

MALLA REDDY INSTITUTE OF ENGINEERING & TECHNOLOGY

**Maisammaguda, Gundlapochampally Village, Medchal Mandal, Ranga Reddy District Hyderabad-
500100**

Telangana State

SERVICE RULES

MALLA REDDY INSTITUTE OF ENGINEERING AND TECHNOLOGY

**Maisammaguda, Gundlapochampally (V), Medchal (M), R.R. District Hyderabad- 500 100
Telangana**

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SERVICE RULES

Section – I Pre-ambble

I. Pre-ambble

1. The service Rules shall be called as "**The Malla Reddy Institute of Engineering & Technology (MRIET) Service Rules**" and shall supersede all the existing service rules.
2. They shall be deemed to have come into effect and shall apply to all the employees of the College as per the date of their joining.
3. These service rules have been framed in conformity with the Human Resources Policy of Mall Reddy Group of Institutions (MRGI) in general and MRIET in particular. While they are meant to protect the interests of the organization; at the same time they will also act as a measure of welfare and guide the staff members in their day to day interaction and maintaining cordial relationship with the organization. The MRGI as well as MRIET strongly believe that the individual's growth indirectly helps in the organizational growth also, MRIET strives to achieve the aim of retaining the employees with the organization for longer periods, so that they contribute to the Growth of the organization and Grow with the organization.

Section – II

Definitions of Important Words

II. Definitions

1. **'College'** means the Malla Reddy Institute of Engineering & Technology (MRIET) Maisammaguda Hamlet, Gundlapochampally Village, MedchalMandal, Ranga Reddy District, Hyderabad, Telangana.
2. **'Management'** means The Management Committee of the College constituted as per AICTE Norms.
3. **'Governing Body'** means the Governing Body of the College" constituted as per AICTE Norms.
4. **'Chairman'** means the Chairman of the Managing Committee / The Governing Body of the College.
5. **'Secretary & Correspondent'** means "The Secretary & Correspondent of the College".
6. **'University'** means Jawaharlal Nehru Technological University, Hyderabad.
7. **'Principal'** means "The Principal of the College or any other person authorized by the Management to discharge the duties and responsibilities of the Principal, whatever may be his/her designation, otherwise".
8. **'Employee'** means a person who is employed by the College including Principal and Vice-Principal but excluding those who are engaged on part time basis or on daily wages".
9. **'Vacation'** means any recess in the middle or at the end of an Academic Year, which is for a minimum period of 10 days and beyond.
10. **'Vacation Staff means'** Employees who are allowed to avail vacation. All other employees are deemed to be 'Non-Vacation Staff'.
11. **'Competent Authority'** — Chairman/Secretary & Correspondent in the case of Principal and Principal in the case of other employees
12. **'Duty'** — an employee (He/She) is said to be on duty for the purpose of service benefits:-
 - (i) When the employee is discharging the duties of the post to which he/she is appointed or he/she is undergoing training prescribed for the post.

- (ii) When the employee is absent from duty on authorized holidays, on permitted vacation or when availing any leave sanctioned by the Competent Authority.
- (iii) When the employee is attending Conferences, Seminars, Summer Schools, Workshops, Refresher Courses, Orientation Courses, Winter Schools, Quality Improvement Programsetc., duly permitted by Competent Authority, and
- (iv) When the employee is attending to the work assigned by the Competent Authority in the interest of the College/Management.

13. **'Leave'** means Leave granted by Competent Authority to an employee to which he/she is eligible.

14. **'Pay'** means Basic Pay in the time scale or Basic Pay with Special Pay/Allowances as applicable.

15. **'Year'** means Calendar year/Financial Year/Academic Year as the case may be.

16. **'Teaching Staff'** Comprises of the following categories:-

- (a) Principal
- (b) Vice-Principal
- (c) Professor(s)
- (d) Associate Professor(s)
- (e) Assistant Professor(s)
- (f) Any other category of post declared as such by the Management

17. **'Technical Staff'** Comprises of the following categories:-

- a. Foreman
- b. Programmers, Assistant Programmers, Computer Operators, System Administrators, Assistant System Administrators.
- c. Technicians and Laboratory Assistants of
 - (i) Grade-I
 - (ii) Grade-II
 - (iii) Grade-III

18. **'Non-Teaching Academic Staff'** means those staff who are categorized as follows:-

a) Librarian, Assistant Librarian, Book Reader,

b) Physical Director

c) Office Staff

- (i) Manager/Administrative Officer
- (ii) Superintendent
- (iii) Senior Assistant
- (iv) Junior Assistant
- (v) Steno-Cum-P.A to Principal
- (vi) Typist
- (vii) Record Assistant
- (viii) Attender, Male as well as Female
- (ix) Vehicle Drivers

d) Contingent Staff

- (i) Watchman/Security/NMR Attenders
- (ii) Gardener/ Mali
- (iii) Sweepers Ayahs etc.
- (iv) Scavengers
- (v) Plumber
- (vi) Electrician
- (vii) Carpenter

Designations In Respect Of Teachers

1. There shall be only three designations in respect of teaching staff in the college namely Assistant Professors, Associate Professors, and Professors.
2. There shall not be any change in the designations of Library personnel and Physical Director ie College Librarian, Assistant librarian, Book Reader etc and College Physical Director.

Section – III

Details of Qualifications required at the entry level for various posts.

Qualifications and Experience Required At The Entry Level For Various Posts In MRIET (Refers to AICTE Regulations 2010 And Gazette of India Notification Extraordinary Part-iii sec 4 dated 05 Mar 2010)

1. ASSISTANT PROFESSOR

(a) ENGINEERING AND TECHNOLOGY

B.E. /B.Tech. and M.Tech. in relevant branch with First class or equivalent either in B.E. / B.Tech or M.E. /M.Tech.

(b)MANAGEMENT

First Class or Equivalent in Master Degree in Business Administration or Equivalent and Two years teaching in the relevant subject experience is desirable.

MINIMUM QUALIFICATION - ASSISTANT PROFESSOR

As per latest norms of AICTE, New Delhi the minimum qualification required for appointment of Asst. Prof/Lecturers for various UG & PG programs is as under:-
PhD in applied Biological Sciences such as Microbiology, Biochemistry, Genetics, Molecular Biology, Pharmacy and Biophysics.

1. H & S

Masters Degree in the Subject with first class and NET qualification.

2. MBA

MBA with first class.

2. ASSOCIATE PROFESSOR – FOR ENGINEERING AND TECHNOLOGY AS WELL AS MANGEMENT

- a) Qualification as above ie as applicable for the Post of Assistant Professor, and Ph D or equivalent in the appropriate discipline.
- b) Post Ph D publications and guiding Ph D students is highly desirable.
- c) Minimum of 5 years of experience in Teaching / Research/ Industry of which 2 years post Ph D experience is desirable

3. PROFESSOR

1. Qualifications as above i.e. as applicable for the post of Associate professor
2. Post Ph D publications and guiding Ph D students is highly desirable.
3. Minimum of 10 years Teaching / Research / Industrial experience of which at least 5 years should be at the level of Associate professor
OR
Minimum of 13 years of experience in teaching and /or Research and /or industry.
4. In case of research experience; good academic record and books / research paper publications / IPR / Patents record shall be required as deemed fit by the expert members of the selection committee.

5. If the experience in the Industry is considered, the same shall be at Managerial level equivalent to Associate professor with a record of active participation in devising / designing / planning, executing, analyzing, quality control, innovating, training, technical books / research paper publications /IPR / Patents etc. As deemed fit by the expert members of the Selection committee.

4. PRINCIPALS / DIRECTORS.

- a. Qualifications as above ie as applicable for the Post of Professor, PostPh D publications and guiding Ph D students is highly desirable.
- b. Minimum of 10 years of experience in teaching /Research/industry out of which at least 3 years shall be at the level of Professor.

OR

Minimum of 13 years in Teaching and / or Research and /or Industry.

- c. In case of Research experience ;,good academic record and books / research paper publications/IPR/patents record shall be required as deemed fit by the expert members of the Selection committee.
- d. If the experience in industry is considered, the same shall be at the Managerial Level equivalent to professor , with a record of active participation at devising / designing, developing. Analyzing, planning, executing. Quality control, innovating, training, technical books/ research paper publications /IPR/ Patents etc as deemed fit by the expert members of the selection committee.
- e. Flair for Management and Leadership is essential.

