



Anurag

GROUP OF INSTITUTIONS

An Autonomous Institution

Approved by AICTE & Affiliated to JNTUH

(Managed by Gayathri Educational and Cultural Trust)

YEAR - 2015



Service, Conduct, T. A. & Leave Rules

College:

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SERVICE, CONDUCT, T.A. AND LEAVE RULES OF EMPLOYEES

I. SERVICE RULES:

These rules are called “Anurag Group of Institutions Employee Service and Conduct Rules” and come into effect from the date of approval by the Governing Body.

The faculty shall adhere to the Rules/ Regulations/ Responsibilities at all times. The rules, regulations & responsibilities are only indicative and not exhaustive. Non- adherence or non-compliance to the rules, regulations & responsibilities will be treated as dereliction of duties and suitable disciplinary action will be initiated against such employees/faculty members. These service rules will supersede all other earlier service rules framed.

1. GOVERNING BODY

It is the body constituted as prescribed by AICTE / State Government / UGC

2. EXECUTIVE COMMITTEE:

This committee is constituted with Chairman of Trust as Chairman, Secretary & Correspondent and the Director / Principal of the College as members.

3. CADRES OF STAFF:

A. Teaching Staff: The Teaching Staff comprises of the following categories.

- i) Principal / Director ii) Professor iii) Assoc. Professor
- iv) Asst. Professor v) Academic Assistant vi) Librarian
- vii) Physical Director

B. Non-Teaching Staff: This comprises of two categories (Viz.,)

Technical supporting staff and Non-Technical staff.

Technical Supporting Staff:

- i) Asst. Librarian ii) Systems Manager
- iii) Computer Programmer iv) Computer Operator
- v) Laboratory Technician Grade I, II and III vi) Foreman
- vii) Workshop Mechanic Grade I, II and III viii) Science Lab Technician Grade I, II & III
- ix) Laboratory Attendant x) Workshop Attendant

Non-Technical Staff:

- i). Admn. Officer i) Office Superintendent iii) Accounts Officer
- iv) Senior Office Assistant v) Office Assistant/Typist/Clerk
- vi) Stenographer vii) Attender / Watchman
- viii) Driver ix) Sweepers

4. CADRE STRENGTH:

The Cadre Strength i.e., the No. of Posts in each cadre shall be as approved by the Governing Body from time to time.

5. QUALIFICATIONS & EXPERIENCE:

The Qualification and Experience required for the persons to fill various posts shall be as may be decided by the Governing Body from time to time taking into consideration the norms prescribed by the State Government / Affiliating University / A.I.C.T.E. / UGC. In respect of teaching staff the qualifications and experience shall be as laid down by UGC / AICTE / Affiliating University.

6. METHOD OF SELECTION:

Candidates to fill the posts shall be selected by one of the following methods as approved by the Executive Committee.

- i) Direct recruitment by open advertisement.
- ii) Promotions from amongst the existing staff
- iii) Invitation.

However all the Teaching Staff shall be selected by adopting (i) or (iii) methods above.

7. NATURE OF APPOINTMENTS:

Appointment shall be categorized as follows:

- i) Ad-hoc Appointment or Temporary appointment
 - ii) Regular appointment
 - iii) Contract appointment
- i) Ad-hoc appointments:** These appointments are made to meet the exigencies of work as procedure for regular appointment takes time.
- ii) Regular appointments:** These appointments are made by regular selection and recommendation by the competent committees.
- iii) Contract Appointment:** Teachers of repute or expertise can be appointed on contract basis for a particular period either for teaching / establishment of Laboratories / administration/and setting up standards or any other specific work.

8. SELECTION PROCEDURE:

Selection Authority:

Executive Committee

Adhoc-Appointments & Regular appointments or
Selection by promotion of Non-Teaching Staff &
Contract appointments.

College Staff Selection Committee Regular appointment or promotion of teaching Staff

Selection by promotion from the lower category shall be on the basis of proven merit and ability. Seniority shall be considered only when merit and abilities are equal.

The Selection Committee interviews the candidates and makes its recommendations in order of merit. The Selection Committee may reject all the candidates if they are found not suitable.

Selection Committee may adopt suitable procedure of selection of candidates and it is not open to questioning. It is prerogative of the appointing authority either to appoint or reject the selection list.

9. SCALES OF PAY:

Scales of pay and allowances and other financial benefits for various categories of staff shall be as decided by the Governing Body. Generally ad-hoc appointments and contract appointments are on consolidated pay. However ad-hoc appointment of teaching staff can be on scale of pay depending on the need.

