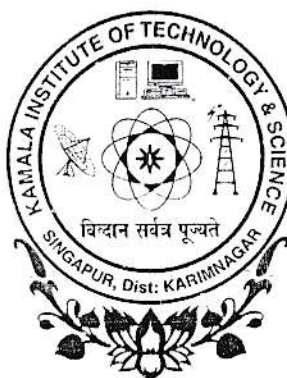


ADMINISTRATIVE MANUAL

OF

KAMALA INSTITUTE OF TECHNOLOGY & SCIENCE, SINGAPUR – 505 468

Huzurabad, Karimnagar Dist., Andhra Pradesh



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VODITHALA EDUCATION SOCIETY,
HYDERABAD, A.P.



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PREAMBLE

For maintenance of discipline, smooth functioning and overall efficiency of a technical/educational institution proper and effective administration is very essential. Each member of the teaching and non-teaching staff has to perform his/her part in an effective and efficient manner to ensure that quality and standards are maintained in a sustained manner. For this purpose it becomes essential that each knows his/her duties and responsibilities. This knowledge shall help each staff member to perform well and the Management to make sure that the expectations are fulfilled.

This Administrative Manual is intended to provide all employees the required guidance in discharge of their duties for efficiency and welfare/prosperity of the Institute. This also deals with Conduct Rules, Service Rules, Leave Rules, T.A. Rules, etc.

CHAPTER - I

1.00 GENERAL

1.01 This Manual shall be called ADMINISTRATIVE MANUAL of the Kamala Institute of Technology & Science (KITS), Singapur village, Huzurabad mandal, Dist. Karimnagar, Andhra Pradesh, India.

1.02 The rules and regulations detailed in this Manual shall apply to all full-time teaching and non-teaching staff of the Institute. These rules shall be effective from the date of approval by the Governing Body.

1.03 The Governing Body of KITS, Singapur shall have the authority to delete, amend, add or modify any of these rules.

1.04 DEFINITION:

1.04.01 Management : The Management is the Society which manages the Kamala Institute of Technology & Science (KITS), Singapur.

1.04.02 Society : Vodithala Education Society(VES), HYDERABAD (A.P.).

1.04.03 Governing Body : Governing Body of the Institute

1.04.03(a) Executive Committee : Executive Committee constituted by the Governing Body.

1.04.04 Institute : The Kamala Institute of Technology & Science (KITS), Singapur – 5050 468, Dist. Karimnagar, A.P., India

1.04.05 Chairman : Chairman of the Governing Body

1.04.06 Secretary : Secretary of the Institute

1.04.07 Executive Director/
Treasurer : Executive Director/Treasurer of the Institute.

1.04.08	Competent authority	: The Governing Body of the Institute or any authority of the Management depending upon the extent of powers delegated.
1.04.09	Director	: The Head of the Institute
1.04.10	Principal	: The Principal of the Institute
1.04.11	Head of Deptt.	: The Head of a Department of the Institute
1.04.12	Teaching staff	: Professor, Associate Professor Asst. Professor, Librarian, Physical Director of the Institute
1.04.13	Supporting Staff	: Workshop Superintendent, Foreman, Lab Asst., Draftsman, Mechanic, Computer Programmer, Computer Operator
1.04.14	Non-teaching staff	: A person in the employment of the Institute other than the teaching and academic supporting staff.
1.04.15	Training & Placement Officer	: Training & Placement Officer of the Institute.
1.04.16	Registrar/Admn. Officer	Registrar/Administrative Officer of the Institute
1.04.17	Project Engineer	: Engineer in-charge of Construction/Estate Maintenance
1.04.18	Government	: The Govt. of Andhra Pradesh
1.04.19	University	: Jawaharlal Nehru Technological University
1.04.20	Directorate	: The Office of the Director of Technical Education, Govt. of Andhra Pradesh, Hyderabad.
1.04.21	Continuous service	: Service without any break as decided by the Management.
1.04.22	Permanent post	: A substantive post carrying a scale of pay prescribed by the Management.
1.04.23	Tenure post	: A post for a prescribed duration/period decided by the Management.
1.04.24	Probation period	: A stipulated period for assessing fitness for confirmation
1.04.25	Temporary Appointment	: Appointment on adhoc basis for a stipulated period
1.04.26	Part-time appointment	: Appointment for working as an employee on part time basis as stipulated in the appointment order.
1.04.27	Officiate	: To perform the duties of a post on which another person holds a lien/leave.

- 1.04.28 Lien : Title held by an employee who holds substantively a permanent post.
- 1.04.29 Pay : Basic pay drawn monthly by an employee in the scale of pay.
- 1.04.30 Allowances : Additional emoluments paid as applicable from time to time.
- 1.04.31 Subsistence Allowance: Monthly grant made to an employee who is not in receipt of pay or leave salary during the period of suspension.
- 1.04.32 Substantive appointment: Appointment made in substantive or permanent capacity against a permanent post which is clearly vacant.
- 1.04.33 Retirement : An employee shall retire:
on reaching the age of superannuation / on indulging in acts of misconduct / found to be in efficient/found to be incapacitated/ the post is abolished and there is no suitable post in which the employee can be absorbed.

CHAPTER -2

AUTHORITY FOR ADMINISTRATION

- 2.01 GOVERNING BODY:
- 2.01.01 The Governing Body shall have the composition consistent with the guidelines prescribed by the AICTE.
- 2.01.02 TERM OF OFFICE:
- i) The term of office of members of the Governing Body, except Ex-officio members shall be 3 years from the date of their nomination.
 - ii) The term of office of Ex-officio members shall continue so long as they hold the office by virtue of which they are members.
 - iii) The term of office of a member nominated to fill up a casual vacancy shall continue for the remainder of the term of the member whom he is replacing.
 - iv) The members of the Governing Body shall be entitled to such allowances and sitting fee, if any, from the Institute as may be prescribed by the Management from time to time.
- 2.01.03 FUNCTIONS:
- a. Subject to the provisions of the relevant acts of the Government of Andhra Pradesh and the AICTE, the Governing Body shall be responsible for the general superintendence, direction and control of the affairs of the Institute and shall exercise all the powers of the Institute not otherwise provided for by the relevant acts of the State and Central Governments and regulations of the State Board of Technical Education.

- b. Without prejudice to the provisions of Clause 2.01.03 (a), the Governing Body shall take decisions on questions of policy relating to:
- administration and working of the Institute.
 - new programs of study to be offered by the Institute and to recognize or abolish any of the existing courses.
 - create various posts, both academic as well as others, and approve or reject the recommendations of the Selection Committees for all the posts.
 - consider the annual reports, annual accounts, audit report, budget estimates of the Institute and major developmental plans and approve them after giving a final shape.
 - consider, modify, amend, add or repeal the administrative and other rules.
- c. The Governing Body shall have the power to appoint such Committees as it considers necessary for the exercise of its powers and for performing its duties.

2.01.04 MEETINGS OF THE GOVERNING BODY:

- a. The Governing Body shall meet as frequently as possible but such meetings shall not be less than twice in a calendar year.
- b. Meetings of the Governing Body shall be convened by the Chairman either on his own initiative or at the request of the Member Secretary or on a requisition signed by not less than four members of the Governing Body.
- c. 40% members shall form the quorum for a meeting of the Governing Body. If a meeting is adjourned for want of quorum it shall be held on another day within a period of 15 days at a time and place to be notified and if at such a meeting, the quorum is not present within half an hour from the time indicated for holding the meeting, the members present shall form the quorum.
- d. All questions considered at the meeting of the Governing Body shall be decided by a majority of the votes of the members present including the Chairman. If the votes are equally divided, the Chairman shall have a second or casting vote.
- e. The Chairman, if present, shall preside over the meetings of the Governing Body. In his absence, the members present shall elect one from amongst themselves to preside over the meeting.
- f. A written notice for every meeting shall be sent by the Member - Secretary to every member at least 21 days before the date of the meeting. The notice shall state the place, date and time of the meeting. The Chairman may call an emergency meeting of the Governing Body at short notice to consider urgent and pressing issues.
- g. Agenda for a meeting shall be circulated by the Member-Secretary to the members at least five days before the meeting. The Chairman may, however, permit inclusion of any item which is not in the circulated agenda.

- h. The ruling of the Chairman in regard to all questions of procedure shall be final.
- i. The minutes of the proceedings of a meeting of the Governing Body shall be drawn up by the Member - Secretary and circulated to all members of the Governing Body. The minutes, along with any amendments suggested, shall be placed for confirmation at the next meeting of the Governing Body. After the minutes are confirmed and signed by the Chairman, they shall be recorded in the Minutes Book.

2.02 EXECUTIVE COMMITTEE:

2.02.01 The Governing Body constitutes a subcommittee designated as Executive Committee to assist the Governing Body.

2.02.02 The Executive Committee will consist of :

- a. Secretary of the Society - Chairman
- b. Executive Director/Treasurer of the Society - Member
of the Society
- c. Nominee of the Chairman - Member
of the Society
- d. Director - Member
- e. Principal - Member- Convener
- f. Co-opt. members not exceeding two as per requirement.

2.02.03 MEETINGS OF THE EXECUTIVE COMMITTEE:

- a. The Executive Committee should meet as frequently as possible depending upon needs of the Institute but not less than 4 times in an academic year.
- b. The quorum for this meeting should be 3 and the majority opinion on any matter is to be the final decision in all matters. In case of any matters on which opinions of members are equally divided the casting vote of the Chairman will decide the matter. Co-opted members will not have the right to vote.

2.02.04 FUNCTIONS OF THE EXECUTIVE COMMITTEE:

- a. This Committee will consider all matters as per the agenda prepared by the Member/Convener and will discuss, examine and take final decisions in each matter.
- b. This Committee will decide which matters are to be placed before the Board of Governors with their recommendation as policy matters for taking appropriate decision at the meeting of the Board of Governors whenever convened.
- c. It will take decision on urgent and routine matters relating to administrative, development, construction, procurement of equipment, creation of posts, sanction/ revision of scales of pay and allowances, legal cases, etc. and such other related matters connected with the institution and put up to the Board of Governors for ratification, wherever necessary.
- d. It will also decide the matters for which their decisions are to be implemented by the Director/ Principal and apprise the same to the Board of Governors at its meeting.

