future employment
- h. Dismissal from service which shall ordinarily be a disqualification for future employment
- i. Provided the penalties prescribed under major penalties shall be imposed for established charge of corruption

The following are not to be considered as penalty

- j. Termination of services of the persons employed under an agreement and as per the terms of the agreement shall not be construed as penalty.
- k. Termination during the probation in accordance with the terms and conditions of the probation.
- l. Termination of the services of temporary employees

5. Disciplinary Procedure for imposing penalties

5.1. Whenever the DA is of the opinion that there are grounds for inquiring into the truth of any imputation of breach of discipline or misconduct against an employee, the Director shall draw up -

- a) the substance of the imputations of breach of discipline or misconduct into definite and distinct articles of charge;
- b) a statement of the imputations of breach of discipline or misconduct in support of each article of charge, which shall contain –

- i) a statement of all relevant facts including any admission by the employee;
- ii) a list of documents by which, and list of witnesses by whom, the articles of charge are proposed to be sustained.

5.2. The DA shall deliver or cause to be delivered to the employee, a copy of the articles of charge, the statement of imputation of breach of discipline or misconduct and a list of documents and witnesses by which each article of charge is proposed to be sustained and shall require the employee to submit, within such time as may be specified, a written statement of his/her defence and to state whether he/she desires to be heard in person.

5.3. Procedure:

- (i) On receipt of the written statement of defence, the DA may himself/herself inquire into such of the articles of charge as are not admitted, or, if he/she considers it necessary to do so, appoint an Inquiring Authority for this purpose, and where all the articles of charge have been admitted by the employee in his/her written statement of defence, the DA shall record his/her findings on each charge and act in the manner laid.
- (ii) If no written statement of defence is submitted by the employee, the DA may himself/herself inquire into the articles of charge, if any; if he/she considers it necessary to do so, appoint an Inquiring Authority for the purpose.
- (iii) Where the DA himself/herself inquires into any articles of charge or appoints an Inquiring Authority for holding an inquiry into such charge, he/she may, by an order, appoint an employee of the Institute as the "Presenting Officer" to present on his/her behalf the case in support of the articles of charge.

5.4. The Director shall, where he/she is not the Inquiring Authority, forward to the Inquiring Authority -

- (a) a copy of the articles of charge and the statement of the imputations of breach of discipline or misconduct;
- (b) a copy of the written statement of defence, if any, submitted by the employee;
- (c) a copy of the statements of witnesses, if any, referred to in Rule 1;
- (d) evidence for having delivered to the employee the documents referred to in Rule 1; and
- (e) a copy of the order appointing the "Presenting Officer".

5.5. The employee shall appear in person before the Inquiring Authority on such date and time as the Inquiring Authority may, by a notice in writing, specify in this regard, or within such further time as the Inquiring Authority may allow.

- 5.6.** The employee may take the assistance of any other employee to present the case on his/her behalf.
- 5.7.** (a) If the employee who has not admitted any of the articles of charge in his/her written statement of defence, or has not submitted any written statement of defence, appears before the Inquiring Authority, such authority shall ask him/her, whether he/she is guilty to any of the articles of charge, the Inquiring Authority shall record the plea, sign the record and obtain the signature of the employee thereon.
- (b) The Inquiring Authority shall report his/her findings of guilt in respect of those articles of charge to which the employee pleads guilty.
- 5.8.** The Inquiring Authority shall, if the employee fails to appear within the specified time or refuses or omits to plead, require the Presenting Officer to produce the evidence by which he/she proposes to prove the articles of charge and shall adjourn the case to a later date not exceeding thirty days, after recording an order that the employee may, for the purpose of preparing his/her defence;
- (a) Inspect within five days of the order or within such further time the Inquiring Authority may allow, the documents specified in the list referred to in Rule 1 of this annexure;
- (b) Submit a list of witnesses to be examined on his/her behalf;
- (c) Give a notice within 10 days of the order or within such further time that the Inquiring Authority may allow for the production of any documents which are in the possession of the Institute, but not mentioned in the list referred to in Rule 1;

Provided that the employee shall indicate the relevance of the documents required by him/her to be produced by the Institute.

- 5.9.**
- a. The Inquiring Authority shall, on receipt of the notice for the production of documents, forward the same or copy thereof to the DA. Provided that the Inquiring Authority may, for reasons to be recorded in writing, refuse to requisition such of the documents as are, in its opinion, not relevant to the case.
- b. On receipt of the requisition referred to in sub-rule 1, the DA shall produce or cause to be produced the same before the Inquiring Authority. Provided that, the DA may, for reasons to be recorded in writing, decline to furnish all or any of the requisitioned documents.
- 5.10.** (a) On the date fixed for the inquiry, the oral and documentary evidence by which the articles of charge are proposed to be proved, shall be produced by or on behalf of the Disciplinary Authority. The witnesses shall be examined by or on behalf of the Presenting Officer. The witnesses may be cross-examined by or on behalf of the employee. The Presenting Officer shall be entitled to re-examine the witnesses on any points on which they have been cross-examined, but not on any new matter, without the

leave of the Inquiring Authority. The Inquiring Authority may also put such questions to the witnesses as it thinks fit.

- (b) The Inquiring Authority may, in its discretion, allow the Presenting Officer to produce evidence not included in the list given to the employee or may itself call for new evidence or recall or re-examine any witness and in such case, the employee shall be entitled to have a copy of the list of further evidence proposed to be produced and an adjournment of the inquiry for three clear days before the production of such new evidence. The Inquiring Authority shall give the employee an opportunity of inspecting such documents before they are taken on record.

5.11. (a) When the case for the Disciplinary Authority is closed, the employee shall be required to state his defence, orally or in writing as he may prefer. If the defence is made orally, it shall be recorded and the employee shall be required to sign the record. A copy of the record shall be made over the employee. In either case, a copy of the statement of defence shall be given to the Presenting Officer, if any, appointed.

- (b) The evidence on behalf of the employee shall then be produced. The employee himself/herself may, if he/she so prefers, examine the evidence produced on his/her own behalf. The witnesses produced by the employee shall be liable for cross-examination by the Inquiring Authority.

5.12. The Inquiring Authority may, after the employee closes his/her case, and shall, if the employee has not examined himself/herself, generally question him/her on the circumstances appearing against him/her in the evidence for the purpose of enabling the employee to explain any circumstances appearing in the evidence against him/her.

5.13. The Inquiring Authority may, after the completion of the production of evidence, hear the Presenting Officer, if any, appointed, and the employee, or permit them to file written briefs of their respective case, if they so desire.

5.14. If the employee to whom a copy of the articles of charge has been delivered, does not submit the written statement of defence on or before the date specified for the purpose or does not appear in person before the Inquiring Authority or otherwise fails or refuses to comply with the provisions of these rules at any stage of the inquiry, the Inquiring Authority may hold the Inquiry ex-parte.

5.15. Where an Inquiring Authority, after having heard and recorded the whole or any part of the inquiry, ceases to exercise jurisdiction therein and is succeeded by another Inquiring Authority, the Inquiring Authority so succeeding, may act on the evidence so recorded by its predecessor and partly recorded by itself.

5.16. After the conclusion of the inquiry, a report shall be prepared and it shall contain:

- (a) the articles of charge and the statement of the imputations of breach of discipline or misconduct;
- (b) the defence of the employee in respect of each articles of charge;

- (c) an assessment of the evidence in respect of each articles of charge; and
- (d) the findings on each article of charge and the reasons therefore.

5.17. The Inquiring Authority, where the DA is not himself/herself the Inquiring Authority, shall forward to the DA the record of inquiry which shall include -

- (a) the report prepared by it;
- (b) the written statement of defence if any, submitted by the employee;
- (c) the oral and documentary evidence produced in the course of the inquiry;
- (d) written briefs, if any, filed by the employee during the course of the inquiry; and
- (e) the orders, if any, made by the Inquiring Authority, in regard to the inquiry.

5.18. (1) In cases where the DA is competent to impose penalty, he/she shall pass an order which shall –

- (a) if he/she disagrees with the findings of the Inquiring Authority on any articles of charge, record his/her reasons for such disagreement and record his/her own findings on such charge;
- (b) where he/she is in agreement with the findings of the Inquiring Authority on all or any of the articles of charge, he/she shall record his/her agreement; and

(2) If the DA, having regard to the findings in (a) and (b) of sub-rule 1 above, is of the opinion that one or more of the penalties should be imposed on the employee, he/she shall make an order imposing such penalty.

5.19. Orders passed by the Disciplinary Authority shall be communicated to the employee who shall also be supplied with a copy of the report of the Inquiring Authority and the statement of the findings of the Disciplinary Authority together with brief reasons for its disagreement if any, with the findings of the Inquiring Authority, provided that it shall not be necessary to supply copies of the said documents where the Disciplinary Authority exonerates the employee or where such documents have already been supplied to the employee.

5.20. Where two or more employees are concerned in any case, the DA may make an order that disciplinary action against all of them may be taken in a common proceeding as a joint enquiry.

5.21. (a) Where an order of suspension is made or a disciplinary proceeding is taken against an employee whose services have been borrowed from the Central Government, any State Government, or other authority, the authority lending his/her

services shall forthwith be notified of the circumstances leading to the order of his/her suspension or commencement of the disciplinary proceeding as the case may be.

(b) In the light of the findings of the disciplinary proceedings taken against the employee, if the disciplinary authority is of the opinion that any of the minor penalties should be imposed on him/her, it may, after consultation with the lending authority, pass such orders on the case as it deems necessary.

Provided that in the event of a difference of opinion between the Institute and the lending authority, the services of the employee shall be replaced at the disposal of the lending authority.

(3) If the Disciplinary Authority is of the opinion that any of the major penalties should be imposed on the employee, it shall replace his/her services at the disposal of the lending authority and transmit to it the proceedings of the inquiry for such action as it deems necessary.

6. Appellate Authority

6.1. In case of non-academic staff except the Deputy Librarian and Assistant Librarian, Registrar is the Disciplinary Authority. The Director is the Appellate Authority. For Academic Staff and Deputy Librarian and Assistant Librarian, Director shall be Disciplinary Authority and the Board of Governors will be the Appellate Authority.

6.2. The appeal against the order of the Director either as a DA or Appellate Authority shall lie to the BoG.

(a) Where the Board of Governors is the Appellate Authority, the Director shall forward the records of the Inquiry to the BoG. The BoG shall –

(b) If it disagrees with the findings of the Inquiring Authority on any articles of charge, record its reasons for such disagreement and record its own findings on such charge;

(c) Where the BoG is in agreement with the findings of the Inquiring Authority on all or any of the articles of charge, it shall record its agreement.

(d) No further appeal shall lie against the decision of the BoG. The BoG orders shall be final.

