

# CHAPTER 1

## EXTENT OF APPLICATION

### **Name**

The Rules contained in this Administrative Manual shall be called the “MallaReddy Engineering College and Management Sciences-Service Rules 2020” (Governing the service conditions of all the Employees of the Institute, both Teaching and Non-teaching staff) and will come into force with effective from 01 January 2021.

### **Application**

- a) These Rules shall apply to all the Employees of Malla Reddy Engineering College and Management Science, Kistapur (V), Medchal Mandal and District, 501401, Telangana State.
- b) In respect of matters not specifically provided for in these Rules, the Governing Body of the Institution shall be competent to issue such Directions or Orders as it may consider appropriate and such instructions shall be treated as part and parcel of these Rules and shall have the same effect.
- c) Points requiring interpretation or clarification or any cases of doubt shall be referred to the Governing Council, whose decision shall be final.
- d) All the Employees are required to familiarize themselves with these Rules immediately upon appointment since their services will be governed and regulated by these Rules, in addition to statutory requirements and other conditions which may be spelled out in individual appointment letters or the office orders.

In these Rules, unless there is anything repugnant to the context, the following words would have the meaning as assigned to hereunder.

## CHAPTER 2

### DEFINITIONS

“Institute” means the institute known as “**Malla Reddy Engineering College and Management Sciences**”, Kistapur.

“**Governing Body**” means the Governing Body of the Institute constituted as per the guidelines of the University Grants Commission / AICTE.

“**Chairman**” means the Chairman of the Institute.

“**Secretary**” means the Secretary of the Institute.

“**Director**” means the Director of the Institute.

“**Principal**” means the Principal of the Institute.

“**Employee**” means a person employed by the Institute as a Faculty member or non-teaching staff.

“**Headquarters**” means the Headquarters of the Institute i.e. Kistapur, Medchal.

“**Authorities**”, “**Officers**” and “**Professors**” respectively mean the Authorities, Officers and Professors of the Institute.

“**Faculty**” means a member of Teaching Staff of the Institute.

“**Staff**” means a member of Non-teaching (supporting) Staff of the Institute

“**Appointing Authority**” means the Authority empowered to make the appointment to a post.

“**Appointment to a post on a regular basis**”: A person is said to be “appointed on a regular basis” to a post, when (in accordance with these Rules or in accordance with the Rules applicable at the time, as the case may be) he/she discharges, for the first time, the duties of the post commencing the probation, instruction or training prescribed thereof, after receiving an order from the Chairperson/ Principal.

“**Appointment to a post on Contract or Tenure basis**”: A person is said to be “appointed to a post on Contract or tenure basis”, when he/she is appointed as such as mentioned in the order appointing him/ her.

“**Competent/Discipline Authority**” means

- A. The Chairman/Secretary in the case of the Principal, and
- B. The Principal in the case of all other Employees.

- a) He/ She is performing the duties of a post to which he/she is appointed or is undergoing probation, instruction or training prescribed for such post, provided that the performance of such duties is followed by confirmation, or
- b) He/ She is absent from duty on authorized holidays or on casual leave taken in accordance with instructions regulating such leave issued by the Governing Council, having been on duty immediately after such absence, or
- c) He/ She being a Teacher, is absent during vacation or
- d) He/ She is attending a conference of learned societies on deputation by the Institute

Or

He/ She is absent from headquarters attending to the work not connected with his/her usual routine but assigned to him/her by the competent Authority.

**“Lien”** means the title of an Employee to hold substantively either immediately or on the termination of a period or periods of absence, a regular post including a tenure post to which he/she has been appointed substantively.

**“Officiate”**: An Institution Employee officiates in a post when he/she performs the duties of a post on which another person holds a lien. The appointing authority may, if it thinks fit, appoint an Employee to officiate in a vacant post on which no other employee holds a lien.

**“Pay”** means the amount drawn monthly by an Employee as:

- a) The Pay (other than Special Pay granted in view of his/her personal qualifications) which has been sanctioned for a post held by him/her substantively or in an officiating capacity, or to which he/she is entitled by reason of his/her position in a cadre, and
- b) Special Pay and personal pay and
- c) Any other emoluments, which may be specially classified as Pay by the Governing Body

**“Regular post”** means a post carrying a definite scale of pay sanctioned by the Governing Body or mentioned in the order of appointment.

**“Probation”** means the time period during which a fresh entrant to the service or a person appointed to a higher post for the first time by promotion is put on test for determining his/her fitness to hold the post in service.

**“Period of Probation”** means the period of probation prescribed by the Governing Body or mentioned in the order of Appointment. It can be extended if Management feels candidate performance is not satisfactory.

**“Probationer”** means an Employee, who has not completed the period of his/her probation.

**“Personal Pay”** means an Additional Pay granted to an Institute Employee

- a) To compensate him/her from a loss of substantive pay in respect of regular post other than a tenure post due to a Revision of Pay or from any such reduction of substantive pay other than as a disciplinary measure, or
- b) In exceptional circumstances on other personal considerations.

**“Special Pay”** means an addition to the pay of an employee, granted in consideration of

- a) The specially arduous nature of duties, or
- b) A specific addition to the work of responsibility.

2. **“Substantive Grant”** means a monthly grant made to an Employee under suspension, who is not in receipt of pay or leave salary.

**“Substantive Pay”** means the pay other than Special Pay and Personal Pay drawn in a post held in regular capacity.

**“Tenure Post”** means a post, which an individual Employee holds for a limited period.

**“Time Scale of Pay”** means Pay which, subject to any conditions prescribed in these Rules, rises by periodical increment from a minimum to maximum.

**“Teaching Staff”**: The Teaching Staff shall comprise the following categories

- (a) Director
- (b) Principal
- (c) Professors
- (d) Associate Professors
- (e) Assistant Professors
- (f) Librarian
- (g) Physical Director
- (h) and any other category of post declared by Governing Body as teaching Staff.

**“Non-teaching Staff”**: All employees related to Admin, Accounts Dept., Programmers, Lab Assistants, Library staff, Office Assistants and Executive Assistants to all HODs.

**“Contingent Staff”:** Other than teaching and Non-teaching staff who come under the Contingent staff are Attenders, Housekeeping staff, Sweepers, Drivers, Gardeners, Scavengers, Electricians, Plumbers and Security staff

## **CHAPTER 3**

### **CLASSIFICATION OF EMPLOYEES**

Employees in MREM are classified into the following categories:

#### **REGULAR EMPLOYEES :**

A person who is appointed against a Regular Post carrying scale of pay and who has satisfactorily completed the probation period stipulated in the appointment order or the extended probation period to the entire satisfaction of the Management and who has been confirmed is called Regular Employee.

The Appointing Authority has the powers to terminate the services of any Regular Employee if the retention of that Employee in service is considered undesirable (detrimental to the interest of the Institute) or on medical grounds (certified by a medical authority nominated by Governing Council) by giving 3months’ notice or by paying 3 months’ salary in lieu thereof.

#### **PROBATIONER:**

An Employee who is provisionally appointed to a Regular Post and who has not completed the probation period is called a Probationer. The probation period may be extended further at the discretion of the Management or may be dispensed with before the completion of the initial probation period or the extended probationary period as the case may be. If a Regular Employee is appointed as a Probationer on any other post, on a promotion he may at any time be reverted to his substantive / original post, during or after the probationary period. The services of a Probationer can be terminated with one month notice on either side or by paying one month salary in lieu thereof.

