

SERVICE, LEAVE & CONDUCT RULES FOR EMPLOYEES

JANUARY-2022



ANNAMACHARYA INSTITUTE OF TECHNOLOGY & SCIENCES :: TIRUPATI (AUTONOMOUS)

Approved by AICTE, New Delhi & Permanent affiliation to JNTUA, Anantapuramu.
Accredited by NAAC in "A" Grade & few Programmes Accredited by NBA, New Delhi.
A-Grade awarded by AP knowledge Mission; Accredited by Institution of Engineers IE (I), Kolkata;
Recognized under sections 2(f) & 12(B) of UGC Act 1956.
Venkatapuram (V), Karakambadi (P), Renigunta (M), Tirupati - 517 520, Chittoor Dist., Andhra Pradesh.
aitstpt@gmail.com Ph: 0877-2258608/609 www.aits-tpt.edu.in

EAMCET / ECET / ICET / PGE CET COUNSELLING CODE : AITT
COLLEGE CODE ASSIGNED BY JNTUA, ANANTAPURAMU: AK

About Organization

Annamacharya Institute of Technology & Sciences, Tirupati (AITS-T) was established in the year 2007, based on belief that, education can influence and mold young minds into good citizens. Symbolically, the institute has inherited the name of Annamacharya, a great devotee of Lord Venkateshwara; who had always cherished to find his berth at the lotus feet of the Lord. The phrase adopted from Sri. Annamacharya, "Vidhwan Sarvathra Poojyathe" guides all connected with the Institution. The meaning of the phrase goes as: Vidhwan is not just a scholar; a man who is very proficient in any skill, whether in Art, Literature, Games, an exponent of religious matters, music, etc. can be classified as Vidhwan. Such Vidhwan's fame and respect cross all borders, irrespective of which country they belong to. The Institution believes in achieving this through quality education imparted to the students. The Institution is managed by Annamacharya Educational Trust, a group of professionals for whom education is a passion. With an experience of over 20 years in the field of Engineering, Management, Education and Pharmacy, the Trust runs many colleges across Telangana and Andhra Pradesh states. The Institution is a sprawling campus of more than 45 acres of land at the foot of Seven Hills; the abode of lord Venkateshwara in the holy town of Tirupati.

Ascertaining that Annamacharya Institute of Technology & Sciences is a type of Institution is designed to serve as a Center for Academic Excellence in imparting Technical Education, the Institution is approved by AICTE (New Delhi); Affiliated to Jawaharlal Nehru Technological University-Anantapur; awarded "A" Grade accreditation by NAAC; few courses also accredited by NBA; A-Grade awarded by AP knowledge Mission; Accredited by Institution of Engineers IE (I), Kolkata; recognized under sections 2(f) & 12(B) of UGC Act 1956.

The Governing Body **holds the determinative function and is** responsible for the development and for the policies under which the Institute operates. The Governing body considered that it is necessary to formulate the terms and conditions of service for regulating the various categories/levels of employees employed in this Institution. These conditions of service are well formulated, taking into consideration the various aspects and aspirations of the teaching and non-teaching staff. The principal objective is to attract persons with missionary zeal and to retain the well-qualified and talented staff in all disciplines, with the ultimate object of imparting high standard and quality education in the field of Engineering, Technology & Management. The service conditions are aimed to encourage the employees to take sincere interest and pride in the Institute and its progress and to put their best talents in the discharge of their responsibilities.

All employees of the Institution at all times shall strictly adhere to the policies detailed herein, Institute's **Ethics policy**, Research Ethics policy, Information technology policy, Equipment maintenance policy, Energy policy, Fire safety policy for the betterment of all.

SERVICE RULES

I. PREAMBLE

1. These rules shall be called “**ANNAMACHARYA INSTITUTE OF TECHNOLOGY AND SCIENCES-SERVICE RULES**”. These rules shall supersede the service rules issued earlier.
2. They shall be deemed to have come into force with effect from the date of approval of the Governing Body of the College and shall apply to the **employees** of all the categories of posts, whether temporary or permanent, under the employment of the College.

