

SERVICE RULES

1. Preamble:

1. The service rules shall be called as 'The Malla Reddy college of Engineering Service Rules'. These rules shall super cede the existing service rules.
2. They shall be deemed to have come into effect and shall apply to all the employees of the college as per their date of joining.

2. Definitions:

1. 'College' means "The Malla Reddy college of Engineering, Maisammaguda, Dhulapally, Kompally, Secunderabad."
2. 'Management means "The Management Committee of the college constituted as per A.I.C.T.E".Norms. .
3. 'Governing Body' means "The Governing Body of the college" constituted as per A.I.C.T.E. - Norms.

Note: Constitution of Governing Body - It shall have a Senior Faculty Member of the teaching staff as a representative.

4. 'Chairman' means "The Chairman of the Managing Committee Governing Body of the college.
5. 'Secretary& Correspondent' means "The Secretary & Correspondent of the college".
6. 'University' means "*Jawaharlal Nehru Technological University, Hyderabad*".
7. 'Principal' means "The Principal of the College or any other person authorized by the Management to discharge the duties and responsibilities of the Principal whatever may be his/her designation, otherwise". .
8. 'Employee' means a person who is employed by the college including principal and Vice-Principal excluding those who are engaged on part time basis or daily wages.
9. 'Vacation' means any recess in an academic year, which is a minimum of ten days.
10. 'Vacation Staff' mean employees who are allowed to avail vacation. All other employees are deemed to be 'Non-Vacation staff'.

11. Teaching Staff comprise the following categories:

- a. Principal
- b. Professor
- c. Associate Professor
- d. Assistant. Professor
- e. Any other category of post declared so by the Management.

"Technical Staff" comprise the following categories:

- a. Programmers, Computer Operators
- b. Lab Assistants

12. 'Non - Teaching staff' means that staffs that are categorized as follows:

(i) OFFICE:

- a. Admn, Officer
- b. Superintendent
- c. Senior Assistant
- d. Junior Assistant
- e. Librarian
- f. Asst. Librarian
- g. Steno cum P.A. to' Principal
- h. Typist
- i. Record assistant
- j. Attender
- k. Vehicle staff

(ii). Contingent staff

- a. Watchman Security/NMR Attenders
- b. Gardner
- c. Sweepers etc.

13. 'Competent Authority, - Chairman, Secretary & Correspondent in the case of Principal and Principal in the case of other employees.

14. 'Duty' - an employee is said to be on duty for the purpose of service benefits

a. When the employee is discharging the duties of the post to which he /she is appointed or He/she is undergoing training prescribed for the post.

b. When the employee is absent from duty on authorized holidays, on permitted vacation or when availing any leave sanctioned by the competent authority.

c. When the employee is attending conferences, seminars, summer schools, workshops, Refresher Courses, Orientation Courses, winter schools, quality improvement programs, etc., duty permitted by competent authority, and

d. When the employee is attending to the work assigned by the competent authority in the interest of College/Management:"

15. 'Leave' means leave granted by competent authority to an employee to which he/she is, eligible.

16. 'Pay' means basic pay in the time scale or basic pay with a special pay/allowance as the case may be.

17. 'Year' means calendar year/financial year/academic year as the case may be.

III. 1. Appointments:

The management is the competent authority to appoint any employee. The Management or Principal on behalf of the Management shall issue the appointment orders.

2. Staff Strength:

- a) The Teaching staff strength shall be as per AICTE/JNTUH/PCI Norms.
- b) The Non- Teaching staff strength shall be as per Telangana State Government / University Norms.

3. Qualifications:

The qualifications, age, experience etc., shall be as per AICTE/JNTUH/PCI Norms in respect of teaching staff and as per Telangana State Government / University norms in respect of Non - Teaching staff.

4. Selection:

The rules prescribed for selection of employees from time to time of AICTE / University / Government of Telangana State shall be followed:

Post shall be filled up by direct recruitment through open advertisement or by promotion from among qualified and eligible internal candidates, as directed by governing body.