## CHAPTER 4

### APPOINTMENTS AND SCALES OF PAY

#### APPOINTMENTS :

- a) Governing Body shall have the power to decide whether a particular post is to be filled by open advertisement or by invitation or by promotion from amongst the employees of the Institution.
- b) Selection Committee for filling Teaching posts by open advertisement shall be constituted by the Governing Body as per the Govt. Rules in vogue.
- c) Selection Committee for Non-teaching posts shall be constituted by the Governing Body
- d) If the post is to be filled by open advertisement, it shall be advertised by the Chairman. Applications received shall be scrutinized by the Director/Principal for determining the candidates to be called for Interview.
- e) The Selection Committee conducts the interviews for the short listed candidates and makes its recommendations to the Governing Council, the names of the selected candidates being arranged in the order of merit.
- f) No act or proceedings of any Selection Committee shall be questioned on the ground merely of the absence of any member or members of the Selection Committee.
- g) Provided that any meeting of the Selection Committee, if found necessary, the Chairman shall give at least a week's notice of the meeting to the members of the Selection Committee.
- h) Qualifications required for a post in the Institute shall be such as may be determined by the Governing Body from time to time, taking into consideration the norms prescribed by the UGC /AICTE.
- i) Chairman shall be the Appointing Authority for all the posts in the Institute

#### SCALES OF PAY :

- a) Teaching Posts: Keeping the UGC/AICTE scales in view the Governing Body of the Institute will decide from time to time the Scales of Pay to be offered to the Teaching posts.
- b) All other Posts: Scales as prescribed by the Governing Body from time to time.

**ALLOWANCES:**

Dearness Allowance & House Rent Allowance shall be adopted as decided by the Governing Body of the Institute from time to time.

**FIXATION OF PAY:**

A member, who is appointed to a post shall unless otherwise stated be eligible to draw pay at the minimum of the time scale of pay of that post. A member, who is holding a post in a time scale and is promoted to a higher post shall be entitled to draw pay in the time scale of pay of the higher post at the stage next.

Where, however, he/she had reached the maximum of the scale of the lower post at the time of such promotion, his/her pay in the higher post will be fixed in the same manner giving notional increment in the lower post and onward fixation at the next stage of the scale in the higher post.

**INCREMENTS:**

- a) All services in a post on a time scale of pay shall count for increments in that time scale, unless and otherwise specifically mentioned contrarily.
- b) Leave other than leave without pay shall count for increments in the time scale applicable to the post, which the Employee holds, and on the post on which he/she holds lien, provided, however, that the Appointing Authority shall have the power to direct that the leave without pay shall be counted for increments, if it is satisfied that such leave was taken on account of illness or for any other cause considered by the Governing Body as proper and reasonable.
- c) Where the probation of an Employee is extended, the authority which extended the probation shall decide whether the second increment shall be allowed to be drawn or kept in abeyance until the Employee concerned completes the period of extended probation and is ultimately confirmed by the Appointing Authority.
- d) The quantum of increment will be decided as per the guidelines in force which are issued by the Governing Body from time to time.
- e) The Chairman shall be the Authority to sanction the drawl of increment by the Director/Principal and Other employees.
- f) Annual performance of teaching and Non-teaching staff is evaluated based on Self-Appraisal form submitted by staff by HOD, Principal and Chairman.

**WITHHOLDING OF AN INCREMENT:**

When an increment of an Employee is withheld as a disciplinary measure, the Authority ordering the withholding of the increment shall state the period for which the increment shall be withheld and whether it shall have the effect of postponing the future increments i.e. with or without cumulative effect. When an increment is withheld for a certain period, this period shall be exclusive of any interval spent on leave before the period is completed.

**PROMOTION POLICIES :**

Promotions to higher position shall be considered on the basis of competency, past performance, qualification, merit & seniority basis. Under normal circumstances the senior most members of the staff shall be considered for promotion to the next higher level position, based on the eligibility and merit subjected to the vacancy and requirement. Hence, Promotion is not automatic and cannot be claimed by an employee as a matter of right. The institute will consider the UGC/AICTE/JNTUH rules and regulations for promotions in case of teaching positions.



# CHAPTER 5

## GENERAL CONDITIONS OF SERVICE

### **MEDICAL AND OTHER CERTIFICATES TO BE SUBMITTED:**

Every appointment shall be subject to the conditions that the appointee is certified, as possessing sound health and that he/ she are physically and mentally fit for service, by a Medical Authority nominated by the Governing Body. The Governing Body may, however, for sufficient reasons relax the medical requirements in any particular case or cases, or dispense with such medical examination in any particular case or cases, subject to such conditions, if any, as may be laid down by Governing Body. The Employees shall hand over their Medical Fitness Certificate and other original certificates like SSC, Intermediate, B.Tech, M.Tech, PhD etc. to the Director/Principal at the time of joining duty.

Every employee will be required to declare his Date of Birth and Age and produce original School Leaving Certificate in support. Once the date of birth is recorded, it will not be permitted to be altered / changed subsequently. In case of ambiguity, the Appointing Authority shall establish the age of the Employee, which shall be final and conclusive for all purposes concerning his employment including retirement.

All Employees shall notify in the administrative office immediately if any change in their local / permanent address takes place, but not later than 3 days of such a change. A communication forwarded by the Management/Administrator to the recorded address shall be regarded as sufficient compliance of the purpose for which the communication is addressed.

### **FULL-TIME EMPLOYEE:**

a) Unless otherwise stated specifically in the terms of appointment, every Employee is a whole-time Employee of the Institute, and may be called upon to perform such duties, as may be assigned to him / her by the Director/Principal/Secretary even beyond scheduled working hours and on Holidays and Sundays.

b) An Employee of the Institute shall devote his/her whole-time to the service of the Institute and execute such duties as may be assigned to him/her by the Director/Principal/Secretary.

c) He/ She shall not engage directly or indirectly in any trade or business or in private tuitions or any other work, which may interfere with proper discharge of his/ her duties.

But the prohibition herein shall not apply to academic work and consultative practice etc., undertaken with the prior permission of the Director/Principal/Secretary, which may be given subject to such conditions as regards acceptance of remuneration that may be laid down by the Governing Body.

#### **PROBATION:**

a) All persons appointed to regular posts in the Institute shall be on probation for a period of One year.

b) Persons appointed to higher posts by promotion shall also be on probation for ONE year.

c) The Appointing Authority shall have the power to extend the period of probation of any Employee of the Institute for such period as may be found necessary.

#### **CONFIRMATIONS:**

When any Employee completes his/her probation, or extended period of probation, the Appointing Authority shall decide whether his/her probation is completed satisfactorily, and If it is so decided, he/she may be regularized in the post in which he/she completes the Probation.

If the Appointing Authority fails to decide within 6 months from the date of completion of the prescribed period of probation the Employee will be deemed to have completed the Probation satisfactorily. An Employee, if confirmed after successful completion of probation, Shall continue to hold the office.

#### **TERMINATION OF SERVICE:**

a) Where it is proposed to terminate the employment of a probationer during the period of probation, for any specific reason or on account of his/her unsuitability for the service or on disciplinary grounds, the probationer shall be apprised of the grounds of such proposal and given an opportunity to show cause against it, before orders are passed by the Authority competent to terminate the employment on one months' notice.

- b) If any employee is not regularized after the period of probation and his/her probation also is not formally extended, he/she may be apprised of the reasons there for within 6 months and he/ she shall be deemed to have been continued on a temporary basis and his/her services may be terminated by the Appointing Authority by giving one months' notice.
- c) The Appointing Authority shall have the power to terminate the services of any employee appointed on tenure basis without any notice.
- d) The Governing Body shall have power to terminate the services of any regular employee by giving him/her three months' notice, if the member's retention in service is considered undesirable on medical grounds certified by a Medical Authority nominated by the Governing Council, and also on the grounds of misconduct, misappropriation, dereliction of duty, inefficiency, etc.
- e) The Governing Body shall have the power to terminate the services of any regular employee on grounds of retrenchment or for reasons of austerity by giving three months' notice in writing to the Employee concerned.
- f) Services of a probationer or a regular employee can be terminated forthwith by paying notice pay in cases under rules (a), (b), (d) and (e) above instead of keeping him/her in service during the notice period.

