

		& IT	Medical College	Director
	Sweepers	Director HR & IT	Store Keeper Medical College	Medical Director

CHAPTER IV

MISCELLANEOUS

Rule-(69) “Grievance Procedure”

A “*grievance*” means any complaint or dissatisfaction of an employee relating to the working conditions; welfare; amenities; wrong marking of attendance, calculation of wages/ salary, allowances or overtime or deductions; unfair treatment; wrong calculation, refusal to grant leave; assignment of work; transfer or increment or fixation of salary/ scale or promotion etc.

An employee, who has a grievance to be redressed, shall approach his departmental head, who shall immediately, on its receipt, investigate the matter personally and give a replay to the employee within two working days. If the employee is not satisfied with the decision, he may request the departmental head to forward the complaint to the Chief Executive Officer, who on receipt of such grievance, shall investigate the matter and provide an opportunity to the employee, within seven working days from the date of its receipt and shall pass order & send report to the Mananging Trustee for approval. All head of the Institutions shall keep separate register for employee’s complaint.

Rule-(70) “Death Gratuity”

The Managing Trustee may sanction Death Gratuity to the family of a Trust employee who dies while in service subject to the conditions specified below-

On death after completion of one year service but before completion of three years' service, a gratuity equal to rupees ten thousand and on death after completion of five years service but before completion of ten years' service, a gratuity equal to rupees twenty thousand and on death after completion of not less than ten years continues service a gratuity equal to rupees thirty thousand may be sanctioned .

Rule-(71) "Library Services" Shall be as per the norms of the RGUHS, MCI, AICTE, VTU, Tumkur University Boards ect, applicable to the concerned Institution. For providing library facilities the number of books in the library shall be commensurate with the strength of the students. The books may include textbooks of varied interest.

The books shall also include reference books, textbooks, maps, dictionary and such other books as may be necessary for reference to the Teachers. The library and the reading room shall be open for the students at least one hour before commencement of the classes and one hour after close on all the working days.

For Superintendence and development of the library every Institution shall appoint a librarian with necessary qualifications or a teacher with attitude and qualification may be placed in additional charge of library and it will be the duty of such person to maintain the library.

Rule-(72) "Curricula"

Prescribed Curricula of the Institutions is as per the Prescribed Curricula by the Medical Council of India or All India Council for Technical Education or Bangalore/ Tumkur, Rajiv Gandhi University of Health Sciences, Visvesvaraya Technical University or Prescribed by the State Government/ University Board *etc.*, in respect of concerned educational institutions.

Rule-(73) "Attendance and Late Coming"

Every employee shall personally record his attendance, according to the procedure and manner laid down by the management, from time to time and is responsible for correct recording of attendance. Failing which he/she is

liable to be marked absent from work, for the day and wages shall be deducted accordingly.

If an employee records his/her attendance falsely, by any means or causes his attendance to be recorded by others or he records the attendance of other employee, by proxy, both he and the other employee, shall be liable to be suspended from work with disciplinary action. Every employee shall be at his assigned place of work at least five minutes prior to the commencement of his work and start work at the time fixed.

Any employee, after recording his attendance, if found to be absent from the actual place of work without permission, he shall be marked absent and wages shall be deducted in units of not less than half a day and further, he shall be liable for disciplinary action.

Any employee reporting late for duty shall not be allowed for work, unless permission is granted by the Head of the department or any other competent authority. However such permission is subject to deduction of leaves at credit or wage deduction in unit's of not less than half a day as deemed fit. Besides, habitual late comers shall be liable for disciplinary action.

Biometric attendance is compulsory for all employees of the Trust and its institutions.

Rule-(74) "Medical Examination and Health Service"

Every Institution shall arrange for Medical Examination of the students by medical practitioner of the Trust with a minimum qualification of M.B.B.S. After the examination, the Medical Officer shall make entries in the health records of every student.

It shall be the duty of the Head of the Institution to maintain the health records and make facilities for medical checkup.

The Head of the Institution shall get the approval of the Medical Director for appointing a doctor, for Medical Examination and to provide medicines to the students.

The expenses in respect of Medical Examination of the students and the medicine given to students shall be met out of the medical fees collected from the students.