6.3. If the BoG having regard to the findings in (a) and (b) of sub-rule 1 above, is of the opinion that one or more of the penalties, imposed by the Director in the original order or on appeal order may modify or alter or fresh imposition of penalties by the BoG.

7. SUSPENSION

The appointing authority or any other authority to which subordinate or any other authority authorized by the BoG may place an employee under suspension where disciplinary proceedings against such employee is contemplated or is pending or any criminal offence under investigation or trial.

7.1. The Director may place a member of the staff under suspension when there is a *prima facie* case for not permitting him to continue working in his/her post in the interest of the Institute and:

- a) where a disciplinary proceeding against him/her is contemplated or pending, or
- b) where a case against him/her in respect of any criminal offence is under investigation or trial.

In all such cases of suspension, the Director shall make a report to the Board of Governors through the Chairperson in the immediate Board meeting.

7.2. Deemed Suspension: The employee deemed to have been placed under suspension by an order of the appointing authority if he is detained in the custody of police whether on criminal charge or otherwise for a period of 48 hours from the date of his detention.

7.3. A staff member may be suspended with immediate effect in the event of conviction for an offence and s/he is sentenced to a term of imprisonment exceeding 48 hours. Further s/he shall be dismissed or removed or compulsorily retired consequent to such conviction.

7.4 Within a period of six months from the date of suspension order, he may be reinstated by looking into the misconduct by the Director pending enquiry. Then, the charges have to be framed and served on the person suspended. After reply, if necessary, enquiry shall be conducted by an officer or any other person appointed as enquiry authority by the Director. Enquiry authority shall follow the principle of natural justice and conduct the enquiry and submit the report within six months from the date of starting of the enquiry unless extension is granted by the Director. During enquiry the suspended cannot engage the advocate / legal practitioner, but, he may engage the service of any other expert including retired officers.

7.5. During the period of suspension he / she shall be entitled to subsistence allowance at an amount equal to half of the pay. In addition, he/she may be granted any allowance of which he/she was in receipt on the date of suspension to such an extent and subject to such conditions as the Director may prescribe.

7.6 The charges on the grounds on which he / she has been suspended, if not proved, he / she may be entitled for full pay and allowances to which he/she would have been entitled if he/she had not been suspended from service.

In case the charges are proved the disciplinary authority may impose the penalties prescribed in the disciplinary rules. However, in case the penalties imposed are set aside in appeal finally then he / she may be entitled for full pay and allowances to which he/she would have been entitled if he/she had not been dismissed, removed or suspended from service. The period of suspension may be treated as duty if he / she is free from charges initiated against him / her.

9: RESERVATION POLICY OF ISEC

The Expert Committee Report on Reservation Policy of SC / ST / BC / OBC and EWS in ISEC for Academic and Non-Academic staff is already approved by the Board in its meeting dated January 27, 2021.

Therefore, the reservation procedures as per the Expert Committee Report are provided herein to be followed in respect of academic and non-academic staff of ISEC both in case of direct recruitment and promotions.

1. **Applicability of reservation policy for academic staff:-**

In case of faculty positions, i.e., Professors, Associate Professors and Assistant Professors the reservation policy of the Government of India will be followed.

2. **Vertical Reservation:** The percentage of reservation is as under:

15% for SC

7.5% for ST

27% for OBC (OBC of Central List)

10% for EWS

40% for General

3. **Horizontal Reservation:** Reservation for differently abled persons i.e., persons with disability (PWD) have to be followed by reserving 3% of the posts within the SC / ST / OBC / EWS.

4. **Creamy Layer Concept for OBC and EWS**

a) **OBC:** In case of OBC the creamy layer concept i.e., income and asset criteria is applicable as per the policy of the Government of India. Those who claim the OBC status must produce the non-creamy layer certificate (income certificate) in support of their claim issued by the District Revenue Authorities. The unfilled vacancies of OBC should not be de-reserved but carried forward until they are filled up.

b) **EWS:** In case of EWS the creamy layer concept i.e., income and asset criteria is applicable as per the policy of the Government of India. Those who claim the EWS status must produce the non-creamy layer certificate (income and asset certificate) in support of their claim issued by the District Revenue Authorities (as per DOPT OM No.36039 / 1/ 2019 ESTT (Res) dated 31.1.2019). The criteria of income and asset may be determined by the GoI from time to time. Hence, the current provisions have to be followed.

c) **SC / ST:** The concept of creamy layer is not applicable to SC / ST. The unfilled vacancies of SC / ST should not be de-reserved but carried forward until they are filled up.

5. **Age relaxation:** In case of direct recruitment the upper age limit is relaxable by five years for SC / ST candidates and three years to OBC.

6. **Reservation in promotion:** The reservation in promotion is applicable only to SC / ST.
7. **Reserved quota:** In case of those persons selected under direct recruitment on their merit shall not be adjusted against the reservation quota. In case of promotion for SC / ST also those who are promoted on their own merit should not be adjusted to the reservation quota.
8. **Temporary / Contract Staff:** Engaging staff on temporary / contract basis the SC / ST shall also be employed in accordance with the reservation percentage.
9. **Backlog Vacancies:** The backlog means the post meant for SC / ST and OBC. If it could not be filled up after due procedure of retirement and non availability then it becomes backlog vacancy for next year..

Backlog vacancies : Backlog reserved vacancies of a category are those vacancies which were earmarked reserved for that category in an earlier recruitment year according to post based reservation but remained unfilled in the previous recruitment attempt on account of non availability of suitable candidates belonging to that category and are still lying unfilled. The identified backlog vacancies shall be filled up on top priority in all cadres.

The reserved quota shall be computed based on the sanctioned strength of the posts and not against the working strength.

Shortfall of Reservation and backlog of reserved vacancies: The Shortfall of reservation of a particular reserved category in a cadre means the total number of reserved posts for that category in the cadre according to the post based reservation and the number of persons of that category appointed by reservation and holding the posts in the cadre. On the other hand backlog reserved vacancies of a category are those vacancies which were earmarked reserved for that category in an earlier recruitment year according to post based reservation but remained unfilled in the previous recruitment attempt on account of non availability of suitable candidates belonging to that category and are still lying unfilled.

- 10 **Fixing of reserved quota in ISEC:** Since all the subjects and centres are to be considered as one unit as per the orders of UGC, Ministry of Education, GoI, If vacancies are available in all the Centres then the Centre in which there are no SC / ST / OBC candidates, such centre may be chosen for appointment as first preference.

In case deputation or sponsoring to foreign visit etc., due consideration may be given to SC / ST in all fairness.

11. **Ph.D. Admission:** The central reservation policy is also applicable to the admission of students to Ph.D. courses as per the prescribed percentage.

12. Reservation for Non-Academic Staff

In case of non-academic staff the reservation policy of Government of Karnataka is to be followed.

1. **Vertical Reservation:** The percentage of reservation: (The GoK Order No. SWD 225 BCA 2000 dated 30.3.2002)
15% for SC

3% for ST

32% for BC (Cat. I – 4%, IIA – 15%, IIB – 4%, IIIA – 4% and IIIB – 5%).
2. **Horizontal Reservation:** In case of direct recruitment, within the vertical reservation, the reservation for women, rural, specially abled, ex-serviceman, project displaced persons and Kannada medium have to be followed (refer to GoK order No. DPAR 53 SENENI 2007 dated 4.1.2008). The women percentage is 33% as per the GO order NO. DPAR 143 SENENI 2015 dated 8.1.2016. There is no horizontal reservation in promotions for all categories of SC / ST / BC and GM.

13: Reservation for non-academic under Kalyana Karnataka under Article 371J of the Constitution of India:

ISEC being the state level institution has to follow for non-academic staff, the reservation of 8% both in DR and PR, the persons coming under Kalyana Karnataka i.e., the districts of Kalburgi, Bidar, Raichur, Yadgiri, Koppal and Bellary (DPAR 06 PLX 2012 dated 16.11.2013). The certificate issued by the competent authority has to be produced to claim this reservation.

14: Reservation in Promotion for Non-Academic Staff:

The reservation in promotion is only for SC / ST.

The reservation policy of Government of Karnataka is applicable for promotion within the staff as per the C & R Rules and as per the applicable percentage for SC / ST.

In case of BC / EWS there is no reservation in promotions.

In case of SC / ST, the relaxation in qualifying service by two years may be considered for promotion if the candidates are not available within the prescribed minimum service period only,

1. Creamy layer concept:

(a) In case of Government of Karnataka reservation policy

(i) No creamy layer concept is applicable for SC/ST and Category – I of BC.

The creamy layer concept is applicable to Backward Classes except Category – I (income and asset criteria) as prescribed by the Government of Karnataka in the government order No. SWD 225 BCA 2000 dated March 30, 2002. Hence, the recruitment authority has to verify the same at the time of recruitment.

(b) EWS: The reservation for EWS may be implemented as and when the Government of Karnataka issues the order for education and employment (The Government of Karnataka has already issued the order for issuing income and asset certificate).

2. Backlog vacancies

The unfilled vacancies of SC / ST after completing the recruitment process shall be continued as backlog till they are filled up and it cannot be de-reserved. However, after three notification or three years whichever is later if SC candidates are not available it can be filled up by ST and vice versa (Government Order No. DPAR 19 SBC 89 dated 12.7.1989). In case of BC the backlog system is applicable and identified vacancies shall be continued till they are filled up.

The reserved quota shall be computed based on the sanctioned strength of the posts and not against the working strength.

1. Age relaxation for SC / ST / BC for non-academic staff for DR

Five years for SC / ST and three years for BC i.e., 40 years for SC / ST and 38 years for BC (GM 35 years).

Consideration of merit candidates – the persons from SC / ST selected under their own merit in DR and also for promotion shall not be counted against the reserved roster points and they shall be considered under General Merit.

2. General for both Academic and Non-Academic Staff:

(i) Maintenance of Roster System

The Institute has to maintain the roster system in the form of a register in direct recruitment for SC/ ST / BC as per the Government Order DPAR 08 Sehima 1995 dated 20.6.1995. The roster points for promotions of SC / ST have to be maintained as per the GO order No. 22 SBC 1979 dated 30.8.1979. There is no reservation in promotion for BC.

(ii) Single post cadre

In case of single post i.e., Director, Registrar and other, the reservation policy is not applicable.

(iii) Verification of Caste / Income and Asset Certificates

a. Candidates from other states

In case of candidates claiming reservation for academic staff, the claims of caste, income and asset certificate shall be re-verified by taking up the matter with the concerned issuing authority in any authority before issuing appointment order. By this the false claims can be avoided.

b. Candidates from Karnataka

In case of candidates claiming reservation for academic staff and non-academic staff, the claims of caste, income and asset certificate shall be re-verified by taking up the matter with the concerned District Deputy Commissioners of the respective districts for issuing caste validity certificate (Jaati Sindutva Pramana Patra) before issuing appointment order. By this the false claims can be avoided.

