

MALLA REDDY COLLEGE OF ENGINEERING

(Formerly CM Engineering College)

Approved by AICTE. & Permanently Affiliated to JNTUH; ISO 9001:2008 Certified Institution
Maisammaguda, Dhulapally (post via kompally) secunderabad-500100. Tel:040-64632248, Mobile:9348161222,9346162620
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Vision of the Institution:

To become a Center of Excellence that transforms the best in the world for producing Professionals who shall be leaders in technology, innovation, entrepreneurship and Management.

Mission of the Institution:

To develop as a benchmark College in emerging technologies ,by providing state of art teaching, learning, and to foster networking with Alumni, Software Industries for effective interaction. By promoting high standards of ethical values through societal commitment.

APPOINTMENT TO THE SERVICE:

A person shall be deemed to have been appointed to the service when the appointment is made to a post in accordance with these rules but it shall not include staff appointed on deputation or contract temporary / ad hoc.

Every appointee shall be subjected to the conditions that he/she is certified as being in sound health and physically fit for service by a medical authority as specified from time to time.

A) The pay of Teaching and non-teaching Staff shall be in accordance with the Institutional norms generally on the basis of scales adopted by University and U.G.C. and also on the scales adopted by the State Government..However, the Management can modify the above scales of pay or prescribe their own scales of pay to the various categories of posts depending on the availability of funds.

B) The employees shall be paid and granted allowances either on consolidated rates or on time scale of pay as may be decided by the Managing Committee at the time of appointment and the employees shall enjoy those benefits as scheduled, during their tenure in the posts concerned.

SAVING:- Nothing in these rules shall adversely affect the interests of any person who was appointed for the service of the Institution before the commencement of these rules

subjected. However, such candidate shall not be eligible hereafter for appointment to any other post in this Institution without possessing or acquiring such qualifications and experience as are prescribed for that post.

The candidate appointed for a given post shall carry out any assignment assigned by the Principal. This assignment can also be in addition to his regularly assigned duties, and shall pass any tests and satisfy any conditions stipulated at the time of appointment within the prescribed period.

The Seniority of the employee in any grade shall, unless, he/she has been reduced to a lower rank on punishment, on leave, on L.O.P. be determined by the date of his/her appointment on probation / date of joining duty.

The selection committee at the time of appointing a candidate simultaneously to a grade, fix the seniority for them with reference to the rank fixed by the Selection Committee at the time of appointment, irrespective of the date of joining.

All appointments shall be made by open competition through an advertisement and selection process where at all, the in service personnel who possess the qualification, prescribed shall also be permitted to apply. The management may, however, make contract/ad hoc appointments in specific cases, or recruit by deputation / lien from other organization.

1. There shall be duly constituted selection process by Committees for the selection of candidates to academic posts and other posts. The Selection Committee shall be in accordance with the norms fixed by the Government and the University from time to time and adopted by the Managing Committee.
2. Save as otherwise provided, every paid employee of the Institution shall be appointed under a written contract, and the conditions of the service related shall, as far as possible, be uniform except in respect of salaries payable to them.
3. The contract shall be lodged with the Principal and a copy thereof shall be furnished to the employee concerned.

4. Any dispute arising out of contract between the Principal and the employee may be referred to the Managing Committee.
5. The regular teaching staff shall continue to hold Office, save as otherwise provided, till they attain the age of Super annulations of 60 years. This will not apply to those on contract basis, which will be decided by the Managing Committee.
6. The Regular Non-Teaching employees shall continue to hold their office, save as otherwise provided, till they attain the age of superannuation of 58 years. This will not apply to those who on contract basis which will be decided by the Managing Committee.
7. The service of any regular / permanent employee can be terminated without any reason with in 3 months of prior notice on either side or 3 months' salary in lieu thereof. The services of any temporary/ad hoc /contract employees can be terminated without any prior notice on either side.
8. The Managing Committee shall have the power to extend the period of probation for any period of time.
9. No application of the employees, seeking employment elsewhere, shall be forwarded during the probationary period.
10. The employee shall maintain integrity and devotion towards his/her duty and shall not be involved in any in disciplinary action which affects the prestige of the Institution, in any way.
11. No employee shall interfere in the affairs of Administration / Departments / Library and other agencies allied to the Institution directly or indirectly.
12. No employee shall, without obtaining the prior sanction of the Principal, ask for or accept or any way participate in the raising of any sub scriptable other pecuniary assistance in pursuance of any object what so ever, except for routine, farewell and federation functions connected with the Institute.
13. No staff member of the Institution shall, engage himself /herself in coaching privately any student for Remuneration.