The head of the Institution shall maintain accounts of all such expenditure and shall submit it for verification to the Competent Authority at the time of inspection.

Every Institution head shall give proper attention to all factors relating to health of students and make them health conscious. In addition to these provisions and subject to other rules made in this behalf, the institutions shall give particular attention-

To the personal and social hygiene of students; For making provision, in the timetable for intervals of rest; To take measures for safety; To provide pure drinking water; To take steps to stop sale of unhygienic or harmful food, drinks or eatables in or near the premises of the institution. The Principal shall be held personally responsible for safety of the students and female employees and shall draw action plan to execute, calling monthly meetings of parents, student, staff representatives and inviting Police Persons for guidance.

Rule-(75) “Residential Accommodation Provided/ Allotted by the Institution”

- 1) An employee, if allotted a residential accommodation, either belonging to or arranged by the institution, shall occupy the same and follow strictly in accordance with the conditions stipulated in the letter of allotment and as a licensee only. The management may deduct from salary a maximum of 10% of basic as license fee.
- 2) In case a employee, who has been provided/ allotted a residential accommodation, fails to hand over the vacant possession of the same, immediately upon resignation, retirement, termination, discharge, dismissal etc. or for any other reason, including for non-settlement of final due., the management shall reserve the right to break-open such accommodation/ quarter and take possession of the same, after giving seven days notice.
- 3) On breaking open such accommodation/ quarters, no claim of whatsoever nature, preferred by the employee, shall be accepted by the management.

Rule-(76) “Duties and Obligations of Employees”

- 1) Every employee shall report for work regularly, punctually and be present at the place of his work, at least five minutes before the commencements of

working hours, keep the place of work and surroundings clean, carry out all instructions given by his/ her superiors, complete the allotted work on time, achieve the required standards of quality and quantity of work, ensure economic and efficient working by maintaining order, discipline and cordial relationship with all, not to leave the place of work before the closing hours and during inspection/ examination or any other work, until the same is completed.

2) Every employee shall be responsible for regular and proper maintenance, safe keeping, correct use, handling and return in good conditions any of the Establishment/ Institution's properties including plant and machineries, medical and other instruments and other equipments, furniture and fixtures tools and gauges, stationaries, papers, files floppies, compact discs, UCB drives, books, documents, drawings, photographs, models, teaching aids/ materials etc., and they shall not take out of the premises, without the permission, in writing from the Heads of the department/ institutions or any other officer authorized by the management and a valid gate pass signed by them. He shall not pass or cause to be passed or discloser or divulges any information relating to the institution whether technical, research, financial, administrative or any other matters, to anyone.

3) Strictly observe the safety rules, regulations and instructions and adopt safe working methods and practices to prevent any accident, fire, damages of loss. In this respect a employee shall at once report to his/ her superiors or the head of the department any defect, damage, accident, fire, theft, pilferage, fraud, mischief, cheating, etc., which may come to his knowledge either directly or indirectly who in-turn should intimate the same to the head of institution.

4) All employees shall be truthful, honest, courteous, decent and respectful in their behavior and shall always conduct themselves in a dignified, friendly and pleasing manner. They shall resolve all disputes, demands, differences whether with the management or other employees, through discussion and never indulge in telling lies or using abusive language or quarrelling or instigating or violence or force, intimidation or corruption or defamation of the institution.

- 5) Employee shall promptly inform to Trust & the head of the department in writing any change in his personal or family status, residential address, educational qualifications, special achievements etc,.
- 6) Employee shall not at any time commit any act or behave in a manner which is detrimental or against the interest of the institution and shall not undertake any assignment, work, consultancy either for remuneration or otherwise, with anyone. He shall also not engage himself in any other employment, vocation, business or selling and buying of household articles, ornaments, clothing, money lending and borrowing, conducting chit funds or any other acts for gain or otherwise inside the premises of the Establishment/ Institution.
- 7) No employee shall accept bribe, illegal gratification, compliments, gifts, donation or other pecuniary offers from anyone.