#### **RESIGNATION:**

- a) A member of regular staff may resign from his/her post and terminate his/her engagement with the Institute by giving to the Appointing Authority 3 months' notice or by paying 3 months pay in lieu thereof. The vacation enjoyed by such an Employee during the notice period will not be counted as part of the notice period. However, the Appointing Authority may, for sufficient reasons, accept the notice for a lesser period also.
- b) Unless otherwise stated specifically in the terms of appointment an Employee on probation may terminate his/her engagement in the Institute by giving to the Appointing Authority one month notice or by paying one months' salary to the Institute in lieu thereof. The vacation enjoyed by such an Employee during the notice period will not be counted as

part of the notice period. However, the Appointing Authority may, for sufficient reasons, accept the notice for a lesser period also.

c) On termination / resignation of the service, an Employee shall give a proper account of all Identity Cards, Clothing, Reports and Records, Papers, Books, Tools, Instruments and other property of the Institute in his/her possession/custody/charge before the last payment of outstanding salary. The value of all shortages and / or damages to the Institute tools, instruments, and other property in the Employee's possession/custody/ charge shall be recoverable from him/her and without prejudice to any other mode of recovery, may be recovered by adjustment against whatever is payable to him/her.

d) The Employee will be required to compensate the Institute for all losses/damages caused by him/her to the Institute premises and all movable property therein. Failure to comply with all or any of the above provisions shall entitle the Institute to withhold the Employee's dues to make appropriate deductions there from and to take such other action as may be deemed fit, which also includes the initiation of Legal Proceedings in the Court of Law.

#### **APPLICATIONS FOR OUTSIDE APPOINTMENTS :**

a) An employee who is on probation shall not be permitted to apply for Appointment outside the Institute, provided, however, that he/she shall resign before applying for such an Appointment.

b) The maximum number of Applications from a member of regular staff for appointment outside the Institute shall be restricted to two per Calendar Year.

#### **RETIREMENT:**

The Age of Retirement of all members of teaching staff (faculty) shall be 60 years and in case of other staff it shall be 58 years. However, an Employee's services can be terminated by the Management even before his/her superannuation on the grounds of physical or mental infirmity, inefficiency or incapability to work, or if he/she outlived his/her utility.

**SENIORITY:**

The seniority of an Employee in a post shall be determined by the date of commencement of his probation in that post. In case of two or more persons selected for appointment at the same time for a category of post, the Appointing Authority shall fix the order of seniority among them having regard to the order in which they have been placed by the Selection Committee, if any, which has included them in that panel.

**TRANSFER:**

Every Employee is liable to be transferred from one Department to another in the Institute.

# **CHAPTER 6**

## **LEAVE RULES FOR ALL CATEGORIES OF EMPLOYEES**

### **6.1 GENERAL RULES TO AVAIL LEAVES:**

1. These leave rules shall be called the “MREM” Leave Rules 2016.
2. They shall be deemed to have come into effect from 01 January 2016. They shall be applied to all categories of employees of the Institution appointed on a regular basis.
3. Application of an employee for any kind of leave shall be considered only when the alternative arrangements for his/her work are made.
4. Any employee can proceed on leave only after the leave is sanctioned.
5. A leave account shall be maintained for each kind of leave and for each employee in the appropriate form
6. Leave is earned by “Duty” only. Duty for the purpose of determining the leave eligibility includes
  - i. Any period of absence on casual leave
  - ii. Any period of absence on Public Holidays whether in combination with casual leave or when permitted to be prefixed or suffixed to leave under these rules.
  - iii. Any period of absence on vacation either during a continuous period or when permitted to be prefixed or suffixed to leave under these rules.
7. Period of absence on extraordinary leave, that is Leave on Loss of Pay (LLOP), cannot become part of duty.
8. Leave cannot be claimed as a matter of right. Mere submission of application for leave will not be deemed that the leave has been sanctioned. The sanctioning authority has full discretion to refuse or revoke leave of any description when the exigencies of service so demand.
9. The Sanctioning Authority may recall an Employee to duty before the expiry of his / her leave.
10. Unauthorized absence from duty may be treated as misbehavior that attracts disciplinary action under conduct Rules.
11. An Employee on leave shall not take up any service or accept any employment or office of profit without the prior sanction of the Appointing Authority.

12. Any leave must be applied for well in advance. In case of emergency, telephonic or e-mail intimation should be given to the concerned head and on rejoining; proper leave application should be put up and regularized.
13. Leave, even if entitled, if availed without intimation/permission will be deemed as absence from duty resulting in loss of pay and also will be treated as “Dies Non”
14. Every application for leave on medical grounds shall be accompanied by a Medical Certificate given by a Registered Medical Practitioner. No employee who has been granted leave on medical grounds may return to duty without first producing a Medical Certificate of fitness.
15. Leave on loss of pay (LLOP), and Earned Leave (EL) cannot be availed for a period of less than one day. Also LLOP, EL cannot be availed for one day split into two halves as AN and FN of two consecutive working days.
16. Holidays Prefixed or suffixed of any kind leave will not be counted as leave. However, intervening holidays falling the period of all other kinds of leave except the Casual Leave and Academic leave will be counted as leave.
17. While availing Vacation, a week will be calculated from Monday to Saturday. Intervening days will not be considered.
18. An Employee who leaves his place of duty during vacation is liable to be recalled.
19. In the case of the Principal, Secretary / Chairman of the Governing Body will be the authority to sanction leave. The Principal shall be the authority competent to grant leave to all other Employees.
20. An Employee cannot return to duty before the expiry of leave sanctioned to him/her unless he/she is permitted by the competent authority to do so.
21. The general holidays admissible in any calendar year will be announced in the month of December of the previous calendar year. However, though the Republic day (26th Jan) and the Independence day (15th Aug) are holidays, the attendance of all the Employees at the unfurling flag hoisting ceremonies on these days is mandatory.
22. Employees are advised to plan their leave to ensure that they do not exceed their entitlement. Improper planning and availing leave in excess of their entitlement will adversely affect the employees as under
  - a) Extension of probation period or date of increment.
  - b) Delay in confirmation and fixation of regular scale of pay.
  - c) Non-eligibility for earned leave.

23. If the leave availed is more than the entitlement, then the probation/confirmation will be extended depending upon the number of days of leave availed in excess of the entitlement. Pay will be deducted in the following month for the days of absence in excess of entitlement.

#### **LEAVE RULES FOR THE EMPLOYEES :**

Rules relating to the different kinds of leave that can be availed by a regular employee are described below.

##### **(A) CASUAL LEAVE (Regular staff):**

1. Casual leave will be admissible to a Regular Employee of the Institute for a total period not exceeding 12 days in a Calendar Year, the quantum of casual leave admissible to him/her will be on proportionate basis.
2. Casual leaves will be credited in advance @ 6 days and 6 days on 1st January and 1st July respectively every year for every completed six months of service or fraction thereof, depending upon their date/month of their joining service. Casual Leave will be credited on a pro-rata basis for fraction of service. Correspondingly, if any employee relinquishes his/her appointment, proportionate adjustment by debiting the leave account will be affected before final payment.
3. Casual Leave may be granted, subject to eligibility, for a period not exceeding 10 days at a time, including holidays.
4. Any balance period of casual leave shall lapse with the calendar year.
5. Casual leave should not be combined with any kind of regular leave or with vacation.

##### **(B) CASUAL LEAVE (Probationary):**

1. Casual Leave will be admissible to Probationary employee of the Institute for a total period not exceeding 12 days in a calendar year during the first year and 12 days for the subsequent years.
2. This leave will be credited to the individual employees' account every month after completing the respective month during the first year and thus Casual Leave cannot be availed in advance. For subsequent years, the leave will be credited on par with regular employees in advance.
3. If the Employee joins the Institute in the middle of the Calendar Year, the quantum of Casual Leave admissible to him/her will be on a proportional basis.