The Management/Governing body may in special circumstances appoint persons by invitation/deputation/contract basis year after year up to a maximum of Five years or up to maximum age of sixty-five years.

The candidates will be selected by constituent Committee Members.

5. Probation:

- a) The initial appointments to posts in the college shall ordinarily be made on probation for a period of one year. Persons appointed to a higher post by promotion / selection shall be on promotion 'or a period of one year only in a continuous period of two years.

- b) The management/Governing body upon the recommendation of the Principal for valid and sufficient reasons may extend the probation period of an employee for such period and may be found necessary or terminate his/her services after due notice.
- c) The employee is deemed to have been on probation until the order declaring satisfactory completion of probation period is communicated to him, even if the stated period of probation is completed.
- d) After confirmation, the appointee shall hold the office till the age of superannuating which shall ordinarily sixty years in the case of teaching staff and Fifty-Eight years in respect of non-teaching staff unless otherwise found unsuitable to discharge his regular duties.
- e) If a person having been appointed temporarily to a post is subsequently appointed regularly,
- f) He/she shall commence probation from the date of joining in the regular post.
- g) No application of the employee seeking employment elsewhere shall be forwarded during the probation period. . .
- h) The rules governing probation shall not apply to appointments made on temporary/contract/contingent basis.
- i) The services of any candidate appointed on temporary/contract basis, can be terminated at any time without any notice and without assigning any reason thereof.

6. Seniority:

In the case of two or more persons selected for appointment at the same time to a category of best, the appointing authority shall fix the order of seniority/among them as per the merit order offered by the selection committee or as per the time and date of joining.

7. Pay, Allowance, Increments:

1. Pay: AICTE / UGC scales of pay as applicable from time to time shall be adapted to the posts classified as teaching staff.

Telangana state govt. /University scales of pay as applicable from time to time shall be adapted to the posts classified as non-teaching staff.

2. Allowances: Dearness, House rent and other allowances as per A.P. State Govt. rates and rules as extended by management are adapted from time to time to all regular employees of the college.

3. Sanction of Increments:

The University/College staff selection committee is the competent authority to

recommend advance increment to the candidates selected based on their qualification / specialization / and experience.

Regular Increments: Increments shall be sanctioned by the principal only on satisfactory performance of the employee as recommended by the Head of the Department in the prescribed proforma. In the case of HOD, Principal is the sanctioning authority. In the case of Principal, Chairman / Secretary & Correspondent are the sanctioning authority. In the case of employee in the office and other supporting staff, Principal is the sanctioning authority as recommended by the Manager/ Admn. Officer in the prescribed proforma.

The management shall have the authority to withhold an increment for a certain period not exceeding one year as a disciplinary measure on sufficient and valid reasons, and after the employee has been given a fair opportunity to defend oneself. .

The Governing body /Management shall be the competent authority to implement career advancement scheme as per relevant UGC! University! Telangana Govt. norms.

General Service Conditions:

Points:

1. All the employees of the college shall be subject to the general disciplinary and, conduct rules of the college.
2. All the employees of the college are required to be present in the college as per the working hours of the college on all working days..
3. An employee of the college shall devote his/her whole time to the service of the college and shall not engage directly or indirectly in any trade or business or private tuition or any other work, which is likely to interfere with the proper discharge of his/her duties. This provision shall not apply to academic work relating to university examinations, question papers setting, delivering Guest Lectures and any other work undertaken with the prior permission of the Principal/Management.
4. An employee may be placed under suspension by the appointing authority pending enquiry into framed charges by giving the employee, a fair chance to represent his/her case. Principal is empowered to suspend any employee if it is in the interest of the college and report his action to the Management, and the University as the case may be.
5. The services of an employee, probationer or permanent, are liable to be terminated on ground of fraud, gross indiscipline, negligence of duties, prolonged illness, disability to discharges his/her official duties satisfactorily etc., giving 3

months notice or 3 months salary in lieu thereof for regular employee and one month notice or one month salary in lieu thereof for probationer. The employee concerned however shall be given full and fair opportunity to represent his/her case before effecting such termination. In all such cases the Telangana State. Govt. rules in force shall be applicable. There is no necessity to issue such notice to the probationers. No application of an employee seeking employment elsewhere shall be forwarded during period of probation.

