

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

- 3.b) All teaching staff appointed in the cadre of Lecturer / Assistant Professor and above shall be filled in by open competition, the selection should be based on the recommendation of staff selection committee duly constituted by the St. Mary Educational Society.
- 3.c) All other cadres of teaching and non – teaching posts, all temporary and adhoc appointments shall be filled in based on the recommendation of the staff selection committee duly constituted by the St. Mary Educational Society with the following members.
1. Chairperson, St. Mary Educational Society – Chairperson
 2. Secretary, St. Mary Educational Society – Secretary
 3. Member nominated by St. Mary Educational Society – Correspondent
 4. Principal St. Ann's College of Engineering & Technology – Member
 5. Head of the concerned Engineering Department of cadre not less than Associate Professor – Member
 6. Subject Expert – Subject Expert
- 3.d) Provided, however that the Correspondent of the college be competent to filled in short terms vacancies on adhoc basis for periods of not less than nine months.
- 3.e) All administrative appointments such as Head of the Departments will be through nomination by the staff selection committee (without the Head of the Department as the member) for a specific period, based on the candidate's relevant academic qualifications, relevant experience, performance in college, administrative capabilities and based on the recommendations of the Principal.
3. d) The qualifications, experience and pay scales for various teaching posts shall be as decided by the managing body from time to time and shall generally be as for the AICTE guidelines
3. e) The qualifications, experience and pay scales for various non - teaching posts shall be as decided by the managing body of the college from time to time and shall generally be as for the guidelines of the State Government.
3. f) An employee appointed on probation shall be on probation for an uninterrupted period of two years on duty. However, an employee whose probation has been declared on a lower post and is subsequently selected and appointed to a higher post, the uninterrupted period of probation shall be one year on duty.
3. g) The Correspondent of the college upon the recommendations of the managing body in case of teaching staff and staff selection committee, in case of non – teaching staff by order may terminate the probation of a probationer, and discharge his/her from service without assigning reasons giving one month's notice or one month's salary in lieu of such a notice.
- 3.h) The Correspondent upon the recommendations of the Principal, without assigning any reasons may extend the period of probation of an employee for a maximum period of one year.
3. i) Upon the recommendations of the staff selection committee, the Correspondent will issue an order declaring the probationer to have satisfactorily completed his/her probation. On the issue of such an order the probationer shall be declared to have satisfactorily completed his/her probation on the date of expire of the prescribed or extended period of probation.
3. j) Until the order declaring the satisfactory completion of probation is issued, the employee on probation shall be deemed to be probationer even after the expiry of the prescribed or extended period of probation.
3. k) All interrupted service shall count for increments in the time scale applicable to the post. An increment shall be granted upon the recommendation of the Principal, certifying satisfactory conduct and work performance during the year. The increment of an employee may be with held if his/her conduct has not been good or if his/her work performance has not been satisfactory as per the certificate issued by the Principal. The employee whose increment is with held may appeal to the staff selection committee for redressal.
3. l) The service of all employees on probation and all temporary appointments are terminable with one month's notice or one month's salary in lieu of such a notice. Provided, however that as a disciplinary measure the competent authority i.e., staff selection committee may discharge the employee without any notice.
3. m) The employee who has once tendered his/her resignation is not entitled to withdraw it unless permitted to do so by the Correspondent.
- 3.n) No employee shall undertake any work, remunerative or otherwise, apart from that falling within ambit of his/her job in the St. Ann's College of Engineering & Technology without the prior permission in writing of the Principal under intimation to the Correspondent.

3. o) No employee shall apply for appointments elsewhere except with the permission of the Principal.
3. p) An employee – permanent / temporary / adhoc / probationary shall not apply or seeking employment elsewhere except with the prior written permission from the Principal with the intimation to the Correspondent subject to the following conditions.
 1. A permanent member, in case of his/her eventual selection to the post applied for / sought, will be relieved of his/ her duties in the college on satisfactory completed his/her work for the academic year or six month's which is earlier.
 2. In case of member of serving on basis other than permanent, the relief shall be at the end of the term or 30 days notice whichever is later.
3. q) No employee shall organize or take part any act or movement calculated to bring the college into disrepute.
3. r) All permanent employees whose probation has been declared, subject to the provisions of clause 5 and its sub clauses shall continue to hold there office till there reach the age of superannuation which is 65 years in case of teaching staff and 60 years in case of non – teaching staff.

