



# **Nawab Shah Alam Khan**

## **COLLEGE OF ENGINEERING & TECHNOLOGY**

Approved by AICTE | Permitted by Govt. of Telangana | Affiliated to JNTUH

EAMCET Code: NAWB | PGECET Code : NAWB1 | POLYCET Code : NAWB

### **Policies & Procedures Manual**



**JUNE 1, 2008**

NEW MALAKPET. HYDERABAD. T. S. <http://www.nsakcet.ac.in/>

## Policies & Procedures

### OR

#### SERVICE RULES

**Statement:** This manual of NSAKCET contains Policies and procedures as designed to influence and determine all major decisions and actions, and all activities take place within the boundaries set by NSAKCET management. Procedures are the specific methods employed to express policies in action in day-to-day operations of the organization.

#### 1. PREAMBLE

These service rules must be followed by all Teaching and Non-teaching staff of Nawab Shah Alam Khan College of Engineering & Technology, appointed as regular or probationary / Adhoc in the vacancy of an approved post.

- a. These Rules shall force with effect from 1-6-2008.
- b. The Managing Body of NSAKCET is the final authority relating to the appointments, service conditions, fixing or adoption of pay scales of all employees of the College.
- c. The Managing Body of NSAKCET may exclude wholly or partly, from the operation of these rules to the holder of any post or the holders of any class of posts, and prescribe separate rules for such persons(s).
- d. The Managing Body of the NSAKCET may amend, alter, add or change these Service Rules as and when it seems it necessary.

#### 2. DEFINITIONS OF TERMS

- a. Managing Body:- is the Governing Council of the college ( Nawab Shah Alam Khan College of Engineering & Technology).
- b. College/Institution is Nawab Shah Alam Khan College of Engineering & Technology Hyderabad.
- c. Principal means Principal of the College or any other person authorized by the Management to discharge the duties and responsibilities of the Principal, whatever be his designation.
- d. University is the Jawaharlal Nehru Technological University, Hyderabad or any other university to which the college / course is affiliated.
- e. Year is a calendar year, unless qualified otherwise.
- f. Month is a Calendar Month.
- g. Pay means Basic Pay with full allowances excluding HRA. Half-pay means Half of Basic pay with full allowances.
- h. Duty: A person "on duty"
  - i. When he/she is performing the duties of a post to which he is appointed or undergoing the probation or training prescribed for such post, provided that the performance of such duties is followed by confirmation.
  - ii. When he/she is absent from duty on authorized holidays or on leave taken in accordance with instructions regulating such leave issued by the Managing Body / Governing Council having been on duty immediately before and immediately after such absence or

- iii. When he/she is absent during vacation, or When he is attending Conferences of learned societies on deputation by the College, or While he is on joining time.
- iv. When he is absent from headquarters or from his routine work attending to other University work not connected with his usual routine to which he has been specifically deputed in his official capacity either by the Principal or by the Managing Body.
- v. When he is absent from head quarters or routine work in connection with College duties either remunerative or non-remunerative, provided the duties have been assigned by the Principal or by the Managing Body.
- i. Employee means a person borne on the Teaching or Non-Teaching Staff of the Nawab Shah Alam Khan College of Engineering & Technology, Hyderabad and wherever the word “he” is used to refer to a male employee. The word “she” is to be read in relation to the female employee, as applicable.

### 3. GENERAL CONDITIONS OF SERVICE

- a. Appointments: The Managing Body of the College shall be the authority competent to appoint any members of teaching and non-teaching staff on the recommendation of the Staff Selection Committees/ Principal described under rules “d ” and “e”. The order of appointment shall specifically state whether the member of staff has been appointed on Probation or in a Temporary capacity.
- b. The appointments on probation can be made only to the posts approved by the Managing Body. For this purpose, the Managing Body has the right to fix, add, alter or delete any post or posts at any time depending on the requirements of the college.
- c. All teaching staff appointed in the cadre of lecturer and above shall be filled in by open competition. The selection should be based on the recommendation of a Staff Selection Committee, duly constituted as per the norms prescribed by the Government/ University/AICTE.
- d. Appointments to all other of teaching and non-teaching posts, temporary and adhoc shall be made by the Managing Body / Principal.
- e. All administrative appointments such as Heads of the Departments will be through nomination by the Principal for a specific period, based on the candidate’s relevant academic qualifications, relevant experience, performance in college, and administrative capabilities.
- j. The qualifications, experience and pay scales for various teaching posts shall be as decided by the Managing Body/Governing Council from time to time and shall generally be as per the AICTE guidelines.
- k. The services of Non-Teaching staff shall be regularized by the Managing Body based on the recommendation of the Principal.

