

# MALLA REDDY INSTITUTE OF TECHNOLOGY AND SCIENCE



## RECRUITMENT SERVICE RULES & REGULATIONS

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# MALLA REDDY INSTITUTE OF TECHNOLOGY AND SCIENCE

## **I. SERVICE RULES AND REGULATIONS GOVERNING APPOINTMENTS AND PROMOTIONAL POLICIES OF STAFF**

Unless there is something repugnant in the subject or context:-

1. “INSTITUTE” means MALLA REDDY INSTITUTE OF TECHNOLOGY AND SCIENCE located at Maisammaguda, Dulapally, Hyderabad.
2. “EMPLOYEE” means a person who is employed in MALLA REDDY INSTITUTE OF TECHNOLOGY AND SCIENCE.
3. “MANAGEMENT” means the Managing committee (Governing Body) of MALLA REDDY INSTITUTE OF TECHNOLOGY AND SCIENCE.
4. “CHAIRMAN” means the Chairman of the Managing Committee of MALLA REDDY INSTITUTE OF TECHNOLOGY AND SCIENCE.
5. “SECRETARY” means the Secretary of the Managing Committee of MALLA REDDY INSTITUTE OF TECHNOLOGY AND SCIENCE.
6. “VACATION” means a department or part of a department to which regular vacations are allowed during which employees serving in the department are permitted to be absent from duty. Any period of recess in one spell or more in an academic year which exceeds 15 days shall be treated as a vacation.

## **II. PREAMBLE:**

1. These rules shall be called as “MALLA REDDY INSTITUTE OF TECHNOLOGY AND SCIENCE, HYDERABAD, SERVICE RULES AND REGULATIONS”
2. The service rules Applicable w.e.f 19.08.2005 are reviewed modified as per the Governing Body meeting vide dated 27<sup>th</sup> October 2011 and shall apply to all the employees of the institute including those appointed prior to the issue of these rules.
3. The Governing Body is the Competent Authority to amend the rules from time to time depending on the need.

### III. RECRUITMENT

Class	Category	Designation of the Post
<b>(A) Teaching Staff</b>		
I	1	Principal
II	1	Professor
	2	Associate Professor
III	1	Assistant Professor
<b>(B) Non - Teaching Staff</b>		
IV	1	Physical Director
	2	Librarian
	3	Assistant Librarian
	4	Library Assistant
<b>(C) Supporting Staff</b>		
V	1	Laboratory Assistant / Programmer
	2	Lab. Technician Grade I to III
	3	Skilled Asst. / Library Asst.
	4	Lab. Asst./Binder / Roneo Operator
<b>(D) Administrative / Ministerial</b>		
VI	1	Administrative Officer
	2	Office Manager / Superintendent
	3	Accountant / Jr Accountant
	4	Office Assistant
	5	Typist
	6	Record Assistant / Store Assistant
	7	Office Attender
<b>(E) Supporting Staff ( Non – Teaching)</b>		
VII	1	Driver
	2	Attendant
	3	Watchmen / Sweeper / Mali / Ayas

**Note:** Officers and employees under classes I, II and III will come under vacation category.

Employees under classes IV, V, VI and VII will come under Non Vacation category.

Employees under class IV to VII are transferable from one Department to another.

#### IV. APPOINTMENT

Appointment to the several classes and categories of posts in the service shall be made as follows:-

<b>Class</b>	<b>Category</b>	<b>Method of Recruitment</b>
<b>I</b>	<b>1</b>	Direct Recruitment or Appointment on deputation by invitation
<b>II</b>	<b>1</b> <b>2</b>	By Appointment on Deputation or By Direct Recruitment By Direct Recruitment or Invitation
<b>III</b>	<b>1</b>	By Direct Recruitment or By Appointment on deputation
<b>IV</b>		By Direct Recruitment
<b>V</b>		By Direct Recruitment
<b>VI</b>	<b>1 to 3</b> <b>4 to 10</b>	By direct Recruitment or by Appointment on deputation by invitation By Direct Recruitment
<b>VII</b>		By Direct Recruitment

