

SERVICE RULES



Academic Year 2020-2021



Nawab Shah Alam Khan COLLEGE OF ENGINEERING & TECHNOLOGY

Affiliated to OU | Approved by AICTE | Accredited by NAAC | Permitted by Govt. of TS | Included in 2F UGC | Registered with TASK | Cisco Networking Academy



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Nawab Shah Alam Khan

COLLEGE OF ENGINEERING & TECHNOLOGY

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

SERVICE RULES

I. Preamble

1. The Service Rules shall be called as “**The Nawab Shah Alam Khan College of Engineering and Technology Service Rules**”. These rules shall supersede 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 their date of joining.

II. Definitions

3. **‘College’** means The Nawab Shah Alam Khan College of Engineering and Technology, New MalakPet, Hyderabad-500024, Telangana State.
4. **‘Management’** means The Management Committee of the College constituted as per AICTE Norms
5. **‘Governing Body’** means The Governing Body of the College’ constituted as per AICTE Norms.
6. **‘Constitution of Governing Body’** – It shall have a Senior Faculty Member of the Teaching Staff as a representative.
7. **‘Chairman’** means the chairman of the Managing Committee/The Governing Body of the College.
8. **‘Secretary & Correspondent’** means “The Secretary & correspondent of the College”.
9. **‘University’** means JNT University, Hyderabad.
10. **‘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”.
11. **‘Employee’** means A person who is employed by the College including Principal and vice-Principal excluding those who are engaged on part time basis or daily wages”.
12. **‘Teaching Staff’** Comprises the following categories:
 - a. Principal
 - b. Director
 - c. Professor
 - d. Associate Professor

- e. Assistant Professor
- f. Any other category of post declared so by the Management.

13. **'Technical Staff'** Comprises the following categories:

- a. Foreman
- b. Programmers, Assistant Programmers, Computer Operators
- c. Technicians and Lab Assistants

14. **'Non-Teaching Staff'** means Those staff that are categorized as follows:

- a. Office
 - i. Manager/Administrative Officer
 - ii. Superintendent
 - iii. Senior Assistant
 - iv. Junior Assistant
 - v. Steno-Cum-PA to Principal
 - vi. Typist
 - vii. Record Assistant
 - viii. Attender
 - ix. Transport Staff
- b. Contingent Staff
 - i. Watchman/Attenders
 - ii. Gardener
 - iii. Sweepers etc.,

15. **'Competent Authority'** – Chairman/Secretary & Correspondent in the case of Principal and Principal in the case of the employees.

16. **'Duty'** – An employee is said to be on duty for the purpose of service

- a. When the employee is discharging the duties of the post to which he/she is undergoing training prescribed for the post.
- b. When the employee is absent from duty on authorized holidays, on permitted vacation or when availing any leave sanctioned by the Competent Authority.
- c. When the employee is attending Conferences, Seminars, Summer Schools, Workshops, Refresher Courses, Orientation Courses, Winter Schools, Quality Improvement Programmes etc.,, duty permitted by Competent Authority, and
- d. When the employee is attending to the work assigned by the competent Authority in the interest of College/Management.

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

18. **'Pay'** means Basic Pay in the time scale or Basic Pay with a Special Pay/Allowance as the case may be.

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

III. 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.

Staff Strength

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

Qualifications

The Qualifications age, experience etc, shall be as per AICTE/UGC Norms in respect of Teaching Staff and as per Telangana State Government/University Norms in respect of Non-Teaching Staff.

Selection

- a) The rules prescribed for selection of employees from time to time of AICTE/University/Government of Telangana State shall be followed.
- b) Staff Selection Committee shall be constituted as per the G.O. MS No. 525 Edn (n) Dept., dt. 29.11.1983 and subsequent notifications for filling up Teaching and Non-Teaching Posts.
- c) A post shall be filled up by direct recruitment through open advertisement or by promotion from among qualified and eligible internal candidates, as directed by Governing Body.
- d) The Management/Governing Body may in special circumstances appointed persons by invitations/deputation/contract basis year after year up to a maximum of Five years or up to maximum age of Sixty Five years.

IV. Seniority

In the case of 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 merit order fixed by the selection committee or as per the time and date of joining.

V. Pay, Allowance, Increments

- a) **Pay:** AICTE/UGC scales of pay as applicable from time to time shall be adapted to the posts classified as Teaching Staff.
Telangana State Government/University scales of pay as applicable from time to time shall be adapted to the posts classified as Non-Teaching Staff.
- b) **Allowances** – Dearness, House Rent and other allowances as per Telangana State Government rates and rules as extended by Management are adopted from time to time to all regular employees of the college.

c) Sanction of Increments

- a) The University/College Staff Selection Committee is the Competent Authority to recommend advance increment to the candidates selected based on their qualifications/specialization and experience.
- b) Regular Increments- Increments shall be sanctioned by the Principal only on satisfactory performance of the employee as recommended by the Head of the Department. In the case of HOD, 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.
The management shall have the authority to withhold an increment for a certain period not exceeding One Year as a disciplinary measure on sufficient and valid reasons, and after the employee has been given a fair opportunity to defend oneself.
- c) The Governing Body/Management shall be the Competent Authority to implement Career Advancement Scheme as per the relevant UGC/University/Telangana State Government Norms.

VI. General Service Conditions

1. All the employees of the College shall be subject to the general disciplinary and conduct rules of the College.
2. All the employees of the College are required to be present in the College timings the working hours of the College on all working days.
3. An employee of the College shall be 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.
4. An employee may be placed under suspension by the appointing authority pending enquiry into framed charges by giving the employee 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.
5. The service of an employee, is liable to be terminated on ground of fraud, gross indiscipline, negligence of duties, prolonged illness, disability to discharges his/her official duties satisfactorily etc., giving 3 months notice or 3 months' salary in lieu thereof for regular employee. The employee concerned however shall be given full and fair opportunity to represent his/her case before effecting such termination. In all such cases the Telangana State Government Rules in force shall be applicable.