- l. The qualifications, experience and pay scales for various non-teaching posts shall be as decided by the Managing Body of the College from time to time and shall generally be as per the guidelines of State Government.
- m. An employee appointed on probation shall be on probation for an uninterrupted period of two years on duty. However, an employee whose probation has been declared on a lower post and is subsequently selected and appointed to a higher post, the uninterrupted period of probation shall be one year on duty.
- n. The Chairman of the Managing Body / Governing Council upon the recommendation of the Managing Body in the case of Teaching Staff and Non-teaching Staff, by order may terminate the probation of a probationer, and discharge him from service without assigning reasons giving one month's notice or one month's salary in lieu of such a notice.
- o. The Chairman, upon the recommendation of the Principal, without assigning any reason may extend the period of probation of an employee by a maximum period of one year.
- p. Upon the recommendations of the Principal, the Chairman will issue an order / authorize the Principal to issue order declaring the probationer to have satisfactorily completed his / her probation. On the issue of such order, the probationer shall be declared to have satisfactorily completed his probation on the date of the expiry of the prescribed or extended period of probation.
- q. Unless the order declaring the satisfactory completion of probation is issued, the employee on probation shall be deemed to be probationer even after the expiry of the prescribed or extended period of probation.
- r. All uninterrupted service shall count for increments in the time scale applicable to the post. An increment shall be granted by the Principal, based on satisfactory conduct and work performance during the year. The increment of an employee may be withheld by the Principal if his conduct has not been good or if his work performance has not been satisfactory. The employee whose increment is withheld may appeal to the Managing Body for redressal.
- s. The services of all employees on probation and all temporary appointments are terminable with one month's notice or one month's salary in lieu of such a notice. However, that as a disciplinary measure, the competent authority i.e., the Managing Body may discharge the employee without any notice.
- t. The employee who has once tendered his resignation is not entitled to withdraw it unless permitted to do so by the Chairman.
- u. No employee shall undertake any work, remunerative or otherwise, apart from that falling within ambit of his job in the NSAKCET without the prior permission in writing of the Principal under intimation to the Chairman.

- v. No employee shall apply for appointments elsewhere except through the Principal of the NSAKCET and the College may forward not more than two applications in a year.

#### **4. RESIGNATION, TERMINATION & RELIEF**

- a. The services of teaching staff who have satisfactorily completed their period of probation are on probation are liable to be terminated by the College by giving three months notice or three months salary in lieu of such notice.
- b. The service of teaching staff on temporary / adhoc appointments are liable to be terminated by the College by giving one month notice or one month salary in lieu of such notice.
- c. The services of all non-teaching staff who are on regular basis are liable to be terminated by the College by giving one month notice or one month salary in lieu of such notice.
- d. Teaching staff who have completed their period of probation or who are on probation can resign from service by giving either three months notice or by paying three months salary in lieu of such notice to the College. If their resignation is for the purpose of higher studies the notice period is reduced to 45 days instead of three months. (The timing of resignation should be such that the incumbent will be relieved at the end of the academic year / semester.)
- e. Teaching staff who are on temporary/adhoc appointments can resign from service by giving either one month notice or by paying one month salary in lieu of such notice to the employer or till completion of academic work whichever is later.
- f. All the Non-Teaching Staff who are on regular basis can resign from service by giving one month notice or by paying one month salary in lieu of such notice to the employer.
- g. In the case of teaching staff, who have completed probation and are seeking employment elsewhere two applications per year will be forwarded subject to the condition that they will be relieved at the end of the academic year / semester only. In addition all applications for admission to higher studies and for All India Service Examinations (such as IAS, IES etc.,) will also be forwarded. However, the Management has discretion to relax the rule in appropriate case basing on the merits and demerits of the case.
- h. In the case of teaching staff, who are on probation no application seeking employment elsewhere will be forwarded. However, all applications for admission to higher studies and All India Service Examinations (such as IAS, IES, etc) will be forwarded.
- i. In the case of teaching staff, who are appointed on temporary / adhoc basis and are seeking employment elsewhere two applications per year will be forwarded, subject

to the condition that they will be relieved at the end of the academic year/semester only. In addition, all applications for admission to higher studies and All India Services Examinations (such as IAS, IES, etc.) will be forwarded.