In case of additional precautions, the Police Clearance and Health Certificate may also be obtained for all candidates before appointment.

10. PROCEDURE FOR APPOINTMENT OF LIAISON OFFICER

Regulations for Nomination/Appointment, Power, Functions and Responsibilities of Liaison Officer for implementation of Orders of Reservations of SC/ST/OBC/EWS in ISEC

1. The nomination/appointment of Liaison Officer shall be from among officers, at least of the rank of Associate Professor, to look after the reservation matters.
2. He should have adequate knowledge and experience in matters of administration especially reservation for various groups.
3. The nomination/appointment of Liaison Officer shall in combination of all above categories.
4. The appointing authority for the nomination/appointment of Liaison Officer shall be the Chairman, BOG.
5. Appointment of Liaison Officer shall be for a period of three years.
6. The Director shall prepare a list of officers eligible and available in advance.
7. The Director may forward the above list of eligible officers to the Chairman, BoG for nomination of the Liaison Officer.
8. The Roles and Responsibilities of Liaison officer are as follows:
 - (i) He shall ensure due compliance by ISEC with the orders and instructions pertaining to the reservation of vacancies in favour of Scheduled Castes, Scheduled Tribes, Other Backward Classes and Economically Weaker Section and other benefits admissible to them.
 - (ii) He shall ensure due compliance with the orders and instructions pertaining to the reservation of vacancies in favour of SC/ST/OBC/EWS and other benefits admissible to them.
 - (iii) He shall ensure timely submission of reports on appointment/ representation by the appointing authority in ISEC and ensure scrutiny and consolidation of the above reports and send the consolidated report in the prescribed proforma to the Chairman and other authorities, wherever required.
 - (iv) The Liaison Officer shall act between the administration and the members of SC/ST/OBC/EWS in the service of ISEC for supply of all information, answering questions and queries and clearing doubts in regard to matters covered by the reservation orders.
 - (v) Whenever any cases of negligence or lapse in the matter of following the reservation and other orders relating to SC/ST/OBC/EWS coming to the light through the inspections carried out by the Liaison Officer or otherwise, should be reported/ submitted by him/her to the Director for appropriate action. The Director with the prior approval of the Chairman, BoG shall pass necessary orders on such reports to ensure strict compliance of the reservation orders by the appointing authority concerned.
 - (vi) In order to ensure due compliance of all existing reservation orders concerning SC/ST/OBC/EWS, the Liaison Officer may periodically visit/inspect the records especially the maintenance of rosters of ISEC. He must ensure that all the existing rules of reservation for SC/ST/OBC/EWS have been implemented properly . Liaison Officer should carry out his/her duties in relation to reservation by calling for the records from ISEC.

- (vii) Whenever the Liaison Officer notices that there are complaints against any employee of harassment or deliberately manipulating things to damage the interests of any member of SC/ST/OBC/EWS, he/she will submit report such lapses to the Director, ISEC for further action.
 - (viii) The Liaison Officer of ISEC has special responsibility to monitor implementation of reservation in ISEC.
 - (ix) The functions of the SC/ST/OBC/EWS Cell shall be under the direct control of the Liaison Officer, and it will assist the Liaison Officer in discharge of his/her duties effectively.
 - (x) The Liaison Officer shall acquaint himself well in time about the dates of various DPCs, which will be held in ISEC. He will have with him a ready list of officers of various levels belonging to SC/ST/OBC/EWS so that whenever requirement arises, an SC/ST/OBC/EWS officer of appropriate level consistent with the level of the other members of the DPC and the level of appointment for which a DPC is proposed to be convened, can always be associated as a member. Such a list may be prepared by the Liaison Officer by informally consulting all concerned.
 - (xi) The Liaison Officer shall also be open to receive the complaints from the staff and students regarding any issue relating to reservation, and shall make all efforts to resolve the issues.
9. The Board shall have the power to modify/amend these Rules as and when it is found necessary to do so, for compliance, if any with the latest instructions of DOPT and GoK.

11: LIBRARY RULES

The ISEC Library is renamed as V K R V Rao Library as a befitting tribute to the founder of the Institute on his Centenary. These rules are called Dr. V K R V Rao Library Rules 2022.

1. Working hours

The working hours of the ISEC Library will be as follows:

- | | |
|--|---------------------|
| (a) Reading and reference | 9.30 am to 5.30 pm |
| (b) Borrowing and returning of reading materials | 10.00 am to 5.00 pm |

Decision to keep the library open for limited time on Saturdays and holidays may be taken by the Director in consultation with the head of library staff keeping in view requirements of the faculty, students and other researchers.

2. Eligibility for membership, Refundable Security Deposits, Borrowing facility

(a) Members of the ISEC faculty and staff – No security deposit

- | | | |
|--|----|------------|
| • Professors, Associate Professors, Assistant Professors | -- | 12 tickets |
| • Research Analyst and Technical Assistants | -- | 6 tickets |
| • Other ISEC staff | -- | 2 tickets |

(b) Ph D Scholars of ISEC on payment of a refundable Library Deposit of Rs.1000/-.

Full time Ph.D. Scholars of ISEC	--	10 tickets
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Part-time Ph D scholars of ISEC on payment of a refundable Library Deposit of Rs.5000/-.

Part-time Ph D scholars of ISEC	--	5 tickets
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(c) Visiting faculty of ISEC at a time for more than 3 months with a payment of refundable library deposit of Rs.5,000/-.

Visiting Faculty of ISEC	-	5 tickets
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(d) Academicians retired from active service, settled in Bengaluru may be enrolled as members of the ISEC Library at the discretion of the Director on payment of refundable Library Deposit of Rs.5000/- and eligible for 5 tickets

(e) Visiting scholars / students coming to ISEC for their research studies may be enrolled as members of the Library on the recommendation of the Director or any Professor on payment of a Library refundable Deposit of Rs.5000/- and eligible for 5 tickets..

(f) Corporate firms, NGOs and other educational institutions can become member by making a refundable security deposit of Rs.10,000/- and annual renewal charges of Rs.1,000/- and two cards will be issued to them.

(h) BoG members / Life Members can become member of the Library with a refundable security deposit of Rs.5000/- and eligible for 5 tickets.

(i) Borrower's tickets are not transferable. In the event of loss of a borrower's ticket, a duplicate ticket will be issued on payment of Rs.20/- for per ticket after reporting the loss in writing to the library. Duplicate tickets will be issued only on the understanding that the borrower will be responsible for any loss arising out of the loss of the original tickets.

3. Instructions for using the library facility

(a) The library follows open access system in the stack rooms.

(b) Before entering the library, readers are requested to deposit all their personal belongings at the counter and also should sign in the register at the entrance kept for the purpose. All other instructions like maintaining silence, etc., should be followed by all the users.

(b) The library staff on the counter are authorised to examine everything that passes into or out of the library. Users are requested to cooperate with them in the discharge of their duty.

(c) After taking books/documents out of the stack rooms for consultation in the reading room, the members shall leave the books on the reading table. Care should be taken that not too many books should be taken at a time to prevent piling up of the books on the table.

4. Loan of books and periodicals to members

(a) Ready reference books will not be issued from the library.

(b) Loose issues of academic journals will not be issued to the members. Back issues of popular magazines will be issued against reader's ticket for week-end reading and holiday only. However, failure to return them will attract overdue charges of Rs.5/- per day, per issue.

(c) Bound volumes of periodicals will be issued for 7 days only to the members. A period of 3 days will be allowed for late return. Thereafter, an overdue charge of Rs. 5/- per day per volume will be charged.

(d) (i) The period of loan of books and documents other than those mentioned in 6 (a) to 6 (c) will be 30 days. The books/documents borrowed on the tickets should be returned or renewed on or before the due date stamped on the issue slip.

(ii) In case of urgent necessity, books may be recalled before the due date. On receipt of a request for a book already issued to a member of the library, the Librarian will recall the book from the concerned member by issuing a recall notice. On receipt of the recall notice, the concerned member should return the book/s within 48 hours failing which a fine of Rs.5/- per day per book will be charged.

(iii) In other cases, a sum of Rs.5/- per day per book will be charged as overdue charge 3 days after the due date for return of the books. The 3 days period after the due date will be considered as a grace period without overdue charge.

(e) Books/documents shall be lent to the members only. Only one book/ document can be issued against one ticket.

5. Inter-Library loan

(a) Books/documents available in the Dr. V.K.R.V. Rao Library can be lent to libraries of similar institutions or recognised Universities on a reciprocal basis. A maximum of 5 books will be lent to each such institution for two weeks. The names of the institutions which are eligible for such facilities will be decided and reviewed, from time to time, by the Library Committee and the urgent cases by the Chairperson of the Library Committee in consultation with the Vice-Chairman and the Deputy Librarian.

Note: The following institutions are presently recognized as eligible for inter-library loan facility under this Rule on reciprocal basis by the Library Committee:

1. Indian Institute of Management Library, Bengaluru
2. Indian Statistical Institute Library, Bengaluru
3. Bangalore University Library, Bengaluru
4. Population Centre Library, Bengaluru
5. University of Agricultural Sciences Library, Bengaluru
6. Indian Institute of Science Library, Bengaluru

Any additions or deletions in the list would be based on the recommendation of the library committee.

(b) Bound volumes of periodicals and serials and loose issues of periodicals will not be issued on inter-library loan (ILL).

(c) Books/documents from the reference collection, rare and valuable book collection and books in constant demand will not be issued on ILL.

(d) The period of loan will be two weeks from the date of issue unless recalled by the library earlier.

(e) The borrowing library will have to return the books/documents within the specified period or have them renewed in advance. Outstation libraries will have to return the publications by registered post/ speed post at their own cost.

(f) The borrowing library will be responsible for any loss or damage to the document from the time it is lent out till it is returned to the library. Any loss/damage will have to be made good by the borrowing library.

(g) Every requisition for loan of books should be routed through the Librarian of the borrowing organization.

6. Acquisition of books/reports/other documents

(a) Members of the faculty, honorary visiting professors, Members of Governing Body, Head of the Dr VKRV Rao Library, Ph.D. Scholars may suggest books/documents for addition to the library by furnishing the bibliographical details on the prescribed suggestion cards, or hand written slips or through e-mail. Other Documents include digital documents as well i.e. maps, videos e-books etc. All the subscriptions such as journals, database are to be compulsorily put to the library committee for approval.

(b) All books, periodicals or any other reading material procured through purchase or received as gift will be first recorded in the library records and technically processed before putting into use.

(c) New books/documents shall not normally be issued during the first week of display in the library.

(d) The procurement of books / periodicals and any other reading material shall be within the budget provided for this purpose. However, the Director may accord necessary approval beyond the budgeted limit.

(e) The procurement of books shall be in a transparent manner at a competitive price and such purchase orders shall be placed by exploring the discount etc.