6. On completion of probation not more than two applications per academic (June to July) year shall be forwarded for outside jobs. An employee shall have to give three months notice in case he/she desires to be relieved on resignation or alternatively he / she shall pay three months salary in lieu thereof. In case the college makes an alternative arrangement, individual will be relieved within the notice period. Otherwise, he/she will be relieved at the end of the academic session. The resignation shall come into force from the date of accepting the resignation by the Management! Principal or date of his/her relief whichever is earlier. For all the employees in the College, an individual personal file and Service Register shall be maintained with regular updating as per Telangana State Govt. norms.
7. Towards the end of the academic year i.e., in March, all the teaching staff should submit an undertaking that they are going to continue for the next full academic year failing which they will have to pay amount equal to 3 months. Alternatively they can submit resignation with one month notice.
8. Every year in the month of March a Annual Performance Report (APR) on all the teaching staff will be initiated by each HOD and reviewed by the principal. Those staff whose performance is below the satisfactory level will be relieved from their duties with one month notice.
9. The regular Teaching staffs who are sponsored for presenting papers in seminars/ conferences are able to travel by 1st class in addition to reimbursement of registration fee. No D.A. is admissible. This utility is limited to once in an academic year i.e. July - June.

CONDUCT RULES FOR ALL EMPLOYEES

- a) Every employee shall be governed by these rules and is liable for all consequences in the event of any breach of rules by him/her.
- b) Every employee shall at all times maintain integrity of Character, be devoted to his/her duty and be honest and impartial in his / her official dealing. An employee shall, at all times be courteous and polite in his/her dealings with the management, principal, other members of staff, students and with members of the public. He/she shall exhibit utmost loyalty and shall, always act in the best interest

of the college.

c) An employee shall be required to observe the scheduled hours of working during which he/she must be present at the place of his/her work. No employee shall be absent from duty without prior permission. Even during leave or vacation, no employee shall leave head quarters except with the prior permission of proper authority. Whenever leaving station, an employee shall inform the principal in writing through the respective H.O.D. or the principal directly if he/she happens to be a H.O.D the address at which he/she would be available during the period of his/her absent from the headquarters.

d) No employee shall be a member of any political party or shall take part in politics or to be associated with any party or organization, which takes part in political activity, nor shall aid or assist in any manner any political movement or activity.

e) No employee shall make any statement, publish or write through any media which has the effect of an adverse criticism of any policy or action of 'the college or detrimental to the interests of the college.

f) No employee can engage directly or indirectly in any trade or any private tuition or undertake employment outside his official assignment, whether for any monetary gain or not.

g) An employee against whom insolvency proceedings commenced in a Court of law shall forthwith report full facts thereof to the college.

h) An employee against whom criminal proceedings are initiated in a court of law shall immediately inform the competent authority of the college regarding the details thereof.

i) No employee shall except with prior permission of the competent authority, have recourse to law or to the press for the vindication of any official act of the college, which has been the subject matter of criticism or attach defamatory character.

j) Whenever an employee wishes to put forth any claim or seeks redress of any grievance he/she must forward his/her case in writing through proper channel to the competent authority and shall not forward any such advance copies of his/her application to any higher authorities unless the competent authority has rejected his/her claim or refused redress of the grievance or has delayed the matter beyond a reasonable time.

k) An employee who commits any offence or dereliction of duty or does an act detrimental to the interests of the college is subject to an enquiry and punishment by the competent authority. However, any employee aggrieved with the decision of the competent authority may appeal against such punishment or decision within 15 days

of the receipt of the orders of the decision to the management and the decision of the management thereon, is final and binding on the employee.

l) No employee shall engage in strike or incitement thereto or similar activities such as absence from work or neglect of duties or participate in hunger strike etc. Violation of this rule will amount to misconduct and attract deterrent punishment.