- j. In the case of non-teaching staff no application seeking employment elsewhere will be forwarded during probation period. After completion of probation two applications per year will be forwarded subject to the condition that they will be relieved at the end of academic year/semester only.
- k. In the case of non-teaching staff (whether they are on probation or on regular basis) all applications for admission to higher studies will be forwarded.
- l. If the employee resigns after giving due notice and works for part of the notice period and then wishes to be relieved immediately he/she can do so by paying for the remaining part of the notice period.
- m. If the College issues termination notice to any employee and wishes to terminate the employee within the notice period, the employer can do so by paying for remaining part of the notice period.
- n. In all the above sub clauses of this article, notice period does not include vacation or earned leave or leave on loss of pay granted to the employee

## **5. DISCIPLINARY ACTION**

- a. All employees are liable for disciplinary action for disobedience, misconduct and dereliction/ negligence of duty. However, such disciplinary action is initiated and after a fair opportunity has been provided to the employee to defend himself.
- b. As part of the disciplinary action, the following punishments /penalties for valid and sufficient reasons may be imposed upon the employees.
  - i. Censure.
  - ii. Fine.
  - iii. Withholding of Increment.
  - iv. Recovery from pay of the whole or part of any pecuniary loss caused to the college by negligence or breach of orders.
  - v. Reduction to a lower rank in the seniority or to a lower post or to a lower stage in the time scale.
  - vi. Suspension.
  - vii. Removal from the college service.
  - viii. Dismissal from the college service.

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    - 1. The discharge of a person appointed on probation, during the period of probation or of a person engaged under contract in accordance with the terms of his contract or a person appointed otherwise than under contract to hold a temporary appointment on the expiry of the period of the appointment, does not amount to removal or dismissal within the meaning of this rule.
    - 2. The penalty under 5.1 may be imposed in addition to any other penalty, which may be inflicted in respect of the same negligence or breach of orders.
    - 3. The removal of an employee from the college service shall not disqualify him from future employment but the dismissal of a person from the college service shall ordinarily disqualify him from future employment in the college.
  - d. Following are the valid reasons for which the penalties may be imposed on an employee:
    - i. Irregularity in observing the college timings.
    - ii. Irregularity and/ or irresponsibility in attending to duties in the college.
    - iii. Unauthorized absence from work.
    - iv. Irregularity and/or irresponsibility in attending to duties like examination duty, etc. assigned from time to time.
    - v. Insubordination including failure to follow the specific instructions of the superior.
    - vi. Instigation of staff/students against the administration and / or management.
    - vii. Participation in the strike, meetings or rallies directed against the administration and/or management.
    - viii. Misappropriation of college funds.
    - ix. Conviction in the Court of law.
    - x. If the employee is suffering from any incurable infectious disease or is declared insane by a panel of doctors approved by the competent Authority.
    - xi. Participation of the employee in any act or movement calculated to bring the college into disrepute.
    - xii. If the employee indulges in any public criticism of the College administration or Management amounting to defiance and insubordination or causes or is likely to cause embarrassment to the administration in its relation to the staff or students or in its relation to the Government or the University.

- e. The competent authority, which may impose any of the penalties prescribed in 5.a, shall be the Chairman (on the recommendations of the Principal) and Appellate authority shall be the Governing Council.
- f. In ordering the withholding of an increment, the withholding authority shall state the period for which it is withheld and whether it shall have the effect of postponing future increments. It shall be further stated in the order that the period for which increment has been stopped will be exclusive of any interval spent on leave before the period is completed.
- g. Procedure: Before any of the penalties specified under 5.a(vi) to (viii) 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. This can best be done by intimating to the person 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.
  - i. Enquiry relating to any disciplinary action may be made by a Committee of three members appointed by the Chairman and consisting of the Principal and two other members. No teacher (other than the Principal) of the college shall be on the Committee.
  - ii. No order of dismissal, removal or reduction shall be imposed on any employee of the college (other than an order based on facts which have led to this conviction in a criminal court) unless he has been informed in writing of the grounds on which it is proposed to take action and has been afforded an adequate opportunity of defending himself. The grounds on which it is proposed to take action shall be reduced to the form of a definite charge or charges, which shall be communicated to the person charged together with a statement of allegations in passing order in the case. He shall be required within a reasonable time to put in a written statement of his defense and to state whether he desires an oral enquiry to be conducted or only to be heard in person. If he desires an oral enquiry or if the authority concerned so directs, an oral enquiry shall be held. At that enquiry, oral evidence shall be heard as to such of the allegations as are not admitted, and the person charged shall be entitled to cross examine the witnesses and to give evidence in person. If no oral enquiry is held and if he desires to be heard in person, a personal hearing shall be given to him. The proceedings shall contain a sufficient record of evidence and a statement of the finding and the grounds thereof.
  - iii. The requirement of rule “5.g.2” shall not apply where the person concerned has absconded, or where it is for other reasons impracticable to communicate with him.



