

**K.S.R.M. COLLEGE OF ENGINEERING,  
KADAPA – 516 003.**



**SERVICE AND CONDUCT RULES  
FOR EMPLOYEES**

# **K.S.R.M. COLLEGE OF ENGINEERING**

## **SERVICE RULES**

### **I. PREAMBLE**

1. These rules shall be called as "The **KANDULA SRINIVASA REDDY MEMORIAL COLLEGE OF ENGINEERING**, Kadapa Service Rules" These rules shall supersede the service rules issued earlier.
2. They shall be deemed to have come into effect from 1<sup>st</sup> August, 2000 and shall apply to all the employees of the Engineering college.

### **II. DEFINITIONS**

1. 'College' means 'The Kandula Srinivasa Reddy Memorial College of Engineering', Kadapa.
2. 'Management' means 'The Management Committee' of the college constituted as per A.P. State Government Norms.
3. 'Government body' means 'The Governing Body of the college' constituted as per AICTE Norms.
4. 'Chairman' means 'The Chairman of the Management Committee / The Governing Body of the 'College'.
5. 'Correspondent' means 'The Correspondent of the college'.
6. 'University' means 'Jawaharlal Nehru Technological University Anantapur', Anantapur.
7. 'Principal' means 'The Principal of the College or any other person authorized by the Management to discharge the duties and responsibilities of the Principal, whatever may be his/her designation'.
8. 'Employee' means a person who is employed by the College including Principal excluding those who are engaged on part time basis or on daily wages.
9. 'Vacation' means any recess of not less than 15 days, in an academic year.
10. 'Vacation Staff' mean employees who are allowed to avail vacation. All other employees are deemed to be 'Non-vacation Staff'.

11. **'Teaching Staff' comprises the following categories:**

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

**Technical Staff:**

- a) Foreman
- b) Programmer / Asst Programmer / Data Entry Operator
- c) Technician
  - Grade – I
  - Grade – II
  - Grade – III
- d) Lab Assistant

12. **'Non-Teaching Staff' means those categories of staff that are categorized as follows:**

**Office:**

- a) Administrative Officer
- b) Manager (Accounts)
- c) Superintendent
- d) Senior Assistant
- e) Junior Assistant
- f) Steno-cum-P.A. to Principal
- g) Data Entry Operator
- h) Record Assistant
- i) Attender
- j) Vehicle Staff

**Contingent Staff**

- a) Watchman
- b) Gardner
- c) Sweeper

#### **4. SELECTION**

- a) The rules prescribed for selection of employees from time to time by AICTE / University / Government of A.P. shall be followed.
- b) Staff Selection Committee shall be constituted as per G.O.Ms.No.525 Edn.(n) Dept. Dated 29.11.1983 and subsequent notification for filling up teaching and non-teaching posts.
- c) A post shall be filled up by direct recruitment through open advertisement or by promotion from among qualified and eligible internal candidates, as directed by the Governing Body.
- d) The Management / Governing Body may in special circumstances appoint persons by invitation/deputation/contract basis year after year upto a maximum of five years or upto a maximum age of sixty five years.

#### **5. PROBATION**

- a) The initial appointments to posts in the college shall ordinarily be made on probation for a period of two years within a continuous period of 3 years. Persons appointed to a higher post by promotion/selection shall be on probation for a period of one year only within a continuous period of two years.
- b) The Management/Governing Body upon the recommendation of the Principal for valid and sufficient reasons may extend the probation period of an employee for such a period as may be found necessary or terminate his/her services after due notice.

The employee is deemed to have been on probation until the order declaring satisfactory completion of probation is communicated to him, even if the required period of probation is completed.

After confirmation, the appointee shall hold the office till the age of superannuation unless otherwise found unsuitable to discharge his regular duties which shall be ordinarily sixty years in the case of teaching staff and fifty eight years in respect of non-teaching staff.

