

ADMINISTRATIVE MANUAL



Jayamukhi College of Pharmacy

Narsampet, Warangal, 506332



S.K. [Signature]
Principal
Jayamukhi College of Pharmacy
Narsampet-506 332



JAYAMUKHI EDUCATIONAL SOCIETY

JAYAMUKHI COLLEGE OF PHARMACY

(Approved by AICTE & PCI, New Delhi & affiliated to Kakatiya University, Warangal, T.S)
NARSAMPET, Dist. Warangal - 506 552, (T.S)

Rules of Administrations

1.0 EXTENT, DATE OF APPLICATION, AUTHORITIES TO INTERPRET AND MODIFY THE RULES.

- 1.1 The rules given hereunder may be called the "Jayamukhi College of Pharmacy, Narsampet-Administrative rules 2005"
- 1.2 The rules contained in this Administrative Manual shall be applicable to all employees of the institute, including those appointed prior to the adoption of these rules by the Governing body of the Institute.
- 1.3 These rules shall come into force on such a date as the Governing Body may, by a resolution, decide.
- 1.4 In case any doubt arises about the interpretation of these rules, the matter shall be referred to the Administrative Committee and its decision shall be final.
- 1.5 The Governing Body of the Jayamukhi Institute of Technological Sciences shall have the authority to modify, amend, add and delete any of these rules.

2.0 DEFINITIONS:

- 2.1 "Society" means the Jayamukhi Educational Society, Warangal.
- 2.2 "Institute" means Jayamukhi College of Pharmacy, Narsampet, Warangal.
- 2.3 "authorities" and "Officers" respectively mean the Authorities and officers of the Institute.
- 2.4 "Governing Body" means the Governing Body of the Institute.
- 2.5 "Administrative Committee" means the Administrative Committee of the Institute.
- 2.6 "Finance Committee" means the Finance Committee of the Institute.
- 2.7 "Building & Works Committee" means the Building and Works Committee of the Institute.
- 2.8 "Academic Committee" means the Academic Committee of the Institute.
- 2.9 "Chairman" means the Chairman of the Governing Body.
- 2.10 "Secretary and Correspondent" means the Secretary and Correspondent of the Institute.
- 2.11 "Director/Principal" means the Director/Principal of the Institute.
- 2.12 "Head of the Department" means the Head of an Academic Department of the Institute.
- 2.13 "Administrative Officer" means the Administrative Officer of the Institute.



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3.0 AUTHORITIES OF THE INSTITUTE

3.1 GOVERNING BODY:

3.1.1 Composition:

The Governing Body shall have the following Composition which is consistent with the guidelines prescribed by AICTE.

- 3.1.1.1 Chairman - To be nominated by the Society.
- 3.1.1.2 Secretary and Correspondent of the Institute - To be nominated by the Society.
- 3.1.1.3 Member -To be nominated by the Society.
- 3.1.1.4 Member- To be nominated by the Society.
- 3.1.1.5 Nominee of the Government of India-Regional Officer-Ex-Officio.
- 3.1.1.6 An Industrialist/Technologist/Educationist from the region-To be nominated by the concerned Regional Committee as a nominee of the AICTE.
- 3.1.1.7 Member-Nominee of the Kakatiya University, Warangal.
- 3.1.1.8 Member- Nominee of the State Government-Director of Technical Education or his Nominee - Ex- Officio.
- 3.1.1.9 Industrialist/Technologist/Educationist from the region -To be nominated by the State Government.
- 3.1.1.10 Director/Principal of the Institute - Ex-Officio.
- 3.1.1.11 The Secretary and Correspondent will act as the Member-Secretary of the Governing Body.

3.1.2 Term of Office:

- 3.1.2.1 The term of office of the Chairman or any other Member of the Governing Body shall be 3 years from the date of his nomination.
- 3.1.2.2 The term of office of an Ex-Officio Member shall continue so long as he holds the office by virtue of which he is a Member.
- 3.1.2.3 The term of office of a Member nominated to fill a casual vacancy shall continue for the remainder of the term of the Member in whose place he has been nominated.
- 3.1.2.4 The Members of the Governing Body shall be entitled to such allowances and sitting fee, if any, from the Institute as may be prescribed by the Society from time to time.

3.1.3 Functions of the Governing Body:

- 3.1.3.1 Subject to the provisions of the relevant acts of the Government of Andhra Pradesh and the AICTE Act of the Government of India, the Governing Body shall be responsible for the general superintendence, direction and control of the affairs of the Institute and shall exercise all the powers of the



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Institute not otherwise provided for by the relevant acts of the State and Central Governments and the statutes, ordinances and regulations of the University.

3.1.3.2 Without prejudice to the provisions of clause The Governing Body shall,

- Take decisions on questions of policy relating to the administration and working of the Institute.
- Take decisions regarding the new programmes of study to be introduced at the Institute.
- constitute various posts, both academic as well as others, and approve or reject the recommendations of the Selection Committees for all the posts other than Technical Supporting Staff, Ministerial staff and Class-IV staff.
- Consider the annual reports, the annual accounts, the audit report, the budget estimates of the Institute and major developmental plans and approve them after giving a final shape.
- Consider, modify, amend add to or repeal the administrative rules.

3.1.3.3 The Governing Body shall have the power to appoint such Committees as it considers necessary for exercise of its powers and the performance of its duties.

3.1.4 **Meetings and quorum of the Governing Body:**

3.1.4.1 The Governing Body will meet as frequently as possible but such meetings shall not be less than one in a calendar year.

3.1.4.2 Meetings of the Governing Body shall be convened by the Chairman either on his own initiative or at the request of the Secretary and Correspondent or on a requisition signed by not less than four Members of the Governing Body.

3.1.4.3 Six Members shall form the quorum for a meeting of the Governing Body. Provided that if a meeting is adjourned for want of quorum, it shall be held on another day within a period of 15 days at a time and place to be notified and if at such a meeting, a quorum is not present within half-an-hour from the time appointed for holding a meeting, the members present shall form the quorum.

3.1.4.4 All questions considered at the meeting of the Governing Body shall be decided by a majority of the Votes of the Members present including the Chairman. If the votes are equally divided, the Chairman shall have a second or casting vote.

3.1.4.5 The Chairman, if present, shall preside at every meeting of the Governing Body. In his absence the Members present shall elect one from amongst themselves to preside at the meeting.



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- 3.1.4.6 A written notice of every meeting shall be sent by the Secretary and Correspondent to every member at least 10 days before the date of the meeting. A notice shall state the place, the date and time of the meeting. Provided that the Chairman may call an emergency meeting of the Governing Body at short notice to consider urgent and pressing issues.
- 3.1.4.7 Agenda for a meeting shall be circulated by the Secretary and Correspondent to the Members at least five days before the meeting. The Chairman may, however, permit inclusion of any item which is not in the circulated agenda.
- 3.1.4.8 The ruling of the Chairman in regard to all questions of procedure shall be final.
- 3.1.4.9 The minutes of the proceedings of a meeting of the Governing Body shall be drawn up by the Secretary and Correspondent and circulated to all members of the Governing Body. The minutes, along with any amendments suggested, shall be placed for confirmation at the next meeting of the Governing Body. After the minutes are confirmed and signed by the Chairman, they shall be recorded in a Minutes Book.

3.2. ADMINISTRATIVE COMMITTEE:

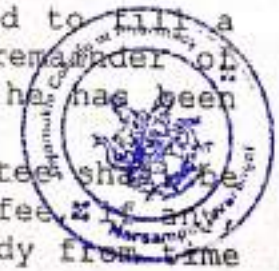
3.2.1 COMPOSITION:

The Administrative Committee will have the following composition:

- | | | |
|---------|----------------------------------|-------------|
| 3.2.1.1 | Chairman of the Governing Body | .. Chairman |
| 3.2.1.2 | Secretary and Correspondent | .. Convener |
| 3.2.1.3 | Director/Principal | .. Member |
| 3.2.1.4 | One Member of the Governing Body | .. Member |
- to be nominated by the Society

3.2.2 Term of Office:

- 3.2.2.1 The term of office of the nominated Member of the Administrative Committee shall be 3 years from the date of his nomination.
- 3.2.2.2 The term of office of the Chairman and Ex-Officio Member shall continue so long as he holds the office by virtue of which he is a Member.
- 3.2.2.3 The term of office of a Member nominated to fill a casual vacancy shall continue for the remainder of the term of the Member, in whose place he has been nominated.
- 3.2.2.4 The Members of the Administrative Committee shall be entitled to such allowances and sitting fees as may be prescribed by the Governing Body from time to time.



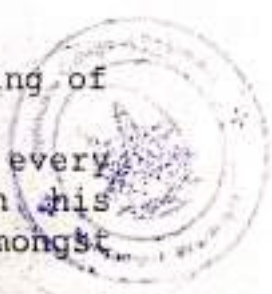
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3.2.3 Functions of the Administrative Committee:

- 3.2.3.1 To advise the Governing Body on all matters of policy and procedure related to the administration and working of the Institute.
- 3.2.3.2 To advise the Governing Body regarding staff requirements of the Institute and the recruitment qualifications for different posts.
- 3.2.3.3 To approve or reject the recommendations of the Selection Committees for the posts belonging to Technical Supporting, Ministerial and Class-IV cadres.
- 3.2.3.4 To act as the Committee to screen the applications received for all categories of posts other than Technical Supporting Staff, Ministerial Staff and Class-IV Staff.
- 3.2.3.5 To take decision regarding the promotion to different non-teaching staff cadres.
- 3.2.3.6 To act as the disciplinary authority in case of all posts other than Technical Supporting Staff, Ministerial Staff and Class-IV Staff; the appellate authority for such posts being the Governing Body.
- 3.2.3.7 To act as the appellate authority in case of Technical Supporting Staff, Ministerial Staff and Class-IV Staff for which the Secretary and Correspondent is the disciplinary authority.
- 3.2.3.8 To advise the Governing Body in the matter of appointment of Legal Adviser and Retainers and suggest the fee payable to them.
- 3.2.3.9 To hold negotiations with staff unions and staff Associations on all disputes and to make recommendations to the Governing Body.
- 3.2.3.10 To guide and assist the secretary and Correspondent on all matters related to the administration and working of the Institute as and when required.
- 3.2.3.11 To perform such other functions which are specifically assigned to it by the Governing Body.

3.2.4 Meetings and Quorum of the Administrative Committee

- 3.2.4.1 The Administrative Committee will meet as frequently as required but such meetings shall not be less than 2 in a calendar year.
- 3.2.4.2 Meetings of the Administrative Committee shall be convened by the chairman either on his own initiative or on request of the Convener.
- 3.2.4.3 Three Members shall form the quorum for a meeting of the Administrative Committee.
- 3.2.4.4 The chairman, if present, shall preside at every meeting of the Administrative Committee. In his absence, the members present shall elect one amongst themselves to preside at the meeting.