- iv. All or any of the provisions of rule "5.g.2" may, in exceptional cases, and for special and sufficient reason to be recorded in writing, be waived, where there is a difficulty in observing exactly the requirements of the rule and those requirements can be waived without injustice to the person charged.
- v. Where the authority holding the enquiry is not competent to award a penalty, his or its duty ends with the recording of his or its findings on the charges and it is not part of the function to make any suggestion regarding the penalty to be awarded or the further disposal of the case.
- vi. Any member in the college service may be placed under suspension by the competent authority pending enquiry into grave charges, where such suspension is deemed to be necessary in the interests of the college.
- h. During the period of suspension, pending enquiry he may be paid subsistence allowance of 1/2 of his salary including allowances during the first six months and not exceeding three-fourths of the salary after six months.
- i. Every employee of the college shall be entitled to one appeal as hereinafter provided, from an order passed by an authority -
  - i. Imposing upon him any of the penalties specified in rule 5.1.
  - ii. Discharging him in accordance with the terms of his contract if he has been engaged on a contract for a fixed or for an indefinite period and has rendered, under either form of contract, continuous service for a period exceeding five years at the time when his services are terminated.
- j. In the case of an appeal under rule 5.i.i, the appellate authority shall consider
  - i. 'Whether the facts on which the order was based have been established
  - ii. 'whether the facts established afford sufficient ground for taking action and
  - iii. 'Whether the penalty is excessive, adequate or inadequate, and after such consideration, shall pass such order as it thinks proper.
- k. In the case of an appeal under rule 5.i.i, the appellate authority shall pass such order as appears to it just and equitable having regard to all circumstances of the case.
- l. Every person preferring an appeal shall do so separately and in his own name to the appellate authority specified in rule 5.c.
- m. Every appeal preferred under these rules shall contain all material statements and arguments relied on by the appellant, shall contain no disrespectful or improper language and be complete in itself. Every such appeal shall be addressed to the authority to which the appeal is preferred and submitted through the Head of the

Department to which the appellant belongs or belonged and through the authority against whose order the appeal is preferred.

- n. An appeal may be withheld by an authority not lower than the authority against whose order it is preferred if,
  - i. It is an appeal in a case in which under these rules no appeal lies, or
  - ii. It does not compare with the provisions of rule 5.m
  - iii. It is not preferred within sixty days after the date of the service of the order appealed against and no reasonable cause is shown for the delay, or
  - iv. It is a repetition of a previous appeal and is made to the same appellate authority by which such an appeal has been decided and no new facts or circumstances are adduced which afford grounds for a reconsideration of the case, or
  - v. It is addressed to an authority to which no appeal lies under the provision of rule 5.c.
- o. The authority by which an order imposing a penalty specified in 5.1 may be reversed or altered in cases in which no appeal is preferred, shall be the appellate authority prescribed in rule 5.c.
- p. The rules shall apply mutatis mutandis to the Principal, as Managing Body may, from time to time, declare that they shall be applicable.
- q. Every appeal which is not withheld under these rules shall be forwarded to the appellate authority by the authority against whose order the appeal is preferred with a reasonable statement.
- r. An appellate authority may consider for any appeal admissible under these rules which has been withheld by a subordinate and he may pass such orders thereon as he considers fit.
- s. Nothing in these rules shall operate to deprive any employee of any right of appeal, to which he is otherwise entitled in respect of any order passed before they come into force. An appeal pending at the time, these rules came into force or preferred thereafter, shall be deemed to be an appeal under these rules, and rule 5.h shall apply as if the appeal is against an order appealable under these rules.

## **6. 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 shall at all times, maintain integrity, be devoted to his 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, with other members

of staff, students and with members of the public. He 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 Principal in writing through the respective HOD or the Principal directly if the employee 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.
- d. No employee 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 has the effect of an adverse criticism of any policy or action of the College or detrimental to the interests of the College.
- f. No employee except with the prior permission of the competent authority engages directly or indirectly in any trade or any private tuition or undertakes 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. No employee shall, except with prior permission of the competent authority, has recourse to any court of law or to the press for the vindication of any official act of the College which has been the subject matter of adverse criticism or attack of defamatory character.
- j. 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 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 claim or refused redressal of the grievance or has delayed the matter beyond a reasonable time.
- k. No employee who has a living spouse shall contract another marriage without first obtaining the permission of the Governing Council notwithstanding that a subsequent marriage is permissible under personal and religious law for the time

being applicable to him/her and violation of this rule will lead to the removal from the service of the college.

- l. An employee who commits any offense or dereliction of duty or does an act detrimental to the interests of the college 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 Governing Council and the decision of the Governing Council thereon, is final and binding on the employee
- m. No employee shall engage in strike or incitement there to or in 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.
- n. The staff members shall not involve themselves in activities not related to their work, during working hours. The habit of reading irrelevant magazines, papers, books etc. during working hours is to be avoided.
- o. Staff members are strongly encouraged to take up consultancy projects but only with the permission of the Management.
- p. The staff members are prohibited from accepting valuable gifts in any form from the students/ parents/companies having business transactions with the College.
- q. The staff members shall not interfere in any matter not connected to their job requirement.
- r. The details of students' feedback forms and performance appraisal reports given by the superiors shall be treated as confidential