

# **STATUTES**

## **INTRODUCTION:**

Sagi Rama Krishnam Raju Engineering College (A) is destined to serve as a Center for Academic Excellence in imparting Technical Education at global standards. The Institute is approved by All India Council for Technical Education (AICTE). It was established by Sagi Rama Krishnam Raju Engineering College Association, a non-profit Society. The Governing Body is the supreme authority under which the Institution functions. The Governing Body is responsible for the development and/or approval of the Institute programmes and for the Institute policies. The Governing body of the Society considered and formed the terms and conditions of service for regulating the various categories/levels of employees in Institution. Those conditions of service are well formulated, taking into consideration the various aspects and aspirations of the teaching and non-teaching staff. The principal objective is to attract persons with missionary zeal and to retain the well-qualified and talented staff in all faculties, with the ultimate object of imparting high standard and quality education in the field of Engineering and Technology.

Having set the aforesaid goals, the Institute stipulates the conditions of employment, which are clearly just and fair to the interest of both the employees and the Institute. The service conditions are aimed to encourage the employees to take sincere interest and pride in the Institute and its progress and to put their best talents in the discharge of their responsibilities.

The Institute encourages its employees to improve their professional qualifications on par with changing needs of the engineering education and to grow in their abilities to serve the institution. Likewise, it wishes to appropriately evaluate, recognize and reward superior performance. The following service conditions are framed with this in mind. However, these conditions and practices will be reviewed periodically and changes will be made as experience indicates.

These service conditions concern with only regular employees who are employed on the rolls of the Institute. Some persons may be employed on temporary/adhoc/part-time basis for specific purpose and/or for a specific period of time. Such employees are not covered under the provisions of these rules/policies outlined herein, beyond the extent set forth in their respective letters of appointment/agreement. This also does not apply to daily- rated/contract labour/workers.

The Governing Body of Sagi Rama Krishnam Raju Engineering College Association in exercise of powers conferred by the Articles of the Society, had made the following rules and regulations, for administration of the Institution.

## **1. SHORT TITLE:**

These regulations are called as the Statutes or Service Rules.

## **2. APPLICABILITY:**

The Service Rules shall come into force (deemed to have come into force) with immediate effect and shall apply to all the regular employees of the Institute. Unless otherwise stated specifically, these rules and regulations shall not apply to persons employed on temporary or on adhoc basis or on contractual/on the rolls of subcontractors or daily-wage basis.

### **3. DEFINITIONS:**

In these rules and regulations, unless the context otherwise requires:

- a) “Society” means Registered under Andhra Pradesh Public Societies Registration Act.
- b) “Management” means the Governing Body of the Society, duly constituted under the specific byelaws of the Trust under which all institutions are established which is a supreme authority. However, that the overall Management and the day-to-day administration of the Society and its affiliated Committees formed under the directions for the Governing Body of the Society and constituted as per the relevant provisions of the AICTE work as per the Statutes of the Institute.
- c) “Employee means a regular employee employed by S. R. K. R. Engineering College to discharge the duties assigned by the Society or its affiliated organizations for teaching and non- teaching purposes on remuneration basis.
- d) Salary means Basic Pay, Dearness Allowance and other allowances, if any wherever applicable or consolidated pay without any allowances payable to an employee.
- e) “Service includes the period during which an employee is on duty as well as on leave authorized by the Management, but does not include any period during which an employee is absent without salary.
- f) Disciplinary Authority: The Secretary is the disciplinary authority for all the employees in the Institution under the control of the Society, The Secretary may nominate a disciplinary committee a person/employee to be the disciplinary authority for a certain class/category of employees. The committee so nominated shall exercise the powers of the disciplinary authority in discharge of the duty.
- g) Appellate Authority: Where the disciplinary authority is being exercised by the Secretary, the Management Committee along with the Secretary will constitute as Appellate Authority. In all other cases, the Secretary will be the Appellate Authority.
- h) Enquiry Officer: Enquiry Officer is the person/committee appointed by the disciplinary authority to enquire into the charges leveled against an employee of an institution.

### **4. POWER TO IMPLEMENT AND TO AMEND THE RULES:**

The power to implement or to amend the rules and regulations vests with the Management, which is empowered to issue such administrative instructions or orders as may be necessary to give effect and to carry out the provisions of these rules and regulations. The Management shall have absolute right, liberty and powers to withdraw, modify, amend, alter and repeal or to supersede at its sole discretion any or all the rules contained herein or any rules and regulations framed and enforced by it from time to time.

### **5. DELEGATION OF MANAGEMENT POWERS:**

The Management may delegate to the Secretary or to any officer of the Society or institutions under their control, any or all its functions, wholly or partly, permanently or temporarily, and such officer or officers shall be the Management for the purpose of interpretation of these rules to the extent and for the durations of the period as may be authorized by the Management.

## **6. APPOINTMENT OF EMPLOYEES:**

### **6.1 Classification of Employees:**

The employees are classified as follows:

- i) Faculty or Teaching Staff
- ii) Non-Teaching Staff including administrative, supporting technical staff and Non-Technical Employees.