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- 3.2.4.5 A written notice of every meeting shall be sent by the principal to every member at least seven days before the date of the meeting. The notice shall state the place, the date and time of the meeting. Provided that the Chairman may call an emergency-meeting of the Administrative Committee at short time notice to consider urgent and pressing issues.
- 3.2.4.6 Agenda for a meeting shall be circulated by the Principal to the Members at least three days before the meeting. The Chairman may, however, permit inclusion of any item which is not on the circulated agenda.
- 3.2.4.7 The ruling of the Chairman in regard to all questions of procedure shall be final.
- 3.2.4.8 The minutes of the proceedings of a meeting of the Administrative committee shall be drawn up by the Principal and circulated to all members of the Administrative Committee. The minutes, along with amendments suggested, shall be placed for confirmation at the next meeting of the Administrative Committee. After the minutes are confirmed and signed by the Chairman, they shall be recorded in a Minutes Book.

3.3 FINANCE COMMITTEE:

3.3.1 Composition:

The Finance Committee will have the following composition:

- | | | | |
|---------|----------------------------------------------------------------------------------|---|----------|
| 3.3.1.1 | Chairman of the Committee
(To be nominated by the Society) | - | Chairman |
| 3.3.1.2 | Secretary & Correspondent | - | Convenor |
| 3.3.1.3 | Chairman of the Buildings & Works
Committee | - | Member |
| 3.3.1.4 | Director/Principal | - | Member |
| 3.3.1.5 | One Nominee of the Society
(From within the members
of the Governing Body) | - | Member |

3.3.2 Term of Office:

- 3.3.2.1 The term of office of the chairman and nominated member of the finance committee shall be 3 years from the date of his nomination.
- 3.3.2.2 The term of office of the Ex-officio member shall continue so long as he/she holds the office by virtue of which he is a member.
- 3.3.2.3 The term of office of a member nominated to fill a casual vacancy shall continue for the remainder of the term of the member, in whose place he has been nominated.
- 3.3.2.4 The members of the finance committee shall be entitled to such allowances and sitting fees, if any, as may be prescribed by the Governing Body from time to time.



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3.3.3 Functions of the Finance Committee:

- 3.3.3.1 To advise the Governing Body on all matters related to financial policies and management of the finance of the Institute.
- 3.3.3.2 To scrutinize the annual accounts of the Institute and make recommendations to the Governing Body.
- 3.3.3.3 To examine the audit report of the Institute and present it to the Governing Body with its observations and recommendations.
- 3.3.3.4 To finalize the annual budget of the Institute and present the same to the Governing Body for its approval.
- 3.3.3.5 To take decisions regarding the investment of the funds of the Institute.
- 3.3.3.6 To make recommendations to the Governing Body regarding the appointment of the Auditors and the remuneration payable to them.
- 3.3.3.7 To take decisions in respect of purchase orders exceeding Rs. 2.0 lakh in case of all items excepting those related to building construction and estate maintenance. In case of purchase orders either equal to or less than Rs. 2.0 lakh, the Secretary and Correspondent may take a decision on behalf of the Finance Committee and report such purchases in respect of capital items costing Rs. 50,000 and above to the Finance Committee at its next meeting for ratification.
- 3.3.3.8 To make re-appropriation of allocations under different heads within the overall budget approved by the Governing Body.
- 3.3.3.9 To perform such other functions which are specifically assigned to it by the Governing Body.

3.3.4 MEETINGS AND QUORUM OF THE FINANCE COMMITTEE:

- 3.3.4.1 The Finance Committee will meet as frequently as required but such meetings shall not be less than 2 in a calendar year.
- 3.3.4.2 Meetings of the Finance committee shall be convened by the Chairman either on his own initiative or on the request of the Convenor.
- 3.3.4.3 Three Members shall form the quorum for a meeting of the Finance Committee.
- 3.3.4.4 The Chairman, if present, shall preside at every meeting of the Finance Committee. In his absence the members present shall elect one from amongst themselves to preside at the meeting.
- 3.3.4.5 A written notice of every meeting shall be given by the Director/Principal to every Member at least seven days before the date of the meeting. The notice shall state the place, date and time of the meeting. Provided that, the Chairman may



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- 3.3.4.6 short notice to consider urgent and pressing issues. Agenda for a meeting shall be circulated by the Principal to the Members at least three days before the meeting. The Chairman may, however, permit inclusion of any item which is not in the circulated agenda.
- 3.3.4.7 The ruling of the Chairman in regard to all questions of procedure shall be final.
- 3.3.4.8 The minutes of the proceedings of a meeting of the Finance Committee shall be drawn up by the Principal and circulated to all Members of the Finance Committee. The minutes, along with amendments suggested, shall be placed for confirmation at the next meeting of the Finance Committee. After the minutes are confirmed and signed by the Chairman they shall be recorded in a Minutes Book.

3.4 BUILDINGS AND WORKS COMMITTEE:

3.4.1 COMPOSITION

The Buildings and works committee will have the following composition.

- | | | |
|---------|--------------------------------------------------------------------------|-------------|
| 3.4.1.1 | Chairman of the Committee
(To be nominated by the Society) | .. Chairman |
| 3.4.1.2 | Secretary and Correspondent | .. Convenor |
| 3.4.1.3 | Chairman of the Finance Committee | .. Member |
| 3.4.1.4 | Director/Principal | .. Member |
| 3.4.1.5 | Nominee of the Society
(from among the Members of the Governing Body) | .. Member |
| 3.4.1.6 | Consulting Engineer appointed
By the Governing Body, if any | .. Member |
| 3.4.1.8 | Estate Engineer | .. Member |

3.4.2 TERM OF OFFICE:

- 3.4.2.1 The term of office of the Chairman or any other nominated Member of the Building and Works Committee shall be three years from the date of his nomination.
- 3.4.2.2 The term of office of an Ex-officio Member shall continue so long as he holds the office by virtue of which he is a Member.
- 3.4.2.3 The term of office of a Member nominated to fill a casual vacancy shall continue for the remainder of the term of the Member, in whose place he has been nominated.
- 3.4.2.4 The Members of the Buildings and Works Committee shall be entitled to such allowances and sitting fee, if any, as may be prescribed by the Governing Body from time to time.



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3.4.3 FUNCTIONS OF THE BUILDINGS & WORKS COMMITTEE:

- 3.4.3.1 To select the sites for all new constructions.
- 3.4.3.2 To work out all the details of acquisition of new land and complete acquisition proceedings after obtaining approval of the Governing Body.
- 3.4.3.3 To present proposals for construction of new buildings and other major works to the Governing Body for their approval.
- 3.4.3.4 To make recommendations to the Governing Body regarding the appointment of a Consulting Engineer and an Architect, whenever required and also suggest the remunerations payable to them as well as the terms and conditions of such appointments.
- 3.4.3.5 To get the detailed plans and estimates prepared for all new construction works, present them and obtain the approval of the Governing Body.
- 3.4.3.6 To plan all minor modifications and maintenance works subject to the provision of the budget.
- 3.4.3.7 To take decision whether an approved work is to be carried out departmentally or by awarding contract.
- 3.4.3.8 To issue tender notifications and receive tenders for the approved construction works.
- 3.4.3.9 To scrutinize the tenders, negotiate whenever necessary and award works provided the tender does not exceed the approved estimate by more than 10% and to make appropriate recommendations to the Governing Body in case of tenders exceeding the approved estimate by more than 10%.
- 3.4.3.10 To take decisions on the rates at which labour contracts are to be awarded.
- 3.4.3.11 To decide the procedure for purchase of materials required for new construction works as well as maintenance works.
- 3.4.3.12 To monitor and ensure effective supervision of all works and their completion within reasonable time frame.
- 3.4.3.13 Any other function specifically assigned to it by the Governing Body.

3.4.4 MEETINGS AND QUORUM OF THE BUILDINGS & WORKS COMMITTEE

- 3.4.4.1 The Buildings & Works Committee will meet as frequently as required but such meetings shall not be less than 2 in a calendar year.
- 3.4.4.2 Meetings of the Buildings and Works Committee shall be convened by the Chairman of the Committee either on his own initiative or on the request of the Convener.
- 3.4.4.3 Four Members shall form the quorum for a meeting of the Buildings and Works Committee.
- 3.4.4.4 The Chairman of the Committee, if present shall reside at every meeting of the Buildings and Works Committee. In his absence, the members present shall elect one from amongst themselves to preside at the meeting.



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- 3.5.2.3 The term of office of a Member nominated to fill a casual vacancy shall continue for the remainder of the term of the Member, in whose place he has been nominated.
- 3.5.2.4 The Members of the Academic Committee shall be entitled to such allowances and sitting fee, if any, as may be prescribed by the Governing Body from time to time.
- 3.5.3 **FUNCTIONS OF THE ACADEMIC COMMITTEE:**
- 3.5.3.1 To review the teaching effectiveness and examination results and to make appropriate recommendations to the Governing Body to improve the academic performance of the Institute.
- 3.5.3.2 To identify the curriculum changes desirable and to take appropriate action to affect such changes.
- 3.5.3.3 To identify new academic programmes to be established and present detailed reports to the Governing Body for their consideration and final decision.
- 3.5.3.4 To plan the development of the infrastructural facilities of the laboratories along with the improvement in the laboratories and to present suitable proposals to the Governing Body for their consideration and final decision.
- 3.5.3.5 To plan the development of the library facilities and advise the Governing Body wherever necessary.
- 3.5.3.6 To take decisions regarding the research and consultancy activities in the Institute and advise the Governing Body on matters related to the promotion of research and consultancy activities.
- 3.5.3.7 To plan short term and continuing education programmes for resource mobilization and conduct such programmes after securing the approval of the Governing Body.
- 3.5.3.8 To take decisions on the conduct of academic conferences, seminars, symposia and workshops after obtaining the necessary financial sanctions wherever necessary.
- 3.5.3.9 To plan and implement the Training & Placement activities of the Institute.
- 3.5.3.10 To plan the development of all games & sports, co-curricular and student welfare activities and advise the Governing Body wherever necessary.
- 3.5.3.11 To plan and implement students counseling and carrier guidance activity of the Institute.
- 3.5.3.12 To finalize the academic calendar of the Institute for every academic year.
- 3.5.3.13 To advise and assist the principal on all matters related to academic programmes, students discipline and students welfare activities.
- 3.5.3.14 Any other functions specifically assigned to it by the Governing Body.
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3.5.4 MEETINGS AND QUORUM OF THE ACADEMIC COMMITTEE:

- 3.5.4.1 The Academic Committee will meet as frequently as required but such meetings shall not be less than 2 in a calendar year.
- 3.5.4.2 Meetings of the Academic Committee shall be convened by the Chairman of the committee either on his own initiative or on the request of the Member-Secretary.
- 3.5.4.3 Five Members shall form the quorum for a meeting of the Academic Committee.
- 3.5.4.4 The Chairman of the Committee, if present, shall preside at every meeting of the Academic Committee. In his absence the Members present shall elect one from amongst themselves to preside at the meeting.
- 3.5.4.5 A written notice of every meeting shall be sent by the Member-Secretary to every member at least seven days before the date of the meeting. A notice shall state the place, date and time of the meeting. Provided that, the Chairman of the Committee may call an emergency meeting of the Academic Committee at short notice to consider urgent and pressing issues.
- 3.5.4.6 Agenda shall be circulated by the Member-Secretary of the Committee to the members at least two days before the meeting. The Chairman of the Committee may, however, permit inclusion of any item which is not in the circulated agenda.
- 3.5.4.7 The ruling of the Chairman of the Committee in regard to all questions of procedure shall be final.
- 3.5.4.8 The minutes of the proceedings of the meeting of the Academic Committee shall be drawn up by its Member - Secretary and circulated to all members of the Academic committee. The minutes along with the amendments suggested, shall be placed for confirmation at the next meeting and signed by the chairman.