14. The employee shall not undertake any other employment with out the previous concern of the Principal which are no where linked with the Institution.

15. No employee shall, engage directly or indirectly in any trade or business.

16. No employee shall, own, wholly or in part, conduct or participate in the editing of any newspaper or other periodical publication.

17. No employee during their tenure shall take part in politics which includes holding office from any political party or take part in elections representing the state Legislature or the Parliament or

any other election at Village, Mandal and other levels as independent or on any party ticket.

18. No employee shall, take part in any act or movement such as strike, incitement etc. or other similar activities in connection to any issue pertaining to his/her service which may land the Institution in dispute.

19. The employee can give his/her representation to the Principal and if necessary to the Management

through the prior written concern of the Principal . No employee shall, directly or indirectly

approach/influence the members of the Management without the knowledge and permission of the

Principal, in the matters connected with his/her service or affairs of the Institution.

20. The employee shall not, without the knowledge and approval of the Principal/Management,

have recourse to any organization / authority, court or to the press for vindication of his / her

grievances.

GENERAL DISCIPLINE ETC.,

While in office, all members of the establishment should possess professional decorum and follow sophisticated etiquette and treat each other courteously. They must

attend to their work and not waste their time. They must try to maintain silence, and if they have occasions to talk, they must do so in gentle voice so as not to disturb others. They are particularly warned against the offence of divulging with the outsiders or any other members of the establishment, any information (whether expressly marked confidential or not) that may have come to their knowledge in their official capacity.

CONSTITUTION OF SELECTION COMMITTEES

(A) Composition of Selection Committee for the posts of Teaching Staff.

- Chairman and Secretary from CMRES.
- Representatives from Concerned University and Subject Experts.
- Principal of the Concerned Institute.
- Chief Administrative Officer.

The quorum for the Selection Committee meeting shall be

- (i) Chairman
- (ii) Principal of the Concerned Institute
- (iii) Chief Administrative Officer
- (iv) At least two subject experts

1. 1. Composition of Selection Committee for the post of Non-Teaching Staff

1.	Chairman of the Managing Committee of the Educational Society	1	Chairman
2.	Secretary / Correspondent of the Institute	1	Member Secretary
3.	Principal	1	Member
4.	Chief Administrative Officer	1	Member
5.	Concerned Head of the Department of the College	1	Member

2. Whenever it is necessary, the Secretary / Managing Committee may appoint a person on contract / ad hoc basis in any post for a given period depending on the need. This will not confer any right on him / her for a regular appointment in future. He / She should appear along with other applicants before a regularly constituted Selection Committee, when next held, for Selection in open competition.

VI PROBATION:

- a. Initially, the appointment of the Selected candidate will be temporary, for a period of one year, after which, the performance of the appointee will be reviewed to regularize the appointment. The service conditions of the incumbent will be governed by the rules and regulations of the Society issued from time to time.
- b. Except in the case of appointment on tenure or on contract basis or on deputation, all appointments to the posts shall ordinarily be made on probation for a period of two years on duty within a continuous period of 3 years in the case of direct recruitment. The period of probation can be extended by the Managing Committee, in case of unsatisfactory performance of the employee.
- c. If any person or candidate is appointed on purely ad hoc / contract as is in a vacancy, such candidates have no right to claim a regular / permanent post. However, the candidates appointed temporarily may also apply for regular / permanent post, following the regular procedure applicable to the candidates in open competition.
- d. If a person, having been appointed on ad hoc / contract basis to a post is subsequently appointed regularly.

Promotion: All appointments and promotions shall be made at the discretion of the Management and notwithstanding his seniority in a grade no employee shall have a right to be appointed or promoted to any particular post or grade.