5. FURTHER ADDITIONAL REQUIREMENTS /PROVISIONS

- a. Equivalence of Ph D is based on publication of 5 International journal papers, each journal having a cumulative impact index of not less than 20, with incumbent as the main author and all 5 publications being in the author's area of specialization.
- b. Ph D shall be from a recognized university.
- c. For an incumbent Assistant Professor, experience at the level of Assistant Professor will be considered equivalent to experience at the level of Associate Professor, provided the incumbent Assistant Professor has acquired Ph D Degree in the relevant discipline.
- d. Experience at Diploma institutions is also considered equivalent to experience in Degree level Institutions at appropriate level and as applicable. However, qualifications as above shall be mandatory.
- e. If a class / division is not awarded, minimum of 60% marks in aggregate shall be considered equivalent to first class / division. If a grade point System is adopted, the GPA will be converted into equivalent marks as below:

Grade Point	Equivalent Percentage
6.25	55%
6.75	60%
7.25	65%
7.75	70%
8.25	75%

Section – IV
Broad Discipline Wise Nomenclatures.

BROAD DISCIPLINE-WISE NOMENCLATURES OF QUALIFICATIONS WITH THEIR DURATION AND QUALIFICATIONS REQUIRED AT THE ENTRY LEVEL FOR ACQUIRING THESE HIGHER QUALIFICATIONS.

Abbreviated Form	Expanded Form	Level	Minimum Duration	Entry Level Qualification
D.Litt.	Doctor of Literature	Post-Doctoral	N/A	Ph. D.
Ph. D.	Doctor of Philosophy	Doctoral	2Yrs.	Master's Degree
M. Phil.	Master of Philosophy	Pre-Doctoral	1-1/2Yrs.	Master's Degree
B. A. / B. A.Hons.	Bachelor of Arts	Bachelor's Degree	3Yrs.	10+2
M. A.	Mater of Arts	Master's Degree	2 Yrs.	Bachelor's Degree
B.PEd.	Bachelor of Physical Education	Bachelor's Degree	1Yr.	Bachelor's Degree
M. PEd.	Master of Physical Education	Master's Degree	1 Yr.	B P Ed
MBA	Master of Business Administration	Master's Degree	2Yrs.	Bachelor's Degree
BBA, B. Com.	Bachelor of Business Administration	Bachelor's Degree	3Yrs.	10+2
B. Lib. I. Sc.	Bachelor of Library Sciences And Information Sciences	Bachelor's Degree	1 Yr.	Bachelor's Degree
M. Lib. Sc.	Master of Library Sciences	Master's Degree	1Yr.	BSc Lib Sc
M. Lib. I. Sc.	Master of Library Sciences and Information Sciences	Master's Degree	1Yr.	B Lib I Sc
B. Sc. / B. Sc. (Hons.)	Bachelor of Science (H)	Bachelor's Degree	3 Yrs.	10+2
M. Sc.	Master of Science	Master's Degree	2Yrs.	Bachelor's Degree
B. Tech.	Bachelor of Technology	Bachelor's Degree	4 Yrs.	10+2
M. Tech.	Master of Technology	Master's Degree	2Yrs.	Bachelor's Degree
B. E.	Bachelors of Engineering	Bachelor's Degree	4 Yrs.	10+2
M. E.	Master of Engineering	Master's Degree	2Yrs.	Bachelor's Degree

Section – V
Work Load of Teachers

WORK LOAD OF A TEACHER/FACULTY IN DEGREE LEVEL TECHNICAL INSTITUTIONS AS PER AICTE REGULATIONS BASED ON THE RECOMMENDATIONS OF 6TH CPC

Work Load of Faculty should not be less than 40 HOURS A WEEK, of which Teaching Contact Hours should be as follows:

(i) Asst. Professor	16 Hours a Week,
(ii) Associate Professor	12 Hours a Week,
(iii) Professor	8 Hours a Week
(iv) Director / Principal	04 Hours a Week.

(Refers to AICTE Notification dated 04th January 2016 –clarifications on Miscellaneous issues amongst others.)

Section – VI

Recruitment Selection and appointment of Staff

RECRUITMENT / SELECTION OF TEACHING / NON TEACHING / ACADEMIC / TECHNICAL AND ADMINISTRATIVE STAFF.

Introduction:

In order to maintain full scale of staff as per the norms and also to have a mix of well qualified and experienced staff in the institution, keeping in view the guidelines issued by the Society, it has been decided to adopt the following policy for recruitment of staff both Teaching and other categories..

1. Staff Strength

- a. The Strength of Teaching Staff shall be as per AICTE / UGC Norms.
- b. Strength of the Non-Teaching Staff shall be as per Telangana State Government/ University Norms.

2. GENERAL GUIDELINES

- (i) The rules prescribed for selection of employees from time to time as notified by AICTE/University/Government of Telangana shall be followed.
- (ii) Staff Selection Committee shall be constituted as per the G.O. Ms. No. 525 Edn (n) dept dated 29.11.83 and subsequent notifications for filling up Teaching and Non- Teaching Posts.
- (iii) A post shall be filled up either by direct recruitment through open advertisement or by promotion from amongst the qualified and eligible internal candidates, as directed by the Governing Body. The recruitment may be
 - (a.a) Bi-annual by a local selection committee.
 - (a.b) Continuous Process.
 - (a.c) Selection / Ratification by the University.

3. Qualifications and Experience, Teaching and Non- Teaching Staff

The qualifications, age, experience etc, shall be as per AICTE/ UGC Norms in respect of Teaching Staff (Refers to paras 22 to 27 of these Service rules) and as per State Government OF Telangana / JNTUH Norms in respect of Non-Teaching Staff.

4. SELECTION COMMITTEE SPECIFICATIONS (Refers to Point No.5 of AICTE regulations 2012 issued vide Gazette of India Extra - Ordinary notification part III section 4 dated 08 Nov 2012)

5. SELECTION OF ASSISTANT PROFESSORS IN COLLEGES INCLUDING PRIVATE COLLEGES.

THE SELECTION COMMITTEE FOR THE POST OF ASSISTANT PROFESSORS SHALL HAVE THE FOLLOWING COMPOSITION.

- (i) Chairperson of the Governing Body of the college or his / her nominee from among the members of the Governing Body to be the Chairperson of the Selection committee.
- (ii) The Principal / Director of the College.
- (iii) Head of the Department of the concerned subject in the College.
- (iv) Two Nominees of the Chancellor or Vice Chancellor or Acting Vice -Chancellor of the Affiliating University of whom one should be a subject expert.
- (v) Two experts in the subject, not connected with the college to be nominated by the Chairperson of the Governing Body of the College out of a panel of five names recommended by the Vice-Chancellor or Acting Vice-Chancellor from the list of experts in the subject approved by the relevant statutory body of the University concerned.
- (vi) An academician representing SC/ST/OBC/Minority/ Women/ Differently abled categories; if any of the candidates representing these categories is the applicant, to be nominated by the Vice-Chancellor or Acting Vice-Chancellor, if any of the members of the above selection committee does not belong to these communities.

6. SELECTION OF ASSOCIATE PROFESSORS.

THE SELECTION COMMITTEE FOR THE POST OF ASSOCIATE PROFESSORS IN THE COLLEGE SHALL HAVE THE FOLLOWING COMPOSITION.

1. The Chairperson of the Governing Body of the College or his / her nominee, from among the members of the Governing Body to be designated to be the Chairperson of the Selection Committee.
2. The Principal / Director of the college.
3. The head of the Department of the College from the concerned subject.
4. Two representatives of the University to be nominated by the Chancellor, Vice-Chancellor (VC) or Acting Vice-Chancellor. One of them will be the Dean of the College Development Council or equivalent position in the University and the other must be an expert in the concerned subject.
5. Two experts in the concerned subject and not connected with the college to be nominated by the Chairperson of the Governing Body of the College out of a panel of Five names recommended by the VC from the list of experts in the subject approved by the relevant statutory body of the University concerned.
6. An Academician representing SC/ST/OBC/Minority/Women/ Differently –abled categories, if any of the candidates representing these categories is an applicant , to be nominated by the VC, if any of the members of the above selection committee does not belong to that category.

7. SELECTION OF PROFESSORS.

The composition of the Selection Committee for the post of Professor in MRIET shall be similar in composition as that for the Post of Associate professor set out in the above clause.

8. PRINCIPAL COLLEGE / DIRECTOR

The selection committee for the post of Principal / Director shall have the following composition.