4. It may be granted, subject to eligibility, for a period not exceeding 10 days at a time, including Holidays.
5. Un-availed Casual leaves shall lapse with the calendar year.

**(A) VACATION (Regular staff):**

1. Teaching staff (faculty) are eligible for 2 weeks (12 days) of vacation in every Calendar Year. They can avail vacation whenever it is declared as per the guidelines issued.
2. If they cannot be granted full 2 weeks (12 days) and are retained during part of the vacation they would be compensated with a quantum of earned leave at 1/3 of the period of un-availed vacation in the year.
3. Regular Non-teaching staff are also eligible for 1 week (6 days) of vacation in every Calendar Year. They can avail vacation whenever it is declared as per the guidelines issued.
4. Vacation may be taken in combination with or in continuation of any kind of leave other than casual leave and Academic leave i.e. earned leave, half-pay leave (to be described below) provided that the total duration of vacation and leave shall not exceed 120 days under any circumstances.

**(B) VACATION (Probationary):**

1. All Probationary/Contract employees are eligible to avail the vacation after completion of one full year of service without any break or loss of pay.
2. Teaching staff (faculty) are eligible for 2 weeks (12 days) of vacation in a Calendar Year. They can avail vacation whenever it is declared as per the guidelines issued.
3. Non-teaching staff are also eligible for 1 week (6 days) of vacation in a Calendar Year. They can avail vacation whenever it is declared as per the guidelines issued.
4. Vacation may be taken in combination with or in continuation of earned leave (except Casual Leave) provided that the total duration of vacation and leave shall not exceed 15 days under any circumstances.

**ACADEMIC LEAVE:**

1. Academic leave, not exceeding 10 days in a calendar year, may be granted to the regular Teaching staff (faculty) member of the Institute for academic purpose such as pursuing higher studies, attending meetings of Board of Studies of JNTU or any other

University recognized by UGC and attending Workshops, Seminars, Conferences and Symposia.

2. When the teaching staff (faculty) member is on vacation, he/ she cannot avail Academic Leave.
3. A support document confirming the purpose of the Academic Leave should be submitted along with leave application.
4. The Academic Leave cannot be combined with any other kind of leave or Vacation.

#### **MATERNITY LEAVE :**

1. Maternity leave is admissible to Regular married Women Employees with at least two years of regular service in this institution and can be availed only once during the service period.
2. The leave may be sanctioned up to 90 days on full pay.
3. The leave is not admissible in case of Women Employee who has two or more surviving children
4. The total duration of Maternity Leave in combination of any other leave or vacation shall not be more than 120 days.
5. An Employee who goes on maternity leave or vacation in combination of any kind of leave should be able to continue in the work immediately after completion of the said leave in the subsequent academic semester to entitle the leave salary of the said leave period"
6. If not, there is no justification in granting such long leaves to the employees with monetary benefits as the institution suffers from the work adjustments. Those who go on long leave on loss of pay as mentioned above may be continued on the rolls without any monetary benefit subject to their requirement.

#### **COMPENSATORY CASUAL LEAVE (CCL) :**

This leave is granted to staff up to the cadre of Associate Professor (but not to HODs and Professors) only when they perform non-remunerative duties assigned by the HOD or Director/Principal, during vacation or on a holiday. It is not granted when any remunerative duties are assigned-like JNTU examinations or any other entrance/competitive examinations conducted at this Institution. The CCL may be availed within the period of 3 months from date of work.

#### **LEAVE SALARY:**

Salary during any kind of leave will be paid only on re-joining duty by the employee. An Employee who goes on maternity leave or vacation in combination of any kind of leave as said above should be able to continue in the work immediately after completion of the said leave in the subsequent academic semester without any break to entitle the leave salary of the said leave period.

#### **UNAUTHORIZED ABSENCE:**

An employee who is not attending duty (after exhausting all the leaves at his/her credit and therefore is on loss of pay) or absent unauthorized, for a period of 6 months (one month on genuine medical reasons) in case of Regular Service and 1 month in case of Contract Service will be liable for termination from service w.e.f. the day on which he/she has exhausted all his/her leaves.

#### **LATE REPORTING / EARLY OUTING:**

All employees are to adhere to the Institute timings / shift timings as applicable. Half day Casual Leave will be debited from their CL credit for every 3 late comings / early outings in a month. However, a grace period of 10 minutes of scheduled time is allowed. If there is no CL at credit, corresponding EL will be debited.

## **CHAPTER 7**

### **LEAVE RULES AT A GLANCE FOR ALL EMPLOYEES**

Leave Type	Entitlement		Availability	Purpose	Restrictions
	Regular Staff	probation Staff			
<b>Casual Leave</b>	12 days per annum	12 days p.a. during First Year	CLs will be credited in advance to employee's leave A/c in two installments on 1 January & 1 July every year @ 6 days and 6 days respectively to the regular staff.	For any casual purpose.	1. Cannot be combined with any other leave or vacation except CCL. 2. Holidays can be prefixed or suffixed. 3. Intervening holidays will not be counted.

Academic Leave (Only for Teaching Staff)	10 days	Nil	ALs will be credited to Employee's leave A/c on 1 January every year in advance	For attending BOS Meetings, Workshops, Seminars, Conferences & pursuing Ph.D.	1. Cannot be combined with any leave or vacation. 2. Cannot be sanctioned during vacation.
Vacation	2 weeks p.a. for teaching Staff & 1 week p.a. for non-teaching staff	2 weeks p.a. for teaching Staff & 1 weeks p.a. for non-teaching staff	The period of vacation will be credited on 1 January every year to individual leave a/c. who completes one full year service in MREM without any loss of pay.	Only as per schedule declared. Un availed vacation cannot be carried forward and converted.	1. Cannot be combined with CL or CCL 2. A week is considered from Monday to Sunday 3. Intervening days of the week will not be considered for availing vacation.

	<b>Compensatory Casual Leave (CCL)</b>	Limited to 5 days p.a.	No Limit	When an employee worked not less than 3 hrs. on holidays or vacation.	For any purpose	1. Professors & HODs are not entitled. 2. Bio-Metric attendance (both in & out) is mandatory on the day of working for availing the leave.
	<b>Maternity Leave</b>	90 days	Nil	Married Women Employees on completion of two years of regular service in MREM are eligible once in their service.	Sanctioned during the maternity time on production of documentary evidence.	Total duration of Maternity leave in combination of any other leave or vacation shall not be more than 120 days
	<b>Permission for Late Coming/ Early Outing</b>	No such permissions are entertained hereafter unless there is an emergency. Such Permissions are limited and considered depending on the employee's punctuality at work. However, the total late comings / early outings in a year will be calculated during the appraisal. No such permissions will be entertained on half day leaves.				
	Late reporting / early outing	For every 3 late comings / early outings, a Half day CL will be debited from the Employee's leave A/c. If there are no CLs at credit, corresponding EL will be debited.				
		From 9.30 am to 12.30 pm – Forenoon & From 12.30 pm to 4.00 pm -After noon. No				
	Timings for half-day leaves	Permissions for late coming / early outing are entertained for half-day leave. Bio-Metric attendance is mandatory while coming or going on half days also.				
	<b>Bio-Metric attendance</b>	Employees are requested to ensure that their attendance is marked daily. No frequent requests for consideration of missing the bio-metric impressions are encouraged from the staff.				

Leave on Intimation: An employee who availed leave on telephonic intimation should regularize the leave by putting up proper leave application immediately on rejoining duty to avoid absent mark.

General All employees are to ensure the availability of leave from E-cap before applying any leave.

## **CHAPTER 8**

### **WELFARE MEASURES & GENERAL BENEFITS**

These benefits are applicable to the Regular and Contract Employees only. The Employees of MREM shall furnish to the Institute office immediately the details regarding their legal heirs or nominees if they have not already done so.