4.0 OFFICERS OF THE INSTITUTE

4.1 CHAIRMAN OF THE GOVERNING BODY

- 4.1.1 The Chairman shall ordinarily preside at the meeting of the Governing Body.
- 4.1.2 The Chairman shall exercise such other powers and perform such other duties as may be assigned to him by the Society and which are consistent with the relevant acts of the state and central governments and the statutes and ordinances of the affiliating university.
- 4.1.3 In emergent cases the chairman may exercise the power of the Governing Body and inform the Governing Body the action taken by him for its ratification.



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4.2 SECRETARY AND CORRESPONDENT OF THE INSTITUTE:

- 4.2.1 He shall be custodian of the funds and other properties of The College
- 4.2.2 He has to ensure that the decisions by the Governing - Body are implemented
- 4.2.3 He shall be the authority to issue the appointment orders on behalf of the Governing Body for which the Governing Body accords approval of recommendations of the concerned selection committee.
- 4.2.4 He shall be the disciplinary authority in respect of The supporting staff, ministerial staff and class-IV staff.
- 4.2.5 He shall have authority to employ temporary lecturers, part time faculty and non-teaching supporting staff.

4.3 DIRECTOR/PRINCIPAL OF THE INSTITUTE

- 4.3.1 He shall be the Chief Academic and Executive Officer of the College and responsible for proper administration of the College.
- 4.3.2 He shall be the custodian of all records of The College.
- 4.3.2 He shall assist Secretary & Correspondent in implementing decisions of the Board of Governors
- 4.3.3 He shall prepare annual report of the College by 31st of December every year and present to the Board of Governors.
- 4.3.5 He shall be responsible for planning academic schedule, conduct of class work as well as examinations as prescribed by the affiliated University.
- 4.3.6 He shall be the authority to regulate the working of all the employees of the College and ensure that they perform the duties as assigned to them.
- 4.3.7 He shall have power to sanction leave vacation and permission to leave the head-quarters.
- 4.3.8 He shall have power to depute faculty and other staff for STTPs, technical conferences & training in the country or abroad as per the terms and conditions laid down by the Board of Governors.
- 4.3.9 He has the powers to order equipment not more than Rs.10.00 lakhs, as per the approval of the Board.
- 4.3.10 He shall temporarily delegate his powers to a senior faculty member during his period of absence with the consent of Secretary& Correspondent.

5.0 CLASSIFICATION OF THE MEMBERS OF THE STAFF OF THE INSTITUTE

Except in case of employees paid from contingencies, the members of staff of the Institute shall be classified as follows:

- 5.1 Academic and Administrative staff, Comprising :
- 5.1.1 Director/Principal



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5.2 Academic staff, Comprising ;

- 5.2.1 Professors
- 5.2.2 Professor of Training and Placement
- 5.2.3 Assistant Professors
- 5.2.4 Lectures
- 5.2.5 Librarian
- 5.2.6 Director of Physical Education
- 5.2.7 Teaching Assistants
- 5.2.8 Other posts, if any, created by the Governing Body from time to time

5.3 Administrative officers, Comprising ;

- 5.3.1 Administrative officer
- 5.3.2 Computer Programmer
- 5.3.3 Project Officer
- 5.3.4 Foreman, Workshops and Laboratories
- 5.3.5 Medical Officer
- 5.3.6 Other posts, if any, created by the Governing Body from time to time.

5.4 MINISTERIAL STAFF, Comprising ;


- 5.4.1 Asst. Registrars
- 5.4.2 Superintendents
- 5.4.3 Senior Assistants-cum- Stenographers
- 5.4.4 Senior Assistants
- 5.4.5 Junior Assistants-cum- Typists
- 5.4.6 Junior Assistants
- 5.4.7 Other posts, if any, created by the Governing Body time to time.

5.5 Technical Supporting Staff - Comprising ;

- 5.5.1 Supervisors
- 5.5.2 Computer Operator-cum-Technician
- 5.5.3 Laboratory Assistants
- 5.5.4 Senior Mechanics
- 5.5.5 Mechanics
- 5.5.6 Electricians
- 5.5.7 Plumbers
- 5.5.8 Tracer
- 5.5.9 Drivers
- 5.5.10 Technical Maistry
- 5.5.11 Compounder
- 5.5.12 Other posts, if any, created by the Governing Body time to time.

5.6 Class - IV Staff, Comprising :

- 5.6.1 Attenders
- 5.6.2 Watchmen
- 5.6.3 Other posts, if any, created by the Governing Body time to time.


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6.0 DUTIES AND RESPONSIBILITIES OF ACADEMIC STAFF AND ADMINISTRATIVE OFFICERS:

6.1 PROFESSOR:

- 6.1.1 Class room and laboratory instruction, assessment of students, guiding under-graduate student projects together with providing leadership in the specialization.
- 6.1.2 Curriculum Development including design and development of new programmes and providing leadership to the activity of learner-resource development and modernization of laboratories.
- 6.1.3 Interaction with industry and institution, leading to consultancy projects and extension activities and contributing to planning and organization education programmes.
- 6.1.4 Research and research guidance
- 6.1.5 Student counseling and career guidance.
- 6.1.6 Participation in policy planning as well as monitoring and evaluation of institutional activities including promotional activities.
- 6.1.7 Participation in administration and planning both at Departmental and Institutional levels.
- 6.1.8 Contribution to resource mobilization effort of the Institution.
- 6.1.9 Any other responsibility specifically assigned by the Management of the Institute.

Note: It is obligatory for all Professors to participate in the essential academic activities viz. , Class room and laboratory instruction, guiding under-graduate students [projects, examination work and assessment of students. However, every Professor will have some flexibility, subject to the overall needs of the other duties.

6.2 Assistant Professor

- 6.2.1 Class room and laboratory instruction, guiding undergraduate Student projects, Participation in examination work and assessment of students.
- 6.2.2 Participation in curriculum development work including innovations in structural work, development of instructional aids and learners resource material.
- 6.2.3 Development of laboratories.
- 6.2.4 Research and Research guidance.
- 6.2.5 Interaction with industry, participation in industrial Training of Students and contributions to consultancy projects and extension Services.
- 6.2.6 Interaction with students, involvement in co curricular activities of students, students counseling and careers guidance
- 6.2.7 Participation in continuing education activities.



6.2.8 Participation in the administrative, planning and developmental activities at the departmental level and assisting at Institutional level.

6.2.9 Any other responsibility specially assigned by the Management of the Institute.

Note: It is obligatory for all assistant Professors to participate in the essential academic activities viz., Class room and laboratory instruction, guiding undergraduate student projects, examination work and assessment of students. However, every Assistant Professor will have some flexibility, subject to the overall needs of the Institute and Department, in the choice of the other duties.

6.3 Lecturers

6.3.1 Class room instruction involving systematic organization of course material and presenting it, stress on concepts and applications, tutorial assignments, promotion of students participation, use of effective techniques including media, complete coverage of syllabus, class room discipline, promotion of self-learning and library reference work.

6.3.2 Laboratory instruction comprising selection of experiments; Schedules of laboratory work; instructional manuals; working condition of the equipment ; instruction; assistance and guidance; laboratory reports and their evaluation; Completion of all experiments and interaction with students.

6.3.3 Guiding under-graduate student projects involving help in selection of projects and defining its objectives; assistance in identification of different activities; resource needs and time schedules; involvement in securing the resources; continuous guidance in completing the projects and finalization of the project reports.

6.3.4 Examination work and assessment of students consisting of conduct of class tests; setting question papers with proper coverage, choice of appropriate instruments, and ensuring standards; evaluation, participation in examination work like preparation of examination schedule, invigilation, tabulation, and finalization of awards.

6.3.5 Participation in laboratory development work like development of structure for new programmes; formulation of new syllabi and preparation of new assignments, charts, models, transparencies, laboratory instructional manuals and lecture handouts.

6.3.6 Participation in curriculum development involving planning of new laboratory or extension of existing laboratory; preparation of proposals for modernization of laboratory; modification of



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existing experimental set-up and setting up of new experiments.

- 6.3.7 Interaction with industry involving working in industry for short periods, assisting in consultancy projects, supervision of practical training of students during vacation and organizing industrial visits.
- 6.3.8 Interaction with students involving supervision of hostels, sports, games, NCC, NSS and other co curricular activities; student counseling and career guidance.
- 6.3.9 Assisting the internal administration in activities like preparation of time - tables, formulation of examination schemes, tabulation and finalization of sessional awards and attendance, in - charge of laboratory, supervision of the work of laboratory supporting staff, purchases and preparation of developmental proposals]
- 6.3.10 Any other responsibility specifically assigned by the Management proposals.

Note : It is obligatory for all Lecturers to participate in the essential activities viz. , class room and laboratory instruction, guiding undergraduate student projects, examination work and assessment of students. However, every Lecturer will have some flexibility subject to the overall needs of the Institute and Department, in the choice of the other duties.