10. APPOINTING AUTHORITY:

All appointments are made as per the rules and regulations of GECT (Trust) based on the recommendations of various committees. The recommendations of appointments are submitted to Governing Body for information and approval before issuing of orders. In case of urgency Secretary may take the orders of Chairman and issue Appointment Orders' and place it before Governing Body for ratification.

No selected candidates shall have right or claim for the appointment merely on the basis that he has been selected.

11. PROBATION & SENIORITY:

a) Probation:

All directly recruited and regularly appointed staff shall be on probation for 1 year. Probation period can be extended or curtailed based on the performance of the faculty. An employee is deemed to have completed probation after one year, unless specified by the management. Declaration of probation does not confer on the employee any special right of permanence to continue in the post.

b) Seniority: (Regularization)

Seniority of an employee in a post shall be determined by the date of commencement of probation in that post. If more people are selected for appointment in the same panel the order of merit as recommended by the concerned selection committee in the said panel will be the order of seniority among them.

12. RESIGNATION AND RELIEF ; TERMINATION; TRANSFERS:

A) **Resignation and Relief:** The following procedure shall be adopted for employees to resign from the post they are holding.

Teaching Staff who completed Probation	3 months notice or 3 months salary in lieu of such notice
Non-Teaching Staff who completed Probation	2 months notice or 2 months salary in lieu of such notice
Teaching Staff on adhoc basis or contract basis or on probation	1 month notice or 1 month salary in lieu of such notice
Non-Teaching Staff on ad-hoc basis or contract basis	1 month notice or 1 month salary in lieu of such notice

In case applications for seeking other employment/higher education are submitted through the proper channel to the management they may prescribe suitable conditions for relieving the employee as and when the employee is selected so that there shall not be any inconvenience to the academic programme in the college. Normally all resignations or for relief shall be effective at the end of each semester or before the commencement of the academic year, so that the academic work is not affected and students are not inconvenienced.

B) **Termination:** In case it becomes necessary to terminate the services of an employee for any reasons other than indiscipline the following procedure is adopted.

Teaching Staff who completed Probation	3 months notice or 3 months salary in lieu of notice
Non-Teaching Staff who completed Probation and	1 month notice or 1 month salary in lieu of notice
Teaching Staff on contract basis or on probation	No advance notice
Others on probation	2 months notice or 2 months' salary in lieu of notice

C) **Transfers:** Non-Teaching Staff recruited for the college may be transferred to other institutions or organizations run by the same Trust or by foundation with no reduction in total emoluments at the discretion of the executive committee with the approval of the Governing Body.

13. Employee Benefits – Offered:

A. Extension of medical coverage to the staff Members :

All the interested and eligible staff / faculty members of AGI are extended the benefit of Medical Insurance. The coverage is to a maximum extent of rupees Three lakh/staff. This facilitates the staff to avail cashless facility in all the recognized hospitals in twin cities of Hyderabad for hospitalization

cases. The benefit of Medical Insurance has been extended to the entire family (Staff, spouse & two children up to the age of 21 years).

B. Maternity Leave:

A female staff may be granted maternity leave for a period of 90 days from the date of its commencement. Maternity leave may also be granted in case of miscarriage or abortion including abortion induced under the Medical Termination of Pregnancy Act, 1971 (but not threatened abortion), subject to the conditions that – (a) the leave does not exceed six weeks; and (b) the application for leave is supported by a medical certificate from a Registered Medical Practitioner. Maternity leave under clause or clause above shall not be admissible to a female staff who has two or more living children. Maternity leave may be combined with vacation or any other kind of leave. Such leave not exceeding sixty days may be granted without production of medical certificate.

Leave in further continuation of leave granted under clause may be granted in the case of illness of the female staff subject to the production of a medical certificate from the authorized Medical Officer. Such leave may also be granted in case of illness of a newly born baby, subject to production of a medical certificate from the authorized Medical Officer to the effect that the condition of ailing baby warrants personal attention and that her presence by the baby's side is absolutely necessary.

C. Creche / Day Care centre for children of employees:

AGI has a day care centre with caretakers for the wards of employees. Interested employees can avail the facility on all the working days.

D. Promotion of Research Activities: Faculty are encouraged to participate in various research activities and reimbursement policy for attending conferences, workshops and FDPs is provided as per the norms.

E. Transportation:

Transportation facility from all the corners of the city are provided to the staff members at nominal charges.