#### **EMPLOYEE PROVIDENT FUND:**

All the employees of the Institute shall be covered by the Employees Provident Fund Act, subject to their salary ceiling limit.

#### **HEALTH INSURANCE:**

The Employees of MREM are not entitled for any reimbursement of medical expenses incurred for the treatment of themselves or their family members. However, they are eligible for partial reimbursement of premium (as decided by the management from time to time) as against the premium paid by them towards the Health Insurance Policy taken by them on production of documentary evidence.

#### **GROUP GRATUITY SCHEME:**

All the Employees holding regular posts and drawing scale of pay will be covered by the Group Gratuity Scheme maintained by L I C of India at the cost of the Institute as per the rules of Payment of Gratuity Act in force.

#### **PERSONAL ACCIDENT POLICY:**

For all the Staff, Management is providing Personal Accident Policy with a coverage of 5 Lakhs per member from a reputed Insurance company every year.

#### **E.S.I. BENEFIT:**

Non-Teaching staff of the Institute shall be covered by the ESI Benefit subject to their salary ceiling limit As per ESI Act.

#### **SUBSIDIZED TRANSPORTATION FACILITY:**

This facility is applicable for the staff for a nominal fee on all the bus routes operating in various parts of Hyderabad city.

#### **INCENTIVES FOR Ph.D., AWARDES:**

Special allowance per month will be paid to faculty based on their Designation after completing their Ph.D.

**INSTITUTE IS OFFERING IN CENTIVES INORDER TO ENCOURAGE PROFESSIONAL DEVELOPMENT:**

Institute of is offering incentives to publications in quality journals like SCROUPUS and other free journals in order to encourage professional development.

For Presentations -Registration fee will be paid as per the rules of MREM in force.

**FINANCIAL SUPPORT TO ATTEND VARIOUS SEMINARS/WORKSHOPS:**

MREM sponsors the Teaching by paying the Registration Fees to attend VARIOUS FACULTY DEVELOPMENT PROGRAMS (FDP)/ SEMINARS/WORKSHOPS/ Orientation /Refresher courses/STTPS.

Non-Teaching Staff will be paid while attending to skill development programs

**FINANCIAL SUPPORT TOWARDS MEMBERSHIPS OF PROFESSIONAL BODIES:**

The Institute will pay up to 50% of the membership fee towards memberships of fee of professional bodies based on the eligibility criteria.

**STUDY LEAVE FOR PROFESSIONAL DEVELOPMENT:**

For Teaching staff Academic Leaves will be given to attend Seminars, Training Programs, Workshops &Symposiums and Non-Teaching staff for their higher studies according to MREM Leave rules.

**R&D AND CONSULTANCY INCENTIVES:**

R & D and Consultancy Incentives are provided as per the MREM R&D and Consultancy Policy.( <https://www.MREM.ac.in/policy/> )

**OTHERS:**

- a. The Employees of MREM are not entitled to encashment of Earned Leave. They can only avail them while in service.
- b. They are not entitled to Leave Travel Concession.
- c. They are not entitled to any pensionary benefits.



d. They are not entitled to any other service benefits except those specifically provided for in this manual.

e. They are not entitled to claim the employment to their spouse/children on compassionate grounds on their death during the service.

## **CHAPTER 9**

### **EMPLOYEES RELATED RULES & REGULATIONS**

**IN FULFILLMENT OF THEIR OBLIGATIONS TO THE TEACHING PROFESSION, TEACHERS WILL STRIVE TO:**

#### **CODE OF ETHICS FOR TEACHERS:**

- Advance the interests of the teaching profession through responsible ethical practices. Regard themselves as learners and engage in continual professional development.
- Be truthful when making statement about their qualifications and competencies. Contribute to the development and promotion of sound educational policy.
- Contribute to the development of an open and reflective professional culture.
- Treat colleagues and associates with respect, working with them in a very congenial environment.
- Assist newcomers to the profession, disclosure is required by the law or serves compelling professional purpose.
- Respect confidential information on colleagues.
- Speak out if the behavior of a colleague is seriously in breach of this code.

#### **RESPONSIBILITY AND ACCOUNTABILITY :**

- Teachers should handle the subjects assigned by the Head of the Department.
- Teachers should complete the syllabus in time. Teachers shall produce good results in the subjects handled by them and are accountable for the same.
- Student - Counsellor System must be effectively implemented. Teachers shall monitor the respective group of students who are attached to them.
- Assignment topics for each course are to be given to the students with in a week of the beginning of the semester.

- Assignments should be written in Note Books. The Note Books are to be collected from the students in time and returned to the students after correction.
- Two CIA Tests are to be conducted in a semester. Answer books are to be valued and marks are to be informed to the students. Marks for the assignments, CIA Tests, Seminars if attended are to be entered in the counseling report.
- Teachers should be good counselors and Facilitators. They should help, guide, encourage and assist the students to ensure that the Teaching- Learning Process is effective and successful. Value based education must be their motto.
- Teachers should maintain decorum both inside and outside the classroom and set a good example to the students.
- Teachers should carry out other academic, co-curricular and organizational activities that may be assigned to them from time to time.

#### **DRESS CODE: FACULTY:**

Following is the dress code for the faculty of Institute to reflect a positive image  
Gentlemen : Tucked in formal shirts and shoes

Ladies : Formal attire in Saree / Chudidhar with dupatta

#### **ID CARD:**

It is Mandatory for students and staff to display ID cards at all times when they are in campus. Staff Should avoid taking ID cards from students when they are involved in undesirable activities. ID Cards can be demanded only to ascertain the identity of students. After noting the details of student, ID card must be returned to the student concerned on the spot.

#### **PARENT –TEACHER COMMUNICATIONS:**

Faculty should not summon parents to the Institute under any circumstances. Parents shall be invited to the campus only on the recommendation of the College Discipline Committee.

#### **STUDENTS - LATE COMING:**

- Students should not be denied admission into the classrooms / Labs when they report late for the classes. However, such students shall automatically lose attendance for those Classes.
- Teachers must desist from awarding physical punishments to students indulging in misbehavior in the classrooms. However, they can warn such students or report to the HOD/Principal for necessary action.

- Cases of indiscipline, misbehavior or insubordination should be dealt at HOD or Principal level as such teachers should not threaten the students in the name of marks or other punitive action for their lapses or indiscipline.

#### **TAKING ATTENDANCE:**

- Staff members must take attendance within first 5 minutes of starting the period.
- Latecomers should not be denied admission into the classes for being late. However, such students need not be given attendance.
- Teachers are advised to refrain from awarding punishments like:
  - Dismissal from the class rooms.
  - Making them stand in the class rooms.
  - Summoning their parents to campus.
- Trouble makers in the class rooms must be reported to the HOD / Principal for further action.
- Students violating dress code must be strictly warned failing which must not be allowed to attend the lecture classes, laboratories and Library.

#### **COURSE DIARY:**

Every faculty must maintain a course diary for each subject offered during semester /year. Its shall have following details:

Syllabus

Lecture Plan

Lecture notes for each period

Date and time of preparation

Date and time of delivery

#### **CLASS ADJUSTMENT BEFORE GOING ON LEAVE:**

- As per the rules of the institute staff members must adjust their classes and Show the consent of the substitute teacher to the HOD before going on leave.
- All the staff members are advised to strictly follow the above procedure; failing which the leave will be treated as unauthorized with loss of pay.