1. Chairperson of the Governing Body of the college as the Chairperson.
2. Two members of the Governing Body of the College to be nominated by the Chairperson of whom one shall be an expert in academic administration.
3. One nominee of VC of the University, who shall be an expert in Higher Education.
4. Three experts consisting of the Principal / Director of a College, Professor and an accomplished educationist not below the rank of a Professor (to be nominated by the Governing Body of the college) out of a panel of Six experts approved by the relevant statutory body of the University concerned.
5. An Academician representing SC/ST/OBC/Minority/Women/ Differently-able categories, if any of the candidates representing these categories is the applicant, to be nominated by the VC/Principal, if any of the members of the selection committee does not belong to that category.

9. Appointment

The management is the Competent Authority to appoint any employee. The Management or Principal on behalf of the Management shall issue the Appointment Orders.

The Management/Governing Body may in special circumstances appoint persons by invitation/deputation/contract basis year after year up to a maximum period of Five Years or up to the maximum age of Sixty Five Years.

- a. All the staff recruited will be initially on Ad-hoc basis for first one year on a contract.
- b. All the Teaching Staff will be exposed to the University selection Committee for ratification. Ratified staff will be appointed on permanent basis with AICTE Pay Scales / the pay scales recommended by 6th CPC.
- c. Faculty who are not recommended for appointment by the University Selection Committee will continue to serve in the college on temporary basis and two more chances will be given to appear and get selected / Ratified by the University Selection Committee.
- d. Faculty who are not recommended for appointment as Assistant Professors will be given an opportunity to opt for lower/non-teaching appointment.
- e. Non-Teaching Staff will be appointed on permanent basis after assessing their performance after completion of one year and on the recommendation of the Head of the Department/Wing/Cell concerned.

10. MAINTANANCE OF SERVICE FILE / REGISTER / DOSSIER FOR THE EMPLOYEES.

In respect of each of the Employees in the College, an individual personal file / dossier and Service Register shall be maintained and the same shall be kept regularly updated as per Telangana State Government Norms.

Probation

- i. The initial appointment to posts in the College shall ordinarily be made on probation for a period of Two Years. Persons appointed to a higher post by Promotion/Selection shall be on probation for a period of One Year only in a continuous period of Two Years.
- ii. The management/Governing Body upon the recommendation of the Principal for valid and sufficient reasons may extend the probation period of an employee for such period as may be found necessary or terminate his/her services after due notice.
- iii. The employee is deemed to have been on probation until the order declaring satisfactory completion of probation period is communicated to him, even if the stated period of probation is completed.
- iv. After confirmation, the appointee shall hold the office till the age of superannuation which shall ordinarily be Sixty Five Years in the case of Teaching Staff and Fifty Eight Years in respect of Non-teaching Staff unless otherwise found unsuitable to discharge his / her regular duties.
- v. If a person having been appointed temporarily to a post is subsequently appointed regularly, he/she shall commence probation from the date of joining in the regular post.
- vi. Any application of the employee seeking employment elsewhere shall not be forwarded during the probation period.
- vii. The rules governing probation shall not apply to appointments made on Temporary/Contract/Contingent Basis.
- viii. The service of any candidate appointed on Temporary/Contract Basis, can be terminated at any time without any notice and without assigning any reason thereof.

11. ORIENTATION OF STAFF

- a. Every staff member appointed in the college shall be given a brief introduction about the college by the principal on the day of his/her joining and briefed about the HR policies of the college and the Group.
- b. The HOD of the respective department also shall brief the candidate / new incumbent and introduce her / him to all the staff members of the team.
- c. The HOD will also ensure that all the registration/arrival and reporting formalities, including submission of joining report etc are completed by obtaining the assistance of the office team.

12. SENIORITY

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

Section – VII

Submission of original copies of certificates of Qualifying Examinations

SUBMISSION OF ORIGINAL COPIES OF CERTIFICATES OF ALL THE QUALIFYING EXAMINATIONS IS A PRE-REQUISITE FOR APPOINTMENT IN MRIET.

1. As such on the first day of reporting for duty in MRIET the staff member (s) will be required to submit the original copies of certificates all the qualifying examinations including experience / Service with the Previous employer if the member had indicated as such in the Bio-Data Sheet. These certificates will be required for check by various Inspecting agencies such as JNTUH, TASK Force of the State Govt, The NBA as well as by AICTE apart from Chairman of the Governing Body and Chairman MRGI.
2. Staff member will not be permitted to submit either laminated copies or Color Xerox copies which will be considered as fake and the staff member will have to face the consequences for the act.
3. In the normal circumstances the staff will be required to submit the following certificates.
 - Xth class pass certificate (BOSE)
 - Intermediate (BOIE) / Diploma certificate.
 - Bachelor Degree certificate (Original Degree)
 - Post Graduate Degree Certificate. (In respect of fresh candidates the Provisional Certificate will be accepted only up to one year from the year of Passing and after this date the staff members will invariably be REQUIRED to submit the original degree certificate).
 - M. Phil. / Ph. D.
 - Experience certificate from the previous employer.
 - Salary certificate from the previous employer.
 - Relieving order issued by the previous employer.
 - Two sets each of the **PAN CARD** and **AADHAR CARD** duly SELF ATTESTED.

Section – VIII

Release of / Payment of monthly Salaries

The Monthly salary of staff will be released / paid as below.

- a. Contingent Staff –Only in CASH duly signed by them on the salary statement.
- b. TEACHING and NON-TEACHING ACADEMIC as well as ADMINISTRATIVE and other Technical staff, by cheque crediting the salary amounts directly to the staff member's account in the Bank.
- c. For this purpose every staff member will be required to open a Savings bank account for Credit of salary by the bank in which the college bank account is maintained and not in any other bank as the salaries will be released through a COMBINED CHEQUE for all the staff of a particular college and the bankers will be advised to credit the amounts to the individual's account.
- d. Individual cheques will be issued only as a matter of exception for the first month in case the staff member has not been able to open the bank account and furnish the account number to the Admin office.
- e. Opening of Bank account will be the sole responsibility of the staff member by submitting all the requisite and mandatory documents to the bankers. However the Admin office will help the staff by furnishing a confirmation to the Bankers that he or she is employed with the college and the appointment formalities are in progress.

Section – IX

Pay and Allowances and grant of annual and other Increments.

1. **Pay:** As per AICTE / UGC Pay Scales as recommended by 6th CPC scales of pay as applicable from time to time shall be adapted to the posts classified as Teaching Staff.
2. Telangana State Government/University scales of pay as applicable from time to time shall be adapted to the posts classified as Non-Teaching Staff.
3. **Allowances** - Dearness, House Rent and other Allowances as per A.P. State Government rates and rules as extended by Management are adopted from time to time to all regular employees of the College.

Sanction of Increments

4. Regular Increments

Increments shall be sanctioned by the Principal of MRIET on satisfactory performance of the employee as recommended by the Head of the Department in the prescribed proforma. In the case of HOD also Principal is the Sanctioning Authority. In the case of Principal, Chairman/Secretary & Correspondent is the Sanctioning Authority. In the case of employee in the Office and other Supporting Staff, Principal is the Sanctioning Authority as recommended by the Manager/Admin Officer in the prescribed proforma.

5. The Management shall have the Authority to withhold an Increment for a certain period not exceeding one Year as a disciplinary measure for sufficient and valid reasons and after the employee has been given a fair opportunity to defend himself/herself.
6. The Governing Body/Management shall be the Competent Authority to implement Career Advancement Scheme as per relevant U.G.C/University/TS Government Norms.

GRANT OF ADVANCE INCREMENTS IN CERTAIN CASES

7. University/College Staff Selection Committee is the Competent Authority to recommend advance increment to the candidates selected based on their qualification / specialization and experience.

Section – X

Promotions and Procedures for grant of Promotions.

1. PROMOTION POLICY

- a. All promotions shall be considered on the basis of Merit –Cum-Seniority basis.
- b. The Principal shall appoint a committee for considering the candidates for Promotion, he as the chairman with two Professors and experts invited from the Industry / other institutions
- c. The committee shall consider Promotions of Teaching staff to the next higher position on the basis of the guidelines issued by the AICTE Subject to the condition that there has not been any disciplinary action against the staff.
- d. Under the normal circumstances seniority will be the basis for promotion to the next higher post /position, subject to however, that he /she had completed the required number of years in the present position as prescribed by AICTE and has the prescribed qualifications.
- e. Those who are promoted will be fitted in to the appropriate Pay scale
- f. All promotions shall be considered during the month of June every year.