6. No application of any employee seeking employment elsewhere shall be forwarded till completion of one year of service at NSAKCET.
7. Any employee may resign from his/her post with three months' notice or on payment of three months' gross salary in lieu thereof. However, it would be appreciated if the employee does not leave the service during any ongoing semester as it leads to disruption of academics and the three months' notice period is applicable to the institute also.

VII. Leave Rules

(a) General

- i. 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.
- ii. A leave account shall be maintained for each employee.
- iii. An employee shall not take up any service or accept any employment, while on leave.
- iv. For casual leaves, recommending authority is the Head of the Department for Teaching/Non-Teaching Staff. Principal shall be the competent authority to grant all kinds of leaves on the recommendation of HOD/AO as the case may be. In case of Principal, Chairman/Secretary & Correspondent shall be the authority to sanction leave.
- v. Either prefixing or suffixing of any kind of leave with vacation is allowed only on prior approval by the Principal.
- vi. Any kind of leave may be granted in combination with or in continuation with any other kind of leave except C.L. with prior approval.
- vii. Employees when deputed on official duty or on College Work, the period of their absence shall be treated as '**On Duty**'.

(b) Casual Leaves

- i. All employees of the College shall be entitled to Fifteen days of Casual Leave and Five Optional Holidays to be decided before the beginning of Calendar Year of proportional to the service put in by an employee during the year of his/her initial employment.
- ii. Casual Leave in and one stretch shall not exceed seven days in total period of ten days prefixing, suffixing or sandwiching with public holidays.
- iii. Casual Leaves for half day can be granted to an employee for the Forenoon or Afternoon Session.
- iv. In normal circumstances, casual leave requires advance sanction. The employee has to make alternate arrangements for his/her work.

(c) Academic Leave

- i. All the teaching staff shall be eligible for maximum 5 days of Academic Leave for the purpose of attending workshops, Seminars, conferences, training courses and academic meetings outside NSAKCET after approval by the Principal.

(d) Medical Leave

- i. All the staff are eligible to avail Medical Leave up to maximum 5 days for medical treatment after approval by the Principal.

(e) Compensatory off leave

- i. The Compensatory off leave shall be granted to those staff who attend duty on Sundays and holidays, subject to a maximum of 5 days in an academic year.

(f) Maternity Leave

- i. All women employees are entitled to a maternity leave of 90 days each for first two issues.

(g) Vacation

The faculty who have completed one year of service can avail summer vacation for a maximum of 4 weeks in an academic year. Others can avail proportionately. Vacation is sanctioned by the Principal subject to recommendation by the Heads of the Department.

(h) Faculty Improvement Programme

- a. The faculty members may be permitted to improve their Academic Qualifications by attending Courses/Research work.
 - i. The faculty deputed must have served in this College for a minimum period of three consecutive years. Management is the Sanctioning Authority for such leave on the recommendations of the Principal and Head of the Department concerned.

VIII. Leave Rules for Contingent Staff

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

IX. Travelling Allowance, Daily Allowance, Local Transport

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

Note: It is 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. **Grades-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 1st Class/AC Two Tier Class. All the other employees are eligible to travel by AC Three Tier.

X. Daily Allowances

Daily Allowances admissible to different grades of employees shall be applicable as per the norms of the Institution/University/Telangana State Government.

For the purpose of claiming D.A the absence of the employee from the college is reckoned i.e., the time between the employee left the college and the time he returned to the College shall be taken.

(a) Allowance for presenting papers in Seminar/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 DA is admissible. This facility is limited to once in an Academic Year i.e., July-June.

b. Allowance 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 Q.I.P. 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.

CONDUCT RULES FOR ALL EMPLOYEES

- (a) 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.
- (b) The appointee/employee should abide by the rules and regulations of NSAKCET. The appointee should furnish the details such as bank Account Number, PAN Number and deposit all the relevant certificates in support of the qualification and experience. The appointee should submit the joining report and sign an undertaking accepting to serve for a minimum period of one year.
- (c) Every employee shall all times maintain integrity of Character, be Devoted to his/her duty and be honest and impartial in his/her official dealing. 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.
- (d) 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.
- (e) No employee shall be a member of any political party or shall take part in politics or to be associate with any party or organization, which takes part in political activity, nor shall aid or assist in any manner any political movement or activity.
- (f) 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 interest of the College.
- (g) 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.
- (h) An employee against whom insolvency proceedings commenced in a Court of Law shall forthwith report full facts thereof to the College.
- (i) 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.
- (j) 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 claim

To any higher authorities unless the competent authority has rejected his/her claim or refused redress of the grievance or has delayed the matter beyond a reasonable time.

- (k) An employee who commits any offence 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 Management and the decision of the Management thereon, is final and binding on the employee.
- (l) 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.

XI. Disciplinary 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 reasonable opportunity has been provided to 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 institutions, after establishing the facts about committing an offence and dereliction/negligence of duties.
 - i. Censure
 - ii. Withholding increments/promotion
 - iii. Recovery from his/here salary whole or part of any pecuniary loss caused to the college due to negligence of duty or breach of orders/rules
 - iv. Suspension
 - v. Removal form service.
- (c) If the competent authority feels it necessary to constitute an enquiry as a part of the procedure for taking disciplinary action, the enquiry committee shall consist of three members, HOD and two other 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.

Secretary

Principal