CONFIDENTIAL REPORTS (PERFORMANCE REPORTS)

Confidential performance reports, as prescribed in Annexure 'A' both for Teaching Staff and Non-

Teaching, Technical and Ministerial staff in the prescribed preformed, will be maintained for the staff

working in the respective Institution..The Reports are to be submitted to the Principal twice in a calendar

year i.e. by the end of June and December each year in respect of ad hoc staff and once in each year in

respect of approved probationer / Regular Staff / to reach by end of December. These Reports can be

called for reference of Managing Committee of the society.

INCREMENTS

Increments will be sanctioned only on satisfactory performance of the employee. An increment may be with-held to an employee, if it is established that the conduct has not been good or his work has not been satisfactory. The authority ordering such withholding the increment, shall state the period for which it is to be with-held and whether the postponement shall have the effect for postponing future increments also. It shall be further stated in the order that, the period for which increment has been stopped will be exclusive of any period spent on leave before the period is completed.

RESIGNATION

A member of the regular service shall give minimum of three months notice in case he / she desired to be relieved off the services or in the alternative he/she shall pay three months salary in lieu thereof. The resignation shall come into force from the date on which the appointing authority accepts the resignation, and the candidate is relieved. However, the appointing authority reserves the right to waive the notice period or the compensation thereof. In case of member on ad hoc / contract / temporary service, the period of notice will be one month.

TERMINATION OF SERVICES OF AN EMPLOYEE

- a. The services of an ad hoc / contract employee is liable to be terminated at any time, without notice and without assigning any reasons whatsoever.
- b. The Managing Committee reserves the right to terminate the services of an employee whether probationer or regular/permanent by issuing three months notice or three months salary in lieu thereof without assigning any reason.
- c. The Managing Committee can terminate the services of an employee whether on contract/ad hoc, probationary or regular / permanent basis if he/she is involved in political activity, or in a criminal case or in the event it is established by a competent

committee appointed for this purpose that the employee has failed to do his duty, charged with moral turpitude or negligence of duties, or when convicted by a court of law.

RETRENCHMENT

Surplus staff both Teaching and Non-Teaching can be retrenched without notice. However, they can be considered preferentially for appointment at any later stage, if there is a need. Staff structure shall be generally on the norms of the J.N.T.U. and as proved by the Managing Committee subject to availability of funds.

LEAVE RULES: GENERALLY TO FOLLOW RULES IN VOGUE IN J.N.T.U./O.U.

1. Leave shall not be availed as a matter of right. The competent authority alone shall have the right to sanction it or otherwise.
2. For the purpose of the Leave Rules, the employees shall be classified as teaching and Non-Teaching. Non-Teaching is treated as Non-Vacation Staff.
3. A Leave account shall be maintained for each employee in the prescribed form.
4. Leave of any kind shall not be granted for continuous period exceeding 3 years. Only prefixing or suffixing any kind of leave is allowed with vacation, with prior approval.
5. Any kind of leave may be granted in combination with or in continuation with any other kind of leave, with prior approval.
6. No leave shall be granted beyond the date on which an employee must compulsorily retire, except where it has been applied in sufficient time before the date of retirement and refused by the competent authority owing to exigencies of service of institution.
7. All employees are eligible for the following terms:

CASUAL LEAVE

- a. All Employees of the college shall generally be entitled to 15 days of C.L. per calendar year and 5 optional holidays, subject to any changes from time to time approved by the Managing Committee C.L. for Half day can also be granted. 5 optional holidays in a calendar year will be observed jointly by all the institutions.
- b. Normally not more than two days of C.L. can be availed in a month. However, at the discretion of the Principal and with prior permission, C.L. in excess of two days in a month may be availed. Principal, at the discretion, may also permit C.L. to be suffixed, prefixed or sandwiched with other public holidays provided the total duration does not exceed 10 days. In case this stipulation of 10 days is exceeded, the total period will be debited to other leaves including L.O.P. to which they are eligible. For contract/ad hoc staff C.L. will be granted in proportion to their service put in.