(f) Librarian may accept gift of books or any such material from anyone given to the library only if that can be useful to the users of the Library.

7. General Library Rules

(a) Readers should not write or deface the pages, or otherwise damage the books/documents/periodicals or other reading material belonging to the library.

(b) Smoking, spitting, conversation and similar disturbances are not allowed in and around the library premises.

(c) Library books are for the benefit of not only the present users but also for the future generations of users of this library. They should therefore be handled with due care and attention.

(d) As the library is a place of study and research, members are expected to maintain discipline, dignity and quietness inside the library.

(e) Readers are solely responsible for any damage done by them to the books or other property belonging to the library and shall be required to replace such books or other property lost, damaged or to pay the full replacement value thereof, as determined by the authorities.

(f) The Director will have power to suspend the use of borrower's tickets of any reader or deny the use of the library facilities to any reader found neglecting to comply with any of the above rules, as recommended by the Librarian.

(g) The changes in these rules will need approval of the BOG with the recommendation from the library committee.

8. Composition of the Library Committee:

The Committee shall consist of the following:

- i) Director of the Institute Ex Officio Chairperson
- ii) Vice Chairman, who shall be nominated by the Director from among the Professors for a period of two years and who is not Vice Chairman of any other committee on rotation basis.

9. Members:

- iii) All Professors including all Heads of the Centres or their representatives in the rank of Associate Professor and Assistant Professor
- iv) Registrar / Assistant Registrar (Admn.)

- v) The Deputy Librarian shall be the member and Secretary of the Committee.

In the absence of the Director, the Vice Chairman shall preside.

10. Functions of the Library Committee

The function of the Library Committee are as under:

- a. Recommending to the Board of Governors for any additions, modification, if required to the existing Library Rules
- b. Make proposals for its further development of library and digitization with financial implications of such proposals to the BoG;
- c. Preparation and Approval of annual budget for library management to be placed before the Finance Committee and BoG;
- d. Approval of purchase of all books- print or electronic formats.
- e. Approval of all expenditure of a recurring nature like subscription to periodicals, etc.
- f. Approval of the annual report before it is forwarded to the Director.
- g. The Committee may meet twice in a year. However, the Chairperson may convene special meeting, if required.
- h. Consider the periodic report in the progress of digitisation.

The Committee is responsible for overall management of the affairs of the library.

The Secretary of Committee will prepare the minutes and after approval circulate the same to the members of the Committee.

12: Incentives and Disincentives

1. Faculty members and administrative staff whose performance is assessed as (i) Excellent or (ii) Good are eligible to receive performance-based incentives. These incentives include :

For faculty:

- (a) Special allowances for books and computer programmes
- (b) Support for travel within India for participation in seminars, conferences, workshops etc. for accepted papers
- (c) Support for travel abroad for participation in seminars, conference, workshops etc. for accepted papers
- (d) Provision of research assistance for a given period.

For Administrative Staff:

- (e) Cash award up to a month's gross salary.

2. Faculty members and administrative staff whose performance is "Average" will invite disincentives. The disincentives include :

- (a) A formal letter of warning from the Director
- (b) Extension/termination of the contract (in case of contract employees)
- (c) No support for travel to attend conferences, seminars, workshops etc.
- (d) Non completion of study beyond a reasonable period would entail suspension of permission to undertake any new study.

13: PAYMENT OF HONORARIUM

1. The guidelines for the payment of honorarium to the academic and non-academic staff of the Institute are as follows :

I. Payment of honorarium to ISEC staff is accepted in principle. The details are outlined in CPDF for faculty and staff incentive fund for Non-Academic Staff.

II. Prior approval of the Director will be obtained for allocation of honorarium before beginning the activity.

2. All honoraria are taxable as per the Income Tax laws in force.

32. Procedure for preparing of Panel of Experts

The following procedure for preparing and finalizing the lists of panel of experts for various Centres in the Institute shall be followed.

(i) The Heads of Centres in consultation with all the faculty members of the respective centres prepare the List of Experts for every two years and submit the same to the Director for placing before the BoG for its approval.

(ii) The BoG may at its discretion add or delete names of experts in the relevant fields and approve the list.

(iii) The list finally approved by the BoG shall be operated by the respective Centres of the Institute till the revision takes place after two years.

14: RULES RELATING TO HONORARY VISITING PROFESSORS.

The system of Honorary Visiting Professors serves two purposes. Firstly, It provides an opportunity for the Institute to honour persons with outstanding record of work as academics, policy makers or administrators. Secondly, it enables the Institute's faculty to benefit from the knowledge and experience of the distinguished persons. The Honorary Visiting Professors may initiate research projects, help the faculty in the on-going projects, contribute to the seminars, help in enriching the library and development of infrastructure. Honorary Professor Scheme is to recognise and provide affiliation to persons who have excelled in academics/ policy making/ Government service/Industry. Keeping in view their high status, the Institute may not offer any financial payment to the Honorary Visiting Professors. However, normal facilities or honorarium for work assigned will be provided to them to make use of the library, bringing out publications and other facilities available at ISEC.

1. Distinguished persons shall be invited by the BoG initially for a period of three years as Honorary Visiting Professors.

2. The Honorary Visiting Professors are welcome to attend Academic/Research Programme Committee and other meetings and important Seminars at the invitation..

3. The Head of the Centre/Director in consultation with academic colleagues may propose the names of distinguished persons to serve as Honorary Visiting Professors. Such Proposal has to be cleared by approved by the Board of Governors.
4. Even though the age factor need not be the decisive factor while inviting the outstanding persons as Honorary Visiting Professors: normally such position shall not be continued after 75 years of age.
5. Renewal of the invitation to the Honorary Professors would be based on the approval by the BOG, with the process completed at least a month before the end of the earlier invitation.

16.REGULATIONS FOR PREVENTION, PROHIBITION AND REDRESSAL OF SEXUAL HARASSMENT OF WOMEN EMPLOYEES / STUDENTS AT ISEC

In 1997 the Supreme Court of India passed a landmark judgement in the Vishaka case laid down the guidelines to be followed by all establishments in dealing with complaints about sexual harassment at workplace. Vishaka guidelines were stipulated by the Supreme Court of India in Vishaka and others versus State of Rajasthan in 1997. The Supreme Court stated these were to be implemented until legislation is passed to deal with the issue. Accordingly, the Government of India enacted an Act called Sexual Harassment of Women at workplace (Prevention, Prohibition and Redressal) Act 2013 and notified. This Act is being implemented in Central and State Government, public sector undertaking and all other government agencies. The ISEC is obliged to formulate the regulations for the above said purpose. Under the Act it is compulsory to set up the Internal Complaints Committee. Therefore, the ISEC intended to make the following regulations.

1. These regulations are called Regulations for Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees / Students at ISEC of 2022.

2. Definition

- a. 'Aggrieved Women' means in relation to workplace all women employees of ISEC and also female Ph.D. scholars of ISEC.
- b. 'The Campus' means within the limits of the ISEC Campus in Bangalore, except the residential quarters.
- c. 'Sexual Harassment' means anyone or more of the following acts or behaviour either directly or by implications, namely,
 - (1) physical contact and advances;
 - (2) demand or request for sexual favour;
 - (3) sexual coloured remarks;
 - (4) showing any pornography and sending obscene photos, videos, etc. through email and Whatsapp;
 - (5) Any other unwelcome physical, verbal, non-verbal conduct of sexual nature;
 - (6) Other implied or explicit sexual harassment (a) implied or explicit promise of preferential treatment as quid pro quo for sexual favours; (b) creating an intimidating offensive or hostile environment; (c) humiliating treatment likely to affect the health, safety, dignity or physical integrity of the person concerned.
- (b) 'Workplace' means all establishments / offices including Centres, Library, Guest House, Hostels located and controlled in the ISEC Campus.

3. **Constitution of the Internal Complaints Committee (ICC):**

Director in consultation with the Vice-Chairpersons of Academic Programme Committee (APC) and Research Programme Committee (RPC) and a senior women faculty member will form the ICC with the following composition:

- i) Presiding Officer / Chairperson- Senior most female Professor of the Institute
- ii) Two members from Associate Professor / Assistant Professor of which one shall be a female
- iii) Two members among the male employees of all sections
- iv) Two members among the women employees of all sections
- v) One female member and one male member from among the students
- vi) A woman representative from outside (i.e. not employed with ISEC) with experience in working on gender/ women's issues, from an NGO or other academic institutions.
- vii) The number of women in the committee should be at least 50%.
- viii) Legal Expert

4. In the absence of the Chairperson, another woman member shall act as Acting Chairperson and she shall have all the powers of the Chairperson.

5. Presiding Officer (PO) or member shall be removed from the Committee for the following reasons:

- i) If any complaint against PO or member on sexual harassment or a case of sexual harassment is pending against them or if they are found guilty of sexual misconduct.
- ii) If any disciplinary proceedings or criminal proceedings are pending against them or found guilty of such proceedings.
- iii) A member may resign from office by tendering resignation to the Chairperson which will be forwarded to the Director for necessary action. From the date of acceptance of resignation he/she shall cease to be a member.
- iv) A vacancy arising out of consecutive absence/resignation shall be filled by fresh nomination within two months from the date of occurrence of the vacancy.

6. The committee shall be authorised to seek, whenever necessary, legal advice for a specified period, with the approval of the Director.

7. The term of a Committee shall be for two years after which the Committee will be reconstituted by the Director. However, the committee members could be re-nominated for any number of terms except for the immediate term. However, there shall be a rotation of PO and members.

8. Responsibilities of ICC:

- a) Provide assistance if an employee or student choose to file a complaint with the police.
- b) Provide mechanisms of dispute redressal and address issues through just and fair conciliation without undermining complainants' rights and minimize the need for purely punitive approach that lead to further resentment, alienation or violation.
- c) Ensure that the victims or witnesses are not victimized or discriminated against while dealing with complaints of sexual harassment.
- d) All other measures to protect the complainant and also provide proper relief to the victims by taking up the matter with the institutional head i.e., the Director.

9. The process of making complaint

Any aggrieved person is required to submit a written complaint to the ICC within 15 days from the date of incident and in case of series of incidents, within a period of one month. However, the ICC may accept the complaints even after 15 days / one month for the justifiable reasons given in writing by the victim for the delay in complaining.

Any colleague employee, family member or relative or any other associate of the victim may file the complaint in case the aggrieved person is not able to make a complaint on account of physical or mental incapacity or death etc.