#### **INSTRUCTIONS TO INVIGILATORS:**

- Report to the Chief Superintendent at least 30 minutes before the commencement of Examination. Collect the seating arrangement, examination stationery and be present at the respective hall at least 15 minutes prior to the commencement of examination.
- The candidates should be present in the examination halls before the commencement of examination and no candidate should be allowed after the commencement of the Examination. Ensure that the candidate should not carry any material except Hall ticket, ID card and non- programmable calculator into the examination halls. Programmable Calculators, Cell Phones and other electronic items are not allowed for the examinations.
- Ensure that the relevant question papers are given for distribution in the hall.
- Candidates are not allowed to leave the examination hall until 3 hours from the commencement of examination.
- Please ensure to collect the answer book from the candidates before they leave the examination hall.
- Malpractice cases, if any, should be reported to the Chief Superintendent immediately. Invigilators should not take the liberty of condoning the defaulters by giving oral warning.

#### **NORMS FOR CONDUCTING UNIVERSITY PRACTICAL EXAMINATIONS:**

- Practical examinations have to be conducted in the respective Laboratories /Workshops / Drawing Halls only.
- Both the examiners (Internal and External) have to assess the students for the marks assigned for practical's. Internal examiners have to brief the external examiners regarding allocation of marks for each component of practical activity.
- Marks must be noted on the answer sheets clearly indicating the marks awarded for each component of practical activity.
- Both the examiners must sign on the Answer Sheets as well as on the award lists.

#### **DISCIPLINE IN COLLEGE BUSES:**

- All staff members traveling in college Buses should sit in the middle and last row to curb ragging in the Buses.
- Transport in-charge is requested to report the compliance of above instruction to the undersigned immediately
- .Senior faculty members are once again requested to keep a strict vigil on the students indulging in ragging.

## **GENERAL RULES FOR ALL EMPLOYEES :**

The following clauses define the code of conduct for the employees of MREM. They are equally applicable to both regular and contract employees.

1. Every Employee of the Institute shall be devoted to his/her duty and shall maintain absolute integrity, honesty, discipline, impartiality and a sense of propriety.
2. No Employee of the Institute shall behave in a manner which is unbecoming of such an Employee or which is derogatory to the prestige of the Institute.
3. No Employee of the Institute shall act in a manner which will place his/her official position under any kind of embarrassment.
4. No Employee of the Institute shall, in performing his/her official duties, act in a discourteous manner.
5. No Employee of the Institute shall, in his/her official dealings with the public and students, adopt dilatory tactics or willfully cause delays in disposal of work assigned to him/her.
6. No Employee of the Institute shall participate in any strike or similar activities including absence from duty without permission, hunger strike, etc; against the Management of the Institute
7. No Employee of the Institute shall,
  - a. while on duty, be under the influence of such drinks or drugs to such an extent as to render him/her incapable of discharging his/her duty properly and efficiently, or
  - b. Appear in public places in a state of intoxication, or
  - c. Consume such drinks or drugs in excess.
8. Every Employee shall be required to observe the scheduled hours of working during which he/she must be present at the place of his/her duty. No Employee shall be absent from duty without prior permission. Even during leave or vacation no Employee shall leave headquarters except with the prior permission of the appropriate authority.
9. Whenever leaving the station, an Employee should inform the Director/Principal in writing through the respective Head of the Department, (or directly if the employee

happens to be the Head of the Department.), the address at which he/she would be available during the period of his/her absence from the Headquarters.

10. No Employee of the Institute shall engage directly or indirectly in any trade or business or hold any office of profit.

11. No Employee of the Institute shall take part in promotion, registration or Management of a company or a cooperative society or a business concern for commercial purposes.

12. No Employee of the Institute shall negotiate for or undertake any other employment or work except those connected with his official duties.

13. No Employee of the Institute shall join or continue to be a member of an association the objective or the activities of which are prejudicial to the interest of the sovereignty of India or Public Order

14. No Employee of the Institute shall, except with the permission of the Management of the Institute, ask for, or accept or in any way participate in the raising of any subscriptions or other pecuniary assistance from the other employees of the Institute in pursuance of any object whatsoever.

15. No Employee of the Institute, except with the permission of the Management, shall participate in radio broadcast, or drama, or any tele-serial or feature film.

16. No Employee of the Institute shall, by any public utterance, written or otherwise, criticize any policy or action of the Management of the Institute nor shall he/she participate in any such criticism.

17. No Employee of the Institute shall be a member of, or be otherwise associated with any political party or any organization in respect of which there is slightest reason to think that the organization has a political aspect and takes part in politics, nor shall he/she participate in, subscribe in aid of, or assist in any other manner, any political movement or activity.

18. No Employee of the Institute shall have recourse to the press or any Court of Law without first approaching the Governing Body through proper channel for redressal of his/her grievance(s).

19. No Employee of the Institute shall bring or attempt to bring any extraneous influence on his/her colleagues or the Management for the furtherance of his/her interests.

C No Employee of the Institute shall, in performing his official duties, act in a discourteous

or

i. Discriminatory manner with any woman colleague and/ or women students and shall not indulge in Sexual harassment in any manner either directly or by implication.

ii. Sexual harassment means as defined u/s 354 A of Indian Penal Code or any other law for the time being in force

iii. No Employee of the Institute shall contract another marriage without first obtaining the permission from the Management, notwithstanding that such subsequent marriage is permissible under the personal law for the time being applicable to him/her.

21. No Female Employee of the Institute whether un-married, or widowed, or divorced as the case may be shall marry any person who has a living wife without first obtaining the permission from the Management though the parties are governed by the personal law which otherwise permits contracting more than one marriage while the prior marriage is subsisting.

22. An Employee against whom insolvency proceedings have commenced in the Court of Law shall forthwith report the full facts thereof to the Institute within a reasonable time.

23. An Employee against whom criminal proceedings are initiated in a Court of Law shall immediately inform the Director/Principal of the Institute the details thereof within a reasonable time.

24. An Employee who is accused of civil or criminal offence and kept in police custody for more than 48 hours will be suspended from the service from the day he/she is taken into custody. During the suspension period he/she shall be paid only the subsistence allowance as decided by the Governing Body If he/she is proved guilty and convicted, then he will be deemed to have been dismissed from the service with effect from the Day of Judgment.

25. If he/she is proved innocent and acquitted, then the suspension shall be revoked and he/she shall resume duty from the day on which the judgment is passed acquitting him/her.

#### **MISCONDUCT:**

1. Without prejudice to the general meaning of the term misconduct, the following acts and / or omissions, which are illustrative and not exhaustive, shall be treated as serious misconduct.

2. Going on or participating in an illegal strike or abetting the same

3. Theft, fraud, breach of trust, or dishonesty by misappropriation of funds in connection with or damage to the property of the Institute or the property of another Employee/Office within the Institute premises.

4. Non-observance of safety measures or failure to use safety appliances like helmets, seatbelts etc., or interference with safety devices or firefighting equipment or disobedience of a safety instruction by the superior.
5. Carrying Institute's goods, files or office documents to the house/home or any other place outside the Institute without prior written permission of the Institute.
6. Un-authorized use of any of the Institute's facility/equipment or any other thing for personal use.
7. Leaking any confidential information relating to official matters.
8. Giving false information regarding one's name, father's name/ husband's name, date of birth, qualifications, details of previous service/salary particulars, address etc., at the time of joining the service in the Institute or thereafter.
9. Habitual late attendance and / or absence without leave and / or late attendance on more than three occasions within a month or similar omissions of leaving the premises before time.
10. Assaulting, abusing or intimidating any Employee of the Institute either within the premises or at any other place.
11. Demanding, taking or giving bribes/gifts or any illegal gratification or indulging in any corrupt practice and /or lending or borrowing money to and from any Employees.
12. Carrying on (directly or indirectly) benami transactions in the Institute premises like money lending business and / or other private business without the written permission of the Management or having private financial dealings with persons or firms etc, having business relations with the Institute for the sale and purchase of any materials, equipment or supply of labour, if any, or for any other purpose
13. Writing of anonymous or pseudonymous letters criticizing the Institute or any other employee of the Institute staff and making false reports regarding misconduct of colleagues and superiors or defamatory remarks against the Management.
14. Forming ad encouraging groups and holding meetings within the work premises or any other premises owned by the Institute without the prior written permission of the Management.
15. Habitual neglect of work or negligence in work.
16. Refusal to work on a job or a mission, which does not call for any additional skill or experience.
17. Hiding away and/or attempting to hide away any articles, documents or materials of the Institute.