Note:

- i) Subject to the availability of posts, appointment to every post in this service shall be made by interview before a Selection Committee on grounds of merit and experience. Candidates possessing AICTE / JNTUH qualifications and experience will be Shortlisted for interview.
- ii) The amendments made by AICTE/JNTUH for qualifications and experience will be followed from time to time.
- iii) In case of urgency the Principal/Secretary/Management may organize the process of recruitment by fulfilling point-1 and point-2.
- iv) In exceptional cases such as a candidate fulfilling required qualifications and having rich experience in reputed institution and is available any time in an academic year shall be considered for appropriate position following rule-ii.
- v) Management/Secretary/Principal can appoint eligible candidates on contract/adhoc basis .
- vi) AGE LIMIT:

The age limit for appointment by direct recruitment to the posts is as shown below:

<b>Designation of the post</b>	<b>Minimum Age</b>
1. Principal	Above 40 years
2. Professor	Not Above 50 Years
3. Associate Professor	Not Above 40 Years
4. Asst. Professor	Not Above 35 Years
5. Administrative officer / Office manager / Superintendent.	30 years 30 years
6. Other staff Attendent / Watchman / Sweeper / Mali	18 years

- vii) In exceptional cases of High Academic Qualifications and long service, the Selection committee / Management Committee / Principal can relax the age limit to the extent necessary by giving due reasons.

viii) Age relaxation shall be considered for all deserving candidates.

ix) Relaxation in age to the extent of five years may be granted to candidates belonging to S.C, S.T and B.C at entry level posts like Asst. Prof, Administrative Officer, Accountants, Office Manager and Other staff.

## **V. QUALIFICATION FOR APPOINTMENT**

Appointments shall be as per Qualifications prescribed by AICTE / JNTUH from time to time. The Qualification for the respective posts in force at present in AICTE / JNTUH is given below for ready reference only. Where there are no corresponding posts in AICTE / JNTUH the qualifications scales etc., as prescribed by the Managing Committee of “MALLA REDDY INSTITUTE OF TECHNOLOGY AND SCIENCE” shall be followed.

### **1. Principal:**

B E / B Tech and ME / M Tech in relevant subject with First Class or equivalent either in BE / B.Tech or ME / M Tech.

Post Ph.D Publications and guiding Ph.D students is highly desirable.

Minimum of 10 years teaching and /or industrial experience of which at least 5 years should at the level of Associate Professor (or) minimum of 13 years experience in teaching and or Research and /or Industry.

In case of research experience, good academic record and books / research papers publications / IPR / patents record shall be required as deemed fit by the expert members in Selection committee.

If the experience in industry is considered, the same shall be at managerial level equivalent to Professor with active participation record in devising / designing, developing, planning executing, analyzing, quality control, innovating, training, technical books /research paper publications / IPR / patents, etc. as deemed fit by the expert members in Selection committee.

Fair for Management and Leadership is essential.

In case of Architecture Professional Practice of 10 years as certified by the council of Architecture shall also be considered valid.

**2. Professor:**

B E / B Tech and ME / M Tech in relevant subject with First Class or equivalent either in BE / B.Tech or ME / M Tech (OR) BE / B.Tech and MCA with First class or equivalent either in BE / B.Tech or MCA (OR) First Class or equivalent in Masters Degree in Business Administration or equivalent.

Post Ph.D Publications and guiding Ph.D students is highly desirable.

Minimum of 10 years teaching and /or industrial experience of which at least 5 years should at the level of Associate Professor (or) minimum of 13years experience in teaching and or Research and /or Industry.

In case of research experience, good academic record and books / research papers publications / IPR / patents record shall be required as deemed fit by the expert members in Selection committee.

If the experience in industry is considered, the same shall be at managerial level equivalent to Professor with active participation record in devising / designing, developing, planning executing, analyzing, quality control, innovating, training, technical books /research paper publications / IPR / patents, etc. as deemed fit by the expert members in Selection committee.