6.4 Professor of Training and Placement

- 6.4.1 Development and continuous updating of data banks on:
- Industries and other employing agencies with details of their professional activities, recruitment procedures, officers responsible for recruitment, nature of posts, recruitment qualifications, staff development practices and salary structures.
 - Organization which offer training facilities, their professional activities, procedures and policies for inducting trainees, training Programs and officers responsible for training.
 - Alumni holding responsible position in industry and other organization.
 - Experts available in industry and other professional organizations together with details of their specialization and experience.
- 6.4.2 Continuous collection of information of technical posts advertised and recruitment tests notified and dissemination of this information to the students.
- 6.4.3 Dissemination of information regarding the avenues



available for in-plant training for the benefit of students and faculty.

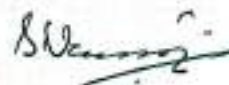
- 6.4.4 Planning and conduct of career development programs with assistance of the academic departments and other experts.
- 6.4.5 Organizing and supervising in-plant training of pre-final year, B.Tech, MBA & MCA students with active participation of faculty.
- 6.5.6 Organizing Campus Interviews for Placement of students.

6.5 Administrative Officer

- 6.5.1 He shall directly report to Secretary & Correspondent and will be assisting him in all matters related to The College administration.
- 6.5.2 He shall assist the Secretary & Correspondent in compilation of different statistical data required to prepare the reports to be submitted to the Government and other authorities, preparation of the annual reports and formulation of various development plans of The College.
- 6.5.3 He shall assist the Secretary & Correspondent in the work related to the meeting of the Governing Body, Administrative Committee, Building & Works Committee, Academic committee, Selection Committee, etc. like preparation of agenda, notes and minutes as well as in the implementation of the decisions of all such bodies.
- 6.5.4 He shall be overall in-charge of the office of The College and employees belonging to different cadres and working in the office will report to him. All papers to be put up to the Secretary & Correspondent for orders or a policy decision shall normally be examined by him and present to the Secretary & Correspondent with his comments and suggestions.
- 6.5.5 He shall be responsible for the discipline as well as the smooth and efficient functioning of the office and The College.

6.6 Librarian

- 6.6.1 General administration of the Library of The College under the general supervision of the Director / Principal
- 6.6.2 Preparation of the annual budget of the Library as directed by the Director / Principal and make it ready every year by 31st December.
- 6.6.3 Securing the suggestions of the Academic Departments regarding the Books, periodicals and video tapes to be procured for the Library, obtain the approval of the Principal and take action to acquire the selected library resources.



- 6.6.4 Organizing and supervising the cataloguing and indexing the library books, periodicals and video tapes.
- 6.6.5 Organizing and managing the safety and upkeep of the library books, periodicals, video tapes, furniture, and other assets.

6.7 Director of Physical Education :

- 6.7.1 General administration of the Physical Education Section of the Institute under the overall supervision of the Director/Principal.
- 6.7.2 Preparation of the annual budget of the Physical Education section consistent with the guidelines given by the Director/Principal and to prepare every year the annual budget by 30th November.
- 6.7.3 Undertake the work of laying new play fields and maintaining the existing play fields on a continuing basis.
- 6.7.4 Identification of the material required for the various sports items and games items, obtain the approval of the Director/Principal and procure them.
- 6.7.5 Preparation of the calendar for various games, sports, activities well spread over the entire academic year, secure the approval of the college administration for the same and implement them.
- 6.7.5. Conduct intramural matches in various games and sports activities and organize a Sports Day function.
- 6.7.6 Identify competencies of students, provide coaching wherever required and organize participation of the Institute in Inter-Collegiate tournaments conducted by the University.
- 6.7.7 Organize tournaments or friendly matches with neighboring Institutions on a regular basis.
- 6.7.8 Safety upkeep and maintenance of the assets and other games & sports material of the Physical Education Section.
- 6.7.9 Assisting the Principal in preparing the developmental plans for the Physical Education Section.
- 6.7.10 Assisting the Director/Principal in the efforts to generate resources for the Physical Education Section.
- 6.7.11 Any other responsibility specifically entrusted by the Management of the Institution.

6.8 Computer Programmer:

- 6.8.1 Assisting the faculty members in selection of laboratory assignments, preparation of schedule of laboratory work, preparation of instruction manuals, conduct of internal tests, University examinations and Undergraduate project works.




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- 6.8.2 Participation in the instructional and students guidance work in the computers.
- 6.8.3 To keep all the systems, software and peripherals in proper working condition for the class work and to assist the Head of the Department on all matters related to maintenance of the equipment in the computer center
- 6.8.4 Safety and upkeep of the various manuals, reference material and other data kept in the computer center as well as the various items of equipments, software, furniture and fittings of the computer center.
- 6.8.5 Participation in the planning of development and extension of the computer center, preparation of proposals for all types of development, correspondence for purchase of equipments and spares, receipt, testing and installation of new equipment and organizing new assignments in the computer center.
- 6.8.6 Participation in the conduct of part-time courses including offering of theory and laboratory courses and in the consultancy work undertaken by the Institute.
- 6.8.7 Participation in the computerization of college administrative office, Library and stores and to provide training to the college staff in connection with such computerization work.
- 6.8.8 Any other responsibility specifically entrusted by the Management of the Institute.

6.9 Project Officer :

- 6.9.1 Custodianship of all the immovable assets of the Institution like the land, buildings, roads, drains, sewage, water supply system, electrical power system and other utilities as well as the furniture and maintenance of the necessary records of these assets.
- 6.9.2 Identification of the maintenance requirements of the immovable assets and furniture of the Institute and assisting the Principal in the preparation of the annual budget for the maintenance of the immovable assets and furniture by 31st December.
- 6.9.3 Participation in the preparation of the detailed estimate for the budgeted maintenance and minor modification and in securing the approval of the competent authority for the same.
- 6.9.4 To assist the Principal in the preparation of the proposals for new buildings and services required for the Institution and in securing the approvals from the competent authority.
- 6.9.5 Preparation of detailed plans and estimates for all new constructions and to assist the


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- Director/Principal in securing the approvals from the competent authority.
- 6.9.6 Execution of all approved maintenance works after calling for tenders or quotations wherever necessary, maintain the necessary accounts and, furnishing completion reports together with expenditure statements.
- 6.9.7 Supervision of all approved new constructions ensuring quality control, progress of work and adherence to approved estimates together with submission of progress reports together with submission of progress reports and expenditure statements.
- 6.9.8 Participation in the process of purchase of various items of material required for the Estate Section, satisfying the procedures prescribed for the same.
- 6.9.9 Inchargeship of the stores of the Estate Section together with maintenance of stock registers, record of Issues and Measurements Books.
- 6.9.10 Assignment of work and duties to the staff of the Estate section which includes gardening and security staff and supervision of their work.
- 6.9.11 Engagement of casual labor with the approval of the Competent authority, supervise their work and process their work.
- 6.9.12 Any other responsibility specifically entrusted by the Management of the Institution.

6.10 Foreman, Workshops and Laboratories :

- 6.10.1 Assisting the faculty member-in-charge of workshops in planning the schedules, organizing, coordinating and monitoring work-shop related class work.
- 6.10.2 Participation in the Institutional and students assessment work of workshop related courses.
- 6.10.3 Assisting the department in designing experiments and projects, developing instructions, procurement of materials and carry out other tasks to develop skills in students.
- 6.10.4 Participation and providing guidance in erection, installation and commissioning plant and equipment in the workshops and all laboratories of the Institute.
- 6.10.5 Identification of raw materials, consumables, tools and instruments required for the workshops, verification of items procured and their storage.
- 6.10.6 Advising the students and faculty, assisting and organizing the fabrication work in all departments in connection with projects and laboratory experimental set-ups.
- 6.10.7 Advising, guiding and organizing maintenance of equipment, instruments and tools of all laboratories.
- 6.10.8 Supervision of the work of the subordinate staff of the workshop, assigning work to them, controls their time and maintains discipline.


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7.0 APPOINTMENTS:

7.1 All posts at the Institute shall normally be filled by inviting applications through a press notification and by reporting to the concerned employment exchange. However, the Governing Body of the Institute shall have the power to decide that the posts of Principal, Professors, Professor of Training & Placement and Administration officer be filled by invitation. Further, the Governing Body shall have the power to decide that specific posts of Technical Supporting Staff members of the staff taking into consideration the qualification, seniority and efficiency.

For the posts of Director/Principal, Professors, Assistant Professors and Lecturers the recruitment qualifications shall be the same as prescribed by the A.I.C.T.E. from time to time. In respect of all other posts the Governing Body of the Institute shall have the authority to prescribe the recruitment qualifications.

7.2 If the post is to be filled by open advertisement, it shall be advertised by the Secretary & Correspondent.


The applications received for the posts belonging to the categories of staff; Academic staff and Administrative officers in response to an advertisement shall be screened by the Administrative Committee to select the candidates to be presented to the concerned Staff Selection Committee.

The application received for the posts belonging to the categories of Technical Supporting Staff, Ministerial staff and class-IV staff in response to an advertisement shall be screened by the Secretary & Correspondent with the assistance of the Director/Principal and Class-IV Staff in response to an advertisement shall be screened by the Secretary & Correspondent with the assistance of the Director/Principal.

7.3 Selection Committee for recruitment against the posts under the Institute either by advertisement or by promotion from amongst the members of the staff of the Institute (excluding posts on contract basis) shall be constituted in the manner laid down below. However, composition of these committees shall be modified whenever such modifications are called for due to directives received from AICTE/ State Government/ Jawaharlal Nehru Technological University.

7.3.1 For Faculty Positions (Professors, Asst. Professors and Lecturers) :

- Vice-Chancellor of University.
- Chairman of the Governing Body.
- Secretary & Correspondent of the Institute.
- Director/Principal of the Institute.


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- Two Experts to be nominated by the Vice-Chancellor to the Concerned University.
- Director of Technical Education, Andhra Pradesh or his Nominee.

The Vice-Chancellor shall be the Chairman of the Selection Committee and in his absence the Chairman of the Governing Body shall be the Chairman of this Selection Committee. Further, whenever Vice-Chancellor is unable to attend the Staff Selection Committee meetings the Nominee of the University on the Governing Body will be a Member of the Selection Committee.

7.3.2 For the cadres of Administrative officers

- Chairman, Governing Body of the Institute.
- Secretary & Correspondent of the Institute.
- Principal of the Institute.
- One Expert Member to be nominated by the Chairman, Governing Body.
- Director of Technical Education or his Nominee.

The Chairman, Governing Body, shall be the Chairman of this Committee and in his absence the Secretary & Correspondent shall be the chairman of the Committee.

7.3.3 For the posts of Technical Supporting Staff, Ministerial Staff and Class-IV Staff :

- Chairman, Governing Body of the Institute or his Nominee.
- Secretary & Correspondent of the Institute.
- Principal of the Institute.
- Head of the Department.
- Director of Technical Education or his Nominee.