10. Conducting Inquiry

- a. The ICC shall upon receipt of the complaint send one copy of the complaint to the respondent i.e. against whom the complaint is made within a period of 7 days of receipt of such complaint.
- b. The respondent shall file their reply to the complaint with providing documents, if any, and also giving the names and address of witnesses within 10 days.
- c. The ICC shall complete the inquiry within a period of three months from the receipt of the complaint. The inquiry report with recommendations, if any, has to be submitted to the Registrar after completion of the inquiry within 10 days. The identity of the aggrieved party or victim or the witness or the offender shall not be made public or kept in the public domain during the process of inquiry.
- d. The Registrar may serve the findings or recommendations of the ICC on both the parties pertaining to the complaint. Thereafter, the Registrar shall initiate to take action on the recommendations within a period of 30 days through the Director unless an appeal is filed against the ICC findings / recommendations by the concerned parties.
- e. Recommendation of the findings and recommendations of the ICC shall not be published or communicated or made known to public, press or media in any manner.

11. Appellate Authority:

The victim or the respondent may file the appeal before the Director, ISEC against the findings / recommendations of the ICC within 15 days from the date of serving of the findings / recommendations.

12. The Director may pass an appropriate order on the appeal within a period of one month after giving an opportunity to both the parties.

After disposal of appeal, the Director has to take action on the findings / recommendations of the ICC. In case of taking punitive action against the respondent, a show cause notice may be served and impose the appropriate penalty by following due procedure.

If the Director decides not to act as per the recommendations of the ICC, then it shall record reasons for the same to be conveyed to the ICC and both the parties to the proceedings.

The aggrieved party may seek conciliation in order to settle the matter. The Director may facilitate the conciliation process through the ICC 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.

13. Interim Redressal by the Director

The Director may transfer complainant or the respondent to any other section / centres to further avoid any untowardness, if such recommendation is made by the ICC or otherwise. Further, the Director shall ensure that offenders are warned to keep distance from aggrieved if there is a definite threat, etc, and restrain their entry into the campus.

Take strict measures to provide a conducive environment of safety and protection to the complainant against further victimization as a consequence of making complaint of sexual harassment.

Aggrieved person / victim find difficult to come to duty grant leave with full protection of status and benefits for a period of maximum of three months.

14. Punishment and Compensation:

Anyone found guilty of sexual harassment shall be punished in accordance with the service rules.

15. The ICC may recommend for payment of monetary compensation to the victim on the following basis:

1. Loss of career opportunity due to the incident of sexual harassment.
2. Mental trauma, pain suffering and distress caused to the aggrieved person.
3. The medical expenses incurred by the victim for physical, psychiatric treatment.

16. The Director may order for recovery the compensation from the offender either in one lumpsum or in monthly instalment. If the offender is the student the following action may be taken depending upon the severity of the offence:

- i. Suspend or restrict entry to the campus for a specific period;
- ii. Restrict the access to the library, auditorium, seminar halls, computer room, etc.;
- iii. Suspend the scholarship / stipend and also identity card;
- iv. Expel under strike off name from the rolls of the institution including denial of re-admission if the offense so warrants;
- v. As a reformative measure mandatory counseling etc, may be arranged.

17. Action against frivolous complaint: If the ICC conclude in their report that the allegations made were false, or the complaint was made knowing it to be untrue or forged or misleading

information has been given during the inquiry, the complainant shall be liable to be punished as stated above in case of employee or student.

18. The incidents of sexual harassment, if any, may also be included in the Annual Report along with the action taken for the information of the BoG.

19. The BoG may give any directions to the Director to create very conducive environment within the campus providing necessary safe guard to women employees and girl students.

20. The Director may also take the following measures to avoid sexual harassment cases:

- i. To exhibit these rules to create awareness among the employees and also students in appropriate places such as Library, Hostels, Guest House, all Centres / Sections, computer room, seminar hall, etc.
- ii. The ISEC should commit itself to zero tolerance policy towards sexual harassment and gender discrimination, etc. at all levels.
- iii. Organise orientation short term courses for the members of ICC to deal with the complaints and also process of settlement or conciliation.
- iv. Monitor the submission of reports by the ICC on the complaints within the stipulated time.
- v. To provide safety and security measures within the campus including setting up of CCTV cameras, against the sexual harassment.
- vi. To identify vulnerable spots and take advance action to prevent the occurrence of sexual harassment / abuse.
- vii. Any other measure as deemed fit by the Director.

In case of the complaint against the Director, the BoG may initiate appropriate action by constituting a suitable committee.

17.INTERNAL GRIEVANCE REDRESSAL COMMITTEE (IGRC) AT WORKPLACE FOR PERSONS BELONGING TO SC/ST

1. **The National Commission for Scheduled Caste**, Government of India, New Delhi have given the directions vide No.39/Misc-2/IGR Committee/2020/SW-I dated 29.07.2020 to all the Central and State Government Departments, Public Sector Undertakings and other Government organisations to constitute the Internal Grievance Redressal Committee for redressal of grievances of SC/ST employees.

2. This Committee shall be constituted by the Chairperson, BoG comprising of the following members:

1. A Senior Professor – Chair
2. Registrar – Member
3. Faculty from SC / ST category – Member
4. Non-Academic Staff in the rank of Assistant Registrar– Member
5. Joint Director / Additional Director from SWD, GoK – Member
6. Liaison Officer of ISEC - Secretary
7. Legal Exert

The terms of the members may be for a period of two years and they can be re-nominated. However, the Director may rotate the members after expiry of the two years term.

3. The Committee shall examine the complaints from SC / ST employees in service matters including the following:

- i. Non-maintenance of reservation roster and not filling up of reserved vacancies
- ii. Discrimination in promotion, seniority, Time Bound Advancements
- iii. Non-appointment on compassionate grounds
- iv. Downgrading of Annual Appraisal Reports (CRs)
- v. Termination / Dismissal from service
- vi. Discrimination in transfer / posting
- vii. Denial of pensionary benefits and disbursement of pay arrears, etc.

4. The Internal Grievance Redressal Committee will examine the complaints of the employee and find out the genuineness of the complaint and recommend the action to be taken. The half-yearly report may be submitted to the Commissioner, Social Welfare Department, GoK, M S Building, Dr. Ambedkar Veedhi, Bengaluru – 560 001 in the following format to be submitted to NCSC, New Delhi:

Sl. No.	No. Of cases registered	No. Of cases resolved	No. Of cases unresolved	Action taken against wilful defaulting officers (s)	Remarks

18: GENERAL GRIEVANCE REDRESSAL COMMITTEE

There shall be a General Grievance Redressal Committee for all the employees of the Institute.

1. Forwarding of Complaints/Representations: All employees will send their complaints/representations, if any, through proper channel, on any matter where the employee feels that his/her interest has been harmed or injustice has been caused to him/her or any misbehaviour/insubordination inflicted on him/her. The channel of forwarding will be as under:

2. Academic / Non-Academic Staff: In case of Academic Staff the representation / complaint may be given through the Head of the Centre, in case of non-academic staff through the Registrar.

- a) The Head of the Centre/Registrar will examine the complaint/representation and hold discussion with the complainant to reconcile the matter. If the complainant agrees to reconciliation, then it will be communicated to him/her in writing and his/her signature obtained. A copy of the reconciliation shall be forwarded to the Director for his/her perusal. If the complainant is not satisfied with the reconciliation of the Head of the Centre/Registrar, then the complaint will be forwarded with a brief note to the Director by the Head of the Centre/Registrar.
- b) The Director, on receipt of the complaint and note from the Head of the Centre/Registrar, shall examine the contents and will give a personal hearing to the complainant. If the complainant is satisfied with the Director's decision/reconciliation, then the same will be communicated to him/her by the Director with a copy to the Head of the Centre/Registrar and the matter will be treated as closed.
- c) If the complainant is not happy or satisfied with the decision/reconciliation of the Director, then the Director shall refer the matter to the Grievance Redressal Committee (GRC) depending upon the nature of the complaint/representation.
- d) If need be, the GRC will give a personal hearing to the complainant and will decide the case. If the complainant is satisfied with the decision of the GRC, the same will be communicated to him/her by the Chairperson of the GRC and his/her acknowledgement obtained and the matter will be closed. If the complainant is not satisfied with the decision of the GRC, then the Director shall refer the matter with a brief note to the BoG for decision.

3. Time Frame: The following time frame for Redressal of grievances will be strictly adhered to:

- (a) Head of the Centre/Registrar. The complaint / representation will be disposed off within 5 working days after the date of receipt of complaint / representation.
- (b) The Director shall, on receipt of the complaint, dispose off the case within 7 working days after the date of receipt of the complaint.
- (c) If the case is referred to the GRC, the GRC shall give decision on the case within 10 working days after the date of receipt of reference from the Director. Accordingly, the decision of the GRC will be conveyed to the complainant by the Chairperson of the GRC.
- (d) if the case is referred to the BoG it will be decided in the next BoG Meeting. In case of emergency, the matter may be decided by the BoG on circular resolution and the decision of the Board will be conveyed to the complainant by the Member Secretary, BoG. The decision of the BoG is final.

4. Grievance Redressal Committee Composition

There shall be a *Grievance Redressal Committee* (GRC) to address the grievances of the faculty and administrative staff. The GRC shall be constituted by the Director in consultation with the Chairperson of BoG. The composition of the GRC is as follows:

- (a) A Professor (not connected with the complainant) – Chair
- (b) Three members of the faculty by rotation
- (c) Two administrative staff members one among whom is a lady member
- (d) Registrar – Member Secretary

The Members shall be nominated on rotation for a period of two years.

5. The Grievance Committee shall follow the principles of natural justice and their findings / recommendations shall be fair and justifiable without any bias or animosity towards the complainant.

19: ANNUAL REPORT AND OTHER PUBLICATION OF ISEC

1. The Annual Report is prepared in English and includes annual Statement of Accounts for circulation among funding agencies, development departments in Government of Karnataka, Government of India including parliament. A summary of the annual report shall be translated in Kannada and Hindi. Soft copy is also made available on the institute's website.

The Annual Report of the Institute should also contain the details of projects undertaken as under.

- a. Projects funded by external agencies
- b. Projects funded internally
- c. Analytical and policy oriented projects
- d. Evaluation and appraisal of projects.

Annual Report of the Institute should be prepared latest by 31st September for the previous academic year and placed before the Board of Governors for its approval and a copy of the same may be sent to the funding agencies and other organisations required by specific obligations.

2. Publication Committee of ISEC shall oversee the publication of the Annual Report and other Publications excluding Journal of ISEC

3. Other Publication / Dissemination Policy

The information about the findings from completed projects may be disseminated as appropriate and after approval from the competent authorities, to the public through press notes, press meetings, newspaper articles as relevant, and to policy makers in Government. Subject to the relevant conditions of the commissioned projects, Journal articles and Working Papers may be published by the institute's staff based on the project work subject to any peer review process the institute may have. Presently, the Institute brings out newsletters, monographs and working papers on completed projects and copies are sent to research institutions and universities. It was suggested that copies of these reports be forwarded to various Departments of GoK for their information. Annual report should be structured highlighting on ISEC's contributions to research and policy.