Further classifications:

- a) Regular Employee: A qualified person employed in a regular post and has successfully completed the probation for a period of one year and whose regular service has been confirmed in writing.
- b) Probationary Employee: A person who is provisionally employed with a view to being considered for eventual absorption in the regular service of the Institute. The period of probation, however, will be stipulated in the letter of appointment, which may be extended at the discretion of the management. Further, before absorption of the concerned, it is essential that the performance of the probationer is objectively judged and evaluated in prescribed format by the Head of the Department or Principal, who recommends his/her service to confirm, His/her probation may be extended or his/her service to terminated, if found not suitable.
- c) Staff on Contract: All the subordinate and secretarial staff members, laboratory assistants, supporting technical staff etc may be appointed on contract. All in his category, whose service conditions will be as per mutually agreed terms of contract, which they have entered with the Institute and whose contract may or may not be renewed.
- d) Temporary/Adhoc Appointee: An employee who is employed for work which is essentially of temporary nature or who is employed in connection with the temporary increase in permanent work or is employed in a vacant post or probationer who is temporarily absent due to any reason, including one permitted by the Institute to go on advanced studies.
- e) Apprentice/Trainee: A person engaged for training and who will be paid stipend during the training period. However, regularization of his/her service is purely at the discretion of the Institute.
- f) Casual Employee: A person employed for work of a casual or occasional nature.

### **6.2 Number of Posts and Pay:**

The Management shall fix the number of posts in the Institution in all categories and also prescribe qualifications, mode of recruitment, and the scales of pay etc., to each category of posts, which may be reviewed and revised by Management from time to time, depending upon the exigencies. The pay scales of the faculty are covered under AICTE pay scales. Hence, the employee payments will be fixed in the appropriate grades and scales depending upon qualifications, experience, exposure, merit etc., as applicable and as amended from time to time, except for the staff recruited temporarily or on adhoc basis or on consolidated pay.

### **6.3 Contract Employment:**

The Management may recruit persons on a temporary/adhoc or on contract basis to different posts in the organization under their control on consolidated pay or on daily wages, wherever the necessity and circumstances so warrant.

#### 6.4 Recruitment Policy:

##### Recruitment Procedure and guidelines for granting of annual increment

#### Recruitment Procedure:

##### a) Introduction:

The vision of SRKREC is translated into an organizational goal to identify, recruit and retain highly qualified, talented, and diverse faculty / staff, for positions in all academic fields. The recruitment of faculty / staff is a crucial activity at SRKREC. The Staff Selection Committee is constituted specifically for governing the recruitment procedure.

The process of recruitment includes:

- i. Search for prospective candidates
- ii. Short listing of prospective candidates
- iii. Preliminary Selection – Staff Selection Committee
- iv. University Ratification of the Selected Candidates

##### b) Search for Prospective Candidates: The search for prospective candidates is implemented in the following two ways simultaneously:

- Advertisements are placed in the leading Telugu and English dailies listing the openings
- The details of the openings including eligibility criteria, scale of pay and other conditions are given in the advertisement
- The candidates have to satisfy the eligibility criterion to facilitate further consideration of their candidature.

##### c) Application Procedures:

The application can also be downloaded from the website and should be submitted along with all necessary enclosures to the Administrative Office, on or before, the scheduled date.

Retired personnel from teaching/industry and R&D are encouraged to apply for the posts.

The application should include all the relevant authenticated data regarding age, academic qualifications with Class/Grades, experience, post held, publication list, statement of teaching interests, phone no, e-mail id and the names of three references (with contact information) together with attested copies of certificates and marks sheets (of all the years/semesters) etc.

Separate application is to be submitted in the event of candidates applying for more than one category of post. Candidates, who had applied for the same posts before, have to apply afresh again. The age limit is as per the AICTE/ UGC / State Government norms and subsequent orders in force.

##### d) **Short listing of prospective candidates:**

The received applications are organized, relevant information summarized, and sent to the respective HODs by the Administrative Office, for short listing.

The objective of short listing is two folds:-

- a) To reject applications that does not meet the eligibility criteria
- b) To shortlist the candidates from the remaining list so that the number of candidates to be called for interview with the Staff Selection Committee remains within manageable limits.

Usually, primary concerns at this stage are the educational background, previous experience and research activities done by the candidate. The concerned HOD shortlists the candidates based on the requirements of the respective department. The resumes of the shortlisted candidates are further ranked in the order of merit by the concerned HOD and sent to the Administrative Office along with their comments and observations for the next level of the Recruitment Process.

- e) Staff Selection Committee: The Selection Committee is constituted in the following manner, with representatives as listed under, for each department.
- Head of the Institution /Principal - Chairman of the Selection Committee
  - Representative of the Management - Member of the Selection Committee
  - HOD of the Department - Member of the Selection Committee
  - Dean, R&D - Member of the Selection Committee
  - Subject Experts - Member of the Selection Committee (Preferably from University Colleges)

The committee will evaluate the suitability of prospective candidates for a particular position. Based on their observations, the committee will recommend the list of selected candidates. The successful candidates are issued offer letters with in a stipulated time frame to accept the offer. After receiving acceptance letters from the candidates, appointment orders are issued to them.

f) University Ratification

A Committee with the following members is constituted under the chairmanship of the Vice Chancellor of the affiliating university, to oversee the ratification procedure. The members of committee include;

- Subject Experts
- Principal of the affiliated college
- Secretary or Nominee of the Secretary & Correspondent
- Nominee of the Commissioner of Technical Education
- Registrar of the affiliating university
- Director, Academic and Planning of the affiliated university

The Committee interviews the candidates and recommends the list of selected candidates to the institution. The process involves appointing newly ratified faculty and also ratifies the services of the existing faculty. The procedure is carried out on a regular basis, as per the requirement.