F. Best Teacher / Best employee award:

The institution recognizes and motivates the staff/ faculty members by presenting the Best Male faculty, Best Female faculty and Best non-teaching staff awards with an award money of Rs. 10,000.

14. Statutory Obligations: Taxes & Funds

- a) **TDS (Tax Deduction Source):** If any employee's income becomes taxable the college will deduct tax at source.
- b) **Professional Tax:** All employees are required to pay Professional Tax; the same will be deducted from the salary. Tax deduction at source certificate will be issued to individuals.
- c) **Payment of salaries** will be paid through bank on or before 5th of subsequent month.

II.CONDUCT RULES AND DISCIPLINARY ACTION

A. Conduct Rules:

- a) Every employee shall be governed by these rules and is liable for consequences in the event of any breach of rules by him/her.
- b) Every employee, at all times, maintains integrity, be devoted to his duty and also be honest and impartial in his/her official dealings. An employee shall at all time be courteous and polite in his / her dealings with the Management, with other members of staff, students, parents and with members of the public. He / she shall exhibit utmost loyalty and shall, always, act in the interests of the college.
- c) An employee shall be required to observe the scheduled hours of working during which he/she must be present at the place of his/her work. No employee shall be absent from duty without prior permission. Even during leave or vacation, no employee shall leave head-quarters except with the prior permission of proper authority. Whenever leaving station, an employee shall inform the Director in writing through the respective HOD or the Director directly if he happens to be a HOD, the address at which he/she would be available during the period of his/her absence from the head-quarters and provide his / her contact and mobile No.
- d) No employee shall be a member of a political party or shall take part in politics or be associated with any party or organization which takes part in political activity, nor shall subscribe in the aid or assist in any manner any political movement or activity.
- e) No employee shall make any statement, publish or write through any media which will effect and lead to an adverse criticism of any policy or action of the college Institution or detrimental to the interests of the college / institution.
- f) No employee can engage directly or indirectly in any trade or any private tuition or undertake employment outside his official assignment, whether for any monetary gain or not.
- g) An employee against whom an Insolvency Proceedings commenced in the court of law shall forthwith report full facts thereof to the college.
- h) An employee against whom Criminal Proceedings are initiated in a court of law shall immediately inform the competent authority of the college regarding the details thereof.
- i) Whenever an employee wishes to put forth any claim or seeks redressal of any grievance he/she must forward his/her case in writing through proper channel to the Secretary & Correspondent and shall not forward any such advance copies of his/her application to any higher authorities unless the Secretary & Correspondent has rejected his claim or refused redressal of the grievance or has delayed the matter beyond a reasonable time. (2 months)
- j) An employee who commits any offence or dereliction of duty or does an act detrimental to the interests of the college / institution is subject 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 appellate authority as indicated there in and the decision of the appellate authority thereon is final and binding on the employee.

- k) No employee shall engage in strike or incitements thereto or similar activities such as absence from work or neglect of duties or participate in hunger strike etc., Violation of this rule will amount to misconduct and attract deterrent punishment.

A. Disciplinary Rules / Action:

- a) All employees are liable for disciplinary action for disobedience misconduct and dereliction/negligence of duty. However, such disciplinary action shall be taken after establishing the grounds on which the disciplinary action is initiated and after a fair opportunity has been provided to the employee to defend himself.
- b) Disciplinary action may be taken by imposing one or more of the following types of punishments and the following are the competent authorities to impose and appellate authorities for each type.

Nature of Punishment	Competent Authority to impose	Appellate Authority
Censure	Director	Executive Committee
With-holding of increment or promotion or effecting reduction in rank	Executive Committee	Governing Body
Recovery from his / her salary whole or part of any pecuniary loss caused to the college due to negligence of duty or breach or orders	Executive Committee	Governing Body
Removal or dismissal from service	Governing Body	

NOTE: To discharge the services of an employee in the following circumstances does not amount to removal or dismissal from service within the meaning of the above rule.

- A person engaged under contract within the terms of contract.
- A person appointed on ad-hoc basis.

- c) Any employee either teaching or non-teaching may be kept under suspension from service when disciplinary proceedings against such employee is contemplated or pending for a period of six months and the same may be extended for a further period if Executive Committee feels it necessary;

An employee may also be kept under suspension where a case against him in respect of any criminal offence is under investigation, enquiry or trial.

An employee shall be deemed to have been placed under suspension with effect from the date of his detention in Police Custody if he/she has been kept in the custody of Police for a period exceeding 48 hours pending of any registered Criminal complaint.