2. PROPOSED SCORES FOR ACADEMIC PERFORMANCE INDICATORS (APIS) IN RECRUITMENTS AND CAREER ADVANCEMENT SCHEME (CAS) PROMOTIONS OF STAFF.

Based on the Prospective candidate's Self-Assessment Proforma as per PBAS and APIs; the API scores are proposed for

- (i) Teaching related activities,
- (ii) Domain Knowledge
- (iii) Participation in examination and evaluation
- (iv) Contribution to innovative teaching, new courses etc.
- (v) The minimum API score required from this category is 75.
- (vi) The self-assessment score be based on objectively verifiable criteria wherever possible and will be finalized by the screening /selection committee. The details are
 - a. Lectures .seminars, Tutorials, Practical's, Contact hours, Undertaken as percentage of lectures allocated. **Max of 50 marks**
 - b. Lectures and other teaching duties in excess of the AICTE norms **Max of 10 marks**
 - c. Preparation and imparting of knowledge / Instruction as per curriculum, syllabus enrichment by providing additional resources to students. **Max of 20 marks**

- d. Use of participatory and innovative teaching –learning Methodologies, updating of subject content, course improvement etc.

Max of 20marks

- e. Examination duties such as Invigilation; question paper setting, evaluation/ assessment of answer scripts; as per allotment.

Max of 25 marks

TOTAL SCORE	125 Marks
MINIMUM API Score Required	75 Marks

3. The Selection / Screening Committee also will consider the candidate's participation in

- a) Student related Co-curricular, extension and field based activities such as extension work through NSS/NCC and other channels, cultural activities, subject related events, advice and counseling.

Max score 20 Marks

- b) Contribution to Corporate life and management of the Department and institution through participation in academics and administrative committees and responsibilities

Max Score 15 Marks

- c) Professional development activities such as participation in seminars, conferences ,short term training courses, talks, lectures membership of associations, dissemination and general articles not covered in other categories

Max Score 15 Marks

- d) To conduct examination of a university/Public Service Commission/board of examination or other similar bodies/institutions; and

- e) To inspect academic institutions attached to a statutory board, etc.

TOTAL SCORE	50 Marks
MINIMUM API Score Required	15 Marks

4. Minimum Scores Required For Promotion:

150 marks out of a total of 250 from category I and category II. At least 100 out of a total of 180 from category I and 20 out of a total of 70 from Category II

Grading will be

(a)	10 Marks	OUT STANDING
(b)	07 “	VERY GOOD
(c)	05 “	GOOD
(d)	03 “	AVERAGE
(e)	01 “	MODEST

In respect of Use of ANONYMOUS STUDENTS FEEDBACK on the quality of Class Room teaching and Students Interaction 2 Points per course out of a maximum of 10 points.

Section – XI

Leave Rules.

1. **General**

- a) Leave cannot be claimed as a matter of right. The sanctioning authority has full discretion to refuse or revoke leave of any kind when the exigencies of service so demand.
 - b) A leave account shall be maintained for each employee in an appropriate form.
 - c) An employee shall not take up any service or accept any employment, while on leave.
 - d) Either prefixing or suffixing of any kind of leave with vacation is allowed on prior approval.
 - e) Any kind of leave except Casual Leave may be granted in combination with or in continuation of any other kind of leave with prior approval. 74. In the event of disturbance caused in conducting regular classes due to Bandhs and other events which would cause a lot impediments in running the college, the management may decide to be very discrete in granting leave unless it is of dire necessity.
3. Further, the management also may impose restrictions on holding of organized events on working days and ask the staff to conduct the events such as Technical Festivals etc., only on holidays and Sundays, and declare these days as official working days.
4. Apart from the above there are certain specific provisions applicable to specific type of leave.

APPROVING AUTHORITY

In respect of the staff of the college, the Approving authority of leave applications of any type will be Principal of the college on the recommendation of the HOD / Manager, as the case may be; and in his absence any other staff member / Person duly authorized to perform the duties of principal of MRIET. The leave applications of the Principal will be approved by The Chairman, MRGI and in his absence it will be any person officiating in the position.

5. **TYPES OF LEAVE**

There are at least 15(fifteen) types of Leave which an employee may avail subject to fulfilling the specific conditions laid down for each type of leave. All the staff members except those belonging to Contingent status and those on contract and on daily wages basis will be eligible for grant of the below mentioned categories of leave of course subject of fulfillment of the laid down conditions for grant of a particular type of leave.

Note: Staff members may note that just because there are almost 15(fifteen) types of leave, it is neither necessary for nor Mandatory on the point of management / Approving authority to grant all types of leave.

- a) Casual leave
- b) Special casual leave
- c) Summer vacations as per entitlement based on the formula for working out the entitlement.

- d) Extra-ordinary Leave without Pay
- e) Commuted leave
- f) Maternity and paternity leave
- g) Special leave
- h) Study leave
- i) Sabbatical leave
- j) CCL (subject to the laid down rules for Granting the CCL)
- k) Earned Leave
- l) Special casual leave
- m) Duty leaves
- n) Commuted leave
- o) Long Leave.

6. **Casual Leaves**

- a) All employees of the College shall be entitled to Twelve Days of Casual Leave and Five Optional Holidays to be decided before the beginning of Calendar Year or proportional to the service put in by an employee during the year of his/her initial employment in a calendar year ie January to December.
- b) To be eligible for grant or Credit of a day's Casual Leave a staff member should have been physically present in the college on duty for a Minimum period of 15 days advance sanctioning or availing of CL is not permitted.
- c) If the number of days of Casual leave applied for and approved is more than the number of days of CL to his / her credit, then the excess leave period will be converted and considered as Leave without Pay or LOSS OF PAY and the amount will be debited in the respective month's salary statement.
- d) Casual leave standing to the credit of the staff member at the end of the Calendar year i.e. as on 31 Dec will be carried forward to the next calendar year and it should be availed by him / her by 31stMarch, failing which the unutilized leave will lapse.
- e) Prefixing and Sufficing Holidays to the casual leave is permitted but in one stretch only.
- f) Casual leave for A Maximum of 10 (TEN) days at a stretch including Holidays is permitted in. In case the absence is for more than 10 days, Holidays combined as Prefix and Suffix as well as the holidays in the middle of the leave period will all be converted in to Casual Leave and debited against the Leave account of the Staff member and the spill over period of leave over and above the leave to his/ her credit will be converted in to Leave without Pay and Loss of Pay debited to the month's salary account.
- g) LOP entries will not be carried forward to the next month.
- h) Casual Leave in one stretch shall not exceed seven days in a total period of ten days prefixing, suffixing or sandwiching with public holidays.
- i) Casual Leaves for half day can be granted to an employee for the Forenoon or Afternoon Session.
- j) Casual leave cannot be combined with any other kind of leave except special casual leave. It may be combined with holidays including Sundays. Holidays or Sundays falling within the period of casual leave shall not be counted as casual leave, except in cases as per sub-para (h) above.

Clarifications on grant of Casual Leave etc.

- a) It is clarified that all the staff members should seek advance approval from the Principal to avail any type of leave else absence from duties will be converted to LOSS OF PAY (LOP) for those many days of absence irrespective of the fact as to whether they have leave to their credit or not.
- b) LOP means not only loss of salary but also break in continuity of service which may ultimately result in termination from service and to continue further in service, one needs to obtain clearance from the management.
- c) Application for grant of leave, under normal circumstances should reach the office of the Principal (Admin. Office) before 11 AM of a day prior to the day of leave.
- d) Application for leave in the afternoon session should reach the office by 3 PM of a day prior to the day of leave. Applying for 1/2 day leave in the afternoon session is valid only for period After Lunch session and those availing leave for the morning session should arrive at the college for duty before the start of the afternoon session of the college i.e. before the lunch session as applicable to the category of staff as per the college timings.
- e) Once the leave application is submitted, the staff member shall seek confirmation of final approval from the office. Applying for leave and presuming that the same will be granted and consequent non-attending to duties may lead to conversion of duration of absence from campus as Absent without leave (AWOL) and resultant LOP.
- f) A staff member who has been detailed for duty with another institute and seeking marking of "ON DUTY" against his / her name shall be responsible to bring the relieving letter / orders from the competent authority of the institute where the staff member had been performing duties, covering the entire period of absence from the parent establishment.
- g) Applicant bears the sole responsibility to make ALTERNATE ARRANGEMENTS for the work they have been allocated with so that the services to the end users are not affected. In case, the applicant does not comply in advance, the HOD/ In-charge shall not bear personal responsibility. Further, if the staff member named as substitute does not supplement the class work / theory & laboratory work, the applicant's leave stands CANCELLED and he / she may also be subjected to disciplinary action.
- h) All leave applications should clearly mention the Reasons for seeking leave. Stating "Personal" as one of the reasons from may result in one's leave application being kept pending, to be granted only after having a personal discussion with the concerned staff by the leave approving authority.
- i) Any staff member arriving or likely to arrive late to the duties should make a courtesy telephone call to the Principal for approval/permission and follow it up by informing the Dept. /Section for work adjustment. This applies to only emergency cases and extraneous circumstances beyond one's control.
- j) All the staff members have to report for duty latest by 9:30 AM, after which the arrival will be considered as LATE ARRIVAL. In case of emergency, LATE ARRIVAL is permissible up to a maximum stretch of 60 minutes after 9:30 AM. Any duration exceeding 60 minutes, the staff member will be required to apply for 1/2 day's casual leave.
- k) Late arrival should be noted in LATE ARRIVALS Register available in the Principal's office, duly indicating reasons for such an emergency.