If a person having been appointed temporarily to a post is subsequently appointed regularly, he/she shall commence probation from the date joining in the regular post.

No application of the employee seeking employment elsewhere shall be forwarded during the probation period.

The rules governing, probation shall not apply to appointments made on adhoc / contract / contingent basis.

The services of any candidate appointed on temporary / adhoc basis, can be terminated without any notice and without assigning any reason therefor.

13. 'Competent Authority' means Chairman / Correspondent in the case of Principal and Principal in the case of other employees.
14. 'Duty' – an employee is said to be on duty for the purpose of service benefits. -
- a) When the employee is discharging the duties of the post to which he/she is appointed or he/she is undergoing training prescribed for the post.
  - b) When the employee is absent from duty on authorized holidays, on permitted vacation or when availing any leave sanctioned by the competent authority.
  - c) When the employee is attending conferences, seminars, summer schools, workshops, Refresher Courses, Orientation courses, winter schools, quality improvement programmes etc., duly competent authority.
  - d) When the employee is attending to the work assigned by the competent authority in the interest of the College / Management.
15. 'Leave' means leave granted by competent authority to an employee to which he / she is eligible.
16. 'Pay' means basic pay in the time-scale or basic pay with special pay / allowance as the case may be.
17. 'Year' means calendar year/financial year/academic year as the case may be.

### **III. 1. APPOINTMENTS**

The Management is the competent authority to appoint any employee. The appointment orders shall be issued by the Management or Director or Principal on behalf of the Management.

#### **2. STAFF STRENGTH**

- a) The teaching staff strength shall be as per AICTE / UGC Norms.
- b) The Non-Teaching Staff strength shall be as per A.P. State Government / University Norms.

#### **3. QUALIFICATIONS**

- \* The qualifications, age, experience etc., shall be AICTE / UGC norms in respect of teaching staff and as per A.P. State Government/University norms in respect of Non-Teaching Staff.

#### IV. SENIORITY

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

#### V. PAY, ALLOWANCES, INCREMENTS

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

A.P. State Govt. / University scales of pay as applicable from time to time shall be adopted to the posts classified as non-teaching staff.

2. **Allowances:** Dearness, House Rent and other allowances as per A.P. State Govt. rates and rules as extended by Management be adopted from time to time to all regular employees of the college.

3. **Sanction of increments:**

- a) The University Staff Selection Committee is the competent authority to recommend advance increments to the candidate selected based on their qualification / specialization/experience.

- b) **Regular Increments**

Increments shall be sanctioned by the Principal only on satisfactory performance of the employee as recommended by the Head of the department as per the prescribed proforma. In the case of HOD, Principal is the sanctioning authority. In the case of Principal, Chairman / Correspondent is the sanctioning authority. In the case of employees in the office and other supporting staff, Principal is the sanctioning authority as recommended by the Administrative Officer as per the prescribed proforma.

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

- c) The Governing Body / Management shall be the competent authority to implement career advancement scheme as per relevant U.G.C. / University / A.P. Govt. Norms.