4. Journal for Social and Economic Change

Once in two years, one issue of the ISEC's journal be devoted to the publication of some of the best outputs of the Institute duly refereed. Alternatively, a separate publication in digital form may be brought out.

5. Reporting of Academic and Research Activities

The Monographs, Working Papers, Newsletter, Policy Briefs, Annual Reports should be circulated to all the members of the Board of Governors. Further, a succinct executive summary of the project reports be circulated to the Members of the Board. This shall be supervised by the Publication Committee

5. Kannada translation

Translation of policy briefs, / State Macro Scan from English to Kannada for wider dissemination among developmental departments, of the Government of Karnataka, Universities, Higher education department will be done. Dissemination through digital formats may also be considered.

6. Publication Committee

There shall be a Publication Committee constituted by the Director to look into all the matters pertaining to publications of the Institute as follows:

- | | |
|--|-----------|
| a. Director | Chair |
| b. Managing Editor of ISEC Journal | Member |
| c. One Professor by Rotation | Member |
| d. One Associate Professor by rotation | Member |
| e. One Assistant Professor by rotation | Member |
| f. Associate Editor or any representative. | Member |
| g. Assistant Registrar Academic | Secretary |

The term of the members of the Committee *c, d and e) shall be for Two years.

The Committee shall take all the decisions pertaining to the publications and handle issues relating to that.

20: PROVIDENT FUND (PF) AND GRATUITY RULES

Provident Fund and Gratuity of the employees is managed through Trusts created for that purpose under Government of India Act. While the Provident Fund matters are managed by the trust the Gratuity payment has been entrusted to Life Insurance of India. The trust members are elected through due process as delineated below:

A: ELECTION TO PF TRUST

Bye-Laws for the conduct of election of members to the PF Trust from among the staff of the Institute for Social and Economic Change

1. The PF Trust shall consists of the following Trustees:

- i. Director is the Ex-Officio Chairperson
- ii. Two from faculty
- iii. Two from Non-academic staff
- iv. Two nominees by the Board of Governors
- v. Accounts Officer (Ex-Officio Trustee)
- vi. Registrar (Ex-Officio and the Secretary of the Board of Trustee)

2. Voters for the purpose of Election:

- a. The two Trustees from the faculty shall be elected by the faculty members. Similarly, other two trustees shall be elected from non-academic staff. The term of the elected Trustees shall be for a period of three years and such persons are eligible for election for another term of three years. No elected Trustees shall be in the trust for more than six years in total.
- b. All the staff of Academic and Non-Academic of the Institute, in the service of the Institute on the date when the election notices is issued and also contributing to the PF fund shall be the voters. The Registrar with the approval of the Director finalize the voters list for PF Trust and publish the same before the election.
- c. The Director shall appoint Registrar as Returning Officer (RO) and the Assistant Registrar (Admn.) as Assistant Returning Officer (ARO). The RO will issue election notice giving details of the number of vacancies meant for faculty and the calendar of events for the conduct of elections including nominations, withdrawals, scrutiny, voting and counting of votes.
- d. The Procedure for the conduct of elections shall be as indicated below:
 - i. The RO shall send the election notices to each member eligible to vote indicating the calendar of events, vacancies and nomination form.
 - ii. Nominations duly proposed and seconded by the staff will be received by the RO within the dates notified for receipt of nominations, withdrawal and counting date, etc..
 - iii. No member can propose and/or second more than one member for nomination for election to the PF Trust.
 - iv. Every nomination paper shall be accompanied by a statement signed by the member duly proposed and seconded signifying his/her consent to stand for election.

- v. All nominations shall be scrutinised by the RO as per the calendar of events. If after scrutiny the number of valid nominations are equal to or less than the number of vacancies to be filled, the members whose nominations are valid shall be declared as duly elected by the RO.
- vi. If after scrutiny, if the number of valid nominations are more than the number of vacancies, then the election process will be started.
- vii. In case the number of Contestants are short of the number of vacancies, the Director shall nominate suitable persons from among the Academic and Non-Academic staff of the Institute as the case may be..
- viii. Any member can withdraw his/her nomination in writing by addressing to the RO before the date of withdrawal before 3:00 p.m
- ix. The RO shall conduct the elections for the PF Trust by getting ready the Ballot papers indicating the names of the contestants. The staff being the voters present in the premises of the Institute for voting, the voting shall take place during the working days from 9:30 a.m. to 3:00 p.m. of the Institute in the hall in the Institute as chosen by RO.
- x. The Ballot papers signed by the RO shall be distributed to the members present for voting, and they will cast their vote on the ballot paper in the space provided by marking tick in favour of the contestants whom they desire to vote and drop the ballot papers in the sealed box which will be kept in voting hall.
- xi. Every member attending the voting shall sign his/her name to record his/her presence in the Register kept for the purpose in the voting room.
- xii. The number of ballot papers cast shall not exceed the number of persons whose names have been recorded in the register of attendance.
- xiii. Every member shall have as many votes as there are vacancies, but shall vote only one vote to any one member by putting a tick on the ballot paper against the name of the member in whose favour he/she desires to cast his/her vote. If they cast their vote for more than vacancies then such votes are considered as invalid.
- xiv. When a member drops a ballot paper in the box, he/she will ensure that the ballot paper does not carry either his/her name or his/her signature. Failure to observe this will make the ballot paper invalid.
- xv. The RO shall, at the time prescribed for counting of votes as per the calendar of events, shall open the box and I count the valid ballot papers and votes with the help of the counting staff as chosen by RO. The RO shall declare the results and the decision by him/her shall be final.
- xvi. In the event of two or more members for one vacancy getting an equal number of votes, it will be decided by system of lottery by the RO in the presence of the Director OR his nominee and declare the elected member accordingly.
- xvii. In the event any member elected through the process mentioned above resigns, leaves the regular services of the Institute or for any reason such position of representative on the P F Trust falls vacant, there shall not be any election again for that position. In such case, the Director shall nominate a member/s of the staff to fill that vacant position.

6. General Instruction

- a. The contestants may campaign during the election for PF Trust, in a descent manner, and not in the name of caste, religion, region and in any other manner of offering incentives etc.
- b. Similarly, the academic and non-academic staff voters should not indulge in any derogatory or defaming manner against any other member including contestants either through email or otherwise.
- c. The RO / ARO shall conduct the elections in a transparent and unbiased manner.

B: ELECTION TO GRATUITY TRUST

Bye-Law for the conduct of Election of members to the Gratuity Trust from among the staff of the Institute for Social and Economic Change.

1. The Gratuity Trust shall consists of the following Trustees:

- I. Director is the Ex-officio Chairperson
- II. Two from faculty
- III. Two from Non-academic staff
- IV. Two nominees by Board of Governors
- V. Accounts Officer (Ex-Officio Trustee)
- VI. Registrar (Ex-Officio and the Secretary of the Board of Trustee)

2. Voters for the purpose of Election:

- a. Two Trustees from the faculty shall be elected by the faculty only. Similarly, two from non-academic staff shall be elected by the non-academic staff only. The term of the elected Trustees shall be for a period of three years and such persons are also eligible for election for another term of three years. No elected Trustees shall be in the trust for more than six years in total.
- b. All the staff of Academic and Non-Academic of the Institute, shall be in the service of the Institute on the date when the election notices is issued and also contributing to the Gratuity fund. The Registrar with the approval of the Director shall finalize the voters list for Gratuity Trust and publish the same before the election.
- c. The Director shall appoint Registrar as Returning Officer (RO) and Assistant Registrar (Admn). as Assistant Returning Officer (ARO) who shall assist the RO and act as RO in the absence of RO. The RO will issue election notice giving details of the number of vacancies meant for Academic and Non Academic Staff of the Institute and the calendar of events for the conduct of elections including nominations, withdrawals, scrutiny, voting and counting of votes.
- d. The Procedure for the conduct of elections will be as indicated below:
 - i. The RO shall send the election notices to each member eligible to vote indicating the calendar of events, vacancies and nomination form.
 - ii. Nominations duly proposed and seconded by the staff shall be received by the RO within the dates notified for receipt of nominations,
 - iii. No member can propose or second more than one member for nomination for election to the Gratuity Trust.
 - iv. Every nomination paper shall be accompanied by a statement signed by the member (proposed and seconded) signifying his/her consent to stand for election.
 - v. All nominations shall be scrutinised by the RO as per the calendar of events. On scrutiny, if the number of valid nominations are equal to or less than the number of vacancies to be filled, the members whose nominations are valid shall be declared as duly elected by the RO.
 - vi. If after scrutiny, the number of valid nominations are more than the number of vacancies, then the election process shall be started.

- vii. In case the number of Contestants are short of the total number of vacancies, the Director shall nominate suitable persons from among the Academic and Non-Academic staff of the Institute as the case may be.
- viii. Any member is free to withdraw his/her nomination in writing by addressing to the RO before the date (before 3:00 p.m.) of withdrawal.
- ix. The RO shall conduct the elections for the Gratuity Trust by getting ready the Ballot papers indicating the names of the contestants. The staff being the voters present in the premises of the Institute the voting shall take place during the working hours of the Institute from 9:30 a.m. to 3:00 p.m. in the designated hall in the Institute as chosen by RO.
- x. The Ballot papers signed by the RO shall be distributed to the members present for voting, and they will cast their vote on the ballot paper in the space provided by a tick marking in favour of the contestants whom they desire to vote and drop the ballot papers in the sealed box which will be kept in voting hall.
- xi. Every member attending the voting shall sign his/her name to record his/her presence in the Register kept for the purpose in the voting room.
- xii. The number of ballot papers cast shall not exceed the number of persons whose names have been recorded in the register of attendance.
- xiii. Every member shall have as many votes as there are vacancies, but shall vote only one vote to any one member by putting a tick on the ballot paper against the name of the member in whose favour he/she desires to cast his/her vote. If they cast their vote for more than vacancies then such votes are considered as invalid.
- xiv. When a member drops a ballot paper in the box, he/she will ensure that the ballot paper does not carry either his/her name or his/her signature. Failure to observe this will make the ballot paper invalid.
- xv. The RO shall, at the time notified for counting of votes as per the calendar of events, shall open the box and count the valid ballot papers and votes with the help of the counting staff as chosen by RO. The RO shall declare the results and his/her decision shall be final.
- xvi. In the event of two or more members for one vacancy getting an equal number of votes, it shall be decided by a system of lottery by the RO in the presence of the Director or his nominee and declare the elected member accordingly.
- xvii. In the event any member elected through the process mentioned above resigns, leaves the regular services of the Institute or for any reason such position of representative on the Gratuity Trust falls vacant, there shall not be

any election again for that position. In such case, the Director shall nominate a member/s of the staff to fill that vacant position.