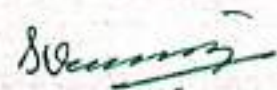
The Chairman, Governing Body shall be the Chairman of this Committee and in his absence the Secretary & Correspondent shall be the Chairman of the Committee.

7.4 No act or proceeding of any Selection Committee shall be called in question on the ground merely of the absence of any member or members of the Selection Committee subject to the condition that the Expert Members have attended the meeting.

Provided that the Secretary & Correspondent shall give notice of the meeting to the Members of the Committee atleast 10 days before the date of the meeting.

7.5 Where a post is to be filled on contract basis or by invitation, the Chairman of the Governing Body may, at his discretion, constitute such adhoc Selection Committees as circumstances of each case may require.

7.6 Where a post to be filled temporarily for a period exceeding 12 months in the cadre of Lecturer or equivalent and lower cadres, the Secretary &



Correspondent may, at his discretion, constitute such adhoc committees as circumstance may require.

8.0 ACADEMIC DEPARTMENTS:

8.1 The Institute shall have the following academic departments:

1. Computer Science and Engineering.
2. Electrical and Electronics Engineering.
3. Electronics & Communication Engineering
4. Basic Sciences and Humanities
5. School of Management Studies

8.2. The Governing Body shall have the authority to reorganize or abolish the existing departments or establish new academic departments.

9.0 HEAD OF THE DEPARTMENTS:

9.1 Each Department of the Institute shall be placed in charge of a Head who shall be chosen by the Administrative Committee from amongst members of the faculty of the Department. Provided that when in the opinion of the Administrative Committee the situation so demands the Department may be placed under the charge of the Principal or a faculty member of another Department.

9.2 The Head of the Department shall be responsible for the entire working of the Department, subject to the general control of the Principal.

9.3 It shall be the duty of the Head of the Department to ensure that the decisions of the Institute and of the Principal are faithfully carried out. He shall perform such other duties as may be assigned to him by the Principal.

9.4 The Head of the Department is entrusted to spent up to Rs.10,000=00 as imprest amount.


10.0 TERMS AND CONDITIONS OF SERVICE OF A PERMANENT EMPLOYEES:

Permanent employees of the Institute shall be governed by the following terms and conditions:

10.1 Every appointment shall be subject to the condition that the appointee is certified as being in sound health and physically fit for service by a Medical authority nominated by Governing Body. In case of any appeal against the decision of such a Medical authority, the Governing Body may refer the case to a Medical Board constituted by it for the purpose. The decision of such a Board shall be final.

Provided that the Governing Body may, for sufficient reasons, relax the medical requirements in any particular case or class of cases, subject to such conditions, if any, as may be laid down by the Governing Body.

10.2 Subject to the provision of these rules, all appointments to posts under the Institute shall ordinarily be made on probation for a period of 2 years after which period the appointee, if confirmed, shall continue to hold his



office subject to the provisions of the relevant rules, till the end of the month in which he attains the age of superannuation.

Persons in the employment of the institute and appointed to higher posts by either selection or promotion shall also be on probation for 2 years.

- 10.3 The appointing authority shall have the power to extend the period of probation of any employee of the Institute for such periods as may be found necessary, provided that if after the period of probation, the employee is not confirmed, and, his probation is also continued on a temporary basis and that his services may then be terminable on a month's notice or on payment of a month's salary in lieu thereof.
- 10.4 When an employee completes the period of probation or the extended period of probation, the appointing authority shall assess his performance during the said period, decide whether the probation is completed satisfactorily, and if it is so decided, it may confirm him in the post in which he has completed the probation satisfactorily.
- 10.5 The appointing authority shall have the power to terminate the services of any member of the staff during the period of probation without assigning any cause. In the case of termination of the services of a probationer not holding a substantive post in a lower cadre one month's notice may be given in writing or one month's salary may be paid in lieu thereof. Unless otherwise stated specifically in the terms of appointment, an employee on probation and not holding any substantive post in the Institute can resign and leave the service of the Institute by giving one month's notice in writing to the appointing authority. However, the appointing authority may in specific cases accept one month's notice pay and waive the requirement of one month's notice or part thereof.
- 10.6 The appointing authority shall have the power to terminate the services of any member of the staff by giving 3 month's notice in writing or on payment of 3 month's Salary in lieu thereof, if, on medical grounds, certified by the Medical authority nominated by the Governing Body, it is decided that his retention in service is considered undesirable and after obtaining the approval of the authority designated by the Government under section 79(1) of the Andhra Pradesh Education Act of 1982.
- 10.7 The Governing Body shall have the power to terminate the services of any permanent member of the staff on grounds of retrenchment or economy by giving 6 months notice in writing or on payment of 6 month's salary in lieu thereof and after obtaining the approval of the authority designated by the Government under section 79(1) of the Andhra Pradesh Education Act of 1982.
- 10.8 A permanent employee of the Institute may resign and terminate his engagement with the Institute by giving the appointing authority 3 months notice or on payment of 3

month's salary in lieu thereof. Provided that vacation or leave availed by the employee during the notice period will not count towards the notice period. However, the appointing authority may for sufficient reasons either reduce this period or accept payment of lesser amount in lieu of the notice period.

- 10.9 An employee of the institute shall route his applications for appointment in any external organization through the Principal of the Institute.
- 10.10 A member of the staff who is on probation and not holding any substantive post shall be permitted to apply for appointment in any other organization only if he resigns before making such an application.
- 10.11 If a member of the staff who had executed an agreement applies for appointment in any other organization his application may be forwarded provided his probation is declared with the condition that if he is selected for appointment in the external organization subject to the condition that he will be relieved only after the period of service specified in the agreement executed by him. However, more than 2 applications shall not be forwarded in a calendar year.
- 10.12 A Permanent employee of the Institute who has no obligation to serve the Institute for a certain minimum period may be permitted to apply for appointment in an external organization not more than 2 times in a calendar year.
- 10.13 In the case of posts against which recruitment is to be made by open selection, if two or more candidates are selected for appointment in a particular cadre in the same Department by a selection Committee, the inter-se seniority of the candidates so selected shall be decided by the merit order in which the candidates are placed by the selection committee.
- 10.14 In case of posts to which appointments are made by promotion, if two or more candidates are promoted to the same cadre on the same day, the inter-se merit shall be determined by the seniority in the feeding cadre.

If on the same day an internal candidate is promoted and an external candidate is selected for the same cadre, the internal candidate shall be considered to be the senior.

- 10.15 Subject to these rules employees of the Institute in different cadres shall retire on attainment of the age of superannuation as given below:

Academic and Administrative Staff..... End of the month in which the incumbent attains the age of 60yrs.

Academic staff.....End of the month in which the incumbent attains the age of 60yrs

Administrative officer.... End of the month in which the incumbent attains the age of 58yrs

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Ministerial Staff....End of the month in which the incumbent attains the age of 58yrs

Technical Supporting Staff....End of the month in which the incumbent attains the age of 58yrs

Class-IV Staff.....End of the month in which the incumbent attains the age of 60yrs

10.16 Not with standing the clause 10.15 the Governing Body shall have the power to retire an employee on completing either 25 years of service or on attaining the age of 50 years if in the opinion of the Governing Body the employee had outlived his utility or is not fit to continue in the service of the Institute for one reason or the other. Provided that such an employee shall be given 3 months notice or paid 3 months salary in lieu thereof.

10.17 An employee may retire either on completion of 25 years of service or on attaining the age of 50 years by giving 3 months notice in writing to the Institute. Provided that the appointing authority for valid and sufficient reasons can either reduce or waive the said notice period.

11.0 Rules of conduct of the employees of the College:

11.1 An employee of the College shall devote his whole time to the service of the College shall execute such duties and functions and holds such responsibilities as allotted to him by the authorities of the College and the Principal from time to time.

11.2 Unless otherwise stated specifically in the terms of appointment, every employee is a whole time employee such duties as may be assigned to him by the competent authority beyond the scheduled working hours and on holidays and Sundays.

11.3 An employee shall be required to observe the scheduled hours of work, during which he must be present at the place of his work in the College.

11.4 Except for valid reasons or unforeseen contingencies an Employee shall not be absent from duty without prior permission of the controlling officer.

11.5 No employee shall leave the head quarters except with the previous permission of the controlling officer, even during leave or vacation. Whenever leaving the station, and employee should inform the Principal through the Head of the Department or the section the address where he would be available during the period of his absence from the head quarters.

11.6 Every employee of the College shall be devoted to his duty and shall maintain absolute integrity, discipline, impartiality and a sense of propriety.


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- 11.7 No employee shall act in a manner which is unbecoming of such employee or derogatory to the prestige of the College or place his official position under any kind of embarrassment.
- 11.8 Every employee should, at all times, be courteous in his dealings with other members of the staff, students and members of the public.
- 11.9 No employee of the College shall participate in any strike or similar activities like absence from duty or work without permission; neglect of duty with the object of compelling the College to take or omit to take any official action and any demonstration or fast like 'hunger strike' with the object of compelling action, or incitement thereto.
- 11.10 No employee shall speculate in any business nor shall he make or permit his wife or any member of his family to make any investment likely to embarrass or influence him in the discharge of his official duties.
- 11.11 No employee shall lend money at interest to any person nor shall he borrow money at interest from any person with whom he is likely to have official dealings.
- 11.12 An employee shall so manage his private affairs as to avoid habitual indebtedness or insolvency. An employee who is involved in legal proceedings for insolvency shall forthwith report the full facts to the College.
- 11.13 An employee, who is detained in police custody, whether on criminal charges or otherwise for a period longer than 48 hours, shall not join his duties in the College unless he has obtained written permission to that effect from the principal.
- 11.14 No employee shall, except with the previous permission of the competent authority, engage directly or indirectly, in any trade or business or any private tuition or undertake any employment outside his official assignments.

Provided that the above restrictions shall not apply to academic work and consultative practice undertaken with the prior permission of the competent authority which may be given subject to such condition as regards to acceptance of remuneration as may be laid down by the Governing Body.

- 11.15 No employee shall, except in accordance with any general or special order of the competent authority or in the performance in good faith of the duties assigned to him, communicate, directly or indirectly, any official document or information to any person to whom he is not authorized to communicate such document or information.
- 11.16 No employee shall take part in politics or be associated with any party or organization which takes part in political activity, nor shall he subscribe to aid or assist in any manner any political movement or activity.



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election to legislative body or local authority.

Provided that an employee of the College qualified to vote at such election may exercise his right to vote but where he does so, he shall give no indication of the manner in which he proposes to vote or has voted.