II. DEFINITIONS

1. “**College**” means the “ANNAMACHARYA INSTITUTE OF TECHNOLOGY AND SCIENCES”, Tirupati.
2. “**Management**” means “The Management Committee” of the college constituted as per A.P. State Government Norms.
3. “**Government Body**” means “The Governing Body of the college” constituted as per AICTE Norms & UGC norms.
4. “**Chairman**” means “The Chairman of the Management Committee / The Governing Body”.
5. “**Principal**” means “**Head of the institution viz., Principal/Director** the person authorized by the Management to discharge the duties and responsibilities of **the head of the institution**”.
6. “**University**” means “Affiliating university Jawaharlal Nehru Technological University Anantapur”, Anantapuramu.
7. “**Employee**” means a person who is employed by the College including Principal; excluding those who are engaged on part time basis or on daily wages.
8. “**Appointing Authority**” means the Authority empowered to make appointment to a post.
9. “**Approved Candidate**” means a candidate whose name appears in the authoritative list of candidates approved by the competent authority or committee for the appointment to a particular post or category.
10. “**Temporary**” means a member appointed initially for a limited period.
11. “**Permanent**” means a member appointed initially in a category or post and who has satisfactorily completed the minimum **one** year of service prescribed by the competent authority.

12. **“Permanent Post”** means a post carrying a definite **salary** sanctioned by the Governing Body or in the order or appointment **and eligible for annual increments subject to fulfillment of minimum API’s.**
13. **“Tenure Post”** means a permanent post which an individual employee may not hold for more than a limited period.
14. **“Period of probation”** means the period of probation prescribed by the Governing Body or in the order of appointment **year.**
15. **“Probationer”** means an employee who has not completed the period of his probation.
16. **“Backward Class”** means the community declared so, by the Government of Andhra Pradesh.
17. **“Most Backward Class/Economically Backward Class (EBC)”** means the community declared so, by the Government of Andhra Pradesh based on income levels.
18. **“SC/ST”** means the community declared so, by the Government of Andhra Pradesh.
19. **“Appointment to a post on a regular basis”** A person is said to be “appointed regularly” to a post when, in accordance with these rules or in accordance with the rules applicable at the time, as the case may be, he/she discharges for the first time the duties of the post commencing the probation, instruction or training prescribed there for, after receiving an order from the Chairman / Principal.
20. **“Appointment to a post on a temporary basis”** A person is said to be “appointed to a post on a temporary basis” when he/she is appointed as such in the order appointing him and **in the first one year period.**
21. **“Competent Authority”** means
- (i) The Chairman of the Governing Body in case of the Principal.
 - (ii) Principal in case of all other employees.
22. **“Duty”** – an employee is said to be “on duty” for the purpose of service benefits:
- a) When the employee is discharging the duties of the post to which he/she is appointed or he/she is undergoing probation, instruction or training prescribed for such post, provided that the performance of such duties is followed by confirmation. or;
 - b) When the employee is absent from duty on authorized holidays or on casual leave taken in accordance with the instructions regulating such leave issued by the Governing Body, or when availing any leave sanctioned by the competent authority or;
 - c) When the employee being a teacher, is absent during permitted vacation. or;
 - d) When the employee is attending Conferences, Summer Schools, Workshops, Refresher Courses, Orientation Courses, Winter Schools, Quality

- Improvement Programmes etc., of learned societies, deputed by competent authority or;
- e) When the employee is absent from headquarters attending to the work not connected with his usual **routine** but assigned to him by the competent authority.
 - f) When the employee is deputed on official duty by the principal or **for** JNTUA works.
23. "**Lien**" means the title of an employee to hold substantively, either immediately or on the termination of a period or periods of absence, a permanent post including a tenure post to which he / she has been appointed substantively.
24. "**Officiate**" means an Institute employee officiates in a post when he performs the duties of a post on which another person holds a lien. The appointing authority may, if it thinks fit, appoint an employee to officiate in a vacant post on which no other employee holds a lien.
25. "**Leave**" means leave granted by competent authority to an employee for which he / she is eligible.
26. "**Pay**" means the basic pay in the time-scale or basic pay with special pay / allowance as the case may be. It is the amount drawn monthly by an employee as:
- i) The pay, other than special pay granted in view of his personal qualifications, which has been sanctioned for a post held by him substantively or in an officiating capacity, or to which he is entitled by reason of his position in a cadre, and
 - ii) Special pay / personal pay and;
 - iii) Any other emoluments which may be specially classed as pay by the "Governing Body".
27. "**Personal Pay**" means additional pay granted to an employee:
- a) to save him/her from a loss of substantive pay in respect of permanent post other than a tenure post due to a revision of pay or to any reduction of such substantive pay otherwise than as a disciplinary measure; or
 - b) in exceptional circumstance on other personal considerations.
28. "**Special Pay**" means an addition to the existing pay of an employee, granted in consideration of:
- a) the special arduous nature of duties; or
 - b) a specific addition to the work or responsibility.
29. "**Subsistence Grant**" means a monthly grant made to an employee under suspension, who is not in receipt of pay or leave salary.
30. "**Substantive Pay**" means the pay other than special pay or personal pay drawn in a post held in a permanent capacity.
31. "**Time Scale of Pay**" means pay which, subject to any condition prescribed in these rules, rises by periodical increments from a minimum to a maximum.