DISCIPLINARY ACTION

a) All employees are liable for disciplinary action for disobedience, misconduct and ' : dereliction/negligence of duty. However such disciplinary action shall be taken after establishing the grounds on which the disciplinary action is initiated and after a reasonable opportunity has been provided to the employee to defend himself/herself.

b) As part of the disciplinary action, the following punishment for good and sufficient reasons may be imposed *upon the employees of the Institution*, after establishing the facts about committing an offence and dereliction/negligence of duties.

i) Censure

ii) Withholding increments/promotion

iii) Recovery from his salary whole or part of any pecuniary loss caused to the college due to negligence of duty or breach of orders/rules.

iv) Suspension

v) Removal from service

vi) Dismissal from service

c) If the competent authority feels it necessary to constitute an enquiry as a part of the procedure for taking disciplinary action, the enquiry committee shall consist of three members - HOD is from among senior faculty members.

d) An employee can appeal against any punishment imposed upon him/her by the competent authority to the management/governing body as the case may be.

AUTHORISATION OF CASUAL LEAVE – STAFF

Authorisation / Granting of Casual Leave (C/L) to the Staff Members is Governed by the following Rules / Policy.

1. One day casual leave (C/L) per month and up to a maximum of 12 days in a year (January to December) is authorized to every staff member.
2. Minimum 15 days attendance in a month is required to earn one day casual leave for that month.
3. Advance sanction / availing of casual leave is not permitted.

4. Any casual leave more than authorized at the time of applying for leave of a staff member is availed, it will be considered as “Loss of Pay (LOP)” and necessary deductions will be made in the same month.
5. Casual leave in credit to a staff member at the end of the year i.e. December, will be adjusted against the LOP during the year end accordingly the amount will be credited in the month of January.
6. Holidays as prefix and suffix to the casual leave is permitted in one stretch only.
7. Combining of Holidays and Casual Leave with LOP is not permitted.
8. A maximum of 10 days leave including holidays is permitted on one stretch. In case the absence is more than 10 days, holidays taken as prefix, suffix and holidays in the middle will also be converted into casual leave either without LOP in case leave is to the credit of staff member or with LOP as applicable.
9. Unavailed Casual Leave will not be carried forward to the next year.

MATERNITY / LONG LEAVE – STAFF

The authorization/granting maternity leave or long leave to the staff is governed by the following rules:-

1. **Maternity Leave**

- (a) Maternity Leave up to a maximum of three months is authorized to the women staff members who complete one year service in the present institution.
- (b) Maternity Leave is treated as break in service if availed by the staff member who have not completed one year service in the present institution. Such staff is required to put in one year physical service after rejoining from leave for the purpose of granting annual increment.
- (c) Staff member who have completed one year physical service without break in the present institution, avails Maternity Leave for more than three months, then the period of leave will be considered as break in service. Such staff members are required to put in physical service equal to the period of leave to become eligible for annual increment.
- (d) Staff members on Maternity Leave are not permitted to rejoin at the end of academic year. However, they may rejoin at the start of the academic year.
- (e) Maternity Leave cannot be clubbed with Casual Leave or Summer Vacation.
- (f) Staff applying for Maternity Leave before completion at least six months service will be treated as relieved from the college.

2. **Long Leave**

- (a) Staff is authorized to avail long leave without pay for the purpose of higher studies, research and going abroad.
- (b) For availing long leave, staff members should have put in minimum of two years service in the institution.
- (c) Service in the institution before proceeding on long leave will be considered for granting the annual increment.
- (d) Long Leave cannot be clubbed with Casual Leave and Summer Vacation.

3. Summer Vacation

A vacation of four weeks will be granted to all those teaching staff who have completed one year service in the college. Rest will be granted summer vacation on pro-rata basis. Other than teaching staff will be granted two weeks' vacation for those who completes one year service and rest on pro-rata basis.

4. Special Leave

All those staff members who are deputed to university and other organization on Academic/Examination duties will be granted special leave for the duration of their absence from the college

Station: Hyderabad

Date: 15.06.2019

Principal