COMPENSATORY LEAVE

Non-Teaching Staff including ministerial staff shall be entitled for compensatory leave on the specific direction or recommendations of the Head of the Institution or Head of the Department whenever they are required to work on a Holiday / Holidays with prior approval, to a maximum of 5 days per calendar year. Such leave will have to be utilized during that calendar year only with prior approval. This will not apply to the work of University Examinations / other duty which is remunerative.

SPECIAL CASUAL LEAVE

Teaching Staff is entitled to avail 10 days of Casual Leave in a Calendar year, at the discretion of the Principal, in connection with the Examination work, Spot valuation, and invigilation. Squad duties etc., which are remunerative and up to 5 days of Casual Leave in a Calendar year for the non-remunerative academic work such as attending seminars, Board of Studies or Faculty meetings etc. This will be granted only on Production of

Invitation from the J.N.T.U/other Institutions and on production of attendance Certificate from the said University / Institutions.

EARNED LEAVE:

Earned leave is applicable to the staff who completes a minimum of three years Service.

- b. Members of regular staff belonging to the vacation department i.e., Teaching Staff in Classes 1 to III are eligible for 6 days E.L. every year and vacation of 42 days every year (6 weeks) at a time or different periods to be fixed by the Principal.
- c. Provided that, any member of such staff, is required to work during the entire vacation by the written orders of the Principal, He/She will be eligible for 30 days E.L. for Calendar year. If He/She has not availed the full vacation He/She is entitled for E.L. for part of the vacation is computed at $(30 \times Y) / 42$ where 'Y' is the Vacation period which falls short of 42days. The Earned Leave can be accumulated for vacation staff to a maximum of 180 days.
- d. The Earned Leave for not availing vacation is computed at $(30 \times Y) / 42$ where 'Y' is the

Vacation period which falls short of 42 days. The Earned Leave can be accumulated for vacation staff to a maximum of 180 days.

- e. Regular Employees who have put in less than one year of service are not eligible to avail the vacation. Ad hoc employees are not eligible for vacation and any kind of leave except C.L.
8. A Regular / Permanent Employee of the Institute (Non-vacation earns leave, at the rate of 30 days in a year (15 days on 1st of January and 15days on 1st of July) of the period he has spent on duty, provided that he will cease to earn leave while he has to his credit such leave amounting to 240 days.
9. A Regular Employee (Non-Vacation on probation, earns at the rate of 15 days in a year

[7 ½ days on 1st January, and 7 ½ days on 1st of July], of the period he has spent on duty, provided that he shall cease to earn leave while he has to his credit such leave amounting to 240 days.

10. The leave at the credit of the employees at the close of previous half year shall be carried forward to the next half year subject to the leave so carried forward plus the credit of leave for that Half year not exceeding the maximum limit of 240 days.
11. The credit aforesaid shall be reduced by 1/10th of the period of extraordinary leave only availed of during the previous Half year subject to a maximum of 15 days.
12. Vacation may be availed of in combination with or in continuation of any kind of leave admissible under the rules and that it can either be suffixed or prefixed. If it has to be suffixed and prefixed, prior permission of the Principal should be obtained.
13. A Regular employee, not in a permanent Service, who is subsequently appointed without interruption of duty in a permanent capacity will be credited with earned leave from the date of his original regular appointment.
14. Any employees can avail E.L. only after prior approval.

HALF PAY LEAVE:

- 1 Half Pay leave is applicable to the staff who complete a minimum of three years of service.
2. The Half Pay leave may be granted to the employees on Medical Grounds or on private affairs which he earns at the rate of 20 days in a year.
3. Commuted leave not exceeding half the amount of half pay leave due may be granted on Medical grounds to a permanent employee of the Institution subjected to the following conditions.
4. Commuted Leave during the entire service shall be limited to a maximum of 240 days.