- l) Any such emergency cases will be considered only on sympathetic basis and only TWO late comings up to the permitted timings will be allowed. Subsequent late comings will be converted in to 1/2 CL for every 3 late arrivals beyond the permitted two and will either be adjusted against the leave to one's credit or converted in to leave without pay.
- m) Early departures Permission will have to be granted by the Principal and cases which require Medical attention will be given sympathetic consideration. Not more than TWO such permissions shall be allowed which need to be officially approved by the Principal in advance that too only after adjusting the class work with the Dept. / Section. All such permissions have to be written in the MOVEMENT REGISTER kept in the Principal's office.
- n) Unless and otherwise specified separately, the normal work timings for Teaching/ Non-Teaching staff will be - 9:30 A.M to 4:30 P.M. and Admin/ Office and Library - 9:00 A.M. to 5:00 P.M. (8 Man Hours). Members arriving late or departing early shall have to note the timings at the Entry.
- o) Lunch span is for 40 minutes. However the entire duration is not meant for eating food, relaxation and recuperation but also for discussions with and clearing student's doubts, submission of application etc. in the office and various other miscellaneous issues / errands.
- p) Late arrivals in the morning, early departures in the evening etc. will automatically be taken into consideration for arriving at the actual quantum of leave at any given time / at the month end and if in debit, the same will be treated as Leave without pay or loss of pay. This will be an automatic process and the staff will be given a clarification only when in doubt.

7. Special Casual Leaves

- a) All the Teaching Staff Members are entitled to special leave without pay up to Ten Days in a Calendar year to take up examination work in the College or outside, to attend Conferences or Seminars etc., sponsored by the college.
- b) Special Casual Leave may also be granted for attending to calamities as approved by the management subject to prior approval after exhausting all Casual Leave.

8. Earned Leaves / Summer Vacation

All the vacation staff of the College shall be eligible for a vacation of Six Weeks in a Calendar Year, which will be treated as Earned Leave they shall be present in college either on the last working day before vacation or on first working day after the vacation.

NOTE:

- (i) In computing the ten days' leave admissible, the days of actual journey, if any, to and from the places where activities specified above take place, will be excluded.
- (ii) In addition, special casual leave to the extent mentioned below may also be granted;
 - a) To undergo sterilization operation (vasectomy or salpingectomy) under family welfare program. Leave in this case will be restrictedly to six working days; and
 - b) To a female teacher who undergoes non-puerperal sterilization. Leave in this case will be restricted to fourteen days.
 - c) Special casual leave can neither be accumulated, nor can it be combined with any other kind of leave except casual leave. It may be granted in combination with holidays or vacation.

9. Earned Leaves

Earned leave admissible to a teacher shall be:

- (a) 1/30th of actual service including vacation; plus
- (b) 1/3rd of the period, if any, during which he/she is required to perform duty during vacation.

NOTE:

- (i) For purposes of computation of period of actual service, all periods of leave except casual, special casual and duty leave shall be excluded.
- (ii) Earned leave at the credit of a teacher shall not accumulate beyond 300 days. The maximum earned leave that may be sanctioned at a time shall not exceed 60 days. Earned leave 'exceeding 60 days may, however, be sanctioned in the case of higher studies, or training, or leave with medical certificate, or when the entire leave, or a portion thereof, is spent outside India.

10. Duty Leave

Duty leave may be granted for:

- (i) Attending conferences, congresses, symposia and seminars "on behalf of the university or with the permission of the university;
- (ii) Delivering lectures in institutions and universities at the invitation of such institutions or universities received by the university, and accepted by the Vice Chancellor;
- (iii) Working in another Indian or foreign university, any other agency, institution or organization, when so deputed by the university;
- (iv) Participating in a delegation or working on a committee appointed by the Government of India, State Government, University Grants Commission, a sister university or any other academic body, and
- (v) For performing any other duty for the university.
- (vi) The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion;
- (vii) The leave may be granted on full pay; provided that if the teacher receives a fellowship or honorarium or any other financial assistance beyond the amount needed for normal expenses, he/she may be sanctioned duty leave at reduced pay and allowances; and
- (viii) Duty leave may be combined with earned leave, half pay leave or extraordinary leave.

Note -1:

When a teacher combines vacation with earned leave, the period of vacation shall be reckoned as leave in calculating the maximum amount of leave on average pay which may be included in the particular period of leave.

Note - 2:

In case where only a portion of the leave is spent outside India, the grant of leave in excess of 120 days shall be subject to the condition that the portion of the leave spent in India shall not in the aggregate exceed 120 days.

Note - 3:

Encashment of earned leave shall be allowed to non- vacation members .of the teaching staff as applicable to the employees of Central/State Governments.

11. **Half-pay Leave**

Half-pay leave admissible to a permanent teacher shall be 20 days for each completed year of service. Such leave may be granted on the basis of medical certificate from a registered medical practitioner, for private affairs or for academic purposes.

NOTE:

A "completed year of service" means continuous service of specified duration under the university and includes periods of absence from duty as well as leave including extraordinary leave.

12. **Commutated Leave**

Commutated leave, not exceeding half the amount of half pay leave due, may be granted on the basis of medical certificate from a registered medical practitioner to a permanent teacher subject to the following conditions:

- i. Commuted leave during the entire service shall be limited to 'a maximum of 240 days;
- ii. When commuted leave is granted, twice the amount of such leave shall be debited against the half-pay leave due; and
- iii. The total duration of earned leave and commuted leave taken, in conjunction shall not exceed 240 days at a time. Provided that no commuted leave shall be granted under these rules unless the authority competent to sanction leave has reason to believe that the teacher will return to duty on its expiry.

13. **Extra-ordinary Leave**

- a) A permanent teacher may be granted extraordinary leave when:
 - i. No other leave is admissible; or
 - ii. No other leave is admissible and the teacher applies in writing for the grant of extraordinary leave.
- b) Extraordinary leave shall always be without pay and allowances. Extraordinary leave shall not count for increment except in the following cases:
 - i. Leave taken on the basis of medical certificates;
 - ii. Cases where the Vice Chancellor/Principal is satisfied that the leave was taken due to causes beyond the control of the teacher, such as inability to join or rejoin duty due to civil commotion or a natural calamity provided the teacher has no other kind of leave to his / her credit;
 - iii. Leave taken for pursuing higher studies; and
 - iv. Leave granted to accept an invitation to a teaching post or fellowship or research-cum- teaching post or on assignment for technical or academic work of importance.
 - v. Extraordinary leave may be combined with any other leave except casual leave and special casual leave, provided that the total period of continuous absence from duty on leave (including periods of vacation when such vacation is taken in conjunction with leave) shall not exceed three years except in cases where leave is taken on Medical certificate. The total period of absence from duty shall in no case exceed five years in the full working life of the individual.
 - vi. The authority empowered to grant leave may commute retrospectively periods of absence without leave into extraordinary leave.