5. General Instruction

- I. The contestants may campaign during the election for Gratuity Trust. in a descent manner, and not in the name of caste, religion, region and in any other manner of offering incentives etc.
- II. The academic and non-academic staff voters should not indulge in any derogatory or defaming manner against any other member including contestants either through email or otherwise.
- III. The RO / ARO shall conduct the elections in a transparent and unbiased manner.

21: RESIDENTIAL / QUARTERS RULES

1. These Rules are called the allotment of residential quarters of ISEC for employees 2022.
2. There are 77 quarters in the campus meant for both academic and non-academic staff.

Availability of residential quarters and types:

Sl. No.	Designation	Type	No. of quarters
1.	Director's quarters	A	01
2.	Professors' quarters (Three bedrooms)	B	07
3.	Associate Professors' quarters / Registrar (Three bedrooms)	BB	10
4.	Assistant Professors' / Assistant Registrar quarters (Three bedrooms)	BBB	11
5.	Research Analyst's quarters (Two bedrooms)	C	04
6.	Clerical quarters (including Technical Assistants, Drivers etc) (Two bedrooms)	CC	30
7.	Messengers' Quarters (Single bedrooms)	D	14

Note: The type may be marked on the walls of the quarters.

3. The quarters are meant for allotment to the employees of the Institute only and shall normally be allotted to the category of staff according to their designation / pay scale for which they are entitled subject to availability.
4. Application for allotment of quarters shall be submitted to the Registrar.
5. The application shall be placed before the Quarters Allotment Committee which is as follows:

Director – Chairperson

Two faculty members to be nominated by the Director

Registrar – Member

Assistant Registrar (Admin) – Member

Assistant Registrar (Estate and Stores) – Member Secretary

Estate Manager (in-charge of quarters) - Member

The Committee is empowered to allot the quarters as per these rules. The allotment shall be strictly based on seniority of registration on first come first serve basis in each category.

6. **The allotment is strictly on agreement basis.** No lease is created in favour of the allottee. This allotment is revocable at any time at the discretion of the Committee for the reasons recorded and upon such revocation, the allottee may be allowed at least one month's time and thereafter, he shall vacate the quarters.

7. On receipt of allotment order, the allottee shall enter into an agreement with the Institute in the form prescribed and thereafter rent will be charged from the date of entering into agreement or from the date of taking over possession of the house by the allottee whichever is earlier except in cases in which a specific date has been mentioned for the occupation of the quarters.

8. When the allottee ceases to be an employee of the Institute due to retirement / resignation and death, he/she / family should vacate the quarters within two month's time from the date of his/her relief and the usual rent will be applicable during this period. For any stay beyond two months but restricted to three months the penal rent shall be charged double the usual rent.

9. If the occupant does not vacate within the period of 3 months, the quarters shall be got vacated by taking appropriate steps.

3. If any rent is due for payment it may be recovered from the last month salary or Gratuity amount payable to the concerned employee.

4. Rent for the residential accommodation shall be fixed from time to time by the BoG based on the recommendation by the Director and Registrar

5. Payment of electricity and water charges shall be deducted from the salary of the occupant and will be paid by the Institute to the concerned authorities. The Quarters Allotment Committee may revise the rates as per the current rates of BWSSB / BESCO. Whenever, the generator is operated connecting to the quarters, the charges may be fixed by the QAC taking into consideration of the fuel etc.

6. The allottee shall be responsible for the safety of the fixtures and cost of damages, if any, shall be recovered from him/her. The allottees shall maintain peace, harmony, security, cleanliness and serenity in the campus. Further, the allottees shall utilize only the space allotted to them for each quarter. If anyone fails to do so, necessary action shall be initiated by the Institute.

7. The quarters on allotment for first time, the Institute will arrange painting, cleaning, repairs, if any. However, in case of change of quarters at the request of the allottee, no painting will be done by the Institute. Allottee shall facilitate execution of annual and occasional repairs being carried out by the Institute.

8. In case of contractual staff on full time basis and their family the quarter shall be allotted as is where basis and no request for change of quarters is will be entertained.

9. No alterations shall be made in the quarters under any circumstances by the allottees.

10. The quarters allotted to the employees shall be occupied by the family of the employees only including brothers and unmarried sisters and parents entirely dependent upon the employees.

11. The allotment to the quarters to the project staff shall be allotted on sharing basis as is where is basis condition only. However, subletting or sharing of quarters is strictly forbidden by allottees.
12. The Visiting Scholars / faculty Post Doctoral Fellows may be allotted the quarters either independently or on sharing basis. No other furniture will be provided by the Institute.
13. The quarters allotted shall continue to be in the possession of the allottees even during leave period unless they are vacated with prior intimation for being allotted to other applicants on the waiting list.
14. The allottees shall not be entitled to the usufruct of the trees and plants reared by the Institute.
15. Allottees themselves should make their own arrangements for supply of electric bulbs and locks.
16. Any point of dispute regarding allotment of quarters, rent payable etc., shall be decided by the Director, whose orders shall be final and binding.
17. Every allottee and the members of his/her family occupying a quarters shall so conduct himself/herself as not to be a cause of nuisance or annoyance or disturbance to the other residents in the campus or the employees of the Institute or visitors thereto. If the Director is of opinion that any allottee or member of his/her family has contravened this rule, he/she may without prejudice to any other action, order removal of the allottee and his/her family guilty of the objectionable conduct, from the campus forthwith. The decision of the Director in this behalf shall be final and conclusive.
18. No occupant of a first floor quarters shall be entitled to any garden space. The occupant of the ground floor quarters will be permitted the use of garden space as demarcated by the Estate Section. The decision of the Director in this regard shall be binding on all allottees and shall not be liable to be questioned in any court of law.
19. Those employees who are already having a house in Bangalore are not entitled for allotment of Institute quarters. In case of renting out his own house in Bangalore, he / she must pay the entire rent to the Institute if for any reason such employees want to get allotment of quarters in the campus subject to the rent of the own house or 10% of salary whichever is higher.
20. Quarter No.17/1 is reserved for running Creche at free of rent and free of water and electricity charges.
21. The cook of the hostel mess and canteen contractor may be provided rent free accommodation subject to paying water and electricity charges by themselves. The allotment Committee may decide to allot the accommodation either in hostel or in Messenger quarters as the case may be subject to availability.

22: TARIFF FOR VARIOUS COMMON FACILITIES WITHIN THE CAMPUS:

The empowered Committee for allocation of Office Space, Quarters and Students hostel rooms will review and fix the tariff for seminar halls, Committee room, auditorium, guest house, hostel rooms, cafeteria, etc. from time to time. The tariff shall be fixed separately for internal use and external use by outsiders. In case of internal use, the Director may allow the discount / waiver etc. depending upon the fund availability for such seminars, workshop, conferences etc.

In respect of quarter allotment the application forms etc., may be evolved by the Institute for the purpose of easy administration.

23.:GUEST HOUSE RULES

1. The Institute is having a guest house in the campus and new Dr. V K R V Rao Guest House is also coming up in the campus.
2. The guest houses are maintained by the Institute.
3. The allotment of rooms in the guest house will be done by the guest house in-charge with the permission of the Registrar for the guest mentioned below subject to availability:
 - i. Visiting dignitaries at the invitation of the ISEC
 - ii. BoG Members
 - iii. Life Members on request
 - iv. Alumni's
 - v. Parents of the students
 - vi. Scholars and other invitees coming for the seminars/ workshops/ conferences/ meetings etc.
 - vii. Guests of faculty and staff
 - viii. Any other guest with the permission of the Director
4. The charges for guest house accommodation as fixed by the Quarters Allotment Committee will be paid by the guests unless they are treated as institute guest with the permission of the Director.
5. Generally, the guests are allowed continuously for a period of 14 days at normal charges. In case of guest treated as long term guests including foreign students / scholars will be charged on monthly basis. At present Rs.30,000/- for foreign students per month and Rs.15,000/- for domestic guests or the rates fixed by the QAC. These charges will undergo changes in every three years seeking approval of the BoG.
6. At present the guests are supposed to make their own arrangements for food unless such facilities are provided by the Institute. The other facilities like water, soap, kettle for hot water, bath towels, etc. will be provided in the room.
7. One attender and messenger will be there in the guest house to assist the guests.
8. The guests are expected to pay the required charges before the leaving the guest house and obtain the acknowledgement accordingly and also leave the room key to the in-charge of the guest house.
9. The guests have to produce the identity proof before occupying the guest house and the register have to be maintained entering the details of the guests indicating arrival and departure of the guest house.
10. It is the responsibility of the guest house in charge to check all the articles are intact before vacating the room by the guests.
11. The guests are not supposed to disturb the other guests.
12. The consumption of liquor is prohibited.

24: STUDENT HOSTEL RULES

1. The Institute has separate blocks of hostels for the accommodation of men and women.
2. Ph.D. students and Post Doctoral Fellows of the Institute shall be admitted in the hostel. In case of conducting seminars and other occasion the Director may allot hostel accommodation subject to availability and subject to payment of charges.
3. The students requiring hostel accommodation shall apply to the Hostel Warden and the Hostel Warden shall process the application and seek the permission of the Director through the Registrar for admission of the students.
4. The students may have to deposit security deposit as decided by the Director and Registrar which will be refundable at the completion of the course while leaving the hostel. The Hostel Warden has to certify that the students caused no damage to any of the properties of the Institute and based on it, the refund of the deposit will be made.
5. Admission will become effective from the date of allotment of a room and the room rent shall be decided by the Director and the Registrar on the basis of the fellowship and fixed by the Quarters Allotment Committee.
6. The male Ph.D. students shall be given a single room in gents' hostel and female Ph.D. students shall be given accommodation on sharing basis during the first year in the double accommodation rooms. From second to fifth year accommodation will be given to the students on single accommodation basis.
7. All those admitted to the hostel shall occupy the rooms allotted to them and shall handover the furniture and fittings to their charge by the warden. When they leave the Institute finally, they will be required to handover the furniture and fittings to the Hostel Warden and will be chargeable for all damages thereto either by deducting from the security deposit or otherwise.
8. In case of visit of the parents / family member of the students to the Institute from outside Bengaluru they may be provided accommodation in the guest house against payment subject to availability.
9. Each student / inmate of the hostel will be supplied with a cot, chair and table and other articles. The safety of such articles shall be responsibility of the student. No extra electrical fittings or any alternations are allowed in the rooms.
10. The students are required to bring their own mattresses, mosquito nets and such other requirements.
11. Though security arrangements are provided, the Institute shall not be responsible for any loss or damage to personal belonging of the student of the hostel.
12. The students will arrange their own padlock / key for locking their rooms.
13. Students should exercise all possible economy in the use of water and electricity. Heaters or similar electrical appliances should not be used without the permission of the warden. Any violation in this behalf will be liable for disciplinary action. Students

should not meddle with the fittings already in their room or take extra electrical connections.