18. Obtaining or attempting to obtain leave of absence on false pretension
19. Refusal to act in any position offered by the Management
20. Willful disfigurements, destruction or alteration or forgery of any record/file of the Institute.
21. Bringing or possessing or using alcoholic drinks, char as, bhang, ganja or any other intoxicant within the Institute's premises or reporting for work while under the influence of alcoholic drinks, drugs or narcotics.
22. Refusal to accept a charge sheet or an order or any other communication from the Management either in person or by post or through courier.
23. Entering or remaining in the work premises after the permissible/ authorized hours of duty.
24. Refusal to act on the accepted terms and conditions of service
25. Handling or attempting to handle any machine, equipment, apparatus or vehicle not entrusted to the charge of the Employee.
26. Falsifying or refusing to give testimony when an accident, misconduct or other matters are being investigated.
27. Interfering in the work of other Employees and / or the Management.
28. Doing private or personal work within the Institute premises without the previous permission of the Management.
29. Refusal to work on Holidays or on off days when required to do so, or refusal to work overtime, in the exigencies of the Institute work
30. Approaching higher authorities for personal promotion or favours or gains directly or through other people.
31. Refusing to undergo training as and when required by the Institute.
32. Copying in any form and taking the extracts of official documents with a view to keeping/storing/sharing them and maintaining files at home
33. Hiding or not disclosing (immediately after knowing) to the Management the breach of trust done by any other colleague
34. Making statements (in any manner whatsoever) to the press or other media without prior permission of the Management.

35. Fulfilling a task by other persons than the one to whom it has been assigned. In case of absence, the Employee has no right to bring another person to replace him, except with the prior consent/ permission of the Management.
36. Collection or canvassing for the collection of any money, whatsoever, for purpose not authorized in writing by the Management within the premises of the Institute.
37. Drunkenness, fighting, riotous, indecent or disorderly behavior or conduct likely to cause breach of peace or conduct endangering the life or safety of any other person.
38. Any act subversive of discipline and efficiency, and any act involving moral turpitude committed within the Institute premises, and outside if the same has bearing on the services of the employee.
39. Breach of any rules or instructions for the maintenance and or instructions for the running of any department or maintaining cleanliness.
40. Non-observance of dress code stipulated by the Management.
41. Refusal to give evidence in any enquiry against any other employee, charged with any misconduct.
42. Gambling or playing cards, etc, within the Institute premises.
43. Knitting, gossiping within the Institute premises.
44. Sleeping or dozing whilst on duty.
45. Insubordination, malingering, deliberates delaying of work, and refusing to carry out the orders
46. Using abusive language or slogans against any superior or colleague.
47. Absence from place of work without the permission of the Departmental Head.
48. Speculation in any investment or commodity within the premises of the Employer.
49. Submission or representation to any authority or public-men except through proper channel.
50. Misbehavior during the pendency of disciplinary action instituted against him/her.
51. Interference, tampering with records, attendance registers, etc., either pertaining to himself/herself or to any other employee.
52. Unauthorized removal or defacement of notices on the Notice board.
53. Giving interview to Press, Radio, and Television without the permission of the Management.

54. Participation in public discussions, debates, and delivers speech in public pertaining to the affairs of the Institute without permission from the competent authority.
55. Reading magazines, novels and other non-professional literature/ material during working hours. Loitering, idling or wasting time during working hours.
56. Expectorating or otherwise committing nuisance on the Institute premises.
57. Not wearing the complete uniform provided by the Management, if any, during working hours or wearing the uniform improperly while on duty.
58. Any attempt or threat to assault, or any attempt to murder or attack, or any assault or beating or murder of any Employee of the Institute within or outside the Institute premises.
59. Not disclosing/intimating to the Institute any infectious or sexual/ skin/any other disease/contagious disease from which the Employee is suffering.
60. Habitual production of the Medical Certificate for availing of leave.
61. Having immoral relationship with Employees of either sex within the Institute premises.
62. Eve-teasing (sexual harassment) in the Institute premises or in the transport vehicles provided by the Institute.
63. Displaying the ugly and sexual figures in cell phones/ computer systems/ laptops in any manner.

# **CHAPTER 10**

## **CONTROL, DISCIPLINE AND APPEAL**

### **SUSPENSION :**

An Employee of the Institute may be placed under suspension from service

- a) When a disciplinary proceeding against him/her is contemplated or is pending, or
- b) When he/she has engaged himself/herself in activities prejudicial to the interest of the Institute or the security of the State, or
- c) Where a case against him/her in respect of any criminal offence is under investigation, enquiry or trial An Employee may be placed under suspension from service even if the offence for which he/she is charged does not have bearing on the discharge of his/her official duties.

An Employee under suspension from the service may be paid a subsistence allowance as decided by the Governing Body provided that the Employee under suspension does not have income from any other source during the period of suspension and the employee should give an affidavit inter alia stating that he/she is not gainfully employed anywhere during such period.

### **PENALTIES:**

The following penalties may, for good and sufficient reasons, be imposed on any employee of the Institute

#### **a. Minor Penalties:**

- (i) Censure;
- (ii) Fine;
- (iii) Withholding of promotion;
- (iv) With holding of increments of pay without cumulative effect;
- (v) Reduction to a lower stage in the time scale of pay for a specific period without cumulative effect;

#### **b. Major Penalties:**

- (i) Withholding of increments of pay with cumulative effect;
- (ii) Compulsory retirement

- (iii) Removal from service

#### **IMPOSING PENALTIES**

No order imposing any of the penalties specified in clause 10.2 on any Employee of the Institute shall be passed by the Disciplinary Authority except after an enquiry is conducted.

#### **PROCEDURE FOR ENQUIRY :**

- a) Whenever a case of misconduct or a case of indiscipline comes to the notice of the Administration, the accused Employee, with or without being kept under suspension depending on the severity of the incident, will be informed of the institution of enquiry along with the details of enquiry officer through a Memo asking him or her to appear before the Inquiry Officer at the place and time specified by the enquiry Officer.
- b) The enquiry Officer appointed by the committee constituted by Principal shall be a person known for unbiased and impartial attitude and familiar with principles of natural justice.
- c) The enquiry Officer shall be at least a rank higher than the delinquent employee against whom the enquiry is conducted.
- d) The enquiry Officer should neither be a complainant nor a witness.
- e) Based on the findings of inquiry a show-cause notice will be served on the accused keeping in view the principles of natural justice.
- f) During any inquiry the delinquent is not entitled to engage a lawyer.

#### **ENQUIRY INFORMATION TO THE EMPLOYEE :**

Orders passed by the Disciplinary Authority shall be communicated to the Employee on whom the penalty is imposed and he/she shall also be supplied with a copy of the report of the enquiry.

#### **APPEAL :**

An appeal shall lie against any order passed by Competent / Disciplinary authority. The Employee of the Institute shall prefer an appeal (may appeal only) against the following orders:

- (a) An order of suspension
- (b) An order imposing any of the penalties listed in clause 10.2

**APPELLATE AUTHORITY:**

- (a) In the case of Director and Director/Principal, the Governing Body
- (b) In case of all other Employees the person nominated by the Chairman.

No appeal preferred under these Rules shall be entertained unless such appeal is preferred within a period of 30 days from the date on which a copy of the order appealed against is communicated to the Appellant.

Any Employee preferring an Appeal shall do so separately and in his/her own name.

The Appeal shall contain all material statements relied on by the Appellant and shall be completed in it and shall not contain any disrespectful or improper language. It shall be presented to the Authority to whom the Appeal lies, a copy being forwarded by the Appellant to the Authority which passed the order appealed against.