14. Leave not due, May, at the discretion of the Vice- Chancellor/Principal, be granted to a permanent teacher for a period not exceeding 360 days during the entire period of service, out of which not more than 90 days at a time and 180 days in all may be otherwise than on medical certificate. Such leave shall be debited against the half-pay leave earned by him/her subsequently.
15. 'Leave not due' shall not be granted unless the Vice- Chancellor/Principal is satisfied that as far as can reasonably be foreseen, the teacher will return to duty on the expiry of the leave and earn the leave granted. A teacher to whom leave not due' is granted shall not be permitted to tender his/her resignation from service so long as the balance in his/her leave account is not wiped off by active service, or he/she refunds the amount paid to him/her as pay and allowances for the period not so earned. In a case where retirement is unavoidable on account of reason of ill health, incapacitating the teacher for further service, refund of leave salary for the period of leave still to be earned may be waived by the Executive Council. Provided further that the Executive Council may, in any other exceptional case waive, for 'reasons to be recorded, the refund of leave salary for the period of leave still to be earned.

16. **Study Leave**

Study leave may be granted after a minimum of 3 years of continuous service, to pursue a special line of study or research directly related to his/her work in the university or to make a special study of the various aspects of university organization and methods of education.

The paid period of study leave should be for 3 years, but 2 years may be given in the first instance, extendable by one more years, if there is adequate progress as reported by the Research Guide. Care should be taken that the number of teachers given study leave, does not exceed the stipulated percentage of teachers in any department, Provided that the Executive Council/Syndicate may, in the special circumstances of a case, waive off the condition of three years' service being continuous.

17. **Explanation:**

- i. In computing the length of service, the time during which a person was on probation or engaged as a research assistant may be reckoned provided the person is a teacher on the date of the application; and there is no break in service.
- ii. Study leave shall be granted by the Executive Council/Syndicate on the recommendation of the concerned Head of the Department. The leave shall not be granted for more than three years in one spell, save in very exceptional cases in which the Executive Council/Syndicate is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the university.
- iii. Study leave shall not be granted to a teacher who is due to retire within five years of the date on which he/she is expected to return to duty after the expiry of study leave.

- iv. Study leave may be granted not more than twice during one's career. However, the maximum quantum of "study leave admissible during the entire service should not exceed five years.
- v. No teacher who has been granted study leave shall be permitted to alter substantially the course of study or the program of research without the permission of the Executive Council/Syndicate. When the course of study falls short of study leave sanctioned, the teacher shall resume duty on the conclusion of the course of study unless the previous approval of the Executive Council/Syndicate to treat the period of shortfall as ordinary leave has been obtained.
- vi. Subject to the provisions of sub-clauses (vii) and (viii) below, study leave may be granted on full pay up to two years extendable by one year at the discretion of the university.
- vii. The amount of scholarship, fellowship or other financial assistance that a teacher granted with study leave, has been awarded will not preclude his/her being granted study leave with pay and allowances but the scholarship etc., so received shall be taken into account in determining the pay and allowance on which the study leave may be granted. The Foreign scholarship/fellowship would be offset against pay only if the fellowship is above a specified amount; which is to be determined from time to time, based on the cost of living for a family in the country in which the study is to be undertaken. In the case of an Indian fellowship, which exceeds the salary of the teacher, the Salary would be forfeited.
- viii. Subject to the maximum period of absence from duty on leave not exceeding three years, study leave may be combined with earned leave, half-pay leave, extraordinary leave or vacation, provided that the earned leave at the credit of the teacher shall be availed of at the discretion of the teacher. A teacher who is selected to a higher post during study leave, will be placed in that position and get the higher scale only after joining the post, A teacher granted study leave shall on his/her return and re-joining the service of the University may be eligible to the benefit of the annual increment(s) which he/she would have earned in the course of time if he/she had not proceeded on study leave. No teacher shall however, be eligible to receive arrears of increments. Study leave shall count as service for pension/contributory provident fund, provided the teacher joins the university on the expiry of his/her study leave.
- ix. Study leave granted to a teacher shall be deemed to be cancelled in case it is not availed of within 12 months of its sanction.
- x. Provided that where study leave granted has been so cancelled, the teacher may apply again for such leave.
- xi. A teacher availing himself/herself of study leave shall undertake that he/she shall serve the university for a continuous period of at least three years to be calculated from the date of his/her resuming duty after expiry of the study leave.
- xii. After the leave has been sanctioned, the teacher shall, before availing himself/herself of the leave, execute a bond in favor of the university/college binding himself/herself for the due fulfillment of the conditions laid down in sub-clause above and give security of immovable property to the satisfaction of the Finance Officer/Treasurer or a fidelity bond of an insurance company or a guarantee by a scheduled bank or furnish security of two permanent teachers for the amount which might become refundable to the university in accordance Sub-clause above.

- xiii. The teacher shall submit to the Registrar, six monthly reports of progress in his/her studies from his/her supervisor or the Head of the Institution. This report shall reach the Registrar within one month of the expiry of every six months of the study leave. If the report does not reach the Registrar within the specified time, the patent of leave salary may be deferred till the receipt of such report.

18. Sabbatical Leave/Academic Leave

- i. Permanent, whole-time teachers of the university /college who have completed seven years of service as Lecturer Selection Grade/Reader or Professor may be granted sabbatical leave to undertake study or research or other academic pursuit solely for the object of increasing their proficiency and usefulness to the university and higher education system.
- ii. The duration of leave shall not exceed one year at a time and two years in the entire career of a teacher.
- iii. A teacher who has availed himself/herself of study leave; would not be entitled to the sabbatical leave, provided further that sabbatical leave shall not be granted until after the expiry of five years from the date of the teacher's return from previous study leave or any other kind of training program.
- iv. A teacher shall, during the period of sabbatical leave, be paid full pay and allowances (subject to the prescribed conditions being fulfilled) at the rates applicable to him/her immediately prior to his/her proceeding on sabbatical leave. A teacher on sabbatical leave shall not take up during the period of that leave, any regular appointment under another organization in India or abroad. He/she may, however, be allowed to accept a fellowship or a research scholarship or ad hoc teaching and research assignment with honorarium or any other form of assistance, other than regular employment in an institution of advanced studies, provided that in such cases the Executive Council/Syndicate may, if it so desires, sanction sabbatical leave on reduced pay and allowances.
- v. During the period of sabbatical leave, the teacher shall be allowed to draw the increment on the due date. The period of leave shall also count as service for purposes of pension/contributory provident fund; provided that the teacher rejoins the university on the expiry of his/her leave.

NOTE- I:

The programme to be followed during sabbatical leave shall be submitted to the University for Approval along with the application for grant of leave.

NOTE- II:

On return from leave, the teacher shall report to the university the nature of studies, research, or other work undertaken during the period of leave.

19. Maternity Leave/ Long leave- staff

The authorization/ granting of maternity leave or long leave to the staff is governed by the following rules:-

Maternity leave up to a maximum of three months without pay is authorized to the women staff who complete one year of service in the present institution.

1. Maternity leave is treated as break in service if availed by the staff that has not completed one year service in the present institution. Such staff is required to put in one year physical service after rejoining from leave for the purpose of granting annual increment.
2. Staff member who have completed one year physical service without break in the present institution, avails Maternity Leave for more than three months, then the period of leave will be considered as break in service. Such staff members are required to put in physical service equal to the period of leave to become eligible for annual increment.
3. Staff members on Maternity Leave are not permitted to rejoin at the end of academic year. . However, they may rejoin at the start of the next academic year.
4. Maternity leave cannot be clubbed with Casual Leave or Summer Vacation.
5. Staff applying for Maternity Leave before completion at least six months service will be relieved as per the “Resignation/Relieving” policy issued vide MRGI letter No MRGI/ADMN/RESIG/REL-Staff /2010/11 dated 08Nov 2010.

20. Duty leave

Duty leave maybe given to the staff for attending meetings in the UGC, DST etc. where a teacher is invited to share his / her expertise with academic bodies, government or NGO.

21. Extraordinary Leave:

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

22. LONG LEAVE

- a) Staff is authorized to avail Long Leave without pay for the purpose of higher studies, research and proceeding abroad.
- b) For availing long leave, staff members should have put in a minimum of TWO years of service in the institution.
- c) The period of long leave will not be considered for grant of annual increments.
- d) Long leave cannot be clubbed with Casual leave and summer vacation.

23. SUMMER VACATION OR SUMMER HOLIDAYS

Summer Vacation at the end of the Academic Session of any Academic Year will be granted to all the vacation staff keeping in view the University Almanac.

The number of days of Summer Vacation in respect of the staff will be calculated as below.

- a) Staff who had completed ONE Year of service in the college will be given FOUR weeks inclusive of Sundays and Holidays; as Summer Vacation.