- e. The Convener is to prepare the agenda and fix the date in consultation with the Chairman of the Executive Committee and inform the members with the agenda at least a week in advance.
- f. All the proceedings of this Committee are to be recorded in a permanent register kept for the purpose as in the case of Governing Body Meetings.
- g. In the absence of the Chairman one of the members present may be elected by the members as Chairman for the particular meeting.
- h. The Council may co-opt other members for taking up special issues such as construction, finance, etc.
- i. In case of any emergency the agenda may be circulated to the members and get their consent for taking action.

CHAPTER 3

MANAGEMENT OF THE INSTITUTE

3.01 CHAIRMAN

- 3.01.01 The Chairman of the Governing Body shall be nominated by the Society.
- 3.01.02 The Chairman shall ordinarily preside over the meetings of the Governing Body
- 3.01.03 The Chairman shall exercise such other powers and perform such other duties as may be assigned to him by the Society and which are consistent with the relevant acts of the State and Central Governments and the statutes and ordinances of the State Board of Technical Education.
- 3.01.04 In emergent cases the Chairman may exercise the powers of the Governing Body and place before the Governing Body the action taken by him for its ratification.
- 3.01.05 The Chairman shall have the powers to operate the bank accounts of the Institute.

3.02. SECRETARY

- 3.02.01 The Secretary of the Institute shall be nominated by the Society.
- 3.02.02 The Secretary shall be the custodian of the funds and other properties of the Institute.
- 3.02.03 It shall be the duty of the Secretary to ensure that the decisions taken by the Governing Body are implemented by the Director and Principal.
- 3.02.04 The Secretary shall be the authority to issue appointment orders and posting on behalf of the Governing Body.
- 3.02.05 The Secretary shall be the competent authority to take disciplinary action against all employees. He shall be the appointing authority for academic supporting, other non-teaching, ministerial and Class-IV Staff.

- 3.02.06 The Secretary shall have the authority to employ temporary and adhoc Lecturers, part-time faculty members and non-teaching staff and prescribe the emoluments payable in such appointments.
- 3.02.07 The Secretary shall sanction all kinds of leave, vacation and permission to leave the Headquarters to the Director and Principal.
- 3.02.08 The Secretary shall accord sanction in respect of the capital expenditure approved by the Governing Body.
- 3.02.09 The Secretary shall have the power to re-appropriate funds with respect to different items constituting the budget. Every such re-appropriation shall be reported to the Governing Body.
- 3.02.10 The Secretary shall have the power to write-off irrecoverable losses upto Rs. 50,000/- in each case and of irrecoverable value of stores lost or rendered unserviceable due to normal wear and tear up to Rs.100000/- in any individual case subject to such stipulations as may be made by the Governing Body from time to time.
- 3.02.11 The Secretary shall be one of the co-signatories along with the Executive Director/Treasurer or nominee of the Chairman for operating the bank accounts of the Institute.
- 3.02.12. The Secretary shall review the confidential reports of the teaching and non-teaching staff.
- 3.02.13. The Secretary shall sanction increments to the teaching and non-teaching staff.
- 3.02.14 The Secretary shall discharge such other functions as specifically assigned to him by the Governing Body.

3.03 EXECUTIVE DIRECTOR/TREASURER:

- 3.03.01 The Executive Director/Treasurer of the Institute shall be nominated by the Society.
- 3.03.02 The Executive Director/Treasurer will be the co-custodian of all funds and properties of the Institute and also the custodian of the books of accounts of the Institute.
- 3.03.03 The Executive Director/Treasurer shall supervise and examine the accounts maintained by the Institute.
- 3.03.04 The Executive Director/Treasurer shall supervise preparation of the accounts including the balance sheet of the Institute and submit them for audit every year latest by 31st October.
- 3.03.05 The Executive Director/Treasurer on receipt of the audit report shall scrutinize it and present it to the Secretary with his remarks and suggestions.
- 3.03.06 The Executive Director/Treasurer shall prepare the annual budget of the Institute in consultation with the Director and Principal, where-ever necessary, and present it to the Secretary not later than 31st October of each year.

- 3.03.07 The Executive Director/Treasurer shall be responsible to invest funds of the Institute as decided by the Governing Body.
- 3.03.08 The Executive Director/Treasurer shall be the joint signatory for all loans borrowed and over-drafts taken in the name of the Institute as decided by the Governing Body along with the Secretary.
- 3.03.09 The Executive Director/Treasurer or nominee of the Chairman of Executive Committee shall operate the bank accounts of the Institute with either Secretary or the Director or the Principal as the co-signatory.
- 3.03.10 The Executive Director/Treasurer shall discharge such other functions as specifically assigned to him by the Governing Body.
- 3.04 DIRECTOR OF THE INSTITUTE:
- 3.04.01 The Director shall be the Chief Administrative and Executive Officer of the Institute and shall be responsible for the proper administration of the Institute for its smooth functioning and maintenance of discipline.
- 3.04.02 The Director shall assist the Secretary in implementing all the decisions of the Governing Body and other Committees constituted by the Governing Body and in planning the development of the Institute.
- 3.04.03 The Director shall convene meetings of various committees and prepare the agenda for such meetings, and implement the decisions.
- 3.04.04 The Director shall prepare the Annual Report of the Institute by the end of February of each year and present the same to the Secretary.
- 3.04.05 The Director shall have the authority to regulate the working of all the employees of the Institute and ensure that they perform the duties assigned to them in an effective and efficient manner.
- 3.04.06 Subject to the provisions made for specific purposes in the recurring budget, the Director shall have the power to incur expenditure in accordance with such procedures as may be laid down by the Executive Committee from time to time.
- 3.04.07 The Director shall be one of the co-signatories along with the Executive Director/ Treasurer or nominee of the Chairman of Executive Committee for operating the bank accounts of the Institute.
- 3.04.08 The Director during the period of his absence, may temporarily delegate any of his powers to Principal with the approval of the Secretary.
- 3.04.09 The Director shall exercise such other duties as may be assigned to him by the Governing Body from time to time.
- 3.04.10. In order to assist the Director/Principal in the routine administration of the institution, senior faculty members will be given the additional duties as Deans. These appointments will be made by the Secretary from time to time.
- 3.04.11 If the Director post is either not filled or is not required, all the duties and responsibilities will rest with Principal of the Institute.

3.05 PRINCIPAL OF THE INSTITUTE:

- 3.05.01 The Principal shall be the custodian of all records of the Institute.
- 3.05.02 The Principal shall assist the Director in implementing all the decisions of the Governing Body and other Committees constituted by the Governing Body and in planning the development of the Institute.
- 3.05.03 The Principal shall convene meetings of various committees and prepare the agenda for such meetings, record and implement the decisions in consultation with the Director.
- 3.05.04 The Principal shall be responsible for planning the academic schedule, conduct of the class work as well as the examinations as prescribed by the Institute and the University.
- 3.05.05 The Principal shall have the power to sanction vacation, leave and to grant permission to leave the Headquarters in respect of all the employees. However, he may delegate these powers to the Deans/Heads of the Departments in consultation with the Director.
- 3.05.06 The Principal shall have the power to depute members of the staff for training or for a course of instructions or for attending to technical conferences, etc. inside India subject to such terms and conditions as may be laid down by the Governing Body from time to time in consultation with the Director.
- 3.05.07 The Principal during the period of his absence, may temporarily delegate any of his powers to any senior faculty member with the approval of the Director.
- 3.05.08 The Principal shall exercise such other duties as may be assigned to him by the Director from time to time.
- 3.05.09 Subject to the provisions made for specific purposes in the recurring budget, the Director shall have the power to incur expenditure in accordance with such procedures as may be laid down by the Executive Committee from time to time.
- 03.05.10 Principal will be the cosignatory along with the Director or nominee of the Chairman of Executive Committee for operating Bank Accounts in respect of receiving grants.
- 03.05.11 Principal will be the ex-officio Chief Warden of the hostels of the Institute.

CHAPTER 4

CLASSIFICATION OF THE STAFF OF THE INSTITUTE

- 4.00 The members of staff of the Institute shall be classified as Academic and Administrative as detailed below:
- 4.01 DIRECTOR
- 4.02 PRINCIPAL
- 4.03 DEANS – ACADEMIC AFFAIRS, ADMINISTRATION, STUDENTS AFFAIRS
- 4.04 TEACHING STAFF:
Professors/Associate Professor/Assistant Professor
Librarian
Physical Director
Other posts, if any, created by the Governing Body from time to time.
- 4.05 NON-TEACHING STAFF:
- 4.05.1 ADMINISTRATIVE STAFF:
Registrar/Administrative Officer
Training & Placement Officer
Public Relation Officer
Medical Officer
Project Engineer
Other posts, if any, created by the Governing Body from time to time.
- 4.05.2 ACADEMIC SUPPORTING STAFF:
Computer Programmer
Computer Operator
Workshop Superintendent
Lab Asst.
Senior Mechanic
Mechanic/Skilled Assistant
Other posts, if any, created by the Governing Body
- 4.05.3 MAINTENANCE STAFF:
Draughtsman /Tracer
Electrician
Pump Operator/Plumber
Work Inspector
Driver
Other posts, if any, created by the Governing Body from time to time.
- 4.05.4 MINISTERIAL STAFF:
Superintendent
Senior Asst.
Junior Asst
Personal Asst. (P.A.)
Records Asst.
Other posts, if any, created by the Governing Body from time to time.
- 4.05.5 CLASS-IV STAFF:
Attender
Cook
Mali
Cleaner
Sweepers
Other posts, if any, created by the Governing Body from time to time.

CHAPTER 5

ACADEMIC DEPARTMENTS

5.01 The Institute offers the following programs:

- a) 4 year B.Tech. courses
- b) 3 year MCA Course
- c) Any other courses approved

Normally each course will have one department headed by the HOD. However, basic sciences and other auxiliary subjects will be combined as Sciences and Humanities Department.

5.01.01 Each course will be under one faculty member as the Head of the Dept. who will be nominated by the Secretary on the advice of the Director/Principal. Depending upon the exigencies, two or more courses may be placed under the same Head of the Department.

5.02 HEAD OF THE DEPARTMENT (HOD)

5.02.01 He is responsible to Director/Principal in all academic and administrative matters and shall extend co-operation to the Deans for the smooth functioning of the Institute.

5.02.02 He is responsible for the preparation of reports for various committees of Govt., University, AICTE, etc.

5.02.03 The Head of the Dept. shall be responsible for the entire working of the department, under the general control of the Principal.

5.02.04 It shall be the duty of the Head of the Dept. to ensure that the decisions of the Director and Principal are implemented.

5.02.05 He shall be the custodian of all records of the department. He is to establish and supervise various laboratories of the department.