Rule-(77) “Identity Cards/ Badges”

- 1) An employee shall be provided with identification card/ badge which, he shall wear while on duty or in the premises of the Establishment/ Institution. The card/ badge shall be the property of the institution and shall be non transferable.
- 2) The identity card/ badge shall be shown to the security staff or other superiors, while entering or leaving the premises of the establishment, or at any other times, within the premises of the establishment.
- 3) Any loss, damage or defacing of identity card/ badge, shall immediately be reported, in writing, to the Director HR&IT. The employee shall obtain a duplicate identity card/ badge on payment of its cost, as fixed by the Chairman and return the damaged or the defaced card/ badge immediately to the Director HR&IT.
- 4) The employee shall be responsible for safe custody of the identity card/ badge and shall return it to the personnel department or any other authority authorized by the management, upon termination/ leaving the employment. The settlement of final dues, if any, shall be made, only on receipt of the identity card/ badge and other Establishment/ Institution’s properties.

Rule-(78) “Entry and Exit”

- 1) All employees shall enter and leave the premises of the Establishment/ Institution only from the specified gates.
- 2) No employee shall be permitted to enter the Establishment/ Institution, if he/she is found to be under the influence of alcoholic liquor or any other intoxicants.
- 3) No employee after entering the Establishment/ Institution shall leave the place of his work, during working hours, unless he obtains a written permission from the head of the department. In case a employee leaves the place of his work or premises of the Establishment/ Institution, without permission, the period of absence, shall be treated, as unauthorized absence from work and wages shall be deducted in units of not less than half a day and further, the employee shall be liable for disciplinary action.

Rule-(79) “Hours of Work”

The period and hours of work, shall be notified from time to time in accordance with the provisions of the applicable Acts, Rules and shall be displayed on the notice board. The period and hours of work shall be subject to change, at any time based on exigencies of work and the employees shall comply with all such changes, as instructed or notified by the management.

Rule-(80) “Shift Working”

- a) More than one shift may be worked in the Establishment/ Institution/ Section at the discretion of the management, based on exigencies of work, power supply position or for any other reason and in such a case, a employee shall report for duty in the assigned shift, as notified or informed, either in writing or orally by his superiors.
- b) The employee shall be liable to be transferred from one shift to another and no employee shall refuse such transfer.

Rule-(81) “Weekly Holiday”

- 1) Every employee shall be granted a weekly day of rest, with wages, provided, he/she has worked in the Establishment/ Institution for a

continuous period of six days in a week. The days, on casual, earned leave and holidays declared, shall be treated as days worked.

2) The management reserves the right to require any employee, to work on a weekly or other holiday and the employee so required shall not refuse to work. Refusal to work on weekly or other holidays shall be considered as misconduct and the employee shall be liable for disciplinary action.

3) An employee who could not be allowed a weekly or Festival or Government Holiday, on a specified day, shall be granted a compensatory holiday, as soon as possible, within one week by the Director HR&IT.

4) A notice shall be displayed, on the Notice board, showing the names of such employees who are required to work on weekly day of rest or other holidays. In case of urgency, where notice cannot be displayed, the employee shall be orally informed by Head of the department or any other superiors as soon as possible.

Rule-(82) “Overtime Work”

The Managing Trustee, in case of exigencies of work, reserves the right to require any employee, to work overtime, on any day, including weekly or any other holiday and the employee so required, shall not refuse to do the overtime work. Refusal to work overtime shall be considered as misconduct and he/she shall be liable for disciplinary action.

Rule-(83) “Transfer”

1. All employees may be liable to be transferred from one Department/ Section to another or one Station to another or one Establishment/ Institution to another, provided his existing terms and conditions of employment are not adversely affected.

2. Employee who is transferred, from one Station to another or one Establishment to another shall be given reasonable notice for reporting to work. Refusal to accept any transfer or report for duty at the transferred place, within the period of notice shall be considered as a misconduct and be liable for disciplinary action in addition to **“NO WORK NO PAY”**.

Rule-(84) “Alternative Work”

Depending upon the exigencies of work or non-availability of regular work in a Department/ Section or temporary increase in work in other Department/ Section, the Management Trustee, may require any employee, to work in an alternative job or employment, either in the same Department/ Section or in any other Department/ Section, provided, his existing emoluments are not adversely affected. Refusal to accept such alternative work, shall amount to misconduct and be liable for disciplinary action in addition to **“NO WORK NO PAY”**.