- b) The staff who had not completed one year of Service will be eligible to avail maximum of Two weeks of summer vacation inclusive of Sundays and Holidays.
- c) The staff having less than one year of service will also be eligible to avail summer vacation proportionate to the length of service in the college as below:
Total number of months of service in the college * 14 days divided by 12 Months.
While granting summer vacation the HODs will see to it that at any given time sufficient staff is available to prepare and gear up for the next academic session. It will be more pertinent in respect of the H & S Department staff. Requirement of the Examination branch also will be taken in to consideration before a member of the staff is granted summer vacation.

Leave Rules for Contingent Staff:

All the Contingent Staff of the College are eligible for Casual Leave of 10 days in a Calendar Year and other leave of 10 days.

24. GRANT OF COMPENSATORY CASUAL LEAVE (CCL)

CCL will be sanctioned in respect of every member of the staff including Contingent staff on regular rolls of the college, who perform official duties of the college either within or outside the college; on Sundays and officially declared Holidays.

The performance of these duties should either be a pre-planned one or one which comes up suddenly but with the Knowledge of the Head of the respective Department.

Immediately after performing the duties the staff member should make a request to the Principal through the HOD for grant of CCL. The Admin office will carry out a check of the records such as the Attendance registers as well as the entries in BIO-METRIC THUMB IMPRESSIONS etc and put up the proposal to the Principal for approval. After this stage the leave register will be actioned with number of days of CCL granted which will get added to the total leave standing to the credit of the staff member and adjusted against any leave availed.

Section – XII

Incentives for Faculty

1. Faculty Improvement Programme:

The faculty members may be permitted to improve their Academic qualifications by attending Courses/Research work in higher Institutions of learning. The maximum number of faculty deputed is restricted to one member per department per year. In such cases the faculty member is entitled to receive of his salary during his period of study.

The other conditions are as follows:

- a) The faculty deputed must have served in the College for a minimum period of three consecutive years. The period of study leave should be for a period of one and half years for M.Tech. / M.E. /M. Phil.programme and three years for Ph.D.
- b) The Teacher concerned should execute a bond on the required non-judicial stamp paper to the effect that he/she shall serve the institution for double the period of study leave taken for the above programme. The penalty in case of violation of bond will be double the amount received from the Institute during the study period. Any extension of such leave shall be on loss of pay only.
- c) Management is the Sanctioning Authority for such leave on the recommendations of the Principal and Head of the Department concerned.

2. CAREER ADVANCEMENT SCHEME (CAS)

A teacher who wishes to be considered for promotion under CAS ,may submit in writing to the College , within three months in advance of the due date that he /she fulfills all qualifications under CAS along with the Performance Based Appraisal System (PBAS) in a proforma as evolved by the College duly supported by all credentials as per the Academic Performance Indicator (API) guidelines set out by AICTE / UGC vide their notification dated 08 Nov 2012. (Placed as an appendix to these rules.)

For consideration of the said application there will be a **“SCREENING-CUM-EVALUATION COMMITTEE”** constituted at the College level and will consist of:

- a) The Principal/ Director of the College.
- b) Two experts in the concerned subject (s) nominated by the VC/Principal or Acting VC/Principal from among the Panel of experts from the University.
- c) The quorum for these committees in both categories mentioned above shall be three including one expert in the concerned Subject / University nominee need to be present.
- d) The procedure to be followed by the committee will be as per the guidelines issued by AICTE/UGC vide Govt. of India Extra Ordinary Gazette notification dated 08thNov. 2010.

3. Traveling Allowance, Daily Allowance, Local Transport

Employees of the College when deputed to any outstation shall be entitled to travelling allowances, daily allowances and other permissible expenses they incur. These shall be regulated as under:

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

Grades: All the staff, both Teaching and Non-Teaching are classified into two Grades as follows:

- i. **Grade – I:** The entire regular teaching staff of Asst Professor cadre and above.
- ii. **Grade - II:** All the non-Teaching Staff and all other employees.

Employees of Grade-I are eligible to travel by I Class/AC Sleeper Class. All the other employees are eligible to travel by II Class.

A. Daily Allowances

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

Category of Employee

Grade – I	Rs. 400/-	300/-	200/-
Grade – II	Rs. 300/-	200/-	150/-

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

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

Note:

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

B. Allowances for Presenting Papers in Seminars/Conferences etc

The regular Teaching Staff who are sponsored for presenting papers in Seminars/Conferences are eligible to travel by 1st Class in addition to reimbursement of registration fee. No D.A. is admissible. This facility is limited to once in an Academic Year i.e. July-June.

C. Allowances for Attending Seminars, Q.I.P. Courses, Refresher Courses etc.

The regular Teaching Staff who are permitted to attend the Seminars as Delegates, and to undergo QIP, Courses, refresher Courses etc, are eligible to travel by II Sleeper Class. No D.A. is admissible. This provision is not extended when the organizing agency is meeting the T.A.

4. PURSUING OF PhD /M. Phil

While MRGI as well as MRIET want that the staff appointed will enhance their basic qualifications by acquiring additional qualifications while on the rolls of the college

so as to ensure individual as well as organizational growth, it was seen that certain faculty members have not taken this aspect seriously. In view of this it was decided that ; as a matter of rule , every faculty member will be required to submit an undertaking at the joining the college to the extent that he /she will acquire the requisite additional qualifications within the time frame by registering for such courses. The requirement is that

- a) All the staff members with MA and MSC qualifications will be required to acquire NET qualification within one year and register for Ph D within three years from the date of appointment as Asst professors.
- b) All the staff members with MBA and M Tech qualifications should register themselves for Ph D within one year of their joining MRIET and complete the Doctoral studies within Seven years.

Notwithstanding the HR policy of the College as well as the MRGI for furtherance of individual as well as the organizational growth; the staff will be required to comply with certain mandatory requirements such as:

All those staff members who would like to pursue PhD and other higher studies - while in service with MRIET under MRGI should seek permission in writing from the respective Principals. They should assure through their application that their pursuing of higher studies will not affect the normal functioning/performance of their duties with the institution. They are also required to submit an undertaking as per the (copy placed as an appendix to these rules). The maybe granted with the necessary permission once the management is satisfied with the sincerity of the undertaking

5. CONSULTANCY, R&D AND TEACHING ASSIGNMENTS

MRIET encourages it's faculty to undertake consultancy and R & D activity within the institution or with other institutions / industries.

The faculty can take up such assignments when the college is approached for such help or the college assigns such an engagements to the particular faculty.

When the faculty himself / herself is approached by the outside agency for help.

6. IN-HOUSE R& D ACTIVITY, SEMINARS / WORKSHOP In-House R & D

The college encourages it's faculty to undertake department –wise R & D activities along with students and other staff members

Each Department is allocated with certain sum per year through the HOD towards the R & D activities.

Staff members are advised to submit proposals through the HOD and can avail a maximum of Rs. 10,000 per project towards developing a PROTO TYPE MODEL.

7. SEMINARS AND WORKSHOPS

The college encourages it's faculty to organize AICTE/ISTE funded seminars and workshops for the benefit of fellow teachers and students

The management provides an additional sum equivalent of 100% of the earlier allotment for other program as organized by the Department

Section – XIII

Resignations by the Staff and Relieving.

RELEASE, DISCHARGE AND RESIGNATIONS BY STAFF –PROCEDURE.

1. RESIGNATION BY STAFF

- a) Staff members who resign when the academic session is on (July-May) are required to give three months' notice. In case the college can make any alternative arrangements, these staff may be relieved any time during the notice period without any monetary loss. In case of college failing to make any alternate arrangements or services of such staff member are found to be essential they will be relieved at the end of academic session i.e. April/May. Generally, resignations are not entertained during the academic session. In case staff members who want to be relieved immediately or without three months' notice they will be required to forego an amount equivalent to one month's salary plus salary for summer vacation (vacation availed at the end of last academic year) in case of all Teaching & Non-Teaching staff other than H&S staff and three months' salary in case of H&S staff which includes salary for summer vacation also.. However, staff members may resign with one month notice towards the end of academic year. Even, management will issue circular during the month of March, giving option to the staff to leave the college and they will be relieved during the month of Apr/May accordingly.
- b) Management may also advise all the surplus to requirement staff of a particular branch if a course has been closed or the Intake has been reduced, without any prejudice to their previous academic performance to submit their resignations and relieve them. However before doing so; all avenues will be explored by the management if the staff declared surplus to requirement could be accommodated in any other colleges under MRGI. In case the management cannot accommodate; the staff will have no other option except to submit their resignation and be relieved.