- g) For Non-Teaching Staff: For Non-Teaching Staff (including contingent staff) pattern, cadres and strengths in accordance with SRKREC / Andhra Pradesh Government norms.

## **7. Promotion Policy:**

Open Selection: AICTE guidelines, as applicable from time to time, shall be followed for open selection.

All promotions shall be considered on the basis of merit-cum-seniority basis.

1.1. The Principal shall appoint a committee for promotion, in which he shall be the Chairman, Concerned head of the department, Dean - Academics, Dean- R&D and two subject experts at Professor Level from University Colleges.

1.2. The Committee shall consider promotion of teaching staff to the next higher position on the basis of the guidelines given in this chapter and as per AICTE guidelines, subject to the condition that there has not been any disciplinary action taken against such candidate for promotion, for any misconduct he/she has committed during the service.

1.3. Under normal circumstances the senior most member of the staff shall be considered for promotion to the next higher level position, subject however, he/she had completed the years of service in the present position as prescribed below and should have obtained AICTE prescribed qualification:

- a. Associate Professor: Ph.D. with minimum of 5 years of experience in teaching of which 2 years post Ph.D. experience is desirable

b. Professor: Ph.D., with minimum of 10 years teaching / research experience of which at least 5 years should be at the level of Associate professor.

1.4. Those who are promoted shall be fitted in the Scale of Pay applicable to that category.

#### **8. AGE AT THE TIME OF JOINING:**

The age of person at the time of his/her first appointment in the Organization shall be at the discretion of the Management may take decision based on the qualification, experience etc, about the age of the person employed to the post. In other cases, the maximum age is 30 years. The Management in deviation of the above, may also employ persons with more than the age of 30 years, depending upon the qualification, experience etc., possessed by them in the exigencies of service.

#### **9. JOINING FORMALITIES:**

At the time of joining, the new recruit would have to furnish the following to the Personal Department.

- Joining Report
- Medical Check-up Form
- Proof of Date of Birth
- Original Certificates supporting Qualification/Experience for verification with copies to be furnished
- Two Passport size Photographs
- Names and addresses of two persons for contacting in case of any emergency.
- Declaration/Nomination as to existing membership of Provident Fund

#### **10. COMMENCEMENT OF SERVICES:**

Except as otherwise provided by or under these regulations, service of an employee shall be deemed to commence from the working day on which the employee reports to duty in an appointment covered by these regulations at the place and time intimated to him/her by the management, provided he/she reports in the forenoon. Otherwise, his/her service shall commence from the following day. In the case of a batch of persons appointed as per the recommendation of a duly constituted selection committee, the seniority of persons will be as per the merit order in the proceedings of the selection committee.

#### **11. PROBATION:**

Employees who are appointed to the posts in the organization under the control of the Management directly on a regular basis shall be required to be on probation for a period of one year. In case an employee is promoted to a higher post the probation, while working in the higher post, shall be for a period of one year.

The probationary period shall stand automatically extended until confirmation orders are issued in writing by the Management. The services of an employee on probation may be terminated either by giving one month notice to the other party or one month salary in lieu thereof.

#### **12. RESIGNATION AND TERMINATION:**

- a) If an employee at any time after confirmation intends to resign, he/she shall give three month notice in writing or pay three month salary in lieu thereof. Similarly, the Management shall be competent at their discretion to terminate the services of any employee by giving three month notice or three month salary in lieu of notice.

- b) The management shall also be competent to terminate the services of an employee in case of abolition of post or posts, due to closure of an institution or reduction in the number of sections of a class or discontinuance of a teaching subject by giving three months notice in writing or by paying three months salary in lieu thereof.
- c) The Management shall also be competent to terminate the services of an employee who is incapacitated to discharge his/her official duties or for misconduct in discharge of his/her official duties, by giving one month notice or paying salary in lieu of notice.

### **13. RETIREMENT:**

Every employee shall retire from service on attaining the age of superannuation, which is 60 years in case of teaching staff and 58 years of age in case of others.

The Management, in the interest of the organization, may extend the period of service of an employee by an extended period based on the mental and physical condition of that employee. The employees in all categories of posts shall retire from service after attaining the age of superannuation w.e.f the afternoon of the last day of the month in which their date of superannuation falls.

The following guidelines may be laid down for seeking reemployment in the Institution after attaining the age of superannuation.

- a) Whenever a regular employee is going to superannuate, the date of superannuation may be informed to the employee three months in advance, after obtaining orders of the Secretary.
- b) If such an employee desires to serve the institution after superannuation, he/she may apply in writing, to the Principal to continue him/her in the service.
- c) On receipt of such an application, the concerned Head of the Department may be asked to offer his/her remarks on the mental and physical condition of the employee and whether there is a need to continue him/her in service, duly indicating the work load to be assigned to such an employee.
- d) The Principal may offer his remarks and make his specific recommendation on the necessity and desirability or otherwise of continuing such an employee and indicating the terms and conditions of his/her re-appointment such as:
  - i) Tenure of re-appointment
  - ii) Consolidated salary to be paid per month. To arrive at the consolidated salary to be paid, the last pay draw by the employee may be taken into account, which may be rounded off to the next hundred.
  - iii) Such employee is not entitled for any other leave except casual leave, unless, specially permitted by the Management.

### **14. WORKING HOURS/HOLIDAYS/VACATION:**

The working hours of the employees are determined and notified by the Institute from time to time, based on the work/service requirements, fulfillment of institute obligation to students and such other expedencies.

The Institute observes National/Festival holidays as may be notified from time to time. Employees may be notified to be available for work on said holidays.