# CHAPTER 11

## RECRUITMENT POLICY

**Objective:** Manpower planning is the first step in recruitment. This is to be carried out at the start/end of each academic term, i.e., six months that constitute a semester. Planning the process is concern of the Head of the Department. He/ She will put up the requirement for his/her respective department to the Management through Principal during the semester taking into account subject- wise teaching load calculation, and student-teacher ratio as per AICTE/NBA guidelines.

**Scope:** The Management then determines in consultation with Principal, whether the vacancy is to be filled through in-house staff selection or a new employee has to be selected. Regular vacancies shall be filled up through open advertisement only.

After receiving the applications within the due date screening of the applications shall be done by the respective departments. The guidelines regarding the qualification and experience are to be followed strictly.

Advertisement in Newspaper: Once the job advertisement is ready, the advertisement is posted on the website and published on one national level and in one local newspaper. This advertisement specifies that all resumes or applications are to be sent to the Principal and all correspondence refers to the appropriate job position.

### **Filling up of Regular vacancies:**

Interested candidates will be required to submit the prescribed application form uploaded on the website. The candidates who are already in service will be required to submit their Application form through the proper channel within the due date.

There shall be a selection committee for making recommendations of suitable candidates for appointment of the posts. The selection committee for selecting candidates for regular posts will be constituted as per the guidelines issued by AICTE/UGC/JNTUH. The date of the interview will be fixed by the Management.

### **Filling up of Temporary vacancies:**

Whenever a vacancy of a faculty used to be filled temporarily for a period not exceeding one term, the principal on the recommendation of the management, initiates the process of temporary appointments.

The selection committee for selecting the candidates for temporary & emergency vacancies and Walk-interviews shall consist of the following members:

1. Management Representative
2. Principal
3. Concern HOD, One or two senior faculty from the department after the interviewing of the candidates, the selection committee should submit the interview report with recommendations for appointment. A consolidated statement in detail in respect of recommended candidates shall be approved by the Management.

Once the management is approved then appointment orders will be issued by the Principal.

### **Minimum Qualification for Recruitments:**

Minimum qualification, experience, research contributions, feedback and requisite training requirements for different levels for direct recruitment and promotions for the faculty members are as follows.

#### **A. Qualifications for direct recruitment as an ASSISTANT PROFESSOR**

##### **(a) Engineering / Technology**

B. E. / B. Tech. / B. S. and M. E. / M. Tech. / M. S. or Integrated M. Tech. in relevant branch with first class or equivalent in any one of the degrees.

##### **(b) Qualifications for Faculties in Science and Humanities:**

The qualifications for recruitment and promotions for faculty in the disciplines of Basic Sciences, Social Science and Humanities shall be as per the UGC Notification No. F.1-2/2017(EC/PS) Dated 18th July, 2018 and UGC guidelines issued from time to time.

Note: Candidates who have done Ph.D. after the Bachelor's Degree from institution of National importance with GATE/ GPAT/ CEED shall be eligible for the post of Assistant Professor.

#### **B. Qualifications for ASSOCIATE PROFESSOR**

##### **For Direct Recruitment**

- a. Ph.D. degree in the relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch

AND



b. At least total 6 research publications in SCI journals / UGC / AICTE approved list of journals.

AND

c. Minimum of 8 years of experience in teaching / research / industry out of which at least 2 years shall be Post Ph.D. experience.

C. Qualifications for PROFESSOR:

Direct Recruitment

a. Ph. D. degree in relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch.

AND

b. Minimum of 10 years of experience in teaching / research / industry out of which at least 3 years shall be at a post equivalent to that of an Associate Professor.

AND

c. At least 6 research publications at the level of Associate Professor in SCI journals / UGC/ AICTE approved list of journals and at least 2 successful Ph.D. guided as Supervisor / Co- supervisor till the date of eligibility of promotion.

OR

d. At least 10 research publications at the level of Associate Professor in SCI journals / UGC / AICTE approved list of journals till the date of eligibility of promotion.

# **CHAPTER 12**

## **PROMOTION POLICY**

The College adopts the following steps for PROMOTIONAL PROCESS under Career Advancement Scheme (CAS)/Direct Recruitment for faculty positions:

1(a) Notification regarding recruitment of new faculty positions in various Departments duly approved by the Governing Body shall be published in two reputed News Papers of which, at least one should be an English National daily. A copy of the same shall be placed on the College website and collects the Requisitions from external faculty. In the case of CAS, an internal circular directing the faculty to apply for promotion along with the format is to be circulated.

1(b) For Direct Recruitment for promotion - after the Scrutiny of applications based on the eligibility criteria and depending on the number of eligible applicants, if necessary, a screening test may be conducted and the shortlisted candidates in the ratio of 1:4 shall be called for interview in the form of call letter either by post or by email. The responsibility of verification of eligibility of the applied candidates as per AICTE/PCI norms solely lies with the College.

In case all the shortlisted applicants for the post of Assistant/Associate Professors/Professors are previously selected through a duly constituted Selection Committee (with University nominee) and working in the same post and same Department in any institution under JNTUH, the college recruits such faculty through CAS.

1(c) In the case of candidates who apply for the post of Associate Professor/Professor, the College will send a copy of the relevant documents and API Score calculations if any, to the University for confirmation of eligibility for promotion under CAS as per the norms mentioned by AICTE/Affiliated University.

1(d) The appointment letters clearly stating the scale of pay and pay fixation will be issued to the selected candidates along with the service conditions and rules of the College with due acknowledgment. The College may have a waiting list of selected candidates to address any contingency requirements

1(e) The list of faculty members who joined / relieved from the College shall be updated by the College on the College website from time to time.

A) In the case of Faculty working with the College, the College shall maintain service registers of faculty members updating them from time to time

i) The salary must be paid through Bank indicating the basic Pay, AGP, DA, HRA, CCA, PT, TDS and PF Deduction etc.

ii) Annually Form-16 must be issued to the faculty after remitting the tax amount to the Income Tax Department.

iii) All the records of the Selection procedure from notification to service registers updated from time to time shall be made available to the University committee/ University scrutiny at any time as desired by the University.

## **2. QUALIFICATIONS FOR PROMOTION TO SENIOR PROFESSOR:**

a. Ph. D. degree in the relevant field

AND

b. Minimum ten years of experience in the cadre of Professor

AND

c. At least 8 research publications in SCI journals / UGC / AICTE approved list of journals, should have at least 2 successful Ph. D. guided as Supervisor / Co-Supervisor as a Professor

OR

d. At least 8 research publications in SCI journals / UGC / AICTE approved list of journals, should have provided academic leadership as institution head at least for 3 years at the level of Professor

OR

e. At least 8 research publications in SCI journals / UGC / AICTE approved list of journals, should have provided educational leadership at state / national level at least for 3 years at the level of Professor

AND

f. At least one patent awarded

OR

g. Development of one MOOC course applicable at national platform

Note:

1. The selection of Senior Professor shall also be based on academic achievements, favorable review of academic, research and administrative work from three eminent subject experts not below the post of Senior Professor or a Professor of at least ten years of experience.

2. The selection shall be based on ten best publications and award of Ph. D. degrees to at least two candidates under his / her supervision during the last 10 years and interaction with the Selection Committee constituted as per this regulation.

#### **ADDITIONAL REQUIREMENTS :**

##### **Research Publications :**

In order to ensure quality of publications for promotions, a minimum standard would be ensured through the following.

For the purpose of promotions, candidates must have published research papers in  
SCI Journals OR

UGC approved Journals OR

AICTE approved list of journals OR

Jointly approved by AICTE with respective university.

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## **CHAPTER 13**

### **AMENDMENTS**

The Management has the right to Amend, Modify, Repeal, and Change to update any of these service rules and inform all the employees of the changes accordingly.