5.02.06 He is responsible for the maintenance and upkeep of the equipments of various laboratories of the department with the help of teaching and non-teaching staff.

5.02.07 He has to see that the stock ledgers of various laboratories of his department are maintained regularly and kept up to date with correct entries.

5.02.08 He shall be responsible for the proper administration of the department for its smooth functioning and maintenance of discipline.

5.02.09 He shall assist the Director/Principal in implementing all decisions of the Governing Body and other committees constituted by the Governing Body and in planning the development of the Department.

5.02.10 He shall convene meetings of the department and prepare agenda for such meetings and record them in the minutes book.

- 5.02.11 He shall prepare the Annual Report of the Department by 15th February every year and present it to the Principal.
- 5.02.12 He shall be responsible for planning the academic schedule, conduct of the class work, allotting work load to the staff as well as the conduct of examinations as prescribed by the University/Institute.
- 5.02.13 He shall extend co-operation to the Deans in all academic and administrative matters.
- 5.02.14 He shall have the authority to regulate the working of all employees of the department and ensure that they perform the duties assigned to them in an effective and efficient manner.
- 5.02.15 He is to submit the annual confidential reports of all the teaching and non-teaching staff of the department working under his control.
- 5.02.16 He may recommend vacation and other leave to his staff.
- 5.02.17 He shall have the power to recommend staff of his department for training or higher studies/QIPs or for attending to technical conferences, seminars, etc. in India subject to such terms and conditions as laid down by the Institute from time to time.
- 5.02.18 He shall have the power to incur contingent expenditure for academic purposes in accordance with decisions of Executive Committee.
- 5.02.19 He shall be responsible to arrange for the requirements of the various laboratories of the department and place indents with the Principal for procurement of equipments subject to budget provision.
- 5.02.20 He shall also perform such other duties as assigned by the Director or Principal.

5.03 PROFESSOR

- 5.03.01 Class room and laboratory instructions, assessment of students, guiding student projects, seminars and providing leadership in the conduct of course work in the relevant field of specialization.
- 5.03.02 Curriculum development including design and development of new programs, providing leadership in learner-resource development and modernization of laboratories.
- 5.03.03 Interaction with industry and institutions, leading to consultancy projects and extension activities, planning, organization and participation in continuing education programs.
- 5.03.04 Research and research guidance.
- 5.03.05 Student counseling, feed-back and career guidance.
- 5.03.06 Participation in policy planning, monitoring and evaluation of institutional activities including promotional activities.

- 5.03.07. Participation in administration and planning both at departmental and institutional levels.
- 5.03.08. Preparing project proposals in areas of R & D work, Lab development, modernization, expansion, etc.
- 5.03.09. Contribution to resource mobilization efforts of the Institute.
- 5.03.10. Any other responsibility specifically assigned by the Management/Director/Principal/HOD of the Institute.

NOTE: It is obligatory for all Professors/Associate Professors to participate in the essential academic activities viz. class room and laboratory instructions, guiding students' projects, seminars, examination work and assessment of students. However, flexibility is essential in order to meet the overall needs of the Institute, in general, and the department, in particular, in the choice and allocation of duties to sub-ordinates as specified by the AICTE from time to time.

5.03 ASSOCIATE PROFESSOR

- 5.04.01. Class room and laboratory instructions, guiding students' projects, seminars, participation in examination work and assessment of students.
- 5.04.02. Participation in curriculum development including innovations in instructional works, development of instructional aids and learner resource material.
- 5.04.03. Development of laboratories.
- 5.04.04. Research and research guidance.
- 5.04.05. Interaction with industry, organization of industrial training for students and contribution to consultancy projects and extension services.
- 5.04.06. Interaction with students, involvement in their co-curricular activities, student counseling, feed-back and career guidance.
- 5.04.07. Participation in continuing education activities.
- 5.04.08. Involvement in the administrative, planning and developmental activities at the departmental level and participation at the institutional level.
- 5.04.09. Any other responsibility assigned by the Management/ /Principal/ HOD of the Institute.

NOTE: It is obligatory for all Assistant Professors to participate in the essential academic activities viz., class room and laboratory instructions, guiding students' projects, seminars, examination work and assessment of students. However, some flexibility in the allocation of duties is unavoidable to meet the overall needs of the Institute and the concerned department, as specified by the AICTE from time to time.

5.05 ASSISTANT PROFESSOR:

- 5.05.01 Class room instruction involving systematic organization of course material and its presentation, stress on concepts and applications, tutorials, assignments, promotion of students participation, use of effective techniques including media, complete coverage of syllabus, class room discipline, promotion of self-learning and library reference work.
- 5.05.02 Laboratory instruction comprising of selection of experiments; schedules for laboratory work; instruction manuals; maintenance in good working condition of all equipment; instruction, assistance and guidance; laboratory reports and their evaluation; completion of all experiments as per schedule and interaction with students.
- 5.05.03 Provide guidance in students' projects, seminars including help in the selection of projects and defining their objectives; assistance in the identification of different activities, resource needs and time schedules; involvement in securing resources; continuous guidance in completion of projects and finalization of project reports.
- 5.05.04 Examination work and assessment of students including the conduct of class tests; setting question papers with proper coverage, choice of appropriate instruments and ensuring standards; evaluation, ensuring proper identification/selection, participation in examination work like preparation of examination schedules, invigilation, tabulation and finalization of awards.
- 5.05.05 Participation in curriculum development work, development of new programmes; formulation of new syllabi and preparation of new assignments, charts, models, transparencies, laboratory/instruction manuals and lecture hand-outs.
- 5.05.06 Participation in laboratory development involving planning of expansion or establishment of new laboratory or modification of existing ones; preparation of proposals for modernization of laboratory; modification of existing experimental set-ups and setting up of new experiments to meet the changing requirements and demands.
- 5.05.07. Interaction with industry involving assignments at industry for short periods, assisting in consultancy projects, supervision of practical training of students during vacation and organization of industrial visits in consultation with the T & P Officer.
- 5.05.08. Interaction with students involving supervision of hostels, sports and games, NCC, NSS and other co-curricular activities; student counseling, feed-back and career guidance.
- 5.05.09. Assist the internal administration in activities like preparation of time-tables, formulation of examination schemes/schedules, tabulation and finalization of sessional marks and attendance, work as the in-charge of laboratory, supervision of the work of laboratory supporting staff, procurement of stores and initiation of developmental proposals.
- 5.05.10. Any other responsibility specifically assigned by the Management/Director/Principal/ HOD of the Institute.

NOTE: It is obligatory for all lecturers to participate in the essential academic activities viz. class room and laboratory instructions, guiding students' projects, seminars, examination work and assessment of students. However, their assignments will need flexibility subject to the overall needs of the Institute and the concerned department depending upon the requirements/demands, as specified by the AICTE from time to time.

CHAPTER 6

6.00 ADMINISTRATIVE SET-UP

6.01 ADMINISTRATIVE OFFICE:

The Administrative Office is responsible for the expeditious implementation of the decisions of the Governing Body. It has to ensure the efficient functioning of the Institute in a very disciplined and orderly manner. Details of the staff on rolls as against the norms of the AICTE and the actual requirement are to be monitored continuously and matched in a need-based and economic manner. Advance planning is to be done to see that the over-all working of the Institute is very smooth, proper, efficient and economical.

The Office consists of :

1. Establishment Section
2. Academic Section & scholarships
3. Examination Section
4. Accounts Section

Financial Assistance through Banks & etc.
Loan facilities etc.

6.01.00 ADMINISTRATIVE STAFF - RESPONSIBILITIES:

The Administrative Office is headed by the Registrar/Administrative Officer whose responsibilities are stated hereunder:

6.01.01 REGISTRAR/ADMINISTRATIVE OFFICER:

- a. He shall directly be responsible to the Director/Principal and will assist them in all matters relating to the administration of the Institute and all functions thereof.
- b. He will assist the Director/Principal in the compilation of different statistical data for the preparation of reports to be submitted to the Government and other authorities, preparation of annual reports and formulation of various development plans of the Institute.
- c. He shall assist the Director/Principal in organizing meetings of the Governing Body and other meetings conducted by the Director/Principal. He has to help in the preparation of agenda/ notes and minutes as well as in the implementation of the decisions taken at such meetings.
- d. He will be the over-all in-charge of the Administrative Office of the Institute and the employees belonging to different cadres. All papers to the Director/Principal for orders or a policy decision shall normally be examined by him and put up with his comments and/or suggestions.

- e. He shall be responsible for the discipline as well as the smooth and efficient functioning of the Administrative Office and the Institute.
- f. He shall sign letters issued from the college Office on ^{policy matters &} routine matters with the approval of the Director/Principal.
- g. He will discharge any other responsibility specifically assigned to him by the Director/Principal of the Institute.

6.02 TRAINING & PLACEMENT CELL (T&P Cell):

The T&P Cell is headed by the Training & Placement Officer (TPO). He is assisted by a representative of each academic Dept. The Cell inter-acts actively with industries and research and service organizations for organizing campus recruitment, in-plant training, study tours and for getting sponsored projects for mutual benefit of the Institute and industry.

6.02.01 TRAINING & PLACEMENT OFFICER (TPO):

- a. TPO is directly responsible to the Director/Principal in all matters relating to the Training & Placement of the students.
- b. He is responsible for the creation and continuous up-dating of data/information on:
 - i). Industries and other employing agencies with details of their professional activities, recruitment procedures, personnel responsible for recruitment, nature of posts, recruitment qualifications required, staff development practices and salary structures.
 - ii). Organizations which offer training facilities, their professional activities, procedures and policies for inducting trainees, training programs and personnel responsible for training.
 - iii). Industry-Institute interaction.
 - iv). Alumni holding responsible positions in the industry and other organizations.
 - v). Experts available in the industry and other professional organizations together with details of their specialization and experience.
- c. Continuous collection of information of the technical posts advertised, recruitment tests notified and dissemination of this information to the students.
- d. Dissemination of information regarding the avenues available for in-plant training for the benefit of the students and faculty.
- e. Planning and conduct of career development programs with the assistance of the academic departments and external experts.
- f. Continuous interaction with the Board of Apprenticeship Training and assisting the students in securing apprenticeship placements.
- g. Organization of entrepreneurship training programs in collaboration with the academic departments.

- h. Organization and supervision of in-plant training of students.
- i. Help in the organization of study tours of students.
- j. Organization of professional training for the faculty in consultation with the departments.
- k. Organization of campus recruitment/interviews for placement of students.
- l. Assist the students in overcoming their problems/difficulties regarding placements/training.
- m. He shall also discharge any other responsibility assigned by the Secretary/Director/ Principal of the Institute.