The Institute observes vacation for faculty, which will be notified from time to time.

## **15. ATTENDANCES AND PUNCTUALITY:**

Each employee in the Institute has an important role in ensuring smooth and efficient handling of classes and maintenance of discipline as required for the smooth functioning of the Institute. They are, therefore, expected to be at their respective allotted places on time on each working day and any movement must be with the knowledge of Head of the Department. Employees are expected to be present for duty on all working days, except on the days of authorized leave.

## **16. PERSONAL RECORDS:**

The employee records are kept within the Administration section. These are used within the Institute only for bonafide reasons. As a policy matter, Administration Section ensures that the relevant employee-related information is maintained in strict confidence. Employee-related information is given to outsiders only if the Institute is satisfied with the validity of the request, or if it is required by law, or if the employee himself has requested that information be supplied for reference purpose

## **17. APPRAISALS:**

The annual performance appraisal of an employee is being maintained on a regular basis. The main objective of this scheme is to evaluate the performance of an employee systematically, so that at any point of time, it is possible to assess his/her capabilities without being required to oral enquires in different quarters. Obviously, the performance appraisal report will have an important bearing on the:

- a) Promotion as well as sanction of increments
- b) Confirmation of service
- c) In respect of Adhoc appointees, for taking them to regular rolls.
- d) In respect of employees on contract, to renew their contract for further periods, if required
- e) Self-appraisal to appraise ones own on their goals/targets gives an opportunity to explain what one has done and factors that helped and/ or hindered ones performance.

Regarding the probationers, this report is a must to confirm his/her services; hence periodical appraisal will be done and deficiencies will be brought to notice of the employee.

## **18. DISCIPLINE:**

Every employees is expected to maintain a certain standard of discipline as envisaged by the Institute policies in force from time to time, failing which, he/she renders himself liable for such an action as may be taken against him/her.

In particular, all employees should bear in mind the following:-

- a) Every employee shall always work, utilizing the working hours wholly to the best of his/her ability and in the best interest of the Institute for building a strong, unique and dynamic institute.
- b) Every employee shall take all possible steps as may be required of him/her to ensure and to protect the interest of the Institute and perform his/her duties with utmost integrity, honesty, devotion and diligence.
- c) Every employee shall show courtesy in his/her interactions with other employees, students, parents of the students, suppliers and others having dealings with the Institute.
- d) Every employee should, in all respects, faithfully and diligently observe and obey all circulars, rules, orders, directions and instructions issued by the Institute from time to time and also ensure that his/her students also shall observe the same.



- e) Every employee shall strive to develop and impart such an education to the students to develop expertise in their respective fields and to groom them to be adaptable to any environment requiring leadership qualities, positive attitudes, loyalty and integrity towards the organization wherever they are going to be employed.
- f) Every employee shall make it as his/her cherished objective to contribute to collective endeavor to produce well-groomed graduate engineers, outstanding in their knowledge and, all together, a group ready to become technical experts and leaders of change and innovation.

## **19. CODE OF CONDUCT:**

**General Conduct:** The employees, in the discharge of their duties and in their interactions and dealings with public, Government Officials, student and their parents and fellow employees of the Institute shall conduct themselves in a manner that enhances the prestige and image of the Institute and shall not do anything which impairs or tarnishes the image.

**Ethical conduct:** Employees shall deal on behalf of the Institute with professional honesty, integrity and the moral. Their ethical standards shall be fair, transparent and be perceived as such by others.

**Conflict of interest:** Employees shall not engage themselves in any business activity or service relationship, which may conflict with the interest of the Institute. Such a conflict of interest may arise directly or indirectly when so associated being in a position to derive a personal benefit for himself/herself or for his/her relatives by taking some decisions or influencing decisions relating to any transaction. The main areas of actual or potential conflicts of interest would include.

- Financial interest of an employee or his/her relative in any firm or institute which may be competitor, supplier, distributor or partner etc. and
- Acceptance of gifts, donations, hospitality/entertainment beyond the customary level from existing or potential supplier or third parties which have business dealings with the Institute
- Where employees do have such conflicts of interests, they are required to promptly make full disclosure of the same in writing to the Institute.
- In addition to the above, all the employees should abstain from the conditions of “Misconduct”. The following acts shall be treated as misconduct.

## **20. MISCONDUCT:**

- a. Theft, fraud or dishonesty in connection with the business or property of the Institute or of property of another person within the premises of the Institute.
- b. Taking or giving bribes or any illegal gratification.
- c. Possession of pecuniary resources or property disproportionate to the known sources of income by the employee or on his/her behalf by another person, which the employee cannot satisfactorily account for.
- d. Furnishing false information regarding name, age, father's name, qualification ability or previous service or any other matter germane to the employment at the time of employment or during the course of employment.
- e. Acting in a manner prejudicial to the interests of the Institute
- f. Willfull insubordination or disobedience, whether or not in combination with others, of any lawful and reasonable order of his/her superior.
- g. Absence without sanction of leave or over-staying the sanctioned leave for more than ten consecutive days without sufficient grounds or proper/satisfactory explanation.
- h. Habitual late or irregular attendance.