#### VI. GENERAL SERVICE CONDITIONS

1. All the employees of the College shall be subject to the general disciplinary and conduct rules of the Colleges.

2. All the employees of the College are required to be present in the college throughout the working hours of the college on all working days.
3. An employee of the College shall devote his/her whole time to the service of the college and shall not engage himself/herself directly or indirectly in any trade or business or private tuition or any other work which is likely to interfere with the proper discharge of his / her duties. This provision shall not apply to academic work relating to university examinations, question paper setting, delivering Guest Lectures and any other work undertaken with the prior permission of the Principal/Management.
4. An employee may be placed under suspension by the appointing authority pending enquiry into framed charges by giving the employee a fair chance to represent his/her case. Principal is empowered to suspend any employee if it is in the interest of the college and report his action to the Management, and the university as the case may be.
5. The Services of an employee either probationer or permanent are liable to be terminated on grounds of fraud, gross indiscipline, negligence of duties, prolonged illness, disability to discharge his / her official duties satisfactorily etc., after giving 3 months notice or 3 months salary in lieu thereof for regular employee and one month notice or one month salary, in lieu thereof for probationer. The employee concerned however shall be given full and fair opportunity to represent his/her case before effecting such termination. In all such cases the A.P. State Govt. Rules in force shall be applicable. There is no necessity to issue such notice to the temporary employees.
6. No application of an employee seeking employment elsewhere shall be forwarded during the period of his/ her probation. On completion of probation, not more than two applications per academic (June / July) year shall be forwarded for outside job.
7. An employee shall have to give three months notice in case he/she desires to be relieved on resignation or alternatively he/she shall pay three months salary in lieu thereof. The resignation shall come into force from the date of accepting the resignation by the Management / Principal or date of his / her relief whichever is earlier.
8. For all employees in the College, an individual file and Service Register shall be maintained with regular updating as per A.P. State Government Norms.

## **VII. LEAVE RULES**

### **A. GENERAL**

1. Leave cannot be claimed as a matter of right. The sanctioning authority has full discretion to refuse or revoke leave of any kind when the exigencies of service so demand.

2. A Leave account shall be maintained for each employee in an appropriate form.
3. An employee shall not take up any service or accept any employment, while on leave.
4. For casual leaves, sanctioning authority is the Head of the Department for vacation staff.
5. Either prefixing or suffixing of any kind of leave with vacation is allowed on prior approval.
6. Any kind of leave may be granted in combination with or in continuation with any other kind of leave except C.L. with prior approval.
7. Employees when deputed on official duty or on JNTUA work the period of their absence shall be treated as 'On Duty'.

#### **B. CASUAL LEAVES**

1. All employees of the College shall be entitled for fifteen days of casual leave and five optional holidays to be decided before the beginning of calendar year or proportionate to the service put in by an employee during the year of his / her initial employment.
2. Casual Leave in one stretch shall not exceed seven days in a total period of ten days prefixing, suffixing or sandwiching with public holidays.
3. Casual Leave for half a day can be granted to an employee for the Forenoon or Afternoon session.
4. In normal circumstances, casual leave requires advance sanction. The employee has to make alternative arrangements for his / her work.

#### **C. SPECIAL CASUAL LEAVE**

1. All the teaching staff are entitled to special casual leave upto fifteen days in a calendar year to take up examination work in JNTUA or outside, to attend conferences or seminars etc.
2. Special Casual Leave may also be granted for attending to calamities subject to prior approval after exhausting all casual leaves.

#### **D. EARNED LEAVE**

1. All the vacation staff of the college shall be eligible for a vacation of sixty days in a calendar year and Three days of Earned Leave in a calendar year. They shall be present in college either on the last working day before vacation or on first working day after the vacation.
2. All the regular Non-vacation staff of the college shall be eligible for accrual of Earned Leave of 30 days in a calendar year.



3. All regular employees can accumulate earned leave upto maximum of 240 days.
4. All the vacation staff are eligible to earn the additional E.L. at the rate of one day for every two days of retention during vacation for attending to official duty.

#### **E. HALF PAY LEAVE**

1. Half pay leave may be granted to regular employees on medical grounds or on private affairs at the rate of 20 days per calendar year.
2. Commuted Leave not exceeding half the amount of half pay leave due may be granted on medical grounds to a permanent employee subject to following the conditions:
  - (i). Commuted Leave during the entire service shall be limited to a maximum of 240 days.
  - (ii). When commuted leave is granted twice the amount of such leave shall be debited against the half pay leave due.

#### **F. MATERNITY LEAVE**

All Women employees are entitled to maternity leave of 90 days each for first two pregnancies.