32. **"Year"** means calendar year/financial year/academic year as the case may be.

III. LEAVE RULES

➤ GENERAL

1. Leave cannot be claimed as a matter of legal right. The sanctioning authority has full discretionary right to refuse or revoke leave of any description when the exigencies of service so demanded.
2. Leave is earned by "Duty" only. Duty for the purpose of leave includes:
 - a) Any period of absence on Casual Leave, Special Casual Leave, Earned Leave, Compensatory Leave;
 - b) Any period of absence on public holidays whether in combination with Casual Leave or when permitted to be prefixed or suffixed to leave under these rules;
 - c) any period of absence during vacation either during a continuous period spent on duty or when permitted to be prefixed or suffixed to leave under these rules.
3. A Leave account shall be maintained for each employee in an appropriate form.
4. Either prefixing or suffixing of any kind of leave with vacation is allowed on prior approval.
5. Public holidays either prefixed or suffixed to Earned Leave will not be included in the Earned Leave. However, the public holidays in between will be accounted for Earned Leave.
6. Any kind of leave may be granted in combination with or in continuation with any other kind of leave except C.L with prior approval.
7. The sanctioning authority may recall an employee for duty before the expiry of his / her leave.
8. Unauthorized absence from duty may be treated as misbehavior attracting disciplinary action and may lead to Break-in-Service.
9. An employee on leave shall not take up any service or accept any employment without prior written permission of the appointing authority.
10. An employee (declared as Vacation Staff) who leaves his place of duty during vacation is liable to be recalled when his/her services are necessary.
11. During the tenure of service, any Loss Of Pay (LOP) leads to Break-In-Service and it affects the monetary benefits (if any), promotions in service, and may attract disciplinary action.

12. Public holidays either prefixed or suffixed to LOP will not be treated as LOP. However, the public holidays in between LOP will be treated as LOP.
13. Earned Leave or LOP cannot be sanctioned / availed for a period less than a day.
14. The Principal shall be the authority competent to grant leave to all employees. In case of the Principal, Chairman of the Governing Body will be the authority to sanction leave.
15. An employee cannot return to duty before the expiry of leave granted to him/her, unless he/she is permitted by the competent authority to do so by getting it sanctioned in writing.

➤ **CASUAL LEAVES**

1. Casual Leave will be admissible to all employees of the college for a total period not exceeding 15 days in a calendar year.
2. If any employee joins the college in the middle of the calendar year, the quantum of casual leave admissible to him/her will be on *pro rata* basis.
3. Leave may be granted for a period not exceeding 10 days at a time, including public holidays. Availing public holidays is not accounted to casual leave.
4. Casual Leave will be granted to a maximum of 4 (four) days in any quarter and not exceeding 15 (fifteen) days in a calendar year. However, the competent authority, if necessary, may grant casual leave in advance.
5. Casual Leave for half a day can be granted to an employee for the Forenoon or Afternoon session.
6. For Casual Leaves, sanctioning authority is the Head of the Department.
7. Any balance of Casual Leaves shall lapse with the calendar year.
8. Casual Leave should not be combined with any kind of regular leave, Loss Of Pay or vacation.
9. In normal circumstances, casual leave requires advance sanction. The employee has to make alternative arrangements for his / her work.

➤ **SPECIAL CASUAL LEAVES/Official duty:**

1. All the teaching staff of the college are entitled to special casual leave to take up examination work in JNTUA or outside, to attend conferences or seminars etc.
2. Special Casual Leave may also be granted to an employee who is prevented from attending to his duties for want of transport facilities owing to a local or regional or state wide 'Bandh' or the like provided the employee is staying at a distance of more than 5 KM in radius from his Headquarters.
3. Special Casual Leave may also be granted for attending to calamities subject to prior approval after exhausting all casual leaves.