An employee may be paid subsistence allowance during the period of suspension. The decision and the amount of allowance shall be as decided by the Executive Committee.

- d) If the competent authority feels it necessary to constitute an enquiry committee as a part of the procedure to establish the grounds on which disciplinary action is to be taken, the committee shall consist of three members which may include the Principal / Director of the College and two other members appointed by the Executive Committee/Governing Body.
- e) Before any of the penalties specified in B (b) above is imposed against an employee of the college, it is necessary to give him a reasonable opportunity to show cause against the disciplinary action which is proposed to be taken against him by intimating to the employee concerned the grounds on which it is proposed to impose the penalty and by directing him to show cause why it should not be imposed. The employee shall be required within a reasonable time to put in a statement in writing, of his/ her defense and to state whether he/she desires an enquiry or only to be heard in person. If he/she desires an enquiry and if the authority concerned so directs an enquiry shall be held. If no enquiry is sought to be 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 recorded evidence and a statement of the findings and the grounds thereof:

The above said enquiry requirements shall not apply where the employee concerned has absconded or where it is for other reasons impracticable to communicate with him or punished under Indian Penal Code or punished for any other offence under any other Act or Acts.

All or any of the above provisions may in exceptional cases for special and sufficient reasons be waived where there is a difficulty in observing those requirements.

III T. A. RULES

1. These rules will be called T.A. Rules and shall apply to employees of the colleges under the control of "Gayathri Educational & Cultural Trust".
2. An employee, when called upon to travel on work of the college or when otherwise permitted will be entitled to draw traveling expenses in accordance with the schedule of allowance in force from time to time.
3. An employee can undertake a tour on college work only on specific written permission of Director/ Secretary & Correspondent.
4. Journey should always be undertaken by the cheapest and the shortest, route, unless otherwise sanctioned.
5. Return or concessional tickets, when cheaper than two single journey fares should be purchased whenever available, if the conditions of the tour permit.
6. Employees are eligible for re-imbusement of actual travel expenditure subject to the limitations mentioned in Para (7). If the employee travels by a class other than the minimum available in train, they have to invariably mention the ticket no., date etc., in TA bill form.
7. All the employees of the institution shall be governed by the TA rules of the university / state Govt., in vogue from time to time. However in exceptional circumstances, the Management may on its discretion, pay a higher allowance to them than prescribed and reimburse the actual expenditure incurred, subject to production of the relevant vouchers.
8. All TA bills must be submitted on the prescribed form as early as possible at the latest within seven (7) days after completion of the tour, but before undertaking another journey. Otherwise advance, if any granted against T.A. will be adjusted from the salary next payable.

In addition to the above, the management may as its discretion and in special circumstances such as marriage etc., or exceptional circumstances can grant any other leave as its discretion.

IV. LEAVE RULES

1. These rules apply to all employees of Anurag Group of Institutions
2. They are deemed to have come into effect from the date of joining the institution
3. Leave account of each employee is maintained separately by the Director
4. Unauthorized absence from duty not only results in cut in the emoluments for the period but also as misbehavior inviting disciplinary action.
5. An employee on leave cannot take up any service or accept any other employment or remuneration.
6. Application for leave on Medical ground shall be accompanied by a Medical Certificate by a Registered Medical Practitioner.
- 7 (i). Any employee on leave or on vacation can be called back to duty in case of exigencies.
- (ii). All leaves can be availed only after due sanction by the sanctioning authority. Only in respect of casual leave applied due to sudden illness or such other emergency it can be availed before sanction. As far as possible it is obligatory to the employee to inform the sanctioning authority about his availment of casual leave.
- (iii). Various types of leaves, eligibility and other conditions are laid down in the table given .
- (iv). Notwithstanding the above, the management may consider special leaves as per individual case and exigencies.