Fair for Management and Leadership is essential.

In case of Architecture Professional Practice of 10 years as certified by the council of Architecture shall also be considered valid.

**3. Associate Professor:**

B E / B Tech and ME / M Tech in relevant subject with First Class or equivalent either in BE / B.Tech or ME / M Tech (OR) BE / B.Tech and MCA with First class or equivalent either in BE / B.Tech or MCA (OR) First Class or equivalent in Masters Degree in Business Administration or equivalent and Ph.D or equivalent in appropriate discipline. Post Ph.D publications and guiding Ph.D student is highly desirable.

Minimum of 5 years experience in teaching and / or research and /or industry of which at least 2 years shall be post Ph.D is desirable.

In case of Architecture Professional Practice of 5 years as certified by the Council of Architecture shall also be considered valid.

**4. Asst. Prof:**

B E / B Tech and ME / M Tech in relevant subject with First Class or equivalent either in BE / B.Tech or ME / M Tech **(OR)** BE / B.Tech and MCA with First class or equivalent either in BE / B.Tech or MCA **(OR)** First Class or equivalent in Masters Degree in Business Administration or equivalent and 2 years relevant experience is desirable.

**5. Librarian / Assistant Librarian:**

- a) First or Second Class M.Library Science Degree with a **First** Class B. A / B.Sc., / B.Com., Degree from a recognized University. OR  
First or Second class Master's Degree with a First or Second class Bachelor of Library Science Degree or one year Post-Graduate Diploma in Library Science.
- b) Ability to read South Indian Scripts will be an Additional qualification.

**NOTE:**

- i) Second Class with each degree denotes that the candidates have secured a minimum of 50 percent marks in aggregate. Copies of memorandum of marks must be enclosed.
- ii) Candidates with Post-Graduate Diploma in Library Science must have obtained the Diploma in Second Class with not less than 50 percent marks in aggregate.
- iii) Candidates with experience as Librarian or in a responsible Professional's capacity in running a University or a recongized Library will be given preference.

**6. Physical Director / Asst Physical Director:**

- a) A graduate from recognized University with Master's Degree in Physical Education.
- b) Must be in the National Institute of Sports, Partial or an lent Institute or posses a diploma in Sports Coaching.
- c) Experience in organizing games and sports.

## ADMINISTRATIVE / MINISTERIAL STAFF – QUALIFICATIONS:

- i) Administrative Office** A Graduate or Post graduate from any recognized University with (10) years
- or Equivalent:** experience in a responsible position with knowledge of working in an Educational Institution, Must be well conversant with Accounts and Administration.
- ii) Officer Manager:** A Pass in Degree in I or II Class or a Diploma in Commercial Courses or equivalent, pass in Part – I of Accounts Tests for Sub-ordinate Officers is Compulsory. However, He / She should have normally put in 8 years of services as U D C / Accounts.
- iii) Accounts / U D C:** A Pass in Degree in 1<sup>st</sup> or 2<sup>nd</sup> Class or a Diploma in Secretarial Courses in 2<sup>nd</sup> class or equivalent, with at least 5 years service in the lower category. Pass in Part – I of Accounts Test for Sub-Ordinate Officers is Compulsory.
- iv) Record Assistant:** Intermediate or a pass in Degree or equivalent with experience to maintain stores / attend any office work with 5 years of experience in recognized Institute in repute.
- v) Senior Stenographer:** A pass in Degree or equivalent.  
Technical: i) Type Writing English Higher and  
ii) Short hand English Higher
- vi) Junior Stenographer:** A pass in Degree or equivalent.  
Technical: i) Type Writing English Higher and  
ii) Short hand English Higher
- vii) L D C / Junior Clerk** A Pass in Degree in 1<sup>st</sup> and 2<sup>nd</sup> class or equivalent, with two years of experience in recognized Institution of repute.
- viii) Typist:** A Pass in Degree or equivalent.  
Technical: Type Writing English Higher grade
- ix) Driver** Preferable X standard should be able to read and write English and Local language and should posses Professional Driving License.
- x) Office Attender** Preferable X standard, able to ride a bicycle in respect of male members. Two years of experience in any academic organization of repute.