4. LEAVE

4. a) Leave is earned by duty only. Duty for the purpose of leave does not include any period of absence or any leave admissible under the leave rules but includes:
 1. Any period of absence on casual leave or academic leave during a continues period spent on duty.
 2. Any period of absence on gazetted holidays or other days declared to be holidays by competent authority during a continues period spent on duty.
 3. Any period of absence on gazetted holidays when permitted to be prefixed or suffixed to leave.
 4. Such other period of absence on duty as permitted by the Principal or the Correspondent.
4. b) Leave is a privilege and it cannot be claimed as a matter of right. When a exigencies of service so required, discretion to refuse or revoke leave any description is reserved to the sanctioning authority.
4. c) Any employee of the college on leave shall not take up any service or accept any employment without obtaining the prior sanction of the managing body.
4. d) An employee of the college who remains absent after the end of his/her leave is not entitled to any leave salary for the period of such absence, and that period will be debited against his/her leave account as though it were leave on of average pay, unless his/her leave is extended by the sanctioning authority. Unauthorized absence from duty after of the expiry of leave may be treated as misbehavior or warranting disciplinary action.
4. e) All orders recalling a college employee to duty before the expiry of his/her leave should state whether the return to duty is optional or compulsory. If the return is optional, the college employee is entitled to no concession. If the return to duty is compulsory he/she entitled (a) to take the balance of his/her leave, together with any leave which was admissible at the time of recall for which he/she as subsequently become eligible as soon as he/she can be spared from duty and (b) to be treated as on duty from the date on which he/she starts for the station to which he/she is ordered.
4. f) If a college employee wishes to resume his/her duties before the expiry of his/her leave of more than one month, he/she may be permitted to do so on written request, provided that if any arrangements have been made for the period of his/her leave, which would involve a pecuniary loss in the case of his/her premature return, he/she shall take upon himself /herself such pecuniary labiality. Permission for cancellation of the un expired leave shall be obtained from the sanctioning authority.
4. g) A college employee who holds no lien on any other post except that which is propose to be abolished, may be granted leave up to the amount which was admissible to him/her immediately before the abolition of his/her post, but in that case the orders abolishing the post should state explicitly that the post is abolished from the date on which the leave granted terminates.
4. h) A leave account shall be maintained for each employee of the college, wherein the leave earned, leave availed and the balance of leave to his/her credits are entered. The amount of leave due to college employee is the balance of leave at his/her credit in the leave account.

4. i) The following kinds of leave may be granted to an employee:

1. Casual Leave.
2. Special Casual Leave
3. Leave on duty
4. Earned Leave
5. Leave on Medical grounds
6. Academic Leave
7. Maternity Leave

4. j) **Casual Leave:**

- i) All employees are entitled to avail themselves of casual leave – CL – for a maximum of 12 days in a calendar year. Those on shorter period appointments are eligible for the said leave on pro rata basis.

CL is concession extended to employee to enable them to be absent from the duty in special circumstances for short periods without such absence being treated as any other kind of leave. It deserves to be treated with becoming sense restraint and responsibility on the part of all employees.

Every CL application shall invariably contain a clear but succinct statement of specific and convincing reasons warranting recourse to it. Vague and generally grounds like 'for urgent private affairs' 'for a certain ceremony' etc., as also elaborate descriptions of need, medical or otherwise should be avoided.

All CL applications must be made in writing and orders on them obtained before proceeding on leave. This applies to extension of such leave also, provided that where having regard to the circumstances of the case, the employee has no alternative but to apply for extension through letter / telegram/Fax/email, he/she shall seek sanction therefore personally before rejoining duty.