2. RELEASE AND RELIEVING FROM DUTIES OF STAFF BY THE MANAGEMENT

Staff members may be relieved of their appointment or discharged from the service on the following grounds:-

- i. **Performance**: Based on the feedback from the students, Annual Performance Report & all-round performance in the Department / College, Staff may be relieved on One Month's notice from the institution / Management side.
- ii. **Discipline**: Staff member involved in any sort of indiscipline activities may be discharged/released from the service after having carried out proper inquiry and based on the recommendations of the Disciplinary Committee, with due notice and in severe cases Prima facie he / she may be relieved immediately
- iii. **IRREGULARITY IN ATTENDANCE**: In case any staff member is found to be irregular and on long absence without any intimation / permission and neglects the classes / duties, such staff member may be relieved / discharged from services subject to depositing amounts equivalent of One Month's salary plus salary for the period of Summer Vacation.

Section – XIV

Conduct rules for all Categories of Staff

Every employee shall be governed by these rules and is liable for all consequences in the event of any breach of rules by him/her.

General Service Conditions / Code of Conduct:

a) ETHICAL STANDARDS FOR TEACHERS

A teacher

Shall live and lead by example in every sphere of conduct particularly to inculcate a culture in the students.

- (i) To respect Parents, teachers and elders.
- (ii) To express the Love of Brotherhood towards fellow students.
- (iii) To accept and extend due respect to every religion and social grouping.
- (iv) To love the nation and commit their endeavors to her progress.
- (v) Shall have a sense of belonging to the institution
- (vi) Shall assume total dedication to the teaching profession.
- (vii) Shall always have an urge to excelling professional expertise.

A Teacher

- (i) Shall wear respectable attire befitting the society's expectations.
- (ii) Shall keep up immaculate personal hygiene at all times.
- (iii) Shall never appear untidy, through style of dressing, grooming of hair or in respect of any other ornament one wears.
- (iv) Shall never have the habit of chewing tobacco / beetle leaves, smoking or consumption of alcoholic drinks.
- (v) Shall never gossip or discuss unauthentic information with peers or other members of public which might provoke a sensation or ill feeling among of any sort.

A Teacher

- (i) Shall always listen to the students with concern, whether it is in respect of doubts in lessons or it is relating to any personal help.
- (ii) Shall always motivate the students, giving them a feeling of comfort and encouraging their enthusiastic expressions.

A Teacher

- (i) Shall attend to parents as a true representative of the institution, clarify their doubts with concern and help them understand the system in a better manner.
- (ii) Shall confer with them on any special problem pertaining to their wards; assist them in solving the problem and guiding them properly on how and whom to approach for further help.
- (iii) Shall always give the parents authentic and correct information and never enter into any form of gossip either relating to the college or fellow teachers, students or any other member of society.

A Teacher

- (i) Shall always accept the entity of fellow teacher, honor their sentiments and respect of their value system.
 - (ii) Shall always endeavor to assist fellow teachers, either in their teaching practice or in any form of adjustment required for discharging their responsibilities.
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- b) All the employees of the College shall be subject to the general disciplinary and conduct rules of the College.
 - c) All the employees of the College are required to be present in the College during the working hours of the College on all working days.
 - d) An employee of the College shall devote his/her whole time to the service of the College and shall not engage directly or indirectly in any trade or business or private tuition or any other work, which is likely to interfere with the proper discharge of his/her duties. This provision shall not apply to academic work relating to University examinations, question papers setting, delivering Guest Lectures and any other work undertaken with the prior permission of the Principal/Management.
 - e) An employee may be placed under suspension by the appointing authority pending enquiry into charges framed, by giving the employee a fair chance to represent his/her case. Principal is empowered to suspend any employee if it is in the interest of the College and report his action to the Management, and the University as the case may be.
 - f) The services of an employee, probationer or permanent, are liable to be terminated on the grounds of fraud, gross indiscipline, negligence of duties, prolonged illness, disability to discharge his/her official duties satisfactorily etc., giving 3 months' notice or payment of 3 months' salary in lieu thereof for probationer. The employee concerned however shall be given full and fair chance to represent his/her case before effecting such termination. In all such cases the A.P. State Government Rules in force shall be applicable. There is no necessity to issue such notice to the probationers.
 - g) An employee shall have to give three months' notice in case he/she desires to be relieved on resignation or alternatively he/she shall pay three months' salary in lieu thereof. The resignation shall come into force from the date of accepting the resignation by the Management/Principal or date of his/her being relieved whichever is earlier. For all the employees in the College, an individual personal file and Service Register shall be maintained with regular updating as per Telangana State Government Norms.
 - h) **Wearing of Staff ID Cards:** All the staff of MRGI are required to be in possession of Identity Cards while they are in the campus and traveling in the college bus. Principal and the HODs will ensure this policy is adhered to meticulously. Staff found violating the instructions will be fined Rs. 100/- every time. Duplicate ID Cards will be issued by charging of Rs.50/- only.
 - i) Every employee shall at all times maintain integrity of Character, be Devoted to his/her duty and be honest and impartial in his / her official dealings. An employee shall, at all times be courteous and polite in his/her dealings with the Management, Principal, Other Members of Staff, Students and with Members of the Public. He/she shall exhibit utmost loyalty and shall, always act in the best interest of the College.

- j) An employee shall be required to observe the scheduled hours of working during which he/she must be present at the place of his/her work. No employee shall be absent from duty without prior permission. Even during leave or Vacation, no employee shall leave Headquarters expect with the prior permission of proper authority. Whenever leaving station an employee shall inform the Principal in writing through the respective H.O.D. or the Principal directly if he/she happens to be a H.O.D. the address at which he/she would be available during the period of his/her absent from the Headquarters.
- k) No employee shall be a member of any political party or shall take part in politics or to be associated with any party or organization, which takes part in political activity, nor shall aid or assist in any manner any political movement or activity.
- l) No employee shall make any statement, publish or write through any media which has the effect of an adverse criticism of any policy or action of the College or detrimental to the interests of the College.
- m) No employee can engage directly or indirectly in any trade or any private tuition or undertake employment outside his official assignment, whether for any monetary gain or not.
- n) An employee against whom insolvency proceedings had commenced in a Court of Law shall forthwith report full facts thereof to the College.
- o) An employee against whom criminal proceedings are initiated in a court of law shall immediately inform the Competent Authority of the College regarding the details thereof. No employee shall except with prior permission of the Competent Authority, have recourse to law or the press for the vindication of any official act of the College, which has been the subject matter of criticism or attach defamatory character.
- p) Whenever an employee wishes to put forth any claim or seeks redress of any grievance he/she must forward his/her case in writing through proper channel to the Competent Authority and shall not forward any such advance copies of his / her application to any higher authorities unless the Competent Authority has rejected his / her claim or refused redresal of the grievance or has delayed the matter beyond a reasonable time.
- q) An employee who commits any offence or dereliction to duty or does an act detrimental to the interests of the College will be subjected to an enquiry and punishment by the Competent Authority. However, any employee aggrieved with the decision of the Competent Authority may appeal against such punishment or decision within 15 days of the receipt of the orders of the decision to the Management and the decision of the Management thereon, is final and binding on the employee.
- r) No employee shall engage in strike or incitement thereto or similar activities such as absence from work or neglect of duties or participate in hunger strike etc. Violation of this rule will amount to misconduct and attract deterrent punishment.

Section – XV

Provisions of Disciplinary action against Staff.

Disciplinary Action:

- a) All employees are liable to disciplinary action for disobedience, misconduct and dereliction/negligence of duty. However such disciplinary action shall be taken after establishing the grounds on which the disciplinary action is initiated and after a reasonable opportunity has been provided to the employee to defend himself/herself.
- b) As part of the disciplinary action, the following punishments for good and sufficient reasons may be imposed upon the employees of the Institution, after establishing the facts about committing an offence and dereliction/negligence of duties:-
 - (i) Censure
 - (ii) Withholding of Increments/Promotion
 - (iii) Recovery from his salary whole or in part of any pecuniary loss caused to the College due to negligence of duty or breach of orders/rules.
 - (iv) Suspension
 - (v) Removal from service
 - (vi) Dismissal from service
- c) If the competent authority feels it necessary to constitute an enquiry as part of the procedure for taking disciplinary action, the enquiry committee shall consist of three members — HODs is from among senior faculty members.
- d) An employee can appeal against any punishment imposed upon him/her by the competent authority to the management/ governing body as the case may be.
