

ST. ANN'S COLLEGE OF ENGINEERING & TECHNOLOGY

SERVICE CONDITIONS & RULES

1. PREAMBLE

- 1.a) The following rules shall regulate the service conditions of all teaching and non – teaching staff in St. Ann's College of Engineering & Technology, Chirala either permanent or probationary, appointed in the vacancy of an approved post.
- 1.b) The rules shall come into force with effect from August, 2005
- 1.c) The managing body of St. Ann's College of Engineering & Technology is the final authority relating to the appointments, service conditions, fixing or adoption of pay scales of all employees of the college.
- 1.d) The managing body the college may exclude wholly or partly, from the operation of those rules the holder of any post or the holders of any classes of posts, and prescribe separate rules for such person/persons.
- 1.e) The managing body of the college may add, amend, alter or change those service conditions as and when it deems it necessary.

2. DEFINITIONS

- 2.a) Managing body means the Executive or the Governing council of the college constituted by the St. Mary Educational Society.
- 2.b) University means the Jawaharlal Nehru Technological University, Hyderabad to which the college is affiliated.
- 2.c) Year means a calendar year unless qualified otherwise.
- 2.d) Month means a calendar month.
- 2.e) Pay means Basic Pay with full allowances excluding house rent allowance. Half Pay means half of basic pay with full allowances.
- 2.f) **Duty:** A person is said to be 'on duty '
 - a) When he/she is performing the duties of a post to which he/she is appointed or under going the probation, instruction or training prescribed for such post provided that the performance of such duties is followed by confirmation.
 - b) When he/she is absent from duty on authorized holidays or on casual leave taken in accordance with instructions relating such leave issued by the managing body having been on duty immediately before and immediately after such absences, or
 - c) When he/she is absent during vacation, or
 - d) When he/she is attending conferences of learned societies on deputation by the college, or
 - e) When he/she is on joining time,
 - f) When he/she is absent from head quarters or from his/her routine work attending to other university work not connected with his/her usual routine to which he/she has been specifically deputed in his/her official capacity either by the Principal or by Managing body.
 - g) When he/she is absent from head quarters or from his/her routine work in connection with college duties remunerative or non – remunerative provided the duties have been assigned by the Principal or by the Managing body.
- 2.g) Employee means a person borne on the teaching or non – teaching staff of St. Ann's College of Engineering & Technology and wherever the word 'he' is used to referred to a male employee, the word 'she' is used to referred to a female employee.

3. GENERAL CONDITIONS OF SERVICES

- 3.a) **Appointments:** The managing body of the college shall be the authority competent to appointment to any members of teaching and non – teaching staff. The order of appointment shall be specifically state whether the member of staff has been appointed on probation or in temporary capacity. The appointments on probation can be made only to the posts approved by the managing body. For this purposes the managing body has right to fix, add, alter or delete any post or posts at any time depending on the requirements of the colleges