- xi) Attendant** Able to read and write the local language with good physique, in  
**Watchman / Sweeper /** respect of male members able to ride a bicycle, preference to  
**Mali** study up to 5<sup>th</sup> class. Five years experience in any organization

**SUPPORTING STAFF (TECHNICAL):**

- a) Laboratory Assistant (Engineering)** I Class Diploma in concerned branch with three years of experience in a recognized academic Institution or Industry of repute. OR  
ITI in concerned trade and 10<sup>th</sup> class with Fifteen years experience in recognized academic Institution or Industry or repute.
- b) Laboratory Asst. (Science)** 1<sup>st</sup> Class B.Sc., in concerned branch of Science with Institution or a Research Organization.
- c) Draft man** 1<sup>st</sup> class diploma or equivalent in Architecture Drawing Course and Three years experience in any Architect's office / Academic / Industrial organization of repute.
- d) Technician Grade III, II and I** Minimum ITI or equivalent in concerned trade with a minimum of two, five and ten years of experience respectively in recognized academic Institution or Industry or repute. Relaxable in the case of otherwise deserving candidates.
- e) Skilled Asst./ Library Asst.** Studied up to Intermediate and well conversant with the trade supported by a Technical Certificate, desirable. Five years experience in a reputed Technical Institute or Science college in concerned subject.
- f) Laboratory Attender Binder / Roneo Operator** Studied up to 10<sup>th</sup> and well conversant with the trade / fields. Two years experience in Technical Institute / Science College.

N B: In deserving cases, relaxation of experience and or age may be given by the Secretary  
Subject to ratification by the Managing Committee / Governing body

**VI. APPOINTMENT TO THE SERVICE:**

1. A person shall be deemed to have been appointed to the service when his/her appointment is made to a post in accordance with these rules but it shall not include staff appointed on deputation or contract or temporary basis or adhoc.
2. Every appointee shall subject to the condition that he / she is certified as been in sound health and physically fit for service by a medical authority as specified from time to time.
3. a) The pay of teaching and other staff shall be on the institute rules generally framed on the basis of scales adopted by university and UGC and also on the scales adopted by the state government. However, the Management may modify the above scales of pay or prescribe their own scales of pay to the various categories of posts.

b) The employee shall be paid pay and 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 employee shall be bound by such arrangement during their tenure in the post confirm.

SAVING: Nothing in these rules shall adversely affect the interest of any person who has been appointed to the service of the institute before the commencement of these rules, subject to the condition that such person shall not be eligible here after for appointment to any other post in this institute without possessing or acquiring such qualifications and experience as or prescribed for that post.

4. Every person appointed to any post shall carry out any assignment assigned by the Principal. This assignment will be in addition to his regularly assigned duties, and shall pass any rests and satisfy any conditions stipulated at the time of appointment within the prescribed period.

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

b) The appointment authority shall, at the time of appointment two or more persons 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.

6. All appointments shall be made by open competition by an advertisement and selection. All the service personnel who possess the qualifications, prescribed, shall also be permitted to apply in response to the advertisement. The Management may, however, make contract / adhoc appointments in specific cases, or recruit by deputation / lien from other organization.

7. There shall be duly constituted selection Committees for selection for candidates to academic posts and other posts. The Selection Committee shall be on accordance with the norms fixed by the Government and the AICTE/JNTUH from time to time and adopted by the Managing Committee.

8. Every salaried employee of this Institute shall be appointed under a written contract, and the conditions of service relating to them, shall, as far as possible, be uniform except in respect of salaries payable to them.