Absence in anticipation of leave sanction is condoned only in necessity for leave or extension therefore could not have been foreseen. In such a case the nature of the emergency and all attendant unavoidable circumstances which precluded the possibility of prior sanction of leave being sought are to be explained in writing to the satisfaction of the Principal at the earliest and in any case before rejoining duty on expiry of the leave.

- ii) The authority competent to grant CL shall be the Principal
- iii) CL shall not be combined with any other kind of leave. However, it can be prefixed or suffixed, but not both, with vacation with the prior sanction of the Principal
- iv) CL is not extended for rest or change, for which other kinds of leave should be taken but is meant to meet the emergencies.
- v) CL can be availed so that an employee's absence does not exceed five days at a time inclusive of Sundays and holidays. However, such Sunday and holidays are not debited to casual leave account.
- vi) In temporary employees and probationers in their probation period may avail themselves of CL only after they earn it at the rate of one day for every month of uninterrupted period on duty.
- vii) The employee's shall adjust the class work on during the CL period.

4. k) **Special Casual Leave:**

- i) Special Casual Leave may be granted up to a maximum 5 days in a calendar year for the member of teaching staff to attend and undertake approved seminars, short term courses, academic workshops, M.E /M.Tech/Ph.D works. However, Sunday and holidays falling within the period of absence on this score are not set off against those 5 days.

4. l) **Leave on duty:**

1. An employee may grant leave on duty, when he/she is sent out of station for specific college work assigned by the Principal/Correspondent.
2. The authority competent to grant leave on duty shall be the Principal and the Correspondent in case of Principal.
3. The leave on duty may be granted to an employee attending to the examination work of the affiliating university for a period not exceeding 07 working days in an academic year provided that the sanction of leave is obtained in advance.

4. m) **Earned Leave:**

1. In every calendar year all members of teaching staff and non – teaching staff whose probation has been declared, are entitled to three days of earned leave. They are also entitled to 60 days of vacation including Sundays and holidays in all, and shall have a minimum of 7 days vacation at a time. The employees are probation are entitled a total of 30 days of vacation including Sundays or holidays and shall have a minimum of 7 days vacation at a time. If an employee is detained by the Principal during the vacation period except for remunerative invigilation work, spot evaluation, consultancy etc., his/her earned leave will be increased at rate of one-day for every two days he/she is deprived of the vacation. For such of the employees whose probation has been declared in the middle of the calendar year, earned leave and the vacation shall be credited pro rata.
2. An employee can go on earned leave only when he/she obtains prior sanction from the Principal/ Correspondent of the college. An employee should apply for earned leave at least four working days in advance excluding the day of such application. Earned leave cannot be clubbed with any other leave except medical leave.
3. The employee ceases to earn leave while he/she has to his/her credit such leave amounting to 180 days.

4. n) **Leave on Medical Grounds:**

- a) All permanent employees whose probation has been declared shall be entitled for 15 days half pay leave on Medical grounds for every completed year of service. This may be commuted has full pay leave for half the period at credit.
- b) Leave may granted only on medical ground and based on the recommendations of the medical officer nominated by managing body.

4. o) **Academic Leave:**

1. Study leave not exceeding 05 days may be granted to the employees for attending to academic works of JNTU Kakinada for spot evaluation and observer at the description of managing body on the recommendations of the Principal for academic purposes.
2. The employees on study leave are entitled to any pay or allowances during this period except prior permission from the managing body.

4. p) **Maternity Leave:**

1. Woman employees are eligible for maternity leave twice during their period of service (i.e., for first two children / abortions) for a maximum period of three months each, with half pay.

5. PENALTIES

5.a) The following penalties may, for good and sufficient reasons as listed under 5.(b) imposed upon the employees

1. Censure
2. Fine
3. With holding of increment
4. Recovery from pay of the whole or part of any pecuniary loss caused to the college by negligence or breach of orders
5. Reduction to a lower rank in the seniority or to a lower post or to a lower stage in the time scale
6. Suspension
7. Removal from the college services
8. Dismissal from the college services