Sl. No	Type of Leave	Eligibility for availment	Extent of leave calendar	Accumulation of leave	Sanctioning authority	Pay & Allowances during the leave	Remarks
1.	Casual leave	All employees viz., 1. Employees appointed after selection by regular staff selection committee. 2. Employees appointed on ad-hoc basis 3. Employees on consolidated pay. 4. Employees on contract	12 days in a year but proportionate to the service put in by the employees during the year i.e. once CL per month. If more CLs are availed the pay will be deducted for extra leaves taken. However, at the end of the year the un-availed casual leaves will be reimbursed for those days of pay deductions .	Not applicable	Director to all employees, Secretary & Correspondent to the Director	Full	It can be availed in combination with Sundays and public holidays .But total period of absence shall not exceed four (4) days at a time excluding Sundays and holidays Half day leave also can be availed. Alternate arrangements for handling class work is to be made by the employee and the same shall be approved by the concerned HoD before the staff member proceeds on leave.
2.	Special Leave	1) All teaching Staff only	7 days in a year for a maximum 2 workshops / seminars per year.	Applicable for a calendar year	-do-	Full	Sanctioned only for attending seminars. workshops, examiner ship- etc., which are not arranged by the institute. Sufficient proof like invitation for presentation of paper or delegate etc., is to be produced. Sanctioning of this leave does not bear any financial commitment.
3.	Earned leave	All Employees declared as eligible for vacation.	5 days in calendar year	To a maximum of 120 days	Director to all employees, Secretary & Correspondent to the Director	Full	They are also eligible for vacation as declared by the Management from time to time.
.		All Employees declared as Non vacation employees	10 days in calendar year	-- do --	-- do --	--do --	Not eligible for vacation.
	Half Pay Leave	Only to employees selected by regular staff selection committee	10 days for every completed year of service	-- do --	Governing Body	Half pay and allowance	Eligible on medical grounds only
4.	Maternity Leave	Women employees selected by regular staff selection committee and completed probation period.	Maximum of 90 days at a time. Limited to one month for every completed year of service at the institution	Only during service	Governing Body	Full pay	Eligible for pre – natal and post - natal period.
5	Extra ordinary leave	To all employees appointed after regular staff selection committee	Not more than 30 days at a time	Only once for every completed two years of service	--- do ---	No pay and allowances.	This leave is granted for private affairs and economic affairs
6.	Sunday Leave	Only to regularly appointed teaching staff after completion of probation.	--		Governing Body	Governing body	To be availed for higher studies in the interest of the institution.
7	Maternity Leave	For all employees	3 days for male employees 5 days for female employees	-	-	-	Application accompany wedding card.

Faculty Up gradation Norms:

S.No.	Particulars	Policy
1	Faculty Qualification Upgradation From PG to Doctorate	<ol style="list-style-type: none"> 1. Faculty must be appointed as regular faculty. 2. Should have four years of continuous service in the current institution. 3. Faculty and Institution has to execute a bond on a Rs.100 Non-judicial Stamp Paper on agreed terms. 4. A limited support in terms of fees charged for course work and use of research facilities at the research place where he/she has enrolled for qualification up gradation, expenses towards thesis writing and publication of related research papers, Consumables, if faculty is registered for qualification up-gradation on full-time or part-time basis on case-to-case basis and/or finance department, on submission of bill of expenses in original.
2	Faculty eligibility to attend FDPs such as Training Programmes / Conferences / Workshops / Seminars / Symposium	<ol style="list-style-type: none"> 1. Faculty must be appointed as regular faculty. 2. Should have at least one year of continuous service in the current institution. 3. Faculty should have submitted TNA for the current academic year. 4. Faculty has to submit a proposal to Director through Proper Channel consisting justification for attending the programme, benefits to the individual, name of the organizing Institute/Organization, department, venue, date, time, duration, programme agenda and a tentative Travel Plan. He/She has to submit financial estimate also, consisting Registration fee, proceedings publication fee, Travel Mode, Travel cost, DA, Lodging. 5. The concerned HoD should recommend and forward to the Director after verification of need of attending the programme and recent TNA submitted. 6. The faculty may proceed to finance department for drawing advance amount towards registration fee and travel cost only. 7. After attending the event, the faculty has to strictly submit a report on programme attended, copy of attendance Certificate or Participation certificate or any other achievement certificate, original registration fee receipt, TA/DA form with original all

		<p>other receipts.</p> <p>8. After submitting all the documents and only after settlement of advance amount, other expenses are reimbursed. The entire process completed within 15 days after attending the programme.</p> <p>9. Faculty attended conferences, in addition to s.no.7 he/she has to submit copy of paper published in conference proceedings, copy TOC of the Conference proceedings.</p> <p>10. Faculty is permitted avail registration fee and local travel expenses as per applicable norms and rules when faculty attends a programme in-station but at an Institution other than the parent Institution.</p> <p>11. Faculty has to submit original boarding passes, if he/she avails air travel facility.</p> <p>12. TA/DA will be as per Government of Telangana GO Ms. No.60 dated 02-05-2015.</p> <p>13. For International Travel, BoG Approval is mandatory.</p>
<p>All the policy rules needs BoG Approval for acceptance and implementation.</p>		