- a) The contract shall be deposited with the Principal and a copy thereof shall be furnished to the employee concerned.
  - b) Any dispute arising out of contract between the Principal and the employee may be referred to the Managing Committee.
9. The regular teaching staff shall continue to hold Office, save as otherwise provided, till they attain the age of superannuation of 60 years. This will not apply to those on contract basis, which will be decided by the Managing Committee.
  10. The Regular Non-Teaching employees shall continue to hold their office, 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.
  11. The Service of any regular / permanent employee can be terminated without assigning any reason with a 3 months notice on either side or 3 months salary in lieu thereof. The services of any temporary / adhoc / contract employees can be terminated without assigning any reason without any notice on either side.
  12. The Managing Committee shall have the power to extend the period of probation for any period.
  13. No application of the employee, seeking employment elsewhere, shall be forwarded during the probationary period.
  14. Every Institute Employee shall, at all times maintain integrity and devotion to duty and shall do nothing against the dignity and prestige of the Institute, particularly in his relationship with the members of Managing Committee, Principal, Staff, Students and Visitors to the Institute.
  15. No Institute employee shall interfere in the affairs of Administration/ Departments/ Library and other agencies allied to the Institute directly or indirectly.
  16. No Institute employee shall, without obtaining the prior sanction of the Principal, ask for or accept or in any way participate in the raising of any subscribable other pecuniary assistance in pursuance of any object whatsoever, except for routine, farewell and federation functions connected with the institute.
  17. No Staff member of the Institute shall, engage himself/ in coaching privately any student for remuneration.

18. No Institute employee shall, except with the previous sanction of the Principal, undertake any employment or accept any remunerative or honorary work not connected with the institute.
19. No institute employee shall, engage directly or indirectly in any trade or business.
20. No Institute employee shall, own, wholly or in part, conduct or participate in the Editing or management of any newspaper or other periodical publication.
21. No Institute employee shall, while in service take part in politics which includes holding office, elective or otherwise in any political party or contesting for election to the state Legislature or the Parliament or take part in any other election at Village, Mandal and other level as independent or on any party ticket.
22. No Institute employee shall, take part in any act or movement such as strike, incitement there to or similar activity in connection with any matter pertaining to his service or to any other matter, which tends to bring the Institute to dispute.
23. Any Institute employee can give his representation to the Principal and if necessary to the Management with prior written permission of Principal through the proper channel only. 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 Institute.
24. An Institute 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.

25. **GENERAL DISCIPLINE Etc.,**

While in office, all members of the establishment must behave in a quiet and dignified manner. They must address other members of the establishment courteously. They must attend to their work and not waste their time. They must try to maintain perfect 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 to outsiders or to other members of the establishment, any information (Whether expressly marked confidential or not) that may have come to their knowledge in their official capacity.

## **VII. CONSTITUTION OF SELECTION COMMITTEES**

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

- 1) Chairman and Secretary of MREC .
- 2) Representatives from concerned University and Subject Experts.
- 3) Principal of the Institute.
- 4) Administrative Officer.

The quorum for the selection committee meeting shall be

- 1) Chairman
- 2) Principal of the Institute.
- 3) Administrative officer.
- 4) At least two subject experts.

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

- |  |                  |
|--|------------------|
| i. Chairman of the Managing Committee              | Chairman         |
| ii. Secretary of the Institute                     | Member Secretary |
| iii. Principal                                     | Member           |
| iv. Administrative Officer                         | Member           |
| v. Concerned Head of the Department of the College | Member           |

2. Whenever it is necessary, the Secretary/Managing Committee may appoint a person on contract/adhoc 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.

## **VIII. PROBATION:**

(i) 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 college issued from time to time.

(ii) Except in cases 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.

(iii) If any person or candidate is appointed on purely adhoc/ contract basis 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.

(iv) A person appointed on adhoc/ contract basis to a post may be subsequently regularized.

#### **IX. 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 proforma, will be maintained for the staff working in the respective Institute. The Reports are to be submitted to the Principal twice in a calendar year i.e. by end of June and December each year in respect of adhoc 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 college.