Rule-(85) “Search”

1. All employee shall be liable to be searched, at the gate, while entering and leaving the Establishment/ Institution or Department/ Section or at any other place, by the security staff or by the any other superiors, to ensure that they are not in wrongful or unauthorized possession of any property belonging to the Establishment/ Institution or any article prejudicial to the security and safety of the Establishment/ Institution or its employees or others or any intoxicants, alcoholic, drinks or inflammable/ corrosive/ explosives items or any weapon etc. the female employees however, shall be searched by a female security or female staff.

2. Any lockers, cupboards, toolboxes, drawers or any other place used by the employee shall be liable for search at any time, by security staff or by other superiors similarly, any belongings, suitcase/ briefcase, purses, bags, lunch boxes etc., of the employee or cycle/ vehicle, shall be liable for search by the security staff or other superiors while entering or leaving the gate of the premises or any department/ section or at any other place.

3. Any employee found to be in possession of any articles, money property or any other material, not belonging to him, shall be liable to the detained and such articles, money property or any other material, shall be seized and the unauthorized possession shall be considered as a serious misconduct and be liable for disciplinary action.

No employee shall take inside the Establishment/ Institution anything, which is prejudicial to the security, safety and health of the Establishment/ Institution or the employees or others.

Rule-(86) Damage or Loss to Personal Properties of Employee:

The institution shall not, in any way, be responsible for any damage caused or loss incurred to any personal property of any employee, including cycles/ vehicles, helmets, personal computers, mobile/ cell phones or other valuables like **jewellery**, cash etc.

Rule-(87) Certificate of Employment:

Every permanent employee, who leaves employment, retires, or is terminated, may be issued a certificate of employment along with the settlement of his final dues.

Rule-(88) Language:

Any notice, order, charge-sheet, communication or intimation to a employee, be given in writing and shall be in English or Kannada.

Rule-(89) Prohibition of Private Tuition:

On and after the date of commencement of these Rules, no institution shall permit any of its employees to give private tuition nor shall such employee impart such tuition to any person.

Rule-(90) Accounts, Audit, Inspection and Returns:

Accounts: Every educational institution shall maintain accounts in such manner and containing such particulars as may be prescribed.

Utilisation of funds and movable property of institutions:

- (1) All the money received or held by or on behalf of every institution shall be utilized for the purposes for which they are intended, and shall be accounted by the Managing Trustee in such manner as may be prescribed.
- (2) All the money received or held by or on behalf of every institution shall be deposited in a Bank.

(3) The surplus fund of every such institution shall be invested in such manner as may be prescribed and shall be utilized towards educational development only.

Rule-(91) “Annual audit of accounts”- (1) The accounts of every educational institution shall be audited at the end of every academic year in such manner, after following such procedure and by such authority, officer or person as may be prescribed for different classes of educational institutions.

(2) (a) The Managing Trustee, Medical Director & Chief Executive Officer shall have full access to the account books user ID & Password and other documents required to be maintained by the educational institution.

(b) The Institute shall, within such time as may be prescribed, submit report together with the comments to the Managing Trustee.

Rule-(92) Furnishing of returns, etc: Every educational Institute shall within such time or within such extended time as may be fixed by the Management in this behalf furnish to the Managing Trustee such returns, statistics and other information, month and year wise.

Rule-(93) Furnishing of list of properties:

(1) Every educational institution shall, maintain a register of the properties, both movable and immovable owned or possessed by it.

(2) The Head of Institution shall, on or before the prescribed date of thirty-first March of every year, furnish to the Managing Trustee a copy of such list. The Head of Institution should verify, each year, the stock of equipments, furniture, books etc certify the same.

Rule-(94) Parent-Teacher Committee: (1) It shall be the duty of the Head of every Educational Institution, to constitute a Parent-Teacher Committee within thirty days of the commencement of each academic year.

(2) The Parent-Teacher Committee for each educational institution shall consist of the following-

a) Three representatives of the parents of the students who have studied upto S.S.L.C. or above of whom one shall be a woman and they shall be selected from among the willing parents;

b) The Head of the institution;

- c)** Three class teachers in the institution selected by rotation;
- d)** The Secretary of the Governing Council of the Educational Institution.

The committee shall hold office, for the period until the next committee is constituted.