- 5.a).i) The discharge of a person appointed on probation, during the period of probation or of a person engaged under contract in according with the terms his/her contract or a person appointed otherwise then under contract to hold a temporary appointment on the expiration of the period of the appointment does not amount to removal or dismissal with in the meaning this rule.
- 5.a).ii) The penalty under 5.(a)(4) may imposed in addition to any other penalty which may be inflicted in respect of same negligence or breach of orders.
- 5.a).iii) the removal of an employee from the college service shall not disqualify him/her from future employment but the dismissal of a person from the college service shall ordinarily disqualify him/her from future employment in the college.
- 5.b) The following are the valid reasons for which the penalties may be imposed on an employee
1. Irregularity in keeping to the college timings
 2. Irregularities and / or irresponsibility in attending to duties in the college.
 3. Unauthorized absence from work.
 4. Irregularity and / or irresponsibility in attending to duties like examination duty etc., assigned from time to time.
 5. Insubordination including failure to follow the specific instructions of the superior.
 6. Instigation of staff / students against the administration and / or management.
 7. Participation in the strike meetings or rallies directed against the administration and / or management.
 8. Misappropriation of college funds.
 9. Conviction in the court of law
 10. If the employee is suffering from any incurable inflections diseases or in declaring insane by panel of doctors approved by the competent authority.
 11. Participation of the employee in any act or movement calculated to bring the college into disrepute.
 12. If the employee indulges in any public criticism of the college administration or management amounting to defiance and insubordination or causes or is likely to causes embarrassment to the administration in its relation to the staff or students or in its relation to the Government or the University.
- 5.c) The competent authority which may impose any of the penalties prescribed in 5.(a) shall be the Correspondent and the appellate authority shall be the managing body.
- 5.d) In ordering the with holding of an increment, the with holding authority shall state the period for which it is with held and whether it shall have the effect of postponing future increments. It shall future state in the order that the period for which increment has been stopped will be exclusive of any interval spent on leave before the period is completed.
- 5.e) *Procedure before any of the penalties specified under 5(b)(6 to 9) above is imposed against an employee of the college it is necessary to give him/her a reasonable opportunity to show cause against the disciplinary action which is proposed to be taken against him/her. This can best be done by intimating to the person concerned the grounds on which it is proposed to imposed the penalty and by directing him/her to show cause why it should not be imposed.*
1. Enquiry relating to any disciplinary action may be made by a committee of three members appointed by the appellate authority and consisting of the Principal and two other members. No teacher (other than the Principal) of the college shall be on committee.
 2. *No order of dismissal, removal or reduction shall be imposed on any employee of the college (other than an order based on facts which have led to this conviction in a criminal court) unless he/she has been informed in writing of the grounds on which it is proposed to taken action and has been afforded an adequate opportunity of defending himself / herself. The grounds on which it is proposed to taken action shall be reduced to the form of definite charge or charges, which shall be communicated to the person charged together with a statement of allegations on which each charge is based and of any other circumstances which it is proposed to take into considerations in passing order in the case. He/she shall be required with in a reasonable time to put in a written statement of his/her defense and to state whether he/she desires an oral enquiry to be conducted or only to be heard in person. If he/she desires an oral enquiry or if the authority concerned so directs, an oral enquiry shall be held at the enquiry oral evidence shall be heard has to such of the allegations as are not admitted, and the person charged shall be entitled to cross examine the witnesses, to give evidence in person and to examine such witnesses has he/she may produce provided that the authority conducting the enquiry may, for special and sufficient reasons to be recorded in writing, refuse to examine a witnesses, if no oral enquiry is held and if he/she had desired to be heard in person, a personal hearing shall be given to him/her. The proceedings shall contain sufficient record of evidence and a statement of the findings and the grounds thereof.*