- 11.17 No employee shall, except with the previous sanction of the competent authority, or in the bonafide discharge of his duties, participate in a radio broadcast or contribute any article or write any letter either anonymously or in his own name or in the name of any other person to any newspaper or periodical.

Provided that no such sanction shall be required if such broadcast or such contribution is of a purely literary, artistic or scientific character and free from all political views.

- 11.18 No employee shall, in any radio broadcast or in any Document published in his own name or in the name of any other person or anonymously or in any communication to the press or in any public utterance, make any statement of fact or opinion which has the effect of an adverse criticism of any current or recent policy or action of the Institute; between the Institute and the Central Government or any State Government or any other Institution or organization or members of the public.

- 11.19 No employee shall, except with the previous sanction of the competent authority, give evidence in connection with any enquiry conducted by any person, committee or authority.

Where such sanction has been accorded, no employee giving such evidence shall criticize the policy or any action of the Institute or the Central Government or any state Government.

Provided that these restrictions shall not apply in regard to evidence given at any enquiry before any authority appointed by the Institute, by Parliament or by State Legislature; or evidence given in any judicial enquiry; or evidence given in any departmental enquiry ordered by the Institute.

- 11.20 No employee shall, except with the previous sanction of the competent authority, have recourse to any court of law or to the press for the vindication of any official act which has been the subject matter of adverse criticism or an attack of defamatory character.

Provided that nothing in this rule shall be deemed to prohibit an employee from vindicating his private character or an act done by him in his private capacity.

- 11.21 No employee of the Institute, shall bring or attempt to


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bring any political or other external influence to bear upon any superior authority for the furtherance of his interest.

11.22 If an employee, while on duty, evades to attend to the class work assigned to him/ her, the same shall be treated as a misdemeanor on the part of the employee.

11.23 If an employee causes any dislocation of any class work, the same shall be treated as misdemeanor on his/ her part.

11.24 No employee, who has wife living shall contract another marriage without first obtaining the permission of the Governing Body notwithstanding that a subsequent marriage is permissible under the personal and religious law, for the time-being applicable to him and violation of this rule will lead to immediate dismissal from the service of the Institute.

No female employee of the Institute, whether unmarried or widowed or divorced, as the case may be, shall marry any person who has wife living without first obtaining permission of the Governing Body, though the parties are governed by th personal law which otherwise permits contracting more than one marriage while the prior marriage is subsisting.

11.25 Whenever an employee wishes to putforth any claim or seeks redressal

of any grievances or of any wrong done to hem, he must forward his case through proper channel, and shall not forward such advance copies of his application to any higher authority, unless the lower authority has rejected the claim or refused relief, or the disposal of the matter is delayed by more than 3 months.

No employee shall be signatory to any joint representation addressed to the authorities for redressal of any grievance or for any other matter.

11.26 An employee shall be governed by the provisions of the relevant rules regarding imposition of penalties and preference of appeals against any such action taken against him. The affected party may appeal against the orders of the punishing authority within 15 days of receipt of such orders and the decision of the appellate authority shall be final.

11.27 The decision of the Governing Body of the Institute on all questions relating to the interpretation of these rules shall be final.

12.0 CLASSIFICATION, CONTROL AND APPEAL RULES:

12.1. A member of the staff of the Institute may be placed under suspension by the Secretary & Correspondent of the Institute where,

- A disciplinary proceedings against him is contemplated or is pending.
- A case against him in respect of any criminal offence is under investigation, inquiry or trial.


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Provided that where a member of the staff is detained in custody for a period exceeding 48 hours, whether in connection with a criminal offence or under any law for time being in force providing for preventive detention, such member of the staff shall be deemed to have been placed by the Secretary & Correspondent under suspension with effect from the date on which he was so detained.

12.2 During the Period of suspension, the employee shall be entitled for the following payments :

12.2.1 A subsistence allowance at an amount equal to the leave salary which the employee would have drawn if he had been on leave on half average pay or on half pay and in addition, dearness allowance, if admissible on the basis of such leave salary. Provided that where the period of suspension exceeds six months, the Secretary & Correspondent shall be empowered to vary the amount of subsistence allowance for any period subsequent to the period of the first six months as follows:

- The amount of subsistence allowance may be increased by a suitable amount, not exceeding 50% of the subsistence allowance admissible during the period of the first six months, if, in the Opinion of the Secretary & Correspondent, the period of suspension has been recorded in writing not directly attributable to the employee.
- The amount of subsistence allowance may be reduce by a suitable amount, not exceeding 50% of the subsistence allowance admissible during the period of first six months, if, in the opinion of the Secretary & Correspondent, the period of suspension has been prolonged due to reasons to be recorded in writing directly attributable to the employees.
- The rates of dearness allowances will be based on the increased or, as the case may be, the decreased amount of subsistence allowance admissible under above two sub-clauses.
- However, no payment shall be made unless the staff member furnishes a certificate that he is not engaged in any other employment, business, profession or vocation.

12.3 The following penalties may, for good and sufficient reasons, and as hereinafter provided, be imposed on any employee of the Institute.

12.3.1 Censure.

12.3.2 Withholding of promotion.

12.3.3 Recovery from his/her pay of the whole or part of any pecuniary loss caused by him to the Institute by negligence or breach of orders.

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suspended under Rule 12.1 to the extent considered necessary.

- 12.3.5 Reduction to a lower rank in the seniority list or to a lower stage in the time scale of pay not being lower than that to lower grade or post not being lower than that to which he was directly recruited or to a lower grade or post not being lower than that to which he was directly recruited.
- 12.3.6 Compulsory Retirement.
- 12.3.7 Removal from service which shall not be a disqualification for future employment under the Institute.
- 12.3.8 Dismissal from services which shall ordinarily be a disqualification for future employment in the Institute.

No order imposing on any member of the staff any of the penalties specified at 12.3.6 to 12.3.9 above shall be passed by an authority subordinate to the Secretary & Correspondent and except after an enquiry has been held and the employee has been given a reasonable opportunity of showing cause of the action proposed to be taken in regard to him.

No order imposing on any employee any of the penalties specified at 12.3.1 to 12.3.5 above shall be passed by any authority subordinate to the Secretary & Correspondent and unless the employee concerned has been given an opportunity to make a representation to the Secretary & Correspondent.

Notwithstanding the above provision, it shall not be necessary to follow the procedure mentioned above in the following cases.

- Where an employee is dismissed or removed or compulsorily retired or reduced in rank on the ground of conduct which has led to his conviction on a criminal charge.
- Where the authority empowered to dismiss or remove or compulsorily retire or reduce in rank is satisfied that, for reasons to be recorded by that authority in writing, it is not reasonably practicable to give that person an opportunity of showing cause.

If any question arises whether it is reasonably practicable to give any employee an opportunity of showing cause under the above concerned appellate authority shall be final.

- 12.4 An employee aggrieved by any order imposing penalty passed by the Secretary & Correspondent against him shall be entitled to prefer an appeal to the Governing Body if he belongs to the cadres of Academic and Administrative Staff, Academic Staff and Administrative officers; and to the Administrative Committee if he belongs to the cadres of Ministerial staff, Technical Supporting staff,

and Class-IV staff, against the decision of the Secretary & Correspondent and the decisions of these appellate authorities shall be final.

No appeal under this sub-clause shall be entertained unless it is submitted within a period of 3 months from date on which the appellant receives a copy of the order-appealed against, provided that the appellate authority may entertain the appeal after the expiry of the said period, if it is satisfied that the appellant has sufficient cause for not submitting the appeal in time.

12.5 The authority to whom an appeal against an order imposing penalty lies under Rule 12.4 may, of its own motion or otherwise, call for the records of the case in a disciplinary proceeding review any order and pass such orders as it deems fit as given hereunder.

12.5.1 Confirm, modify or set aside the order.

12.5.2 Impose any penalty or set aside, reduce, confirm or enhance the penalty imposed by the order.

12.5.3 Remit the case to the authority which made the order or to any other authority directing such further action or enquiry as considered proper in the circumstances of the case; or

12.5.4 Pass such other orders as it deems fit:

- An order imposing or enhancing a penalty shall not be passed unless the employee concerned has been given one reasonable opportunity of making any representation which he may wish to make against such enhanced penalty.
- If the appellate authority proposes to impose any of the penalties specified in 12.3.6 to 12.3.9 in a case where proper enquiry has not been held and thereafter, on consideration of the proceedings of such enquiry, and after giving the employee concerned a reasonable opportunity of making any representation which he may wish to make against such penalty, pass such orders as it may deem fit.

However, no action under this rule shall be initiated more than six months after the date of the order to be reviewed.

12.6.1 When the employee of the College who has been dismissed, removed or suspended is reinstated, the authority competent to order the reinstatement shall consider and make a specific order:

- * Regarding the pay and allowances to be paid to the member of the staff of the College for the period of his/her absence from duty;
- * Whether or not the said period shall be treated as a period spent on duty.

12.6.2 Where such competent authority holds that the employee of the College has been fully exonerated, or in the case of suspension, that it was wholly unjustified, the employee shall be given the full


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pay to which he/she would have been entitled had he/she not been dismissed, removed, compulsorily retired or suspended, as the case may be, together with any allowances of which he/she was in receipt prior to his/her dismissal, removal, compulsory retirement or suspension, and the period of absence from duty shall be treated as period spent on duty for all purposes.

- 12.6.3 In other cases the employee of the College shall be given such proportion of such pay and allowances as such competent authority may prescribe. The period of absence from duty shall not be treated as a period spent on duty, unless such competent authority specifically directs that it shall be so treated.

13.0 PROVIDENT FUND AND OTHER TERMINAL BENEFITS:

The College is governed by the Employees Provident Fund & Miscellaneous Provisions Act 1957 and the employees of the College shall be entitled for the terminal benefits as prescribed in the said Act.

14.0 TRAVELING ALLOWANCES:

The employees of the College shall be entitled to traveling and daily allowances according to the rules laid down by the Governing Body from time to time.

15.0 LEAVE:

The employee of the College shall be entitled to leave in accordance with the provisions prescribed by the Governing body in this behalf.

16.0 VACATION STAFF:

The Governing Body shall be vested with the authority to decide which class of employees of the Institute who shall be entitled to vacation.


17.0 PERFORMANCE APPRAISAL:

The Governing Body shall be vested with the authority to prescribe a scheme of appraisal of the performance of the employees of the Institute.

18.0 TERMS AND CONDITIONS OF SERVICES OF TEMPORARY AND ADHOC EMPLOYEES:

- 18.1 The service of a temporary or adhoc employee shall be liable to termination at any time by notice of one month in writing given either by the employee to the appointing authority or by the appointing authority to the employee, or by paying one month's salary by the party which is giving a notice in lieu of the notice period.