- i. Neglect of work or negligence in the performance of duty including malingering or slowing down of work, including willful failure to cover the stipulated portion/syllabus within the time schedule.
- j. Drunkenness or riotous or disorderly indecent behavior in the premises of the Institute or outside such premises where behavior is related to or connected with the employment
- k. Sleeping while on duty
- l. Instigating the students and/or employees to create unrest or provoking them for creating any disturbances, whether directly or indirectly or commission of any act subversive of discipline.
- m. Commissions of any act subversive of discipline or of good behavior
- n. Abetment or attempt to abetment of any act, which amounts to misconduct.
- o. NOTE: The above instances of misconduct are illustrative in nature and are not exhaustive.

## **21. LIABILITY TO ABIDE BY THE RULES AND REGULATIONS:**

Every employee shall conform to and abide by such rules and shall observe, comply with and obey all orders and directions issued by the Management from time to time, with utmost endeavor to promote the interest of the organization, showing courtesy and attention in all transactions.

## **22. EMPLOYEE'S APPLICATION FOR OTHER EMPLOYMENT:**

- a) No employee shall apply for other employment or signify his/her willingness to accept such employment or office, whether stipendiary or honorary or otherwise, without the prior written permission of the Management.

However, the Management may, at their discretion, permit an employee to apply for an outside post not more than twice a year.

- b) No employee, whether on leave or inactive service of the institution, shall undertake a part time job, which is likely to embarrass or influence him/her in discharge of his/her official duties, for any consideration of cash or kind. However, an employee, with the written permission of the Management, may undertake honorary work of a social or charitable nature or occasional work of a literary, artistic or scientific character, subject to the condition that such work does not interfere with his/her official duties.

## **23. OBLIGATION TO MAINTAIN SECRECY:**

Every employee shall maintain secrecy in regard to the affairs of the institution and its constituents and shall not divulge directly any information of a confidential nature, either to a member of the public or to the institution staff, unless compelled to do so by judicial or other legal authority or unless instructed to do so by the Management.

Employees to sign NDA (Non disclosure Agreement) concerning confidential matters such as research projects, testing data, patents (all kinds of IP) personal information of college employees and any other information disclosed to him/her for discharging out of the ordinary duties.

## **24. ABSENCE FROM DUTY WITHOUT PRIOR PERMISSION:**

An employee shall not absent himself/herself from his/her duties without first obtaining the permission of the competent authority. In case of unavoidable circumstances, a message or a letter should be sent on the next working day, giving the reasons of his/her absence for the previous day. If the employee absents himself continuously for a period of 10 working days or more without any leave letter or communication, the employee shall be deemed to have deserted the post held by him/her from the date on which he/she abstained from duty.

## **25. PENALTIES:**

### **a) Minor Penalties:**

1. Censure
2. Fine (may be imposed on the employees who are below the cadre)
3. Recovery from the salary, whole or any part of any loss caused to the institution by negligence or breach of orders
4. withholding of increments
5. Suspension.

### **b) Major Penalties:**

1. Reduction in rank
2. Removal from service

### **Explanation:**

The following shall not amount to a penalty within the meaning of this rule.

- i. Retirement of the employee in accordance with the provisions relating to superannuation/retirement
- ii. Replacement of an employee, who is not qualified on the date of his/her appointment, by a qualified one.
- iii. Discharge of any employee appointed on a short term officiating vacancy caused by grant of leave, suspension or the like of another employee.

## **26. PROCEDURE FOR IMPOSING PENALTY:**

In case of minor penalties as mentioned clause 25 (a) of Rule 25, a show cause notice will be issued calling for his/her explanation. After submission of explanation, a decision may be taken for imposing the punishment mentioned therein.

Any order imposing a penalty specified at clause 25 (b) i.e. Major penalties of Rule 25 shall be passed only after an enquiry is held as far as possible in the manner specified below.

- a) The disciplinary authority shall itself hold an enquiry either suo moto or on a direction from a higher authority and frame definite charges on the basis of allegations of which the enquiry is proposed to be held and a copy of the charge together with the statement of the allegations on which they are based shall be furnished to the employee.
- b) The employee, after receipt of the above memo, shall submit his/her written explanation in defense within the time limit as specified in the charge memo.
- c) On receipt of the written explanation or where no written statement is received within the specified time, the disciplinary authority may appoint an enquiry officer to enquire into the charges.
- d) The enquiry officer shall give all reasonable opportunity in conformity with Natural Justice to the delinquent employee to defend his/her case and after conclusion of the enquiry, shall prepare a report on the findings on each of the charges, together with the reasons and submit the report to the disciplinary authority.
- e) The disciplinary authority after examining the report received from the enquiry officer, shall give notice to the concerned delinquent employee and calling upon to submit his/her representation, if any, in this regard within the specified time thereon against the proposed action.

- f) The Disciplinary authority, after examining the representation received from the delinquent employee or otherwise, shall decide the penalty to be imposed and issue orders accordingly.
- g) If the employee is aggrieved with the penalty imposed upon, he/she may prefer an appeal with the appellant authority within 30 days of the receipt of the orders of punishment.
- h) The appellant authority causing such enquiry as it deems fit and necessary, may pass orders either dismissing the appeal or allowing in full or part or modifying the punishment awarded.
- i) The orders so passed by the appellant authority shall be final and binding on the delinquent employee as well as on the disciplinary authority.

## **27. EMPLOYEE PROVIDENT FUND SCHEME:**

The regular employees of the Institute are entitled for Employee Provident Fund Scheme under the provisions Act, 1952, and related pension scheme of 1995. At this point, it is clarified that the staff/employee appointed on contract basis is not a regular employee since there is no master and servant relationship between them. However, the Institute, on request from the contract staff to consider the EPF coverage of such persons in views of social security benefits in the Act, as a gesture considered and covered them in the EPF Scheme by clarifying that this gesture shall not be used to claim for their permanency in the employment.