6.03 LIBRARY:

- a. A central Library caters to the needs of the students for enhancing their knowledge base. A wide range of rare and valuable text books, reference books and journals are procured.

6.03.01 The Library is headed by the Librarian. His responsibilities and duties are indicated below:

LIBRARIAN

- a. General administration of the Library of the Institute under the general supervision of the Director/Principal.
- b. Preparation of the annual budget of the Library.
- c. Collection/processing of suggestions of the academic departments regarding the books, periodicals, video tapes and CDs to be procured, obtain approval of the Secretary/Director/ Principal and take action to acquire them and also the other requirements of Library.
- d. Organization and management of SC/ST/BC Book Banks for the benefit of the students.
- e. Organization, supervision and cataloguing/indexing of library books, periodicals, Computers, video tapes and CDs.
- f. Advance Planning and arrangements for repairs of the Library resources as and when required.
- g. Organization and management of safety and upkeep of the library books, periodicals, video tapes, CDs, furniture and other assets.
- i. Any other responsibility assigned by the Secretary/Director/Principal of the Institute.

6.04 PHYSICAL EDUCATION:

- a. Physical Education is treated as one of the important co-curricular activities, along with the academic activities, as it is the combination of the body and the mind that accelerates the tendency of the student for better health to keep him/her active throughout the life. Hence, physical education has been made a part of the academics for all the students of the Institute. They are encouraged to participate in sports, games and other physical fitness activities.
- b. The Physical Education is headed by the Physical Director whose duties and responsibilities are indicated below: He is guided by the Sports Committee of the Institute in planning the intramural and interclass matches.

6.04.01. PHYSICAL DIRECTOR:

- a. General administration of the Physical Education of the Institute under the overall supervision of the Director/Principal.
- b. Preparation of the annual budget of the Physical Education consistent with the guidelines given by the Director/Principal.
- c. Undertake the work of laying new play-fields and maintaining the existing ones in perfect condition on continuous basis.
- d. Identification and procurement of the materials required for various sports and games with the approval of the Director/Principal.
- e. Preparation of the calendar for various sports and games activities spread over the entire academic year, obtain relevant approval for the same and implement it.
- f. Conduct inter-class and intramural matches in various sports and games activities and organize the Annual Sports Day every year.
- g. Identify the competency of the students, provide coaching wherever required and organize participation of the Institute in inter-collegiate and other tournaments conducted by the University.
- h. Organize tournaments or friendly matches with neighboring institutions on a regular basis.
- i. Ensure the safety, proper upkeep and maintenance of the assets and other sports and games materials of the Physical Education of the Institute.
- j. Assist the Director/ Principal in preparing the developmental plans of the Physical Education.
- k. Assist the Director/Principal in the efforts to generate resources for the Physical Education.
- l. Any other responsibility assigned by the Director/Principal of the Institute.

6.05 PROJECT ENGINEER'S OFFICE:

6.05.00

- a. The Project Engineering Office is headed by the Project Engineer. All construction work is carried out under supervision of the Project Engineer to ensure quality, economy and efficient and speedy execution. Most of the building accessories are fabricated by the fabrication wing. Majority of the items of furniture are also fabricated in the fabrication shop. Cleanliness and hygiene of the Campus are meticulously maintained by the Maintenance Section of the Project Engg. Office.
- b. The Project Engineer's Office is responsible for:
Building Construction work
Maintenance of buildings and the Campus/Hostels
Power and Water Supply, Sewerage
Fabrication jobs, Vehicles and Gardening.

6.06.01 PROJECT ENGINEER:

The duties and responsibilities of the Project Engineer are given below:

- a. Responsible for all immovable assets of the Institute like land, buildings, roads, drains, sewage, water and electricity supply systems and other utilities as well as furniture. Proper upkeep of all and maintenance of related records always up-to-date.
- b. Identification of the maintenance requirements of the immovable assets and furniture of the Institute. Assist the Director/Principal in the preparation of the annual budget for the maintenance of immovable assets and furniture.
- c. Preparation of detailed estimates for the maintenance/minor modifications for getting relevant approval.
- d. Assist the Director/Principal in the preparation of proposals for new buildings and services required by the Institute and for getting relevant approvals.
- e. Preparation of detailed plans and estimates for all new construction works and to assist the Director in securing approvals of the competent authority.
- f. Execution of all approved maintenance work after calling for tenders or quotations wherever necessary, maintain relevant accounts and furnish completion reports together with related expenditure statements.
- g. Supervision of all approved new construction work, ensuring quality, time schedule and adherence to the approved estimates. Submission of progress reports and expenditure statements periodically.
- h. Procurement of various materials required by the Project Engineer's Office after following all procedures laid down for the same.
- i. Custodian of the stores of the Project Engineer's Office; ensure regular maintenance of stock registers, record of issues and Measurement Books.

- j. Assignment of duties to the staff of the Project Engineer's Office which includes maintenance of lawn and garden, and supervision of all related works.
- k. Engagement of casual labour with the approval of the competent authority, supervise their work and process their wage bills promptly.
- l. Liaison with labour authorities, APNPDCL and other Govt. agencies.
- m. Payment of taxes, etc. to the Gram Panchayat/local bodies.
- n. Any other responsibility assigned by the Secretary/Director/Principal of the Institute.

CHAPTER 7

7.00 RECRUITMENTS:

- 7.00.01 All the posts of the Institute shall normally be filled up by inviting applications through press notifications and by reporting to the concerned employment exchange. However, the Governing Body has the power to fill up the posts of Director, Principal, Professors, Training and Placement Officer, Registrar or Administrative Officer by invitation also. Further, the Governing Body shall have the power to decide to fill up the posts of Technical Supporting, Ministerial and Class-IV Staff by promotion from amongst the members of the staff taking into consideration their efficiency/performance, qualification, experience, confidential and service records.
- 7.00.02 For recruitment to the posts of Principal, Professors, Associate Professors and Assistant Professors, the qualifications shall be the same as prescribed by the AICTE from time to time. In respect of all other posts the Governing Body shall have the authority to prescribe the recruitment criteria.
- 7.01 If the post is to be filled up by open advertisement it shall be notified by the Secretary.
- 7.01.01 The applications received for the posts belonging to various categories of teaching staff, in response to advertisements shall also be screened by the Director/Principal or a Committee before presenting them to the concerned Selection Committee of the University.
- 7.02 Selection Committees for recruitment to the posts of the Institute either by advertisement or by promotion from amongst the members of the staff of the Institute(excluding the posts on contract basis) shall be constituted in the manner laid down below. However, composition of these committees shall be modified whenever such modifications are called for due to directives received from the AICTE/State Government/ Affiliating University.
- 7.02.01 For recruitment to the post of Principal the Selection Committee will consist of the following:
 - Vice-Chancellor of JNTU
 - Chairman or his nominee
 - Secretary
 - Director
 - One Expert Member to be nominated by the Chairman of Governing Body.
 - Two experts from University
 - DTE nominee
 - AICTE nominee

7.02.02 For Faculty Positions(Professors, Associate Professors and Assistant Professors as per the JNTU norms)

7.02.03 For Registrar/Admn. Officer/Training & Placement Officer/Project Engineer/ Medical Officer/Librarian/Physical Director etc.

- * Chairman of the Governing Body of the Institute
- * Secretary of the Institute
- * Director of the Institute
- * Principal of the Institute
- * One Expert Member to be nominated by the Chairman of the Governing Body.

The Chairman of the Governing Body shall be the Chairman of this Committee and in his absence the Secretary shall be the Chairman of the Committee.

7.02.04 For the posts of Academic Supporting, Ministerial, Maintenance and Class IV staff.

- * Secretary of the Institute.
- * Director of the Institute.
- * Principal of the Institute.
- * Head of the Department.
- * One Expert Member to be nominated by the Chairman of the Governing Body.

The Secretary shall be the Chairman of the Committee and in his absence his nominee will act as Chairman.

7.02.05 When a post is to be filled up temporarily in the cadres of Asst. Professors and academic supporting staff and non teaching staff, the Secretary may, at his discretion, constitute such adhoc committees as the circumstances may permit.

7.03 TERMS AND CONDITIONS OF SERVICE OF A PERMANENT EMPLOYEE

7.03.00 Permanent employees of the Institute shall be governed by the following terms and conditions:

7.03.01.01 Every appointment shall be subject to the condition that the appointee is certified as being in sound health and physically fit for service by a Medical authority nominated by the Governing Body. In case of any appeal against the decision of such a Medical authority, the Governing Body may refer the case to a Medical Board constituted by it for the purpose. The decision of such a Board shall be final.

7.03.01.02 The Governing Body may, for sufficient reasons, relax the medical fitness requirements in any particular case or cases, subject to such conditions, if any, as may be laid down by the Governing Body.

7.03.02 Subject to the provision of these rules, all appointments on regular basis for the posts of the Institute shall ordinarily be made on probation for a period of 2 years after which the appointee, if confirmed, shall continue to hold his office subject to the provisions of the relevant rules, till the end of the month in which he attains the age of superannuation.

- 7.03.02.01 Persons in the employment of the Institute and appointees to higher posts by either selection or promotion shall be on probation for 2 years.
- 7.03.03 The appointing authority shall have the power to extend the period of probation of any employee of the Institute for such periods as may be found necessary. If, after the probation, the employee is not confirmed, and his probation is also not formally extended, he shall be deemed to have continued on temporary basis and then his services may be terminated with one month notice or on payment of a month's salary in lieu thereof.
- 7.03.04 When an employee completes the period of probation, or the extended period of probation, the appointing authority shall assess his performance during the said period, decide whether the probation is completed satisfactorily, and if it is so decided, it may confirm him in the post.
- 7.03.05 The appointing authority shall have the power to terminate the services of any member of the staff during the period of probation without assigning any reason.
- 7.03.05.01 In the case of termination of the services of a probationer not holding a substantive post in a lower cadre one month's notice may be given in writing or one month's salary may be paid in lieu thereof.
- 7.03.05.02 Unless otherwise stated specifically in the terms of appointment, an employee on probation and not holding any substantive post with the Institute may resign and leave the services of the Institute by giving one month's notice in writing to the appointing authority. However, the appointing authority may in specific cases accept the salary for one month and waive the requirement of one month's notice or part thereof.
- 7.03.06 The appointing authority shall have the power to terminate the services of any member of the staff by giving 3 months notice in writing or on payment of 3 months salary (total emoluments) in lieu thereof, if, on medical grounds, certified by the Medical authority nominated by the Governing Body, it is decided that his retention in service is considered undesirable and after obtaining the approval of the competent authority.
- 7.03.07 The Governing Body shall have the power to terminate the services of any permanent member of the staff on grounds of retrenchment for economy by giving 6 months notice in writing or on payment of 6 months salary in lieu thereof.
- 7.03.08 A permanent employee of the Institute may resign and terminate his engagement with the Institute by giving the appointing authority 3 months notice or on payment of 3 months salary in lieu thereof. The vacation or leave availed of by the employee during the notice period will not be counted towards the notice period.
- 7.03.09 An employee of the Institute shall route his application for appointment in any external organization through the Principal and Director of the Institute.
- 7.03.10 A member of the staff who is on probation and not holding any substantive post shall be permitted to apply for appointment in any other organization only if he/she resigns before making such an application.