However, their appointing authority may, for sufficient reasons, either reduce this period or accept a lesser amount in lieu of the notice period.



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18.2.A temporary or an adhoc employee may be permitted to apply for appointments in external organizations without any restriction provided no constraint in applying for outside appointment is made in the appointment order.

However, temporary and adhoc employees of the Institute shall route their applications for appointment in external organizations through the Director/Principal of the Institute.

18.3 The temporary and adhoc employees of the Institute shall be governed by the conduct rules as laid down under clause 11 (11.1 to 11.25).

18.4 The temporary and adhoc employees of the Institute shall be entitled to leave and vacation in accordance with the Governing Body in this behalf.

19.0 APPOINTMENTS ON CONTRACTS:

19.1 Notwithstanding anything contained in these rules, the Governing Body may, in special circumstances, appoint a suitable, qualified and experienced person on contract for a period not exceeding 5 years, with a provision of renewal for further period.

19.2 The Governing Body may prescribe either a consolidated salary in case of such contract appointments and lay down the terms and Conditions applicable to such appointees. The Chairman, Governing Body, at his discretion may constitute a committee for negotiating the salary and terms and conditions of service with the candidates and consider its recommendations for contract appointments.

19.3 The contract appointees of the Institute shall generally be governed by the conduct rules as laid down under clause 11 (11.1 to 11.25), except as otherwise provided for in the appointment contract.



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LEAVE RULES

1.0 GENERAL.

- 1.1 These rules shall be called the Jayamukhi Institute of Technological Sciences, Warangal Leave Rules - 2008
- 1.2 These rules shall come into effect from the date, the Governing Body may, by a resolution, decide.
- 1.3 These rules shall be applicable to all the employees of the Institute except,
 - 1.3.1 Employees appointed on contract, or on temporary basis or on adhoc basis for a period less than one calendar year.
 - 1.3.2 Part - time employees who are engaged to do certain work without prejudice to the regular exercise of their professions in other respects.
 - 1.3.3 Work charged staff and persons paid from contingencies.
- 1.4 An employee shall be entitled for the following kinds of leave.
 - 1.4.1 Maternity Leave.
 - 1.4.2 Casual Leave.
 - 1.4.3 Special Casual leave.
- 1.5 A leave account shall be maintained for each employee. No leave shall be granted to an employee beyond the date on which he/ she must compulsorily retire or must be relieved on resignation.
- 1.6 No leave, other than casual leave shall be granted during the notice period when an employee tenders resignation for his/ her post.
- 1.7 Leave is earned by "Duty only". Duty includes gazetted holidays, other holidays declared to be holidays by the Director/Principal, vacation and all types of leave exception Extraordinary leave sanctioned to the employee.
- 1.8 Casual Leave can neither be prefixed nor suffixed to Maternity Leave and vacation.
- 1.9 Leave can not be claimed as a matter of right. When the exigencies of services so require or when the authority empowered to sanction the leave is convinced that the employee is playing truant, discretion to refuse leave or revoke leave of any description is reserved with the leave sanctioning authority. Ensuring conduct of scheduled class work and examinations shall be treated shall be treated as one of such exigencies of services.
- 1.10 The nature of leave due and applied for by an employee can not be altered at the discretion of the sanctioning authority.


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- 1.11 An employee on leave or on vacation shall not take up any service or accept any employment including consultancy or draw any scholarship without obtaining prior approval of the appointing authority.
- 1.12 An employee who remains absent after the end of his/her leave, is entitled to no leave salary for the period of such absence, and that period will be debited against his/her leave account unless his/her leave is extended by the Director/Principal. Willful absence from duty after the expiry of the leave may be treated as misbehavior and dereliction on duty.
- 1.13 No employee of the Institute who has been granted leave on medical certificate may return to duty without first producing a medical certificate of fitness from the Registered Medical Practitioner. The sanctioning authority may require a similar certificate in the case of any employee who has been granted leave for reasons of health, even though such leave was not actually granted on medical certificate.
- 1.14 An employee intending to leave the head quarters during the period of leave or vacation must inform the administration of the Institute in writing his/her address for correspondence during such period of absence.
- 1.15 Employees associated with class work and examination duties, while proceeding on leave, are ordinarily required to make alternate arrangements for their class work and examination work.
- 1.16 Employees who are on vacation can be called for any work or the Institute will not be eligible for any T.A.
- 1.17 If an employee of the institute, belonging to a cadre of vacation staff, does duties during vacation and separately remunerated there for, he should not be considered as having been deprived of vacation.
- 1.18 The Director/Principal shall be the authority competent to grant all types of leave to all categories of employees except to himself. However, the Principal may, at his discretion, delegate some of these powers to an officer of the Institute.

In case of Director/Principal, Secretary & Correspondent shall be the authority to sanction the leave.

2.0 VACATION:

- 2.1 The following posts in the service of the Institute shall belong to the vacation cadres.

- Director/Principal
- Professor
- Assistant Professor
- Lecturer
- Teaching Assistant

Note : The post of Professor of Training & Placement does not belong to the vacation cadre.

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2.2 Employees of the Institute belonging to the vacation cadre shall be eligible for the following vacation in an academic year:

2.2.1 An employee, who had been in continuous service of the Institute for 12 months or more, shall be eligible for 30 days of vacation in an academic year. In case the employee is prevented from availing vacation due to him, either in part or full, the employee will be eligible for compensatory leave at the rate for $1/3^{\text{rd}}$ of the period by which the vacation actually availed falls short of the entitled vacation.

However, for purpose of determining the compensatory leave entitlement the vacation period during which the employee undertaken assignments for which he is separately remunerated shall not be taken into account.

2.2.2 An employee who had not completed 12 months of continuous service in the Institute shall be eligible for vacation at the rate of 35 days in an academic year for the period he/she was in service during the year provided the employee had served the Institute for more than 6 months in the academic year.

In case the employee is prevented from availing vacation due to him/her, either in part or full, the employee will be eligible for compensatory leave at the rate of $1/3^{\text{rd}}$ of the period by which the vacation actually availed falls shorts of the entitled vacation.

2.2.3 An employee whose continuous service in the Institute in the academic year falls short of 6 months is not eligible for any vacation.

However, the Director/Principal of the Institute may at his discretion, permit such employee to avail vacation not exceeding 15 days.

2.2.4 The Director/Principal of the Institute shall be the competent authority to decide the vacation periods and vacation schedules of the employees belonging to the vacation cadres based upon the academic calendar of the Institute.


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3.0 The grant of Maternity Leave to a married women employee who has put in 3 or more continuous service in the Institute shall be governed as given hereunder:


- 3.1 Maternity Leave on full pay may be granted to a married woman employee of the Institute in case of confinement for a period which may extend up to 120 days provided she has less than two surviving children.
- 3.2 Maternity Leave on full pay up to 6 weeks may be granted to a married woman employee of the Institute in cases of miscarriage or abortion subject to production of a Medical certificate from a Registered Medical Practitioner provided she had less than two surviving children.
- 3.3 Maternity Leave may be combined with leave of any other kind, but any such leave applied for in continuation of the Maternity Leave may be granted only if the request is supported by a Medical Certificate from a Registered Medical Practitioner.
- 3.4 Any type of leave, in continuation of Maternity Leave, may also be granted in case of illness of the newly born baby, subject to the production of a Medical Certificate from a Registered medical Practitioner to the effect that the condition of the ailing baby warrants mother's personal attention and her presence by the baby's side is absolutely necessary.

5.0 The following shall be the limitations on combinations of leave and continuous period of absence on leave:

- 5.1. Vacation can neither be prefixed nor suffixed to Casual Leave.
- 5.2 Subject to the restrictions specified hereinafter, any kind of leave and vacation admissible, except Casual Leave, can be granted in combination with any other kind of leave so admissible, or in continuation of leave taken, whether of the same and or any other kind.
- 5.3 The total duration of vacation shall not exceed 180 days.
- 5.4 In exceptional cases the Governing Body of the Institute may permit absence on different kinds of leave in conjunction for a continuous period up to a maximum of 3 years.

6.0 The Salary entitlement of an employee who is sanctioned leave shall be as given hereunder:

- 6.1 An employee, while on leave is eligible to leave salary equal to his/her substantive pay on the day before the commencement of leave together with the permissible allowances.


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7.0 The grant of casual leave to employees shall be governed as given hereunder:

7.1 Casual Leave is a concession given to enable an employee in special circumstances to be absent from duty for short periods without such absence being treated as leave under the applicable leave rules.

7.2 No employee may, in any case, be absent on casual leave for more than 20 days in the course of one calendar year.

7.3 Casual Leave cannot be taken along with any leave or vacation.

7.4 Casual Leave may be combined with Sundays or other authorized holidays provided that the resulting period does not exceed 10 days.

7.5 The fact that a maximum number of days has been fixed for the amount of casual leave which may be taken within a calendar year does not mean that an employee is entitled to take the full amount of casual leave as a matter of course.

7.6 In case of grant of casual leave to a newly recruited employee, the sanctioning authority shall use its discretion having regard to the length of service put in by such employee.

7.7 An employee may be granted casual leave for a half-a-day either from 10:00 A.M. to 1:00 P.M. or 1:45 P.M. to 4.45 P.M. on all working days excepting Saturdays.

7.8 A Record of casual leave taken by the employee shall be maintained.

8.0 The grant of Special Casual Leave to employee shall be governed as given hereunder. (Applicable to regular employees or those who have put in 3 or more years of continuous service in the Institute)

8.1 Special Casual Leave, not counting against casual leave, may be Granted to an employee in the following circumstances.

8.1.1 A male employee who undergoes sterilization operation under family welfare programme may be granted special casual leave not exceeding 6 working days commencing from the date of operation once during the service subject to the production of a Medical Certificate from the Doctor who performed the operation.

8.1.2 A female employee who undergoes tubectomy operation under the family welfare programme may be granted special casual leave not exceeding 14 days commencing from the date of operation once during the service subject to the product of a Medical Certificate from the Doctor who performed the operation.

8.1.3 A regular male employee whose wife had undergone a tubectomy operation under the family welfare programme may be granted special casual leave not exceeding 7 days

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commencing from the date of operation subject to the production of a Medical Certificate from the Doctor who performed the operation to the effect that the presence of the employee is essential for the period of leave to look after his wife during convalescence of after operation.