5. When commuted leave is granted, twice the amount of such leave shall be debited against the Half pay leave due.
6. The total duration of Earned Leave and Commuted Leave taken in conjunction shall not exceed 180 days.
7. At the discretion of the Principal and the Managing Committee extraordinary leave on loss of pay may be granted to an employee when He/She is not eligible of any other leave or when the employee himself / herself applied for such leave irrespective of title for any other leave.
 - 1 Provided that such leave may be granted for a regular employee for a period not exceeding 6 months at a time. Extension of such leave may be granted from time to time subject to a maximum of two years at a stretch.
 - 2 Provided further that absence on such leave will be treated as break in service for the purpose of granting increment. The increment gets postponed for the period of such leave.
 - 3 Provided further that pre-fixing or suffixing of holidays and vacation may be permitted when availing the leave mentioned in the above rules. However, intervening holidays will be granted as leave for which applied for and granted.

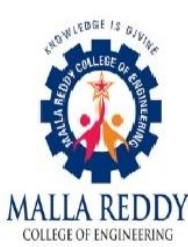
EXTRA ORDINARY LEAVE FOR STAFF ON STUDY LEAVE

Leave on loss of pay for higher studies for a period given below may be granted after 5 years of Regular Service.

1.	For M.Tech.	1 ½ year
2.	For Ph.D.,	3 years

or equal to the period normally required for completion of a particular course not exceeding 3 years.

Employees who go for Higher studies in India / On Foreign Assignments / Foreign scholarships have to execute a bond to serve the institute for a period of 3years immediately



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after return or equivalent to study period after completion of his/her studies assignments etc., to be fixed by the Management or in lieu thereof they have to pay salary for the equivalent period of study, assignment etc., or as fixed by the Management.

VACATION:

Vacation is generally stipulated by J.N.T.U./O.U. and approved by the Principal may be availed of in combination with or in continuation of any kind of leave. Provided that the total periods of E.L., H.P.L. commuted on Medical ground and on private affairs should not exceed 180 days.

MATERNITY LEAVE

Maternity Leave on LOP up to a maximum of 90 days to married women employees can be approved. Other conditions will remain as they are.

LIEN / DEPUTATION

Lien / Deputation may be granted, depending up to staff position, and entirely at the discretion of the Principal / Management to work elsewhere for a period of 2 years, extendable in exceptional cases, only when an employee has put in more than 5 years of Regular Service.

CONDUCT RULES GOVERNING THE STAFF APPOINTED

The employee of the Institution shall devote his whole time to the service of the Institute and shall not engage directly or indirectly in any trade or business or in another Institution or any other work, which is likely to interfere with the proper discharge of duties. This provision shall not apply to the Academic work like giving Guest Lectures, giving talks and any other work undertaken with prior permission of the Principal.

With the introduction of revised U.G.C. scales, the norms of work load applicable are as follows: Those norms are fixed taking into account the U.G.C. guidelines as applicable to the Universities and Engineering colleges, subject to practice in J.N.T.U./O.U.

WORK LOAD FOR TEACHERS IN UNDERGRADUATE COURSES

The work – load of various activities should be not less than 40 hours, a week for a Teacher who is in full time employment. (Any good Teacher, particularly one who involved in creative activity and who has a spirit of challenge towards giving his best to the students, would certainly spend much more than 40 hours a week in Academic pursuits).

The break-up of work load shown below is for the sake of example. It is not a rigid break-up. But, every teacher could be given duties according to some such general pattern and no one should have significantly reduced load.

a) **Teachers in Non-Laboratory / Field work subjects**

S NO	Activity	Average No. of Hours per week
1	Teaching	16
2	Testing / Examinations	2
3	Tutorials	4
4	Preparation for Teaching	10
5	Supervision of extracurricular work	4
6	Administrative work	4

Where extra-curricular work or administrative work is not assigned or tutorials do not take place, teaching work may be slightly increased.

Teacher in Engineering / Science subjects or where Laboratory / Field work is necessary.

S NO	Activity	Average No. of Hours per week
1	Teaching	16
2	Lab work	4
3	Testing / Examinations	2
4	Teaching preparation and lab setting	12
5	Extracurricular work	10
6	Administrative work	4

Note: The working hours will be announced by the Principal from time to time.

T.A. and D.A. RULES

Employees of the college, when they are deputed by the College to any outstation, shall be entitled to Traveling allowance, daily allowance and other expenditure they incur which shall be regulated as under.