## **28. MISCELLANEOUS AND GENERAL:**

- a) Every employee of the institute shall, at all times,
  - i) Maintain absolute integrity
  - ii) Maintain devotion to duty, and
  - iii) Do nothing, which is unbecoming of public servant
  - iv) Caution Deposit: In order to discourage a staff member who may leave the service in an abrupt manner, without rendering the academic work and which will also cause manpower gap in the department, a caution deposit will be collected from the new recruits to the extent of one month salary to be built by deduction from salary in the first four months. It will be returned at the time of leaving the service properly.
- b) All employees are automatically governed by the code of conduct or other rules that may be framed from time to time. Any violation thereof shall attract disciplinary action
- c) All employees of the Institute shall be governed by the leave rules and T.A. rules that are framed separately.
- d) The decision of the Management Committee of the institute regarding the interpretation of these and on any other point, which is not covered under these rules, shall be final and binding on the employees.

## **29. PROCEDURE FOR GRIEVANCES HANDLING:**

Employees may have grievances real or imaginary, which if not heard and resolved expeditiously, may lead to frustration and discontentment, affecting moral and interest of the Institute. Hence, in order to maintain harmonious relations between the employees/staff and the Management of the institution and to bring to notice of the Management of the institution the grievances of an employee (individual as well as collective) with a view to secure their expeditions redressed, it has been decided to formulate the following “Grievance Handling Procedure” in the Institution. Complaints regarding sexual harassment of women at workplace are also addressed by the same procedure.

SCOPE: This production deals with:

- a) The complaints that can be covered under “Grievance”.
- b) The constitution of Grievance Committee.
- c) The two-tier system for Grievance handling, and
- d) The method of dealing with grievances.

Definitions of ‘Grievance’:

Grievance; would mean complaint affecting individual employee in respect of his/her wage, facilities, injustice, leave, transfer, extension, promotion, seniority, sexual harassment at work place and working conditions being meted out to his/her.

If the grievance is a general ability or of collective nature, it would fall outside the scope of this procedure. However, collective grievances of routine nature may be admitted at the discretion of Principal.

When the employee has taken up his/her grievance for redress under the procedure, a formal ‘Conciliation and Legal Machinery’ shall not be resorted until all the steps enumerated in the procedure are exhausted.

Procedure of Handling Grievance-State I

- a) The aggrieved employee may present his/her grievance verbally in person to his/her immediate supervisor, Head of the Department or Section.
- b) If the employee is not satisfied with the verbal reply of his/her immediate supervisor, he/she may submit Grievance to the Principal, who will pass it over to the Officer in Charge.
- c) The Principal will convene a meeting which consists of (1) Concerned Head of the Department (2) The Convener, (3) Officer in Charge and (4) Concerned employee.
- d) This Committee will meet within a week and decide the case.
- e) The decision taken to be entered in the Register as well as the two copies of the Grievance and the duplicate copy will be sent to the employee through the Officer in Charge immediately.

Procedure of Handling Grievance – Stage II

- f) If the employee is not satisfied with the Stage I decision or if he/she fails to receive an answer within ten days, the employee may submit Grievance to the Principal
- g) The Grievance will state the grievance as well as decision of the Stage I, giving reasons why he/she is not satisfied with the decision.
- h) The Grievance received in Administrative Department will be entered in a Register and the acknowledgement will be returned to the employee.
- i) The Head of the Institution will then take an appropriate decision and communicate the decision to the employee concerned through his/her Head of the Department. The Head of the institution, if he/she deems it necessary, may constitute an Enquiry Committee or seek information from relevant quarters.
- j) The decision of the Head of the Institution will be final.

### **30. SPONSORSHIP REGULATIONS FOR HIGHER STUDIES:**

The Management is very much pleased to announce the regulations for sponsoring the faculty to pursue higher studies viz., Ph.D./ M.Phil. The resolution is made with an intension to encourage a good number of faculty members/other staff to improve their qualifications.

1. Employees interested to pursue Ph.D./ M.Phil under external scheme and those interested to carryout should apply through concerned Head of the Department to the Principal.
2. The applications will be scrutinized by the Research & Development committee for further proceedings.
3. All the candidates approved by the Institute Research & Development committee will be sponsored as per the following conditions.
  - The sponsorship for Ph.D will be provided for a period of 3 years. The period may be extended as per the satisfactory recommendations of the concerned research supervisor.
  - The candidate sponsored for Ph.D will have to submit an undertaking that he/she shall work for a minimum of three years reckoned from the date of receipt of Ph.D Degree.
  - The candidate is permitted to avail semester/summer holidays with salary for his/her research purpose without any disturbance to the regular works.
  - The candidate is required to submit an attendance statement collected from the concerned external supervisor / authority periodically.
  - Publications in National / International Journals will be given special importance and suitably praised by the Institute Research & Development committee.
  - In case of presentation of papers in any National / International conference, the candidate may apply for reimbursement of Registration Fee, T.A. and D.A by providing relevant copies of bills and can also avail special casual leave.
  - Prior permission is required for all the above.