#### **X. 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.

#### **XI. RESIGNATION:**

A member of the regular service shall give minimum of three months notice in case he / she desires to be relieved on resignation or as 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 adhoc/contract/temporary service, the period of notice will be one month.

#### **XII. TERMINATION OF SERVICES OF AN EMPLOYEE:**

1. The services of a adhoc/contract employee is liable to be terminated at any time, without notice and without assigning any reasons whatsoever.

2. The Managing Committee/Principal reserves the right to terminate the services of an employee whether probationer or regular/permanent by giving three months notice or three months salary in lieu thereof without assigning any reason.

3. The Managing Committee/Principal can terminate an employee whether on contract/adhoc probationary or regular/ permanent 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.

### **XIII. 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 AICTE/JNTU and as approved by the Managing committee/Principal subject to availability of funds.

### **XIV. LEAVE RULES: GENERALLY TO FOLLOW RULES IN VOGUE IN JNTUH:**

- A) Leave shall not be availed as a matter of right. The competent authority alone shall have the right to sanction it or otherwise.
- B) For the purpose of the Leave Rules, the employees shall be classified as Teaching and Non-Teaching. Non-Teaching are treated as Non-Vacation staff.
- C) A Leave account shall be maintained for each employee in the prescribed form.
- D) Leave of any kind shall not be granted for continuous period exceeding 3 years. Only prefixing or suffixing for any kind of leave is allowed with vacation, with prior approval of competent authority.
- E) Any kind of leave may be granted in combination with or in continuation with any other kind of leave, with prior approval of competent authority.
- F) 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 institute service.
- G) All employees are eligible for sanction of the following.

### **1. CASUAL LEAVE (C.L):**

- i) All Employees of the college shall generally be entitled to 12 days of C.L. per calendar year and 5 optional holidays, subject to any changes from time to time as approved by the Managing Committee/Principal. C.L. for Half day can also be granted.
- ii) 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 leave including L.O.P to which they are eligible. For contract/adhoc staff C.L. will be granted in proportion to their service put in.

### **2. 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 Institute or Head of the Department whenever they are required to work on a Holiday/ Holidays with prior approval, to 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.

### **3. SPECIAL CASUAL LEAVE:**

Teaching Staff Members are entitled to avail up to 10 days of casual Leave in a calendar year, at the discretion of the Principal, in connection with the Examination work, Spot valuation, invigilation, Squad duties etc., which are remunerative and upto 5 days of special Casual Leaves 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 concerned institution and on production of participation certificate from the said Institution.

### **4. EARNED LEAVE:** Earned leave is applicable to the regular staff who complete a minimum of three years service.

- i) Members of regular staff belonging to the vacation department i.e., teaching staff in classes I to III are eligible for 6 days E L every year and vacation of 30 days every year (4 weeks) at time or different periods to be fixed by the Principal.
- ii) If any member of such staff, is required to work during the entire vacation by



written orders of 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 EL for part of the vacation not availed.

- iii) The Earned Leave can be accumulated for vacation staff to a maximum of 180 days.
- iv) Regular Employees who have put in less than one year of service are not eligible to avail the vacation. Adhoc employees are not eligible for vacation and any kind of leave except C L.
- v) A Regular / Permanent Employees of the Institute (Non-vacation earns leave, at the rate of 30 days in a year { 15 days in 1<sup>st</sup> of January and 15 days on 1<sup>st</sup> July } of the period he has spent on duty, provide that he will cease to earn leave while he has to his credit such leave amounting to 240 days.
- vi) A Regular Employee (Non – Vacation on probation, earns at the rate of 15 days in a year [ 7 1/2 days on 1<sup>st</sup> if 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.
- vii) 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.
- viii) The credit aforesaid shall be reduced by 1/10<sup>th</sup> of the period of extraordinary leave only availed of during the previous Half year subject to a maximum of 15 days.
- xi) Vacation may be availed in combination 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.
- x) A Regular employee, not in 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.
- xi) Any employee can avail E L only after prior approval.