- 7.03.11 If a member of the staff who had executed an agreement applies for appointment in any other organization his/her application may be forwarded provided that if he/she is selected for appointment in the external organization he/she will be relieved only after completion of the period of service specified in the agreement executed by him/her. However, more than 2 applications of an employee shall not be forwarded in a calendar year.
- 7.03.12 A temporary employee of the Institute who has no obligation to serve the Institute for a certain minimum period may be permitted to apply for appointment in an external organization not more than 2 times in a calendar year.
- 7.03.13 In the case of posts against which recruitment is to be made by open selection, if two or more candidates are selected for appointment in a particular cadre in the same Department by a Selection Committee, the seniority of the candidates so selected shall be decided by the order of merit in which the candidates are placed by the Selection Committee.
- 7.03.14 In case of posts to which appointments are made by promotion, if two or more candidates are promoted to the same cadre on the same day, the inter-se merit shall be determined by the seniority in the feeding cadre.
If on the same day an internal candidate is promoted and an external candidate is selected for the same cadre, the internal candidate shall be considered to be the senior.
- 7.03.15 Subject to these rules the employees of the Institute in different cadres shall retire on attainment of the age of superannuation as given below:
- | | |
|-------------------------------|--|
| Principal | : End of the month in which the incumbent completes the age of 65 yrs. |
| Teaching staff | : End of the month in which the incumbent completes the age of 60 yrs. |
| Registrar and other officers: | End of the month in which the incumbent completes the age of 58 yrs. |
| Ministerial Staff | : End of the month in which the incumbent completes age of 58 yrs. |
| Academic Supporting staff | : End of the month in which the incumbent completes the age of 58 yrs. |
| Maintenance staff | : End of the month in which the incumbent completes the age of 58 years. |
| Class - IV Staff | : End of the month in which the incumbent completes the age of 60 yrs. |
- 7.03.16 Notwithstanding Clause 7.03.15 the Governing Body shall have the power to retire an employee completing either 25 years of service or on attainment of the age of 50 years if in the opinion of the Governing Body the employee has outlived his utility or is not fit to continue in the service of the Institute for one reason or the other. Such an employee shall be given 3 months notice or paid 3 months salary in lieu thereof.

- 7.03.17 An employee may retire either on completion of 25 years of service or on attaining the age of 50 years by giving 3 months notice in writing to the Institute. The Appointing Authority for valid and sufficient reasons may either reduce or waive the said notice period.
- 7.03.18 If the Governing Body feels that the continued service of a person even after the age of retirement is in the interest of the Institute it may retain/re-appoint him/her.
- 7.04 POSTING TO OTHER INSTITUTES ON DEPUTATION:
- 7.04.01 The members of staff of the Institute may be deputed to work in other institutes of the Society or other Institutes/organizations with the approval of the Competent Authority.

CHAPTER 8

CONDUCT RULES

- 8.01 An employee of the Institute shall devote his/her whole time to the service of the Institute and shall carry out such duties and functions and hold such responsibilities as assigned to him/her by the authorities of the Institute from time to time.
- 8.02 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 competent authority beyond the scheduled working hours and on holidays and Sundays.
- 8.03 An employee shall be required to observe the scheduled hours of work, during which he/she must be present at the place of his/her work at the Institute.
- 8.04 Except for valid reasons or unforeseen contingencies an employee shall not be absent from duty without prior permission of the Principal.
- 8.05 No employee residing in campus shall leave the headquarters except with the previous permission of the Principal even during leave or vacation. Whenever leaving the station, an employee should inform the Director/ Principal through the Head of the Dept. the address/ Phone No. where he/she would be available during the period of his/her absence from the headquarters.
- 8.06 Every employee of the Institute shall be devoted to his/her duty and shall maintain absolute integrity, confidentiality, discipline, impartiality and sense of responsibility.
- 8.07 No employee shall act in a manner which is unbecoming of him/her or derogatory to the prestige of the Institute or place his/her official position under any kind of embarrassment.
- 8.08 Every employee should, at all times, be courteous in his/her dealings with other members of the staff, students and members of the public.

- 8.09 No employee of the Institute shall participate in any strike or similar activities like; absence from duty or work without permission, negligence to duty with the objective of compelling the Institute to take any official action and any demonstration or fast like 'hunger strike' with the objective of compelling the Management to take any official action or incitement thereto.
- 8.10 No employee shall speculate in any business nor shall he/she make or permit his/her spouse or any member of his/her family to make any investment likely to embarrass or influence him/her in the discharge of his/her official duties.
- 8.11 No employee shall lend money on interest to any person nor shall he/she borrow money on interest from any person with whom he/she is likely to have official dealings.
- 8.12 An employee shall so manage his/her private affairs as to avoid habitual indebtedness or insolvency. An employee who is involved in legal proceedings for insolvency shall forthwith report the full facts to the Institute.
- 8.13 An employee, who is detained in police custody, whether on criminal charges or otherwise for a period longer than 48 hours, shall not join his/her duties in the Institute unless he/she has obtained written permission to that effect from the Director/Principal.
- 8.14.01 No employee shall, except with the previous permission of the competent authority, engage directly or indirectly, in any trade or business or any private tuition or undertake any employment outside his/her official assignments.
- 8.14.02 The above restrictions shall not apply to academic work and consultative practice undertaken with the prior permission of the competent authority which may be given, subject to conditions regarding acceptance of remuneration as per the guidelines laid down by the Governing Body.
- 8.15 No employee shall, except in accordance with any general or special order of the competent authority or in the performance in good faith of the duties assigned to him/her, communicate/convey directly or indirectly, any official document or information to any person to whom he/she is not authorized to pass on such information.
- 8.16.01 No employee shall take part in politics or be associated with any party or organization which takes part in political activity, nor shall he/she subscribe to aid or assist in any manner any political movement or activity.
- 8.16.02 No employee shall canvass or otherwise interfere or use his/her influence in connection with or take part in any election to legislative body or local authority.
- 8.16.03 An employee of the Institute qualified to vote at such an election may exercise his/her right to vote but to whom he/she does so, he/she shall give no indication nor the manner in which he/she proposes to vote or has voted.

- 8.17.01 No employee shall, except with the previous sanction of the competent authority, or in the bonafide discharge of his/her duties, participate in a Radio/TV broadcast or contribute any article or write any letter either anonymously or in his/her own name or in the name of any other person to any newspaper or periodical.
- 8.18.01.1 No employee shall, in any Radio/TV broadcast or in any document published in his/her own name or in the name of any other person or anonymously or in any communication to the press or in any public utterance, make any statement of fact or opinion which has adverse effect on any current or recent policy or action of the Institute; or which is capable of embarrassing/straining the relations between the Institute and the Central Government or any State Government or any other Institute or organization or members of the public.
- 8.18.01.2 Nothing in this rule shall apply to any statement made or views expressed by an employee in his official capacity or in the performance of the duties assigned to him/her.
- 8.18.02 No employee shall in the discharge of the official duties deal with any matter relating to the award of any contract in favour of a company or firm or any other body or person in which he or any member of his family is interested, except with the prior permission of the Competent Authority. After such a permission is granted, the employee shall refrain him/herself from extending any undue advantage or benefit to such company, firm or body as the case may be.
- 8.18.03 An employee shall not accept or permit any member of his family or any person acting on his behalf to accept any gift in cash or in kind for own benefit from any person including another employee for a work to be done in connection with the business of the Institute.
- 8.18.04 An employee shall not accept, solicit or seek except with the previous sanction of the Competent Authority any outside office, stipendiary or honorary work. He/She shall not engage in any work or business or canvas in support of any commercial or insurance company owned or managed by any member of his family.
- 8.19.01 No employee shall, except with the previous sanction of the Competent Authority, give evidence in connection with any enquiry conducted by any person, committee or authority.
- 8.19.02 Where such sanction has been accorded, no employee while giving such evidence shall criticize the policy or any action of the Institute or the Central Government or any State Government.
- 8.19.03 These restrictions shall not apply to evidence given at any enquiry conducted by any authority appointed by the Institute, by Parliament or by State Legislature; or evidence given in any departmental enquiry ordered by the Institute.
- 8.20.01 No employee shall, except with the previous sanction of the Competent Authority, have recourse to any court of law or to the press for the vindication of any official act which has been the subject matter of adverse criticism or an attack of defamatory character.

- 8.20.02 Nothing in this rule shall be deemed to prohibit an employee from vindicating his/her private character or any act done by him/her in his/her private capacity.
- 8.21 No employee of the Institute, shall bring or try to bring any political or other external influence to bear upon any superior authority for the furtherance of his/her interest
- 8.22 If an employee, while on duty, evades to attend to the class work/work assigned to him/her, the same shall be treated as misdemeanor on the part of the employee.
- 8.23 If an employee causes any dislocation of any class work/work, the same shall be treated as a misdemeanor on his/her part.
- 8.24.01 No employee who has a wife living shall contract another marriage without first obtaining the permission of the Governing Body notwithstanding that a subsequent marriage is permissible under the personal and religious law, for the time-being applicable to him and violation of this rule will lead to his immediate dismissal from the service of the Institute.
- 8.24.02 No female employee of the Institute, whether unmarried or widowed or divorced, as the case may be, shall marry any person who has a spouse living without first obtaining the permission of the Governing Body, though the parties are governed by the personal law which otherwise permits them to contract more than one marriage while the prior marriage is subsisting.
- 8.25.01 Whenever an employee wishes to put forth any claim or seeks redressal of any grievance or of any wrong done to him/her, he/she must forward his/her case through proper channel, and shall not forward such advance copies of his/her application to any higher authority, unless the lower authority has rejected the claim or refused relief, or the disposal of the matter is delayed by more than 3 months.
- 8.25.02 No employee shall be signatory to any joint representation addressed to the authorities for redressal of any grievance or for any other matter.
- 8.26 An employee shall be governed by the provisions of the relevant rules regarding imposition of penalties and preference of appeals against any such action taken against him/her. The affected party may appeal against the orders of the punishing authority within 15 days of receipt of such orders and the decision of the appellate authority shall be final.