### **31 RESPONSIBILITIES OF THE EMPLOYEE:**

#### **31.1 Responsibilities of the Principal**

The Principal shall be the head of the Institution. He is responsible to:

- Plan the establishment of various departments and the various administrative units of the college.
- Coordinate various activities connected with admissions, teaching, conduct of examinations, collection of fees, publishing course files and manuals.
- Identify and recruit suitable persons to maintain the departments and administrative units.
- Develop laboratories, computer center, library and all organs required for an educational institution.
- Maintain cordial relationship with the university authorities, Directorate of technical education, AICTE and such other policy making bodies.
- Maintain healthy relationship with the management and conduct meetings of the Governing Body and management Committee as and when necessary.
  - a. Prepare the minutes of meetings.
  - b. Prepare the budget for approval of management.
  - c. Regularly apprise the management about various activities.
- Plan functions like Convocation, Annual Day, Freshers Day, Merit Awards.
- Give leadership for organizing seminars, symposia, short-term schools and plan Faculty Development programmes.
- Be responsible to project a powerful image of the college in the eyes of the authorities of universities, AICTE, Government, Parents, Industries, R & D Establishments and the general public.
- Organize special lectures by experts, technical staff, seminars & conferences and refresher courses.
- Encourage the faculty and staff to improve their academic qualifications without effecting normal curriculum.

- Encourage students to develop communication skills, report writing, debating and group discussions etc.
- Maintain cordial relations with local industries and also develop contacts in general with industry and R & D organizations in the industry.
- Extend all possible help to the students of the department for training/project work/Professional employment.
- Make efforts to enhance the computing skills of the students and organize bridge courses to make up deficiencies

### **31.2 Responsibilities of Heads of Departments**

Head of Department is responsible to:

- Regularity, punctuality, distribution of teaching work and laboratory work among the staff and ensure completion of syllabus as per the almanac in time.
- Maintain duty statement and leave account for the department staff.
- Maintain relevant topic-wise files and ensure “Place for everything and everything in its place”.
- The Head of the Department should remain well informed of the activities and programmes of other professional colleges and institutions. Head of the Department should keep good contacts with the faculty of IITs, Universities and other colleges in the country and if possible, universities abroad.
- Preparation of class-wise timetables. Ensure compilation of students; attendance and sessional marks as and when required during Semester/Academic Year and maintain the relevant files and records for future reference
- Coordinate the work in connection with the preparation of course files laboratory manuals and such other documents and updating them from time to time.
- Develop various laboratories and arrange for regular maintenance, update the laboratories by procuring the equipment required to perform experiments listed in the syllabus book.
- Maintain laboratory-wise stock register one for capital equipments and the other for components & spares.
- Coordinate the activities of Technical Associations, like ISTE, IETE, IEEE etc.

### **31.3 Faculty (Professors/Associate Professors/Assistant Professors)**

Besides teaching, all faculty are required to make effort for various activities and contribute to the fair image of the College. They have to necessarily cooperate in student counseling, give support to the administration and involve themselves in R & D / Consultancy and extension services.

- The Teaching Faculty are expected to deal with the students in a kind manner as far as possible within the frame work of rules and without any deviation of the Institutional discipline.
- The Teaching Faculty members are expected to be punctual at all their academic work.
- The Teaching Faculty should make in advance necessary substitutions and arrangements for their classes during their absence.
- The Faculty Members are expected to maintain attendance records up to date and should submit the records as per the stipulated schedules.
- Any actions on the part of any employee, whether teachers or Supporting staff members or members of the ministerial staff or Class IV employees, which result in obstruction, embarrassing situation or tarnishing the image of the Institute in the eyes of the University or general public, shall be seriously dealt with. The punishment may vary from withholding increments to removal from service depending on the gravity of such action committed by the employee

- The Instigating students to resort to any kind of agitation or to revolt against the administration / management of the college, shall be viewed as subversive activity and the employees indulging in such activities shall attract disciplinary proceedings against them.
- Demonstration of “Loyalty to the College” by putting in sincere, diligent, ungrudging work, assisting the administration / management to tide over any difficult situation that may arise from time to time, by putting in extra hours of work when needed) by extending sincere cooperation to the administration of the College, attracts commendation from the college authorities.
- Employees of the College, shall attend all the College Functions, Seminars and Meetings.
- The Faculty Members should not be engaged in coaching privately any student for any remuneration.
- It shall be the duty of everyone of the employees to honour the confidence reposed in him by the College and not to divulge any information obtained by his/her in the course of official duties to any unauthorized person or to make any improper use thereof. An employee connected with examination work is specially required to be very cautious in the observance of this rule and should not under any circumstances divulge any information that passes through his hands in the discharge of his/her duties, to unauthorized persons.

### 31.4 Faculty Motivation

Excellent Teachers shall be recognized and honored based on objective norms and demonstrated skills. The Faculty Members who exhibit initiative and drive in establishing and improving research and development in the Institution will be especially encouraged. The grants obtained for R & D work from external sources in view of strengthening of infrastructures in the Institute will receive special commendations.

## 32. WORKING HOURS:

### 32.1 Working Hours for Faculty

AICTE norm stipulates that every teacher of a college has to contribute 40 clock hours of work per week. A tentative distribution of the working time in a week is given below. It may be considered as a guideline, but not a rigid framework. The Heads of Departments, Deans, Directors and other officers in charge of Administrative and Academic Units of the college are required to spend more time in planning, streamlining and structuring various activities at every level in their concerned department/unit.