#### **G. FACULTY IMPROVEMENT PROGRAMME**

The faculty members may be permitted to improve their academic qualifications by attending courses/research work in higher institutions of learning. The maximum number of faculty deputed is restricted to one member per department per year. In such cases the faculty member is entitled to receive half of his salary during his period of study. The other conditions are as follows:-

The faculty deputed must have served in this college for a minimum period of three consecutive years. The period of study leave should be for a period of one and half years for M.Tech. / M.E. / M.Phil Programme and three years for Ph.D.

The teacher concerned should execute a bond on the required non-judicial stamp to the effect that he/she shall serve the institution for double the period of study leave taken for the above programme. The penalty in case of violation of bond will be double the amount received from the Institute during the study period. Any extension of such leave shall be on loss of pay only.

Management is the sanctioning authority for such leave on the recommendations of the Principal and the Head of the Department concerned.

## H. GRANT OF EXTRAORDINARY LEAVE

Extraordinary Leave may be granted to all regular employees by Principal / Management on private affairs to work elsewhere for a period of one year, when an employee has put in 5 years or more continuous service in the Institution. During such leave, he / she shall not be entitled for any pay or allowances.

## I. GRANT OF LIEN

Lien may be granted to faculty members/staff by the Management / Principal for one year to those who completed five years continuous service and got appointed in similar educational institution / related organization.

## VIII. LEAVE RULES FOR CONTINGENT STAFF

All the contingent staff of the college are eligible for a Casual Leave of 10 days in a calendar year and other leaves of 10.

## IX. TRAVELLING ALLOWANCES, DAILY ALLOWANCE, LOCAL TRANSPORT

Employees of the College when deputed to any outstations shall be entitled to Travelling Allowances, Daily Allowances and other expenditure that they incur which shall be regulated as under:

**Note:** It is a fundamental principle that allowance is not to be a source of profit and no allowance is granted to cover the expenses of family members accompanying them when travelling on duty.

**Grades:** All the staff both teaching and non-teaching are classified into TWO Grades as follows:

**Grade – I:** All the regular teaching staff of Lecturer cadre and above.

**Grade – II:** All the non-teaching staff and all other employees.

Employees of Grade – I are eligible to travel by 1<sup>st</sup> class. All the other employees are eligible to travel by II class.

### DAILY ALLOWANCE

Daily Allowances admissible to different grades of employees shall be noted below:

Category of Employee	Town / City		
	A	B	C
Grade – I	Rs. 400/-	Rs. 300/-	Rs. 200/-
Grade – II	Rs. 300/-	Rs. 200/-	Rs. 150/-

For the purpose of claiming D.A., the absence of the employees from the headquarters is reckoned i.e., the time between the officer left the headquarters and the time he returned to the headquarters shall be taken. For less than 24 hours of absence the following rates are admissible.

Absence of less than 6 Hours	No D.A.
Absence of more than 6 Hours, but less than 12 hours	Half D.A.
Absence of more than 12 Hours	Full D.A.

**NOTE:**

- 1) Regarding the interpretation of these rules and on any other point which is not covered under these rules, the decision of the Management of the College shall be final and such decision shall not, as far as possible, affect the general interest of the employees.
- 2) The Management reserves the right to amend any of the above rules in the interest of the College without affecting the general interest of the employees.

**ALLOWANCE FOR PRESENTING PAPERS IN SEMINARS / CONFERENCES etc.**

The Regular Teaching Staff who are sponsored for presenting in seminars / conferences are eligible to travel by 2<sup>nd</sup> A/c in addition to reimbursement of registration fee. No D.A. is admissible. This facility is limited to once in an academic year i.e. July-June.

**ALLOWANCES FOR ATTENDING SEMINARS, Q.I.P. COURSE, REFRESHER COURSES etc.**

The regular teaching staff who are permitted to attend the seminars as delegates, and to undergo Q.I.P Courses, Refresher Courses / Summer Schools, Winter Schools / Training Programs etc., are eligible to travel by II Sleeper Class, No D.A. is admissible. This provision is not extended when the organizing agency is meeting T.A.