8.27 Misconduct shall include:

- i) Any action by an employee contrary to the provisions of the rules of the Institute.
- ii) Going on illegal strike, abetting including instigation or action in furtherance thereof
- iii) Theft, fraud or dishonesty
- iv) Break of any rule
- v) Willful or negligent damage of the Institute's property
- vi) Refusal to accept any order, charge-sheet or other communication.
- vii) Conviction in the court of law.
- viii) Riotous or disorderly behaviour, threatening, intimidating or coercing relating to any duty or work.
- ix) Negligence in discharging any duty.
- x) Violence or inciting violence.
- xi) Stopping work or inciting any one not to work.
- xii) Allowing any one within the prohibited premises.
- xiii) Falsification of or tampering with any paper or record of the Institute.
- xiv) Obtaining employment by misrepresenting facts.
- xv) Making any false allegation
- xvi) Committing nuisance - intoxicated or otherwise.
- xvii) Misappropriation of any amount or property of the Institute.
- xviii) Committing any act involving moral turpitude.

8.28 The decision of the Governing Body of the Institute on all questions relating to the interpretation of these rules shall be final.

CHAPTER 9

SUSPENSION AND APPEAL RULES

9.01.01 A member of the staff of the Institute may be placed under suspension by the Competent Authority of the Institute if

- * disciplinary proceedings against him/her are contemplated or pending.
- * a case against him/her in respect of any criminal offense is under investigation, inquiry or trial.

9.01.02 If a member of the staff is detained in custody for a period exceeding 48 hours whether in connection with a criminal offense or under any law in force at that time providing for preventive detention, such member of the staff shall be deemed to have been placed by the Competent Authority under suspension with effect from the date on which he/she was so detained.

9.02. During the period of suspension, the employee shall be entitled to the following allowances:

9.02.01 Subsistence Allowance equal to the leave salary which the employee would have drawn if he/she had been on leave on half average pay or on half pay and in addition, Dearness Allowance, if admissible on the basis of such leave salary.

9.02.01.01 If the period of suspension exceeds six months the Competent Authority shall be empowered to vary the amount of Subsistence Allowance for any period subsequent to the period of the first six months as follows:

- 9.02.01.02 The amount of subsistence allowance may be increased by a suitable amount, not exceeding 50% of the Subsistence Allowance admissible during the period of the first six months, if, in the opinion of the Competent Authority, the period of suspension was prolonged, for reasons, to be recorded in writing, not directly attributable to the employee under suspension.
- 9.02.01.03 The amount of Subsistence Allowance may be reduced by a suitable amount, not exceeding 50% of the Subsistence Allowance admissible during the period of first six months, if, in the opinion of the component Authority the period of suspension was prolonged due to reasons, to be recorded in writing, directly attributable to the employee under suspension.
- 9.02.01.04 The rate of Dearness Allowance will be based on the increased or, as the case may be, decreased amount of the Subsistence Allowance admissible under the above two sub-clauses.
- 9.02.01.05 However, no payment shall be made unless the staff member furnishes a certificate to the effect that he/she is not engaged in any other employment, business, profession or vocation.
- 9.02.02.01 While under suspension the employee shall not be allowed to resign nor shall he/she be granted leave by the competent authority.
- 9.02.02.02 The employee under suspension shall not accept any private or gainful employment. The employee under suspension shall not leave the headquarters during the period of suspension without the prior approval of the Competent Authority.
- 9.03 The following penalties may, for good and sufficient reasons, and as hereinafter provided, be imposed on any employee of the Institute.
- 9.03.01 without prejudice to the provisions of any law for the time-being in force, the following penalties may, for good and sufficient reasons and as hereinafter provided, be imposed on the college employee found guilty of misconduct, etc.
- 9.03.01.01 Minor penalties:
- i. Censure
 - ii. Fine
 - iii. Withholding of increment of pay
 - iv. Withholding of promotion
 - v. Recovery from his/her pay, or such other amounts due to him/her the whole or part of any pecuniary loss caused by him/her to the Institute, by negligence or by breach of orders.
- 9.03.01.02 Major Penalties:
- i. Reduction to a lower rank in the seniority list
 - ii. Reduction to a lower stage in the time scale of pay
 - iii. Reduction to a lower time scale of pay not being lower than that to which he / she was directly recruited
 - iv. Reduction to a lower grade or post not being lower than that to which he / she was directly recruited
 - v. compulsory retirement
 - vi. removal from service
 - vii. dismissal from service

- 9.03.02.01 No order imposing on any member of the staff any of the above penalties shall be passed by the Competent Authority except after an enquiry has been held and the employee has been given a reasonable opportunity of showing cause of the action proposed to be taken against him/her.
- 9.03.02.02 No order imposing on any employee any of the above penalties shall be passed by Competent Authority unless the employee concerned has been given an opportunity to make a representation to the appellant authority.
- 9.03.02.03 Notwithstanding the above provision, it shall not be necessary to follow the procedure mentioned above in the following cases:
- 9.03.02.04 Where an employee is dismissed or removed or compulsorily retired or reduced in rank on the ground of conduct which has led to his/her conviction on a criminal charge.
- 9.03.02.05 Where the authority empowered to dismiss or remove or compulsorily retire or reduce the rank is satisfied that, for reason to be recorded by that authority in writing, it is not reasonably practicable to give that person an opportunity for showing cause.
- 9.03.02.06 If any question arises whether it is reasonably practicable to give any employee an opportunity for showing cause under the above sub-clause, the decision thereon of the concerned appellate authority shall be final.
- 9.04.01 An employee aggrieved by any order imposing penalty passed by the Competent Authority against him/her shall be entitled to prefer an appeal to the Governing Body if he/she belongs to the cadres of Academic Staff and Administrative Officers; and to the Secretary if he belongs to the cadres of Ministerial Staff, Technical Supporting Staff or Class-IV Staff, against such orders. The decision of these appellate authorities shall be final.
- 9.04.02 No appeal under this sub-clause shall be entertained unless it is submitted within a period of three (3) months from the date on which the appellant receives a copy of the order-appealed against, provided that the appellate authority may entertain the appeal after the expiry of the said period, if it is satisfied that the appellant has sufficient cause for not submitting the appeal in time.
- 9.05 The authority to whom an appeal against an order imposing penalty under Rule 9.03 is made may, of its own motive or otherwise, call for the records of the case in a disciplinary proceeding to review any order and pass such orders as it deems fit as given hereunder.
- 9.05.01 Confirm, modify or set aside the order.
- 9.05.02 Impose any penalty or set aside, reduce, confirm or enhance the penalty imposed by the order.
- 9.05.03 Remit the case to the authority which made the order or to any other authority directing such further action or enquiry as considered proper in the circumstances of the case; or

- 9.05.04 Pass such other orders as it deems fit. Provided that
- 9.05.04.01 An order imposing or enhancing a penalty shall not be passed unless the employee concerned has been given a reasonable opportunity for making any representation which he may wish to make against such enhanced penalty.
- 9.05.04.02 If the appellate authority proposes to impose any of the penalties in a case where proper enquiry has not been held and thereafter, on consideration of the proceedings of such enquiry, and after giving the employee concerned a reasonable opportunity of making any representation which he may wish to make against such penalty, pass such orders as it may deem fit. However, no action under this rule shall be initiated more than six months after the date of the order to be reviewed.
- 9.06.01 When an employee of the Institute who has been dismissed, removed or suspended is reinstated, the authority competent to order the reinstatement shall consider and make a specific order:
- 9.06.01.01 Regarding the pay and allowances to be paid to the member of the staff of the Institute for the period of his/her absence from duty.
- 9.06.01.02 Whether or not the said period shall be treated as period spent on duty.
- 9.06.02 Where such Competent Authority holds that the employee of the Institute has been fully exonerated, or in the case of suspension, that it was wholly unjustified, the employee shall be given the full pay to which he/she would have been entitled had he/she not been dismissed, removed, compulsorily retired or suspended, as the case may be, together with any allowances of which he/she was in receipt prior to his/her dismissal, removal, compulsory retirement or suspension, and the period of absence from duty shall be treated as period spent on duty for all purposes.
- 9.06.03 In other cases the employee of the Institute shall be given such proportion of pay and allowances as the competent authority specifically directs (only if the employee is found not guilty).
- 9.07 Procedure for Imposing Minor Penalty:
- No full fledged and elaborate departmental enquiry shall be necessary for inflicting minor penalty. In such cases, the employee shall be given intimation of the act of misconduct committed by him and he will be given a reasonable opportunity to furnish his explanation, before the penalty is imposed.
- 9.08 Procedure for imposing Major Penalty
- 9.08.01 The order imposing major penalty shall be made only after an enquiry is held. Wherever the Competent Authority is of the opinion that there are grounds for enquiry into the truth of imputation of misconduct or which may result in major penalty, it may itself enquire into the truth or appoint an authority to enquire into the truth thereof if it is proposed to hold enquiry against the employee.
- 9.08.02 After completion of enquiry proceedings as per the Standard Code Rules, the Disciplinary Authority is to decide the punishment to the employee.

CHAPTER 10

VACATION STAFF

The Governing Body shall be vested with the authority to decide about the employees of the Institute who shall be entitled for vacation.

CHAPTER 11

PERFORMANCE APPRAISAL

- 11.0 The Governing Body shall have the authority to pre- scribe a scheme for appraisal of the performance of the employees of the Institute.

CHAPTER 12

TEMPORARY AND ADHOC EMPLOYMENT

- 12.0 The terms and conditions of service of temporary and adhoc employees are detailed below.
- 12.01.01 The services of a temporary or adhoc employee shall be liable for termination at any time with the notice of one month in writing given either by the employee to the appointing authority or by the appointing authority to the employee, or by paying one month's salary by the party which is giving a notice in lieu of the notice period.
- 12.01.02 However, the appointing authority may, for sufficient reasons, either reduce this period or accept a lesser amount in lieu of the notice period.
- 12.02.01 A temporary or an adhoc employee, may be permitted to apply for appointment in external organizations not more than two times in a calendar year.
- 12.02.02 However, temporary and adhoc employees of the Institute shall have to route their applications for appointment outside through the Director/Principal of the Institute.
- 12.03 The temporary and adhoc employees of the Institute shall be governed by the Conduct Rules as laid down in Chapter 8.
- 12.04 The temporary and adhoc employees of the Institute shall be entitled to leave and vacation in accordance with relevant provisions prescribed by the Governing Body.