10. Grade: All staff both Teaching and Non-Teaching are classified into four grades depending on the pay they draw for the time being for purposes of regularizing their eligibility of Travelling allowances.

Grade – I: Staff drawing Basic pay of rs.4,500/- and above

Grade – II: Staff drawing Basic pay of Rs.3,000/- but not exceeding

Rs.4,999/-Grade – III: Staff drawing Basic pay of Rs.1,000/- but not

exceeding Rs.2,999/-Grade – IV: Staff drawing Basic pay of belowRs.1,000/-

11. Air Travels: Officers of Grade – 1, and drawing a Basic pay of Rs.4,500/- and above are eligible to travel by Air, with the approval of the Secretary and are eligible for single fare up and down along with incidental charges towards conveyance from Airport to City on either side. A certificate has to be issued and ticket number noted.
12. Rail Travel: Officers of Grade – I and II are permitted to travel by 1st Class / Air conditioned II Sleeper. Officers of Grade III and IV are eligible to travel by 2nd Class with sleeping accommodation wherever available and where night journey is involved and paid for. In the case of journey outside the state they will be eligible for incidental charges at 1/3rd of the actual train fare. In case of an employee travelling in class lower than what he is entitled he can still draw incidental charges to the class he is eligible.
13. Travel by Public Transport System by Road: Actual fare paid to public bus service is reimbursable to all categories of staff. Where officers of Grade – I and II travel by taking full taxi or own car they are entitled to claim mileage at 95 ps. Per K.M. limited to 1st class fare. Officers of Grade III and Tango for which they are entitled to claim mileage at not exceeding Rs.1 per K.M. limited permissible only for the places not connected by train.
9. Daily Allowance: Daily Allowance is granted for a completed calendar day reckoned from midnight to mid-night. For a part of a day, D.A., is allowed as follows when conveyance is provided by the College.

I	Absence from place of duty not exceeding 6 hours	Nil
ii	Absence exceeding 6 hours but not exceeding 12 hours	Half
iii	Absence exceeding 12 hours	Full

Daily allowance admissible to each grade of staff is as under:

Grade	Existing Scale	Revised Scale	D.A. for tours with in the state		D.A. for tours to any place outside the state	
			Ex.	Rev.	Ex.	Rev.
Grade I	5040-8700 and above	9600-16,525 and above	80-00	120-00	120-00	180-00
Grade II	2600-550 to 4770-8700	5000-10600 to 9000-16,525	60-00	90-00	90-00	135-00
Grade III	Rest of the employees	Rest of the employees	40-00	60-00	60-00	90-00

Lodging Charges within the state of Outside the State:

Grade	Within the State		Outside the State					
	Ex.	Rev.	A1 Class		A Class		Other Classes	
Grade I	120/-	180/-	200/-	300/-	160/-	240/-	140/-	210/-
Grade II	80/-	120/-	140/-	210/-	120/-	180/-	100/-	150/-
Grade III	40/-	60/-	80/-	120/-	60/-	90/-	50/-	75/-

Reimbursement of Mileage Allowances:

For Car	Motor Cycle / Scooter
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Existing Rs.	Revised Rs.	Existing Rs.	Revised Rs.
3.50 per K.M.	5.00 per K.M.	1.00 per K.M	1.50 per K.M

- 1 For Travel within twin cities and suburbs in connection with his duty the staff may be paid actual fares of auto/bus at the discretion of administrative authority / Principal.
- 2 1) T.A. is admissible for each day of absence from Head Quarters at a place beyond a radius of 8 M.M. from the twin cities
- 3 D.A. is not admissible for days of Casual Leave or Holidays availed during the tour but D.A. is admissible if such holidays are actually spent in camp.
- 4 D.A. can be drawn only during absence, on duty from Head Quarters of more than 8 hours
- 5 . If free lodging and boarding is provided, only $\frac{1}{4}$ of D.A. is admissible.
- 6 If free boarding is provided only $\frac{1}{2}$ daily allowances is admissible.
- 7 If free lodging is provided $\frac{3}{4}$ th of the D.A. is admissible.