3. They requirement of sub rule 5.(f)(2) shall not apply where the person concerned has absconded or where it is for other reasons in practicable to communicate with him.
 4. All or any of the provisions of sub rule 5.(f)(2) may in exceptional cases and for special and sufficient reason to be recorded in writing the waived where there is a difficulty in observing exactly the requirements of the sub rule and those requirements can be waived without in justice to the person charged.
 5. Where the authority holding the enquiry is not competent to award a penalty, his/her or its duty ends with the recording of his/her or its findings on the charges and it is not part of the function to make any suggestions regarding the penalty to be awarded or the further disposal of the case.
 6. Any member in the college service may be placed under suspension by the competent authority pending enquiry into grave charges, where such suspense is deemed to be necessary in the interest of the college. The period suspension from office and the emoluments deducted thereof shall not exceed those where suspension is imposed as a punishment under rule 5.(a)(6) during the period of suspension pending enquiry he/she may be paid substances allowances $\frac{1}{2}$ of his/her salary including allowances during the first six months and not exceeding $\frac{3}{4}$ of the salary after six months.
- 5.f) Every employee of the college shall be entitled to one appeal as herein after provided, from an order passed by an authority.
- a) Imposing upon him/her any of the penalties specified in the rule 5.(a)
 - b) Discharging him/her in accordance with the terms of his/her contract if he has been engaged on a contract for a fixed or for an indefinite period and has rendered, under either form of contract, continues service for a period exceeding five years at the time when his/her service are terminated.
- 5.g) Incase of an appeal under rule 5.(f)(a) the appellate authority shall considered
- a) Whether the facts on which the order was based have been established
 - b) Whether the facts established afford sufficient ground for taking action and
 - c) Whether the penalty is excessive, adequate or in adequate and after such consideration shall pass such order as it thinks proper.
- 5.h) Incase of an appeal under rule 5(f)(b) the appellate authority shall pass such order as appears to it just and equitable having regard to all circumstance of the case.
- 5.i) Every person preferring an appeal shall do so separately and in his/her own name to the appellate authority specified in rule 5.(c)
- 5.j) Every appeal preferred under those rules shall contain all material statements and arguments relied on by the appellant, shall contain no disrespectable or improper language and be complete in itself. Every such appeal shall be addressed to the authority to which an appeal is preferred and submitted through the head of the department to which the appellant belongs or belonged and through the authority against whose order the appeal is preferred.
- 5.k) An appeal may be withheld by an authority not lower than the authority against whose order it is preferred if,
- 1) It is an appeal incase in which under those rules no appeal, or
 - 2) It does not comply with the provisions of the rule 5.(j)
 - 3) It is not preferred with in six days after the day of the service of the order appealed against and no reasonable cause is shown for the delay, or
 - 4) It is a repetition of a previous appeal and is made to the same appellate authority by which such an appeal has been decided and no new facts or circumstances or adduced which a ford grounds for a reconsideration of the case, or
 - 5) It is addressed to an authority to which no appeal lies under the provisions of rule 5.(c).
- 5.l) The authority by whom an order imposing a penalty specified in 5.(a) may be reversed or altered incases in which no appeal is preferred shall be the appellate authority prescribed in rule 5.(c).

6. INTERPRETATION

If any question arises as to the interpretation of these rules and conditions, the same shall be decided by the management committee. The Management committee shall have the power to issue clarification to remove any doubt which may arise in regard to implementation of these conditions and rules.

A. TEACHING POSTS:

- 1) Principal
- 2) Vice – Principal
- 3) Professors
- 4) Associate Professors
- 5) Assistant Professors
- 6) Physical Director / Assistant Physical Director
- 7) Librarian / Assistant Librarian

B. NON – TEACHING POSTS (TECHNICAL):

- 1) Computer Center
 - a) System Manager
 - b) System Analyst
 - c) Programmers
 - d) Operators
- 2) Laboratory Assistant
 - a) Physics
 - b) Electrical, Electronics, Instrumentation, Communication Engineering
 - c) Mechanical Engineering
- 3) Laboratory Attenders
 - a) Physics
 - b) Workshops
 - c) Electrical
 - d) Electronics
 - e) Instrumentation
 - f) Mechanical
 - g) Computer Science

C. ADMINISTRATIVE SUPPORT STAFF:

- 1) College Office
 - a. Manager / Administrative Officer
 - b. Accountant
 - c. P.A. to Principal
 - d. Office Assistants
 - e. Attender
 - f. Departmental Clerk and Attender

D. OTHER STAFF

- 1) Sweepers / Scavenger / Watchmen
- 2) Drivers