CHAPTER 13

EMPLOYMENT ON CONTRACT

- 13.01 Notwithstanding anything contained in this Manual, the Governing Body may, under special circumstances, appoint a suitable, qualified and experienced person on contract for a period not exceeding 5 years, with a provision for renewal for further period if required.

- 13.02 The Governing Body may prescribe a consolidated salary in case of such contract appointments and lay down the terms and conditions applicable to such appointees. The Chairman/Secretary of the Governing Body may at his discretion constitute a committee for negotiating the salary and terms and conditions of service with such candidates and consider its recommendations for appointments.
- 13.03 The contract appointees of the Institute shall generally be governed by the Conduct Rules as laid down under Chapter 8 except as otherwise provided for in the appointment order/contract.

CHAPTER 14

LEAVE RULES

- 14.0 These rules shall be applicable to all employees of the Institute except:
- Employees appointed on contract or on temporary basis or on ad-hoc basis for a period less than one calendar year.
 - Part-time employees who are engaged to do certain work without prejudice to the regular exercise of their profession in other respects.
 - Work-charged staff and persons paid from contingencies.
- 14.01 An employee shall be entitled to the following kinds of leave.
- Vacation
Earned Leave
Half Pay Leave
Commuted Leave
Leave Not Due
Maternity Leave
Extra-Ordinary Leave (LOP)
Casual Leave
Special Casual Leave
- Leave account shall be maintained for each employee in the formats given at Annexures - I & II.
- No leave shall be granted to an employee beyond the date on which he/she must compulsorily retire or must be relieved consequent to resignation.
 - No leave other than Casual Leave, shall be granted during the notice period when an employee tenders resignation from his/her post.
 - Leave is earned by "Duty Only". Duty includes gazetted holidays, other holidays declared to be holidays by the Director/Principal, vacation and all types of leave except Extra-Ordinary Leave sanctioned to the employee.
 - Casual Leave can neither be prefixed nor suffixed to Earned Leave, Half Pay Leave, Commuted Leave, Leave Not Due, Maternity Leave or Vacation.

- e. Leave can not be claimed as a matter of right. When the exigencies of service so require or when the authority empowered to sanction leave is convinced that the employee is playing truant, the discretion to refuse/revoke leave of any description is vested with the leave sanctioning authority. Ensuring proper conduct of regular class work and examinations shall be treated as some of such exigencies.
- f. The nature of leave due and applied for by an employee can not be altered at the discretion of the sanctioning authority.
- g. An employee on leave or on vacation shall not take up any service or accept any employment including consultancy or draw any scholarship without obtaining the prior approval of the appointing authority.
- h. An employee who remains absent after the end of his/her leave, is entitled to no leave salary for the period of such absence and that period shall be debited against his/her leave account as though it were leave on loss of pay, unless his/her leave is extended by the Director/Principal. Willful absence from duty after the expiry of the leave may be treated as misbehaviour and dereliction of duty and the absence is to be treated on loss of pay.
- i. Every application for Commuted Leave or Leave Not Due shall be accompanied by a Medical Certificate issued by a Registered Medical Practitioner, duly countersigned by the Institute's Medical Officer, specifying clearly the nature and probable duration of the illness. It will be within the powers of the sanctioning authority in any case to call for a second medical opinion by sending the employee either to the Medical Officer of the Institute or any other Registered Medical Practitioner.
- j. No employee of the Institute who has been granted leave on medical grounds may return to duty without first producing a certificate of fitness from the Registered Medical Practitioner duly countersigned by the Medical Officer of the Institute. The sanctioning authority may require a similar certificate in the case of any employee who has been granted leave for reasons of health, even though such leave was not actually granted on medical grounds.
- k. An employee intending to leave the head-quarters during the period of leave or vacation must obtain permission from the Director/Principal of the Institute in writing and also should furnish his/her address and phone No. for correspondence during such periods of absence.
- l. Employees associated with class work and examination duties, while proceeding on leave are required to make alternative arrangements for their class/examination work and inform the concerned authorities.
- m. Employees who are on vacation may be called for any work of the Institute and in such cases the employees returning from outstation will not be eligible for T.A.

- n. If an employee of the Institute, belonging to the cadre of vacation staff does duties during vacation and is separately remunerated thereof he/she should not be considered as having been deprived of his/her vacation.
- o. In case of the Director/Principal, the Secretary shall be the authority to sanction leave. For all others the Director/Principal shall be the authority to sanction leave.

14.01.01 VACATION

The following posts in the service of the Institute shall belong to the vacation cadres.

- * Director
- * Principal
- * Professor
- * Associate Professor
- * Assistant Professor
- * Librarian
- * Physical Director
- * Academic Supporting Staff.

Note: The post of Training & Placement Officer does not belong to the vacation cadre.

Employees of the Institute belonging to the vacation cadre shall be eligible for the following vacation in an academic year:

- i. A permanent employee who has been in continuous service of the Institute for 12 months or more, shall be eligible for 60 days of vacation in an academic year.
- ii. In case an employee is prevented from availing of vacation due to him/her, either in part or full, the employee will be eligible for compensatory Earned Leave at the rate of 1/2 of the period by which the vacation actually availed falls short of the entitled vacation.
- iii. However, for the purpose of determining the compensatory Earned Leave entitled, the vacation period during which the employee undertakes assignments for which he is separately remunerated shall not be taken into account.
- iv. A permanent employee who has not completed 12 months of continuous service with the Institute shall be eligible for vacation at the rate of 30 days in an academic year for the period he/she was in service during the year provided the employee had served the Institute for more than 6 months in the academic year.
- v. A permanent employee whose continuous service with the Institute in the academic year falls short of 6 months is not eligible for any vacation. However, the Director/Principal of the Institute may, at his discretion, permit such employee to avail of vacation not exceeding 14 days.
- vi. The Director/Principal of the Institute shall be the competent authority to decide the vacation periods and vacation schedules of the employees belonging to the vacation cadres based on the academic calendar of the Institute.

14.01.02 EARNED LEAVE - NON-VACATION CADRES

14.01.02.01

The Earned Leave admissibility to an employee belonging to the non-vacation cadre shall be governed as follows:

- i. The leave account of an employee holding a substantive post or a temporary employee who has completed two years of continuous service with the Institute shall be credited with 30 days of Earned Leave in 2 installments, each of 15 days on the 1st of January and the 1st of July every year.
- ii. The leave account of a probationer or a temporary employee who has completed one year but not completed 2 years of continuous service with the Institute shall be credited with 20 days of Earned Leave in 2 installments, each of 10 days on the 1st of January and the 1st of July every year.
- iii. The leave at the credit of an employee at the close of the previous half year shall be carried forward to the next half year, subject to the condition that the leave so carried forward together with the credit for that half year shall not exceed the maximum limit of 300 days.
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- iv. The credit of Earned Leave as prescribed under Clauses (i) and (ii) Above shall be reduced by 1/10th of the period of extraordinary leave availed during the previous half year, subject to the maximum of 15 days.
- v. When an employee is appointed on probation or on temporary basis after 1st January or 1st July, Earned Leave should be credited at the rate of 1 1/3 days for each completed month of service which he/she renders in the calendar half year in which he/she is appointed. While affording credit of Earned Leave under this Rule, fraction of a day will be rounded off to the nearest day.

14.01.02.02 EARNED LEAVE FOR VACATION CADRE:

The Earned leave admissibility to employees belonging to vacation cadres shall be governed as follows:

- i. The Earned Leave admissible to a permanent employee entitled to vacation in respect of any year in which he is prevented from availing himself of the full vacation, or a part thereof, shall be in such proportion of 30 days a year as the number of days of vacation not availed of bear to the full vacation provided that the employee shall cease to earn such leave when the Earned Leave due is accumulated to 300 days.
- ii. An employee who is prevented from availing himself of the full vacation of 60 days in a year, shall be entitled to earned leave for thirty days. Similarly the employee who is prevented from availing himself of twenty - one days out of the total vacation shall be entitled to earned leave for ten days, and so on.
- iii. The leave at the credit of an employee at the close of the previous half year shall be carried forward to the next half year subject to the condition that the leave so carried forward together with the credit for that half year shall not exceed the maximum limit of 300 days.

14.01.03 HALF PAY LEAVE

14.01.03.01

The Half Pay Leave entitlement of employees shall be governed as given hereunder:

- i. The Half Pay Leave is admissible to a permanent employee holding a substantive post or an employee in a temporary post who has completed 2 years of continuous service with the Institute.
- ii. An employee who is in a substantive post or who has completed 2 years of continuous service will be credited with 20 days of Half-pay Leave for every year of continuous service after gaining eligibility for the Half Pay Leave.
- iii. The periods spent on duty as well as on leave including Extraordinary Leave shall be considered to determine the Half Pay Leave entitlement.
- iv. Half Pay Leave due may be granted to an employee either on the basis of a Medical Certificate or for private affairs.
- i. While availing of Half Pay Leave the employee is eligible to half the substantive pay including any other emoluments classified as pay on day before the leave commences.

14.01.04 COMMUTED LEAVE

The Commuted Leave entitlement of employees shall be governed as given hereunder:

- i. Commuted Leave on full pay, not exceeding half the amount of Half Pay Leave due, may be granted only on production of a Medical Certificate duly countersigned by the Institute's Medical Officer to an employee holding a substantive post.
- ii. Commuted Leave during the entire service of an employee shall be limited to a maximum period of 240 days.
- iii. When Commuted Leave is granted twice the number of days of leave shall be deleted against Half Pay Leave due.
- iv. Commuted Leave may be granted under this rule only if the authority competent to sanction this leave is satisfied that there is reasonable prospect of the employee returning to duty on the expiry of the leave.
- v. Employees holding substantive posts may be sanctioned eligible Half Pay Leave subject to other conditions of grant of such leave and permitted to draw full pay up to the maximum period of six months in lieu of twelve months half pay leave, if they are suffering from leprosy, tuberculosis, cancer, mental illness, heart attack or renal failure if certified by a Registered Medical Practitioner duly countersigned by the Institute's Medical Officer.

14.01.05 LEAVE NOT DUE

Leave not due on half pay may be granted to an employee holding a substantive post only on medical grounds, provided the need for such leave is duly certified by the Institute's Medical Officer.