**5. HALF PAY LEAVE:** Half pay leave is applicable to the staff who complete a minimum of three years service.

- i) 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.
- ii) Commuted leave not exceeding Half the amount of Half pay leave due may be granted on Medical ground to a permanent employee of the Institute subject to the following conditions.
- iii) Commuted leave during the entire service shall be limited to a maximum of 240 days.
- iv) When commuted leave is granted; twice the amount of such leave shall be debited against the half pay leave due.
- v) The total duration of Earned leave and commuted leave taken in conjunction shall not exceed 180 days.
- vi) At the discretion of the Principal and Managing Committee extraordinary leave on loss of pay be granted to an employee when He / She is not eligible of any other leave or when the employee himself / herself applies for such leave irrespective of title for any other leave.
- vii) Provide 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.
- viii) Provided further that absence on such leave will be treated as break in service for the purpose of granting increments. The increment gets postponed for the period of such leave.

ix) Provide further that pre-fixing or suffixing 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.

#### **6. 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 | 1.5 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 3 years immediately after return or equivalent to study period after completion of his/her studies assignment 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. If it is on Loss of Pay base, not required.

#### **7. VACATION:**

Vacation is generally as stipulated by J N T 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 period of E L., H P L. commuted on Medical ground and on private affairs should not exceed 180 days.

#### **8. MATERNITY LEAVE:**

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

#### **9. LIEN / DEPUTATION:**

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

#### **XV) CONDUCT RULES GOVERNING THE STAFF APPOINTED:**

An Employee of the Institute 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, delivery of talks and any other work undertaken with prior permission of the Principal.

With the Introduction of revised UGC scales, the norms of work load applicable are as follows. These are fixed taking into account the UGC guide lines as applicable to the Universities, Engineering Colleges and as per practices in J N T UH.

**XVI) WORK LOAD FOR TEACHERS IN UNDER GRADUATE 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).

a) Teachers in Non – Laboratory / Field work subjects:

SL.NO	ACTIVITY	Average No.of Hours per work
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.

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

SL.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.

**XVII) DISCIPLINARY PROCEEDINGS:**

Order imposing any punishment on a member shall be imposed only after:

- a) The member in the service is informed in writing by the Principal / Secretary for Teaching staff and the Principal for other categories of Staff with regard to the allegations on which action is proposed to be taken and is given an opportunity to make representation he/she may wish to make in person orally or in writing.
- b) Such representation if any, is taken into consideration by the Managing Committee/Principal to impose penalty.
- c) In case of penalties specified under item (i) to (viii) in para (2) of article XXI of service rules an enquiry officer/Principal assisted by another Head of the Department shall conduct an Enquiry

d) Powers can be delegated by Secretary to Principal or by Principal to Heads of the Departments or any other staff member in writing for specific purpose and duration.

**XVIII)** A service register shall be maintained in respect of each Employee of the Institute and his/ her service particulars shall be recorded under the signature of the Principal.

**XIX)** In case of doubt or interpretation of a rule the decision of the Chairman/Principal will be final.

**XX)** Notwithstanding anything said any where, any service rule which involves financial commitments will be subject to availability of funds and decision of the Managing Committee/Principal

**XXI)** The Secretary subject to the authority for any other service rules to be issued for day to day administration can repeal any rules herein provided.