Tentative distribution of time to be spared by a faculty member for different activities in a week

Category	Teaching Distribution		Preparation, Paper setting & valuation	Student	Administration	Project Guidance / Consultancy & Extension Services	Total periods
	Clock Hours	Periods					
Professors	8	10	8	3	16	5	42
Associate Professors	12	14-15	15	3	5	5	42
Assistant Professors	16	18-19	20	2	1	1	42



### 31.2 Working Hours For Non-Teaching Staff

Forty (40) hours per week as assigned by the Principal/Head of the Department Officer / Teacher-in-charge of the concerned section / cell / unit

### 33. LEAVE RULES:

Different kinds of leaves are available to an employee with pay. 'Pay' means for purposes of these rules, will be the amount drawn monthly by an employee, which has been sanctioned for the post held by the employee. It includes Basic Salary, DA, HRA, Special Pay, Personal Pay or such other emoluments classified under the rules as pay

#### Casual Leave:

- a) Casual leave will be admissible to an employee of the Institute for a total period of not exceeding 10 days for teaching staff and 20 days for non-teaching staff in a calendar year. If any employee joins the institute in the middle of the calendar year, the quantum of casual leave admissible to him / her will be on pro-rata basis. It may be granted for a period not exceeding 9 days at a time, including holidays. Any balance period of casual leave shall lapse with the calendar year.
- b) Casual leave should not be combined with any kind of regular leave discussed in the following sections.

#### Special Casual Leave, Academic leaves: (Teaching Staff only):

- a) This is sanctioned not exceeding 07 days in a year and cannot be carried forward. This leave is primarily meant for deputing the faculty for Seminars/Workshops/Paper publications/presentations and Faculty Development Programmes etc., at the discretion of the Principal based on the recommendations of HOD. Such leave cannot be treated as OD.
- b) Further with regard to Ph.D. works either full time or part time, it's to clarify once again that no AL and / or Special leave can be granted on blanket basis. Aspirants of these courses before proceeding need to apply to the Management by giving complete details of the program

#### Earned Leave (EL): Full Pay / Half Pay (Teaching Staff only):

The Half Pay Leave admissible to a member of the staff in respect of each completed year of service shall be 30 days (15 days with full pay or 30 days with half pay).

Half Pay Leave credit for the half-year in which the staff retires/resigns/removed/dismissed or dies in service will be afforded at the rate of 2.5 days per completed calendar month up to the end of the calendar month preceding the last calendar month of service. While affording credit, fraction shall be rounded off to the nearest day.

HPL may be availed of either on medical certificate or on private affairs.

HPL May be carried forward to next year if any balance leftover.

The maximum amount of Earned Leave that can be granted to a member of the staff at a time shall be 180 days.

**Earned Leave (EL) (Non Teaching Staff only):**

The EL admissible to a member of the non teaching staff shall be 30 days in a calendar year. 15 days of EL is credited in advance on the first January and first July every year.

The advance credit for the half-year in which a staff is appointed will be at the rate of 2½ days for each completed calendar month of service.

EL credit for the half-year in which the staff retires/resigns/removed/dismissed or dies in service will be afforded at the rate of 2½ days per completed calendar month up to the end of the calendar month preceding the last calendar month of service. While affording credit, fraction shall be rounded off to the nearest day.

EL can be accumulated up to 300 days (including the number of days for which encashment has been allowed)

The maximum amount of Earned Leave that can be granted to a member of the staff at a time shall be 180 days.

**Compensatory Casual Leave (CCL):**

This leave is granted to non-teaching staff only at the rate of one day for every day when they perform non-remunerative duties assigned to them by the H.O.D. or Principal, on a holiday. It is not granted to any remunerative duties assigned, like university examination work or EAMCET work etc. Compensatory casual leave shall lapse with the calendar year

**On duty leave: (Teaching Staff only)**

- a) On Duty may be granted to a teaching staff member of the Institute for academic purpose, such as external examiner ship for practical, spot valuation of answer scripts and attending Board of Studies meetings of Affiliated University.
- b) Application for on duty should always be accompanied by the relevant appointment order (as examiner) or the pertinent communication in original

Non-teaching staff members of the institute can avail with the recommendation of the principal.

**Medical Leave :( Non-Teaching Staff only)**

- a) Non-teaching staff appointed on a regular basis are eligible for medical leave at the rate of 10 days (20 half pay leaves) for every completed year of regular service in this institute. This will be accumulated. Application for medical leave should be accompanied by certificate from a registered medical practitioner. At the end of the course, while re-joining duty, a fitness certificate must be submitted.

**Maternity Leave:**

- a) Maternity leave is admissible to married women employees appointed on regular basis with at least one year of regular service in this institution
- b) Maternity leave may be sanctioned up to 180 days on full pay.

**Quarantine leave:**

Quarantine leave will be admissible to an employee of the Institute for a total period of not exceeding 21 days, who wishes to apply leave for a quarantine period isolation, after coming into contact with a person suffering from an infectious disease, in case of major surgery, head-injury, Spinal-Cord injuries compound or fractures where the teacher is not in a position to walk or any other deliberating / death threatening diseases like Cancer, Renal failures etc., special sick leave can be granted by the discretion of the Secretary based upon a certificate from a recognized hospital as well as a certificate from any authorized Hospital

**Vacation:**

The teaching staff members and such other staff members declared as teaching staff members of the Institute, shall be eligible for vacation after completion of one year service.

**34. TRAVELLING ALLOWANCE RULES:**

The rules are followed by Andhra Pradesh Government G.Os from time to time.

**35. JURISDICTIONS**

All the agreements shall be governed and construed in accordance with the laws of India. Violations are subject to the jurisdictions of courts at Bhimavaram, West Godavari District, Andhra Pradesh.