14. Use of electrical gadgets, radios, transistors or any other instrument that would cause disturbance is prohibited.
15. Students who expect to be away from the hostel for short periods exceeding 24 hours shall inform the Hostel Warden / hostel in charge of their absence, indicating the probable time of their return. Absence from the hostel without permission from the Warden will be subject to disciplinary action and absence for more than a month may result in cancellation of the allotment and the adjustment of the deposit towards dues.
16. Notice of intimation to vacate a room must be given by the student in writing at least seven days before the vacation of the room. Change of the allotted room is allowed only once during the entire period of stay with the permission of the Registrar.
17. The rooms shall be used only by the allottee and shall not be shared by any other student / non-student. If found the presence of other non-allottees disciplinary action will be taken against the allottee.

Discipline:

18. Students are expected to obey all the rules of discipline which the Director may require them to, from time to time. They are also required to conduct themselves in such a way, both inside and outside the Institute, that they uphold the good name and reputation of the Institute. Failure to observe the rules of discipline and good conduct will entail the offender to punishment varying from fine to expulsion.
19. The students should keep their rooms and corridors clean. They should not throw paper, litter or garbage in the corridors except in the designated dust/ garbage bins.
20. Display of obscene and vulgar pictures, and writing or painting on the walls/doors of their rooms and any other place in the hostel or Institute's campus is forbidden.
21. Students should avoid causing disturbance to other residents in any manner whatsoever. It is important that complete silence should be maintained during the night from 10 p.m. to 6 a.m.
22. Ladies are not allowed in the men's wing of the hostel and vice-versa.
23. Students should not allow any non-students to stay in their rooms. Serious notice will be taken if such cases are detected/ repeated, and heavy fines will be imposed on violators of this rule. *Bona fide* guests are permitted to stay in the guest room on payment of the prescribed daily charge and with the previous permission of the Warden. It is the duty of all boarders to report to the Warden promptly the cases of unauthorized stay by outsiders.
24. Gambling of any kind or the consumption of liquor is strictly forbidden.
25. Cycles, motor cycles, scooters should be parked in the stand meant for the purpose and not in the verandah/corridor.

26. The students shall take the food in the dining hall only. They should not take the foods to their rooms unless they are sick that too with the permission of the warden.
27. The staff of the hostel shall be under the control of the Hostel Warden. Shortcomings, delays etc., in service should be brought promptly to the notice of the warden.

Mess Rules:

24. The students themselves as a group are maintaining the mess and sharing the mess expenses. The procurement of groceries / food articles is the responsibility of the students. The students may formulate a committee for this purpose.
25. The Institute will bear the salary of one kitchen assistant. The students are at liberty to engage another kitchen assistant at their expenses.
26. The supply of electricity and water charges are borne by the Institute.
27. The daily menu shall be prepared by the students themselves including veg and non-veg.

25. RULES FOR USE AND MAINTENANCE OF VEHICLES OF THE INSTITUTE

1. The Registrar is Incharge for use of Institute vehicles and the vehicles to be used only with the approval of the Registrar and Director.
2. The Director is provided with the official vehicle and he/she may use it for official purpose and all the fuel bills etc., will be paid by the Institute.
3. Similarly, the Registrar is also provided with the official vehicle for official purpose and all the fuel bills etc., will be paid by the Institute.
4. One vehicle is also provided to the Chairperson of BoG whenever he visits the Institute. In his absence, this vehicle is used for official purpose of the Institute on recommendation of the Director / Registrar. All expenditure of the vehicle will be paid by the Institute. The Chairperson, BoG may also use the vehicle for personal use as in the case of the Director within the fixed limits of 500 kms per month including outstation trips.
5. For official purpose the actual consumption of fuel shall be borne by the Institute.
6. The vehicle can be used for the dignitaries for official visit to the outstation with the permission of Director. The vehicles can be used within Bengaluru including pick up and drop from airport etc, with the permission of the Registrar.
7. For maintenance of any vehicle an estimate may be sought from the recognized service centres by the transport in charge and with an approval from the Registrar. The Driver shall take the responsibility of picking and dropping the vehicle from the service centre. The bills shall be processed by the transport in-charge with an approval of the Director and submit to the accounts section for payment.
8. The logbook shall be signed by the person who uses the vehicle for official purpose on completion of the journey.
9. The indent for refilling the petrol and diesel shall be monitored signed by the transport in-charge and the petrol and diesel bills shall be processed by the transport in-charge with an approval of the Registrar and Director submit to the accounts section for payment.
10. Personal use: The Director is eligible for use of the official vehicle up to 500 kms per month including outstation for personal use at free of cost. Exceeding 500 kms he has to pay rate fixed by the BoG per km.
11. The Registrar is eligible for use of the official vehicle up to 400 kms per month including outstation for personal use at free of cost. Exceeding 400 kms he has to pay rate fixed by the BoG per km.
12. No other staff are eligible to use the official vehicle for personal purpose.
13. The Procurement of new vehicle will be done with the permission of the BoG for official purpose.
14. Disposal of old vehicles with the certificate from the RTO may be done with the permission of the Director through public auction.

15. Vehicle must always be insured and premium paid well in advance as required and all the documents shall be up to date including emission test and drivers will be responsible for carrying all the necessary documents regarding the vehicle at all times at all times of the journey. Drivers shall be responsible for all the traffic violations and will be liable to pay the penalty of the traffic violations, if any.
16. The office vehicles must be parked in the designated parking slots inside the campus and the keys may be kept with the drivers only.
17. The above said rules are applicable to the two wheelers.
18. The assignments of the duty for the drivers may be done on the rotation basis on recommendation of the transport in-charge by the Director.

26: .RIGHTS TO INFORMATION ACT

15. Rules Pertaining to Implementation of Right to Information (RTI) Act

As a public institution supported by Government of India and Government of Karnataka ISEC comes under the RTI Act. Therefore, following rules are put in place for the smooth handling of issues under RTI

1. The Public Information Officer (PIO) shall be appointed by the Director as per the Provision of the RTI Act as mentioned below:
 - a. One for Faculty of all the nine centres
 - b. One for Administration (covering Administration, Academic, Accounts and Estate and Stores and other sections).
2. The Information Officers thus appointed shall scrupulously follow the procedures elaborated under the RTI Act
3. First level Appellate Authority:
 - i. The Director shall appoint an appellate authority both for faculty and administration (the appellate authority who shall be senior faculty in rank to the (PIO)
 - ii. Director shall be Second final Level Appellate authority in the Institute and whenever the Director is involved in the information issue the Appellate authority shall be according to RTI rules.
 - iii. Chairman of the BoG or his representative from among the BoG shall be Final Appellate Authority
4. The names of PIOs and appellate authorities shall be hosted in the website of the Institute for the information of the public.
5. The final appeal shall be made with the State Information Commission of the Government of Karnataka.
6. Any one from the society may seek the information as per the provision of the RTI Act and Rules by filing RTI applications along with the fee prescribed.
7. The Registrar who shall be nominated as Chief PIO should supervise the functioning of the Public Information Officers as Chief PIO of the Institute.

1. Implementation of Right to Information Act

The ISEC being the public institution is covered by the RTI Act.

- a. The Public Information Officer (PIO) may be appointed by the Director as per the provision of the RTI Act as mentioned below in the Institute.
 - b. One for Faculty of all the nine centres
 - c. One for Administration (covering Administration, Academic, Accounts and, Estate and Stores sections)

- d. **Appellate Authority:** The Director may also appoint appellate authority both for faculty and administration (The appellate authority shall be senior in rank to the PIO).
- e. The names of PIOs and appellate authorities may be hosted in the website of the Institute for the information of the public.
- f. Finally, the second appeal lies with the State Information Commission of the Government of Karnataka.
- g. The public may seek the information as per the provision of the RTI Act and Rules by filing RTI applications along with the fee prescribed. The Registrar should supervise the functioning of the Public Information Officers as Chief PIO of the Institute.

2. Medical Expenses Reimbursement

- a. All the employees of ISEC including faculty are eligible for medical reimbursement as per the rules / scheme of Government of Karnataka.
- b. Emergency Hospitalisation in non-approved hospitals and Reimbursement of Medical Expenses: In case of emergencies and in exceptional cases, if admitted in the non-approved hospitals (other than those approved by the GoK), the Director shall refer all such cases to the BoG for reimbursement of medical expenses. The BoG may take a final decision.

3. Data Bank Policy:

The access to data and reports in Data Bank acquired from NSSO, CRS, Census of India, NFHS, DLHS, AISHE, NITI Aayog, World Bank and other international organizations depending on the requirement are made available in the Data Bank of ISEC. Before acquiring the concerned shall look into the issue of copyrights. Users shall keep in view the Copy Rights.

The Life members, Board members and all staff members of ISEC will have access to the available data in the Data Bank. But in case of researchers from other institutions / universities, the access will be provided on request with the prior approval of the Director.

4. Payment of Incentive Money to Non-Academic Staff for extra hours work

- a) **The payment of 'incentive' money to the Non-Academic Staff who work on holidays in connection with Seminars / Workshops / Training Programmes / Committees and other events based on the extra work involved with the approval of the Director by charging to the relevant programme.**
- b) The incentive money may be fixed for hourly extra work considering the monthly salary in consultation with the Heads of the Centre / Project Director / Seminar Coordinator by the Director.

5. Use of email facility

The faculty and other non-academic staff are advised not to misuse the email facility provided by the Institute either to send the derogatory messages, any obscene messages or abuse against any staff. If such messages are noticed the person concerned is liable for disciplinary action which will be initiated by the Director and follow the due process to award the punishments depending on the seriousness of the issue.

6. Provision to provide electricity from Generator of the Institute In case of non-supply of power by the BESCO, the generator is operated to provide the electricity. This requires diesel cost. Therefore, the cost may be collected as follows in case of providing power to the individual quarters of the staff. The Estate Manager may charge the hourly rate taking into account the average cost of consumption of diesel per hour. The rates will be fixed by the Estate and Stores section in consultation with the Director. The charges incurred in this account from the salaries of the concerned staff.

7. Maintenance of Crèche:

The crèche for staff and faculty children of ISEC is established with an initial expenditure of around Rs. One lakh. The recurring cost up to Rs.12,000/- per month for one ayah of the crèche is approved. The same may be continued.

The children of all the staff of ISEC may be admitted including children of temporary staff irrespective of whether they are residing in the campus or not during the working hours.

The management of the Crèche along with the responsibility of safety of the kids, attendants is solely that of the parents and the institute is not in any way responsible.

The Sub-Committee of parents being the employees of the ISEC will enlist the requirements and propose the resources to be purchased by the purchase committee for needful. According to Maternity Benefit Amendment Act 2017, the necessary infrastructure shall be provided in the campus free of cost.