(3) The functions of the Parent-Teacher Committee shall be as follows-

- (a)** To redress the grievances of the students and their parents, if any;
- (b)** To devise such action programmes as could be conducive for a healthy student-teacher, teacher-management, parent-management relations;
- (c)** Any other activity conducive to the welfare of the students.
- (d)** Action plan for the safety of the students particularly girls

(4) The nominee of the managing Trustee shall be the Chairman of the Parent-Teacher Committee.

(5) The Head of the Institution shall be the Member-Secretary of the Parent-Teacher Committee. He shall call for all the meetings of the committee, draw up proceedings of the Board and give effect to the decisions of the committee under the orders of the Chairman of the Committee. All the proceedings of the committee shall be authenticated by the Chairman. The correspondence and other secretarial activities shall be carried on by the Member-Secretary.

(6) Every decision of the Parent-Teacher Committee shall be taken by an ordinary majority of the elected members present and voting. In case of equality of votes, the Chairman shall have a casting vote.

(7) The Parent-Teacher Committee shall meet at least once in three months in the premises of the educational institution. If the Chairman is unable to attend such quarterly meeting, he shall authorize some other member to chair such meeting.

(8) Meeting notice shall be dispatched to the members of the Parent-Teacher Committee at least ten days in advance. The quorum for the meeting shall be one-third of the total members of whom at least one shall be a parent-member.

(9) The first meeting of every duly constituted Parent-Teacher Committee shall be held on the day of its constitution. An order constituting the committee shall be issued by the Managing Trustee.

(10) Meetings of the Parent-Teacher Committee shall be held during working hours and within the premises of the institution.

Rule-(95) General Delegation of Financial Powers to Medical Director (who shall be a Trustee)

- 1) To sanction the investigation by the Accountant the arrear claims of Trust employees.
- 2) To sanction promotions, permanent or officiating, and other arrangements involving alterations in the pay of Employees, not sanctioned by Concerned Authority within one year from the date of due .
- 3) To sanction payment of arrear claims on account of contingent charges (including supplies and services), T.A. for attending meetings and monthly recurring grant-in-aid,
- 4) To sanction refunds of revenue including fees, fines, etc., admissible under the Rules.
- 5) To declare stores as obsolete, surplus, unserviceable, and dispose them of fixing responsibility for loss on part of individual employees.
- 6) To sanction permanent advances for contingent expenditure to drawing officers upto the amount advised by the Managing Trustee.
- 7) Purchase of Vehicles, Ambulance.
- 8) Sanction of employment of unskilled workers
- 9) To authorize employees to attend seminar, University, office work .
- 10) To sanction the acceptance of remuneration by employees for work of examination. In accordance with Scale.
- 11) To sanction change arrangements in posts which are vacant.
- 12) To sanction maternity leave to married female employees
- 13) To sanction death gratuity to dependents of deceased employee.
- 14) To sanction D.A/ T.A.
- 15) To sanction Temporary Advance or withdrawals from the General Provident Fund.
- 16) To order casual and emergent purchase of store without reference to the store purchase Department.
- 17) Repairs of instruments.
- 18) Repairs of Vehicles.

- 19) Sanction for purchase of books, magazines, and journals, books for departmental libraries and for granting prizes,
- 20) To sanction hire charges of taxi, Transport of goods *etc.*,
- 21) Sanction of purchasing of notebooks, vouchers, files *etc.*, booklets, leaflets.
- 22) Sanction of staff for office work.
- 23) To sanction of purchase of Mathematical and Scientific instruments.
- 24) Sanction of purchasing of furniture, cots and bed sheets, ect for hospital, hostel.
- 25) Hospital equipments and medicine.
- 26) Hiring of private buildings for Staff, Students and Office *etc.*,
- 27) Purchasing of Electrical equipments.
- 28) To sanction the repairs of Electrical equipments.
- 29) Sanction expenditure to take part in sports, symposium, exhibition, and seminar.
- 30) To accept the lowest tenders/ quotations for perchance of stores ordered directly by the Departments.
- 31) Sanction fees, remuneration to advocates *ect.*
- 32) lease out canteen building for running hostels, restaurants, cycle stand.
- 33) To sanction local purchase of stationery articles for offices.
- 34) To sanction charges for shifting telephones from one office building to another, Network, Internet *etc.*,
- 35) To sanction repairs of Trust buildings, hostels, hospital *ect.*
- 36) To sanction repairs to Computer, duplicators and calculating machines *ect* for office.
- 37) To sanction expenditure for participating in exhibition or other similar important state exhibitions within the state.
- 38) To sanction expenditure for participating in District and other exhibitions within the State.
- 39) To sanction charges in connection with the publication of hand books and leaflets, invitation cards *ect.*
- 40) To sanction refund of wrong or excess credit provided:-
 - (i) Each claim is supported by recommendation of concerned HOD/ Principal/ Head/ Account Officer/ Director Admission& Admission Accounts / CEO/ Director HR & IT.