**XXII)** In case of appeal the decision of the Managing Committee/Principal is Final.’

**XXIII) DISCIPLINARY PUNISHMENTS AND APPEALS:**

1. These rules shall apply to all Employees of the Institute.
2. The following penalties may, for sufficient reasons, be imposed upon the employees of the Institute namely.
  - i. Censure
  - ii. Fine
  - iii. With holding of increments or promotion
  - iv. Demotion to a lower post or a lower stage in the time scale.
  - v. Recovery from pay of the whole or part of any pecuniary loss caused to the Institute by negligence or breach of orders.
  - vi. Suspension
  - vii. Removal from the Institute service
  - viii. Dismissal from the Institute service.
3. Where it is proposed to impose on an employee of the penalties specified in rule 2 above, he shall be given an opportunity of making any representation that he may desire to make such representation, if any, shall be taken into consideration before the order imposing the penalty is passed.
4. a) No Employee of the Institute shall be dismissed or removed or compulsorily retired or reduced in rank except after an enquiry in which he/she has been informed of the charges against him/her and given a responsible opportunity of being heard in respect of these charges and where it is proposed after such enquiry to impose on him/her any such penalty, until he/she has been given a reasonable opportunity of making a representation on the penalty proposed, but only on the basis of the evidence available during such enquiry.
  - b) The enquiry under sub rule (a) be made by a committee of enquiry constituted for the

purpose. The committee shall be constituted.

- i. By the Secretary in the case of Teaching Faculty and shall consist of Principal, one Professor from other Department, one member of Managing Committee.
  - ii. By the Principal of the Institute in the case of all other Employees and shall consist of three senior teachers of the Institute.
5. Every employee of the Institute shall be entitled to one appeal from an order imposing on him any of the penalties specified in rule (2), to the Managing Committee/Principal.

#### **XXIV) T A and D A RULES:**

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

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

Grade- I: Staff drawing Basic pay of Rs. 37,400-67,000/-

Grade- II: Staff drawing Basic pay of Rs. 15,600/-39,100/-

Grade-III: Staff drawing Basic pay of Rs. 6,195-10,285/-

Grade-IV: Staff drawing Basic pay below Rs. 1000/-

2. **Air Travels:** Officers of Grade-I, and drawing a Basic pay of Rs. 37,400/- and above are eligible to travel by Air, with the approval of the Secretary/Principal and are eligible for single fare up and down along with incidental charges towards conveyance from Airport to City on either side. A certificate with ticket number has to be submitted.
3. **Rail Travel:** Officers of Grade – I and II are permitted to travel by I class/ Air conditioned II sleeper. Officers of Grade III and IV are eligible to travel by II 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 1/3 rd of the actual train fare. In case of an employee travelling in class lower than what he/she is entitled can still draw incidental charges to the class he/she is eligible.
4. **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 Rs. 8/-. Per k.m. limited to I class fare. Officers of Grade III are entitled to claim mileage at not exceeding Rs. 5 per k.m. limited permissible only for the places not connected by train.

5. **Daily Allowances:** Daily Allowances 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 a 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	Scale of Pay	D A for tours with in the state	D A for tours to any place outside the state
Grade – I	37,400-67,000 and above	240-00	360-00
Grade – II	15,600-39,100/-	180-00	270-00
Grade – III	Rest of the employees	100-00	180-00

**Incidental Charges within the State /Outside the State:**

Grade	Within the State	Outside the State		
		A1 CLASS	A CLASS	Other CLASS
Grade – I	360/-	600/-	480/-	420/-
Grade – II	240/-	450/-	360/-	300/-
Grade – III	120/-	250/-	180/-	150/-

**Reimbursement if Mileage Allowances:**

<b>Motor Car:</b> Rs. 8.00 per KM	<b>Motor Cycle / Scooter:</b> Rs. 3.00 per KM
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6. For travel within twin cities and suburbs in connection with his duty the staff may be paid actual charges by auto/bus against the approval of administrative authority / Principal.

7. i) T A is admissible for each day of absence from Head Quarters at a place beyond a radius of 8 K M from the twin cities
- ii) 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.
- iii) D A can be drawn only during absence, on duty from Head Quarters of more than 8 hours.
- iv) If free lodging and boarding are provided, only  $\frac{1}{4}$  of D A is admissible.
- v) If free bearding is provided only  $\frac{1}{2}$  daily allowance is admissible
- vi) if free lodging is provided  $\frac{3}{4}$ <sup>th</sup> of the D A is admissible.