8.2 Special Casual Leave, not counting against casual leave may be granted to an employee for a period not exceeding 30 days in a calendar year without detriment to the class work and examination duties for the following purpose:

- 8.2.1 To attend academic conferences, seminars and workshops to which he/she is sponsored by the Institute.
- 8.2.2 To attend summer schools, winter schools and other short term continuing education programmes to which he/she is deputed by the Institute.
- 8.2.3 To attend meetings of academic bodies of Universities and Institutions on which he/she is nominated as a member.
- 8.2.4 To attend meetings of committees constituted by Government of India, Government of a State, AICTE, UGC, ISTE, Universities and other Central and State organizations on which he/she is a member.
- 8.2.5 To attend meetings of Staff Selection Committees of UPSC, State P.S.C., Universities, Institutions and Public Sector undertakings on which he/she is nominated as a member.

9.0. The grant of Compensatory Holiday shall be governed as given hereunder:

- 9.1. An employee belonging to Technical Supporting Staff or ministerial staff or class-IV staff, who is called on to attend office on a holiday, except as a punishment, may be granted another day in its place when opportunity offers.
- 9.2. Compensatory holiday shall not be admissible when an employee is called on to perform duties on a holiday in connection with university examination for which he is paid remuneration separately.
- 9.3. Compensatory holidays shall not be availed by employee without the previous permission of the authority who is competent to grant him Casual Leave.
- 9.4. Not more than 10 compensatory holidays in all may be taken in a calendar year and no such holiday will be taken after expiry of six months from the public holiday for which it is substituted.
- 9.5. Not more than 7 such holidays may be accumulated.
- 9.6. Compensatory holidays may be combined with Casual Leave or other authorized holidays provided that the total period of absence from duty does not exceed 10 days.

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10.0 The leave entitlement of employees appointed an adhoc or temporary basis for a period of one year or less shall be as given hereunder:

10.1 He/she may be granted casual leave proportionate to his period of appointment at the rate of 20 days per 12 months.

10.2 An adhoc employees belonging to the vacation cadre will not be eligible for any vacation. However, the Director/Principal of the Institute may, at his/her discretion, permit such employee to avail vacation not exceeding 15 days in an academic year.

11.0 Leave entitlement of employees on contract basis shall be as given hereunder:

The leave and vacation entitlement of a contract appointee should normally be specified in the order of appointment. However, if the leave and vacation entitlement is not specified in the appointment order, the Secretary & Correspondent in consultation with the employee and the Director/Principal may decide the leave and vacation entitlement of such an employee.

12.0 Absence from normal duty of an employee normal duty of an employee shall be treated as on other duty under the following circumstances:

12.1 When an employee is required to give evidence on behalf of the Institute in a court case.

12.2 When an employee is deputed to attend the work of the Institute in a court case.


12.3 When an employee is required to conduct a practical examination of Jawaharlal Technological University, Hyderabad as an external examiner.

However, absence of faculty members in connection with the practical examinations of Universities other than Jawaharlal Technological University shall not be treated as absence on other duty.

12.4 When an employee is required to appear before a Staff Selection Committee of the Institute in connection with his application for a higher post in the Institute.

12.5 When an employee is deputed on the basis of a request received from a member of the Jayamukhi Educational Society.

12.6 Absence on other duty of employees, other than those belonging to the Class-IV cadre, shall be limited to 15 days in a calendar year unless specifically permitted by the Secretary & Correspondent.


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13.0 In case any doubt arises about the interpretation of these rules, the matter shall be referred to the Administrative Committee of the Institute and its decision shall be final.

14.0 The Governing Body of the Jayamukhi Institute of Technological Sciences, Narsampet, Warangal shall have the authority to modify, amend and delete any of these rules.

15.0 Grades of Employee:

15.1. For the Purpose of determining the rates of T.A. to which they are entitled, employees of the Institute are grouped as hereunder:

Grade - I

Members of the Governing Body, Administrative Committee, Buildings & Works Committee, Finance Committee, Academic Committee, Staff Selection Committees other than the employees of the Institute and Director/Principal.

Grade -II

Professors, Professors of Training & Placement and Assistant Professors.

Grade -III

Lecturer, Teaching Assistant, Administrative officer, Librarian, Director of Physical Education, Medical officer, Programmer, Superintendents, Computer Operators - Cum - Technician, Foreman, Supervisors, and Laboratory Assistants.

Grade - IV

Rest of the employees.



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**1. ACADEMIC CONFERENCES:**

A faculty member of the institute may be deputed to attend academic conferences/ seminars/ symposia/ workshops any where in India once in an academic year subject to the following conditions.

- 1.1 The faculty member must be either a permanent employee or a probationer who has completed at least one year of service at the Institute.
- 1.2 The faculty member must be either a permanent employee or is a member of the organizing committees or has a paper accepted for presentation.
- 1.3 In case of joint authorship of the paper, the faculty member must be either the first author or research student of the first author. Under no circumstances two faculty members of the Institute will be deputed to present the same paper.
- 1.4 The faculty member must make alternate arrangements for his/her class work and other duties to the satisfaction of his/her Head of the Department.
- 1.5 The faculty member deputed, subject to the conditions 1.1 to 1.4, is admissible for the following financial support and shall be eligible for special casual leave.
- 1.6 Registration fee or delegate fee may be sanctioned subject to the condition that he/she deposits the proceedings of the conference/seminar/workshop/symposium in the college library.
- 1.7. The faculty member shall have to submit a copy of the letter received from the organizers of the conference inviting him/her to present his/her paper along with his/her application for deputation and must also submit participation certificate after his/her return.
- 1.8. The faculty member deputed to an academic conference/seminar/symposium/workshop must deliver a lecture on his/her paper at a meeting to be arranged by the concerned Head of the Department.
- 1.9. The deputed faculty member may draw 50% of the financial assistance to be provided by the Institute before his/her departure. The remaining half of the financial assistance shall be released to him/her only after the Librarian certifies the receipt of the proceedings and the Head of the Department certifies that the deputed faculty member had delivered a lecture at a meeting convened by the Department.

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2.0 SUMMER AND WINTER SCHOOLS:

A Faculty member of the Institute may be deputed to attend summer schools/winter schools as well as other continuing education programmes subject to the following conditions.

- 2.1 Normally the deputation should not fail during the days of instruction. However, in exceptional cases, the Director/Principal in consultation with the Head of the Department may permit the deputation provided the number of days of instruction the concerned faculty member misses, is limited to three.
- 2.2 The topics of the continuing education programme must be relevant to the broad area of the courses which are being assigned to the teacher concerned. In cases of new subject courses, included in the programme, as a result of revision of circular, teachers may be identified to handle the courses and deputed to the relevant continuing education programmes.
- 2.3 In case of the general areas like educational technology, institutional management, planning for development, examination reforms, curriculum development, entrepreneurship development programme, etc., the Director/Principal, in consultation with the Head of the Department concerned, may depute faculty members provided they are adequately senior in the service of the Institute.
- 2.4 Normally the number of deputations of a faculty member in an academic year shall be restricted two only.
- 2.5 For a particular programme, Head of the Department will not recommend more than two applications.
- 2.6 A faculty member shall restrict his/her applications to two for the schools conducted in winter and two more for the schools conducted in summer.
- 2.7 After attending a continuing education programme, the faculty member shall give a seminar on the topics covered in the programme at a meeting of the concerned Departmental Association or a meeting of the faculty of the Department. The Head of the Department, in consultation with the concerned teacher, will arrange such seminars. The Head of the Department will also ensure that such a seminar is given before he recommends the next application for deputation.
- 2.8 Notwithstanding the above clauses, faculty members who qualify for placement in senior scales under the career development schemes may be deputed to two continuing education programmes in an academic year provided the instructional work is not adversely affected.


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3.0 QUALITY IMPROVEMENT PROGRAMME:

3.1 Rules for deputing candidates for M.Tech/ME programmes with full pay:

- 3.1.1 The candidate has to give an undertaking (bond) on non-judicial stamp that he/she shall serve the institute for a minimum period of three years after getting the degree.
- 3.1.2 The candidate has to provide two sureties from co-faculty Members as guarantees for the undertaking given by the candidate.
- 3.1.2 The candidate has to give a bank guarantee for the salary paid during his/her study.
- 3.1.4 The candidate has to deposit all the original certificates with the college.
- 3.1.5 The candidate has to pay a penalty of Rs. 50,000/- per year in case he/she breaks the bond during or after the completion of degree.
- 3.1.6 If the candidate resigns before the completion of bond period and requests for relief from duties he/she has to give three months notice or pay amount equivalent to shortage of period and he/she has to pay penalty as per clause (3.1.5).

3.2 Rules for deputing candidates for M.Tech/ME programmes without pay:

- 3.2.1 The candidate has to give an undertaking (bond) on non-judicial stamp that he/she shall serve the Institute for a minimum period of Two years after getting the degree.
- 3.2.2 The candidate has to provide two sureties from co-faculty members as guarantees for the undertaking given by the candidate.
- 3.2.3 The Candidate has to deposit all his/her original certificates with the college.
- 3.2.4 The candidate has to pay a penalty of Rs. 25,000/- per year in case he/she break the bond during or after the completion of degree.
- 3.2.5 If the candidate resigns before the completion of bond period and requests for relief from duties he/she has to give three months notice or pay amount equivalent to shortage of period and he/she has to pay penalty as per clause (3.2.4.)



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3.3 Rules for deputing candidates for Ph.D. programme with full pay:

- 3.3.1 The candidate has to give an undertaking (bond) on non-judicial stamp that he/she shall serve the institute for a minimum period of Five years after getting the degree.
- 3.3.2 The candidate has to provide two sureties from co-faculty Members as guarantees for the undertaking given by the candidate.
- 3.3.3 The candidate has to give a bank guarantee for the salary paid during his/her study.
- 3.3.4 The candidate has to deposit all the original certificates with the college.
- 3.3.5 The candidate has to pay a penalty of Rs. 50,000/- per year in case he/she breaks the bond during or after the completion of degree.
- 3.3.6 If the candidate resigns before the completion of bond period and requests for relief from duties he/she has to give three months notice or pay amount equivalent to shortage of period and he/she has to pay penalty as per clause (3.3.5).

3.4 Rules for deputing candidates for Ph.D. programme without pay:

- 3.4.1 The candidate has to give an undertaking (bond) on non-judicial stamp that he/she shall serve the Institute for a minimum period of Three years after getting the degree.
- 3.4.2 The candidate has to provide two sureties from co-faculty members as guarantees for the undertaking given by the candidate.
- 3.4.3 The Candidate has to deposit all his/her original certificates with the college.
- 3.4.4 The candidate has to pay a penalty of Rs. 30,000/- per year in case he/she break the bond during or after the completion of degree.
- 3.4.5 If the candidate resigns before the completion of bond period and requests for relief from duties he/she has to give three months notice or pay amount equivalent to shortage of period and he/she has to pay penalty as per clause (3.4.4).

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Principal
Jayamukhi College of Pharmacy,
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