(ii) The claim is preferred within 1 year of original credit,

(iii) If it is clearly established that it was a case of wrong or excess credit.

- 41) To authorize Employees to proceed on duty beyond the limits of their charge but within the State.
- 42) To authorize Employees to proceed on duty beyond the limits of their charge outside the State within India.
- 43) To sanction the acceptance of remuneration by Employees under their control for work at examiners for various examinations conducted by Government Departments or bodies set up by Government or the Universities within the State, in accordance with the scales sanctioned.
- 44) To sanction in charge arrangements in posts which are vacant or the incumbents of which are absentees and the filling up of which requires the sanction of Managing Trustee.
- 45) To sanction the extension of joining time to employees-
For reasons beyond their control;
- 46) To sanction the retirement of employees , when they attain the age of 60 Years.
- 47) To sanction allowance to employees reinstated after dismissal or removal from service, for the periods of such dismissal or removal where it involves extra cost.
- 48) To sanction leave to employees if refused by the respective head of Institution.
- 49) To sanction the deputation of employees from one Institution to other Institution belonging to the Trust.
- 50) Any unforeseen expenditure towards Institutions.
- 51) Wave off any expenditure incurred by the employee or student of the institutions towards Hospital/ Medical Care.
- 52) Any purchase pertaining to running of Mess or maintenance of Hostels.
- 53) To accord administrative approval to any work to be executed by the Civil department.
- 54) To order the casual and emergent purchase of stores

General Delegation of Financial Powers

To Chief Executive Officer

Under emergency and in case of natural calamity or non availability of the Managing Trustee or Medical Director, the Chief Executive Officer can sanction any amount not exceeding Rupees Five lakhs on the recommendation of the concerned Head of the Institution and Chief Accounts Officer subject to ratification by the Managing Trustee.

Delegation of Financial Power To the Head of Institute

Rs.5000/- per month for Office expenditure, guest, examination, *etc*, Subject to condition of submission of vouchers to the Trust Office every month and the amount should not be used for personal use.

Rule- (96) “Assessment Report”

Every Employee of the Trust Institution, Starting with First Division Assistant and up to the Head, must submit Annual Performance Report in the prescribed form, immediately after completion of the academic year ending with 31st March. Following are the Reporting, Reviewing and Accepting Authorities.

1) Shridevi Vidya Mandir and Natya Saraswathi School

- | | |
|--|---------------------------|
| <i>For Staff</i> | <i>For Head Master</i> |
| • Reporting Authority - Head Master | - Chief Executive Officer |
| • Reviewing Authority - Chief Executive Officer | - Medical Director |
| • Accepting Authority - Managing Trustee | - Managing Trustee |

2) Shridevi Independent P.U. college

- | | |
|--|---------------------------|
| <i>For Staff</i> | <i>For Principal</i> |
| • Reporting Authority - Principal | - Chief Executive Officer |
| • Reviewing Authority - Chief Executive Officer | - Medical Director |
| • Accepting Authority - Managing Trustee | - Managing Trustee |

3) Shridevi Degree college and Post Graduation

- | | |
|------------------|----------------------|
| <i>For Staff</i> | <i>For Principal</i> |
|------------------|----------------------|

- **Reporting Authority** - Head of the Department - Chief Executive Officer
- **Reviewing Authority** - Principal - Medical Director
- **Accepting Authority** - Managing Trustee - Managing Trustee

4) Shridevi Nursing College

For Staff

For Principal

- **Reporting Authority** - Principal - Chief Executive Officer
- **Reviewing Authority** - Chief Executive Officer - Medical Director
- **Accepting Authority** - Managing Trustee - Managing Trustee