# **K.S.R.M. COLLEGE OF ENGINEERING**

## **CONDUCT RULES**

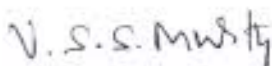
- a) Every employee shall be governed by these rules and is liable for consequences in the event of any breach of rules by him / her.
- b) Every employee, at all times, maintain integrity, be devoted his/her duty and also be honest and impartial in his/her official dealings. An employee shall, at all times be courteous and polite in his/her dealings with the Management, Principal, other members of staff, students and with members of public. He / She shall exhibit utmost loyalty and shall, always, act in the interest of the college.
- c) An employee shall be required to observe the scheduled hours of working during which he / she must be present at the place of his / her work. No employee shall leave headquarters except with prior permission of proper authority. Whenever leaving station, and employee shall inform the Principal in writing through the respective HOD or the principal directly if he / she happens to be a HOD the address at which he / she would be available during the period of his / her absence from the headquarters.
- d) No employee shall be a member of a political party or shall take part in politics or be associated with any party or organization which takes part in political activity, nor shall subscribe in the aid or assist in any manner any political movement or activity.
- e) No employee shall make any statement, publish or write through any media which has the effect of an adverse criticism of any policy or action of the College or detrimental to the interest of the college.
- f) No employee can engage directly or indirectly in any trade or any private tuition or undertake employment outside his official assignment, whether for any monetary gain or not.
- g) An employee against whom an Insolvency Proceedings commenced in the Court of Law shall forthwith report full facts thereof to the College.
- h) An employee against whom Criminal Proceedings are initiated in a Court of Law shall immediately inform the competent authority of the college regarding the details thereof.
- i) No employee shall except with prior permission of the competent authority, have recourse to law or to the press for the vindication of any official act of the college which has been the subject matter of criticism or attach of defamatory character.
- j) Whenever an employee wishes to put forth any claim or seeks redressal of any grievance he/she must forward his / her case in writing through proper channel to the competent authority and shall not forward any such advance copies of his / her application to any higher authorities unless the competent

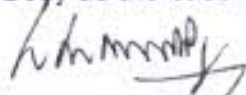
authority has rejected his/her claim or refused redressal of the grievance or has delayed the matter beyond a reasonable time.

- k) An employee who commits any offence or dereliction of duty or does an act detrimental to the interests of the College is subject to an enquiry and punishment by the competent authority. However, any employee aggrieved by the decision of the competent authority may appeal against such punishment or decision within 15 days of the receipt of the orders of the decision to the Management and the decision of the Management thereon is final and binding on the employee.
- l) No employee shall engage in strike or incitements thereto or similar activities such as absence from work or neglect of duties or participate in hunger strike etc. Violation of this rule will amount to misconduct and attract deterrent punishment.

## **DISCIPLINARY ACTION**

- a) All employees are liable for disciplinary action for disobedience, misconduct and dereliction / negligence of duty. However such disciplinary action shall be taken after establishing the grounds on which the disciplinary action is initiated and after a fair opportunity has been provided to the employee to defend himself / herself.
- b) As part of the disciplinary action, the following punishments for good and sufficient reasons may be imposed upon the employees of institution, after establishing the facts about dereliction / negligence of duties.
- i) Censure
  - ii) Withholding of increments/promotion
  - iii) Recovery from his salary whole or part of any pecuniary loss caused to the college due to negligence of duty or breach of orders.
  - iv) Suspension
  - v) Removal from service
  - vi) Dismissal from service
- c) If the competent authority feels it necessary to constitute an enquiry committee as a part of the procedure for taking disciplinary action, the enquiry committee shall consist of the three members – HODs from among Senior Faculty members.
- d) An employee can appeal out any punishments imposed upon him/her to the Management/Governing Body as the case may be.

  
Prof. V.S.S. MURTHY  
Principal

  
Prof. K.S.N. REDDY  
Director

  
K.SIVANANDA REDDY  
Correspondent