Leave not due sanctioned to an employee shall be limited to 180 days during the entire service.

Leave not due shall be sanctioned only when no other leave is admissible according to the rules.

Leave not due sanctioned shall be debited against the Half Pay Leave the employee earns subsequently.

Leave not due may be granted only if the authority empowered to sanction such leave is satisfied that there is reasonable prospect of the employee returning to duty on the expiry of the leave and it should be limited to the Half Pay Leave he/she is likely to earn thereafter.

14.01.06 MATERNITY LEAVE

14.06.01.01

The grant of Maternity leave to a married woman employee of the Institute shall be governed as given hereunder:

- i. Maternity Leave on full pay may be granted to a married permanent woman employee of the Institute in case of confinement for a period of ~~120~~ 90 days provided she has less than two surviving children.
- ii. Maternity Leave on full pay may be granted to a married permanent woman employee of the Institute in cases of caesarian, miscarriage, abortion or any other medical problems to the woman employee or newly born baby subject to the production of Medical certificate from a Registered Medical Practitioner duly countersigned by the Institute's Medical Officer provided she has less than two surviving children.
- iii. Maternity Leave may be combined with leave of any other kind, except Casual Leave, but any such leave applied for in continuation of the Maternity Leave may be granted only if the request is supported by a Medical Certificate issued by a Registered Medical Practitioner duly countersigned by the Institute's Medical Officer.
- iv. Any type of leave, other than Casual Leave, in continuation of Maternity Leave, may also be granted in case of illness of the newly born baby, subject to the production of Medical Certificate from a Registered Medical Practitioner, duly countersigned by the Institute's Medical Officer, to the effect that the condition of the ailing baby warrants the mother's personal attention and her presence by the baby's side is absolutely necessary.
- v. Maternity leave is not debited against the leave account but a note to this effect shall be recorded in the service record of the concerned employee.

14.01.07 EXTRA-ORDINARY LEAVE/LEAVE ON LOSS OF PAY.

14.01.07.01

The grant of Extraordinary Leave to an employee shall be governed as given hereunder:

- i. Extraordinary Leave without salary may be granted to an employee of the Institute holding a substantive post under special circumstances as given below:
 - When no other leave is admissible under the rules.
 - When other leave even though admissible the employee concerned applies in writing for the grant of Extraordinary Leave.
- ii. The authority empowered to grant leave may retrospectively commute the period of absence without leave into Extra-ordinary Leave.
- iii. Extra-ordinary Leave beyond one month at a time shall not be sanctioned unless it is supported by a Medical Certificate of a Registered Medical Practitioner duly countersigned by the Institute's Medical Officer.

14.01.07.02 CONTINUOUS ABSENCE

The following shall be the limitations on combination of leave and continuous period of absence on leave:

- i. Earned Leave, Half Pay Leave, Commuted Leave, Extra ordinary Leave and Vacation can neither be prefixed nor suffixed to Casual Leave.

Subject to the restrictions specified hereinafter, any kind of leave and vacation admissible, except Casual Leave, can be granted in combination with any other kind of leave so admissible, or in continuation of leave taken, whether of the same and /or any other kind.

The total duration of Earned Leave, Half Pay Leave, Commuted Leave, Extra-ordinary Leave and vacation in conjunction shall not exceed 180 days.

In exceptional cases the Governing Body of the Institute may permit sence on different kinds of leave in conjunction for a continuous period up to a maximum of 5 years.

14.01.08 CASUAL LEAVE:

14.01.08.01

The grant of Casual Leave to employees shall be governed as given Under:

- i. Casual Leave is a concession given to enable an employee in special circumstances to be absent from duty for short periods without such absence being treated as leave under the applicable Leave Rules.

- ii. No employee may, in any case, be absent on Casual Leave for more than 20 days in the course of one calendar year.
- iii. Casual Leave cannot be taken along with any other leave or vacation.
- iv. Casual Leave may be combined with Sundays or other authorized holidays provided that the total duration does not exceed 10 days.
- v. The fact that the maximum number of days has been fixed for the grant of Casual Leave which may be taken within a calendar year does not mean that an employee is entitled to take the full Casual Leave as a matter of course.
- vi. In case of grant of Casual Leave to a newly recruited employee, the sanctioning authority shall use its discretion having regard to the length of service put in by such an employee.
- vii. An employee may be granted Casual Leave for half-a-day either from 09.30 to 12.50 Hrs./FN or 1.50 to 04.30 Hrs./AN on all working days.
- viii. A record of the Casual Leave taken by the employees shall be maintained
- ix. Normally, prior sanction of leave should be obtained before availing of such leave. Teaching staff should make alternative arrangement for their class work. Missed classes must be compensated before availing CL is granted.

14.01.09 SPECIAL CASUAL LEAVE

14.01.09.01

The grant of Special Casual Leave to employees shall be governed as given hereunder :

- i. A male employee who undergoes sterilization operation under the Family Welfare Programme may be granted Special Casual Leave not exceeding 6 working days commencing from the date of operation once during the service subject to the production of a Medical Certificate from the Doctor who performed the operation duly countersigned by the Institute's Medical Officer.
- ii. A female employee who undergoes tubectomy operation under the Family Welfare Programme may be granted Special Casual Leave not exceeding 14 days commencing from the date of operation once during the service subject to the production of a Medical Certificate issued by the Doctor who performed the operation duly countersigned by the Institute's Medical Officer.
- iii. A male employee whose wife undergoes a Tubectomy operation under the Family Welfare Programme may be granted Special Casual Leave not exceeding 7 days commencing from the date of the operation subject to the production of a Medical Certificate from the Doctor who performed the operation duly countersigned by the Institute's Medical Officer to the effect that the presence of the employee was essential for the period of leave to look after his wife during convalescence after the operation.

14.01.09.02

Special Casual Leave, not counted against Casual Leave may be granted to an employee for a period not exceeding 15 days in a calendar year without detrimental to the class work and examination duties for the following purposes:

- i. To attend to academic conferences, seminars and work shops to which he/she is sponsored by the Institute.
- ii. To attend to summer schools, winter schools and other short-term continuing education programmes to which he/she is deputed by the Institute, if the period is not during the vacation.
- iii. To attend to meetings of academic bodies of Universities and Institutions on which he/she is nominated as a member.
- iv. To attend to meetings of committees constituted by the Government of India, Government of a State, AICTE, UGC, ISTE, universities and other Central and State organizations of which he/she is a member.
- v. To attend to meetings of Staff Selection Committees of UPSC, State P.S.C., universities, institutions and Public Sector Undertakings to which he/she is nominated as a member by the Institute.

14.01.10 LONG LEAVE:

14.01.10.01

The grant of long leave to an employee holding a permanent post shall be governed as given hereunder:

- i. If he/she wants to go on long leave for foreign assignment or for any other purpose he/she is required to deposit 3 months salary with the Office. If he/she is proceeding for higher studies/deputation not recommended by the Institute the employee has to satisfy the condition of three months notice period.
- ii. The amount deposited shall be kept in a joint account of the employee and the Director/Principal.
- iii. In case of his/her rejoining after long leave or foreign assignment, he/she will be allowed to join in the same post and the service benefits such as increments will be given provided he furnishes a bond that he would serve the institute atleast equal to the long leave period. The amount deposited will be refunded with interest.
- iv. If he/she fails to return on the specified date or tenders resignation from the post held by him/her, the deposit shall be adjusted towards the 3 months notice period which is applicable in case of a permanent employee.

CHAPTER 15

15.00 COMPENSATORY HOLIDAY

15.01 The grant of Compensatory Holiday shall be governed as given hereunder:

- i. An employee belonging to Academic Supporting Staff or ministerial Staff or Class-IV Staff, who is called upon to attend to office on holiday, except as a punishment, may be granted another holiday in its place when opportunity offers.
- ii. Compensatory Holiday shall not be admissible when an employee is called upon to perform duties on a holiday in connection with University examination for which he/she is paid remuneration separately.
- iii. Compensatory Holiday shall not be availed of by an employee without the previous permission of the authority who is competent to grant him/her Casual Leave.
- iv. Not more than 10 compensatory holidays in all may be taken in a calendar year and no such holiday shall be taken after the expiry of 180 days from the public holiday for which it is substituted.
- v. Not more than 7 such holidays may be accumulated.
- vi. Compensatory Holiday may be combined with Casual Leave or other authorized holidays provided the total period of absence from duty does not exceed 10 days.

CHAPTER 16

16.00 LEAVE FOR STAFF APPOINTED ON AD-HOC/TEMPORARY BASIS

16.01 The leave entitlement of employees appointed on an ad-hoc or temporary basis for a period of one year or less shall be as given hereunder:

- i. He/she shall not be eligible for any Earned Leave.
- ii. He/she may be granted, on submission of Medical Certificate duly countersigned by the Institute's Medical Officer, leave on half pay at the rate of 10 days per 12 months of the period spent on duty.⁴
- iii. He/she may be granted Casual Leave proportionate to his/her period of service at the rate of 20 days per 12 months.
- iv. An adhoc employee belonging to the vacation cadre will not be eligible for any vacation. However, the Director/Principal of the Institute may, at his discretion, permit such employee to avail of vacation not exceeding 14 days in an academic year.

CHAPTER 17

17.00 LEAVE FOR STAFF APPOINTED ON CONTRACT BASIS

17.01 The leave entitlement of employees appointed on contract basis shall be as given hereunder:

- i. The leave and vacation entitlement of a contract appointee should normally be specified in the order of appointment. However, if the leave and vacation entitlement is not specified in the appointment order, the Secretary in consultation with the Director/Principal may decide the leave and vacation entitlement of such an employee.

CHAPTER 18

18.00 ABSENCE FROM DUTY

18.01 Absence from normal duty of an employee shall be treated as on Other Duty (OD) under the following circumstances:

- i. When an employee is required to give evidence on behalf of the Institute in a court case.
- ii. When an employee is deputed to attend to the work of the Institute.
- iii. When an employee is required to conduct a practical examination as an External Examiner of the affiliated university.
- iv. When an employee is required to appear before a Staff Selection Committee of the Institute in connection with his/her application for a higher post in the Institute.
- v. When an employee is deputed on official duty.
- vi. Absence on Other Duty of employees, shall be limited to 15 days in a calendar year unless specifically permitted by the Secretary.

CHAPTER - 19

19.00 AMENDMENT TO RULES

19.01 The Governing Body of the Institute shall have the authority to modify, amend, delete and/or add to any or all of the above rules.