5) Shridevi Distance Education Study Centre

For Staff

For Coordinator

- **Reporting Authority** - Chief Executive Officer - Chief Executive Officer
- **Reviewing Authority** - Medical Director - Medical Director
- **Accepting Authority** - Managing Trustee - Managing Trustee

6) Shridevi Institute of Para-Medical Sciences

For staff

For Principal

- **Reporting Authority** - Principal - Chief Executive Officer
- **Reviewing Authority** - Chief Executive Officer - Medical Director
- **Accepting Authority** - Medical Director - Managing Trustee

Medical college: - SIMS&RH

a) For Teaching

- **Reporting Authority** - Concerned HOD
- **Reviewing Authority** - Principal, Medical College
- **Accepting Authority** - Medical Director

b) For HOD

- **Reporting Authority** - Principal medical college
- **Reviewing Authority** - Medical Director
- **Accepting Authority** - Managing Trustee

c) For Principal and Vice Principal

- **Reporting Authority** - Dean
- **Reviewing Authority** - Medical Director
- **Accepting Authority** - Managing Trustee

d) Medical Director

- **Reporting Authority** - Dean
- **Reviewing Authority** - Chief Executive officer
- **Accepting Authority** - Managing Trustee

e) Dean

- **Reporting Authority** - Medical Director
- **Reviewing Authority** - Chief Executive Officer
- **Accepting Authority** - Managing Trustee

f) All Technical Staff of Medical College

- **Reporting Authority** - Concerned HOD
- **Review Authority** - Vice Principal, Medical College
- **Accepting Authority** - Medical Director

g) All Administrative Staff of Medical College

- **Reporting Authority** - Director HR&IT
- **Reviewing Authority** - Chief Executive Officer
- **Accepting Authority** - Medical Director

Hospital

a) All Clinical and Technical staff including Staff Nurse

- **Reporting Authority** - Concerned HOD
- **Reviewing Authority** - Vice Principal
- **Accepting Authority** - Medical Director

b) All HODS

- **Reporting Authority** - Vice Principal
- **Reviewing Authority** - Medical Director
- **Accepting Authority** - Managing Trustee

c) Medical superintendent

- **Reporting Authority** - Dean
- **Reviewing Authority** - Medical director

- **Accepting Authority** - Managing Trustee

d) All Administrative Staff including Front Office, PRO Marketing, Medical Insurance, Electrician, Ambulance Services, Stores, Pharmacy.

- **Reporting Authority** - Director HR&IT
- **Reviewing Authority** - Chief Executive Officer
- **Accepting Authority** - Medical Director

e) Librarian & physical instructor

- **Reporting Authority** - Vice Principal
- **Reviewing Authority** - Principal
- **Accepting Authority** - Medical Director

7) Shridevi Institute of Engineering & Technology & Polytechnic College

a) Principal/Director

- **Reporting Authority** - Chief Executive officer
- **Reviewing Authority** - Medical Director
- **Accepting Authority** - Managing Trustee

b) All HODS

- **Reporting Authority** - Principal
- **Review Authority** - Chief Executive Officer
- **Accepting Authority** - Managing Trustee

c) All Teaching staff and Technical staff

- **Reporting Authority** - Concerned HOD
- **Review Authority** - Principal
- **Accepting Authority** - Managing Trustee

d) Librarian

- **Reporting Authority** - Principal
- **Reviewing Authority** - Director HR&IT

- *Accepting Authority* - Managing Trustee

e) Assist. Librarian/ Physical instructor

- *Reporting Authority* - Principal
- *Reviewing Authority* - Director HR &IT
- *Accepting Authority* - Managing Trustee

f) All Administrative staff

- *Reporting Authority* - Principal
- *Reviewing Authority* - Director HR&IT
- *Accepting authority* - Managing Trustee

8) Shridevi Institute of Industrial Training Centre

a) Principal

- *Reporting Authority* - Director HR&IT
- *Reviewing Authority* - Chief Executive Officer
- *Accepting Authority* - Managing Trustee

b) All Teaching and Non-Teaching Staff

- *Reporting Authority* - Principal
- *Review Authority* - Director HR&IT
- *Accepting Authority* - Managing Trustee

11) Shridevi Institute of Management Studies

a) Director

- *Reporting Authority* - Chief Executive officer
- *Reviewing Authority* - Medical Director
- *Accepting Authority* - Managing Trustee

b) All Teaching And Non Teaching Staff

- *Reporting Authority* - Director MBA
- *Reviewing Authority* - Director HR &IT
- *Accepting Authority* - Managing Trustee

TRUST OFFICE

a) Accounts Officer/Director Admission and Admission Accounts

- *Reporting Authority* - Chief Executive Officer
- *Review Authority* - Medical Director
- *Accepting Authority* - Managing trustee

b) All other Administrative staff including Administrator/ Facility manager, Accountant / office superintendent, FDC/SDC ect

- *Reporting Authority* - Director HR&IT
- *Reviewing Authority* - Chief Executive Officer
- *Accepting Authority* - Managing Trustee

c) Civil/ Electrical/ IT/ Store

- *Reporting Authority* - Director HR &IT
- *Reviewing Authority* - Chief Executive Officer
- *Accepting Authority* - Managing Trustee

d) IT/ Net work

i) Director HR &IT

- *Reporting Authority* - Chief Executive Officer
- *Reviewing Authority* - Medical Director
- *Accepting Authority* - Managing Trustee

ii) All staff of HR &IT

- *Reporting Authority* - Director HR &IT
- *Reviewing Authority* - Chief Executive Officer
- *Accepting Authority* - Managing Trustee

e) All Vehicles Staff & Maintenance staff

- *Reporting Authority* - Director HR&IT
- *Reviewing Authority* - C E O
- *Accepting Authority* - Medical Director

f) All Other Employees

- *Reporting Authority* - Director HR & IT
- *Reviewing Authority* - Chief Executive Officer
- *Accepting Authority* - Medical Director

f) Hostel Chief Warden/Warden

- *Reporting Authority* - Chief Executive Officer
- *Reviewing Authority* - Medical Director
- *Accepting Authority* - Managing Trustee

g) All other Hostel Staff

- *Reporting Authority* - Director HR&IT
 - *Reviewing Authority* Chief Executive Officer
 - *Accepting Authority* - Medical Director
-

Form of Annual Performance Report Applicable to the Trust employee

(To be recorded in single: Original only)

(Report for the year/period ending.....)

Part 1

Personal Data and Self-Assessment

(To be furnished by the Trust employee reported upon)

- Name of the Trust employee

- Post held during the year
- Date of Birth
- Educational Qualification
- Period spent on leave/training, during the period of report
 - a. Leave
 - b. Training
 - c. Qualification acquired during the year

Assigned duties -

- a. Objectives set for him/her if any
- b. Objectives achieved
- c. Special achievements, if any
- d. Constraints, if any

Place:

Date:

Signature

**Name and Designation
Of the Trust employee**

Part 2

Report

(To be made by the Reporting Authority)

- **Knowledge of work**
 - a. Attitude towards work
 - b. Willingness to assume responsibility
 - c. Initiative and planning ability
 - d. Decision making ability
 - e. Communication skill (through words written and oral expression)

- f. Inter-personal relation, motivation and team work
- g. Supervision, co-ordination and leadership
- h. Integrity
- i. State of Health
- j. Grading (Outstanding / very good / good / average / below average)

Place:

Signature

Date:

**Name and Designation
Of the Reporting Authority**

Part 3

Review

(To be made by the Reviewing Authority)

1) Whether self-assessment and the report of the Reporting Authority acceptable, if not give reasons.

2) Remarks of the Reviewing Authority, if any

Note: (1) Adverse remarks and/or advisory remarks should be indicated recording a specific note to that effect immediately below such remarks.

(2) When a Trust employee is graded outstanding, the exceptional qualities and performance noticed as well as the grounds for such grading should be indicated.

Place:

Signature

Date:

**Name and Designation
Of Review Authority**

Part 4

Acceptance

(By The Accepting Authority)

1. Remark on the whole.

Note:

(1) Adverse remarks and/or advisory remarks
accepted/ not accepted.

Place:

Date:

Dr. M. R. Hulinaykar
Managing Trustee
Sri Shridevi Charitable Trust ®
Sira Road, Tumkur.

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by NARENDRA
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