NOTE: Special Casual Leave cannot be combined with ordinary Casual Leave or with any other leave or vacation.

➤ **VACATION & EARNED LEAVES**

1. The teaching staff and such other member of staff declared as a regular teaching staff of the college, who have completed one year of continuous service in the college, and put on time scale of pay shall be eligible for 30 days of vacation leave in a calendar year. Based on the number of days of vacation saved during the announced summer recess/ inter semester break, his EL account will be credited by $x/3$ where x is the duration saved. As such, no vacation is given for employees who put up less than a year of service.
2. Faculty, the Librarians, Assistant Librarians, Technicians and clerical staff of the college, who have completed one year of continuous service in the college and not on time scale, shall be eligible for 10 days of vacation leave in a calendar year. As such, no vacation is given for employees who put up less than a year of service.
3. Attenders and Book Keepers of the college shall be eligible for 6 days of vacation leave in a calendar year, after completion of three years of continuous service in the college.
4. Vacation leave may be availed in combination with or in continuation to the earned leave (except Casual Leave) provided that all put together shall not exceed 45 days in case of teaching staff and 15 days in case of Librarians, Assistant Librarians, Technicians, Clerical Staff, Attenders and Book-keepers. This limit may however be relaxed by the competent authority who grants leave.
5. The vacation leave should be availed as and when the vacation is declared. When an employee is prevented from taking vacation leave, it would be compensated with quantum of earned leave equal to half of the un-availed vacation leave in a calendar year. However, Drivers, Cleaners and Housekeeping staff of the college are not eligible for any vacation leave.
6. An employee shall be present in college either on the last working day before vacation or on first working day after the vacation.
7. Leave earned by each employee during any calendar year will be finalized and credited to his/her Earned Leave account only at the end of the calendar year (i.e., on 31st December). The leave earned in that year can be availed of during subsequent years.
8. Earned Leaves accumulated in an employee's leave account should not exceed 300 days.
9. If the service of the employee, who is on vacation is required at any point of time, for any official purposes like JNTUA inspection, Spot Valuation, Observer duty, or any additional work in the college, they must be readily accessible over telephone / mobile phone to attend the same. An employee who is on vacation, if

not accessible completely for a period of 24 hours, may attract severe disciplinary action.

➤ **ACADEMIC LEAVE**

- 1) Academic leave, not exceeding **5 days in a calendar year**, may be granted to the teaching staff member of the college for academic purpose such as external examiner for practical/ and for attending any other assignments by the universities other than JNTUA and for Ph.D related work for those who have registered for Ph D through proper channel.
- 2) When the teaching staff member is on vacation leave, he/she cannot avail academic leave.
- 3) Any balance period of academic leave shall lapse by the end of every calendar year.

➤ **LEAVE SALARY**

An employee on Earned Leave is eligible for leave salary equal to the pay drawn in his/her post before the day his/her leave commences.

➤ **COMPENSATORY LEAVE**

If an employee's services are necessary beyond the college working hours or during holidays, the concerned Head of the Department can make use of his/her services and accordingly the compensatory leave can be recommended, if it is not a remunerative work. The competent authority will grant his/her compensatory leave and the same will be credited to his/her leave account. The competent authority has discretionary right to sanction the compensatory leave. Any balance period of compensatory leave at the end of the calendar year will be brought forward to the next year.

NOTE: The leave rules shall be amended from time to time.

➤ **TRAVELLING ALLOWANCES, DAILY ALLOWANCE, LOCAL TRANSPORT**

Employees of the College when deputed to any outstations shall be entitled to Travelling Allowances, Daily Allowances and other expenditure that they incur which shall be regulated as under:

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

Grades: All the staff both teaching and non-teaching are classified into 4 Grades as follows:

Grade – I: All the regular staff of Asst Professor cadre and above to draw monthly salary Rs.40000/- and above.

Grade – II: All the employees who draw monthly salary in the range Rs.20000-40000.

Grade – III: All the employees who draw monthly salary in the range Rs.10000-20000.

Grade – IV: All the employees who draw monthly salary less than Rs.10000.

Revised rates of TA, DA & Incidentals w.e.f. 1-09-2021

Grades	Salary per Month	T.A. (Actuals subject to a maximum of)	D.A.		Rent (actual subject to a maximum of)	
			State Capitals	Other Places	State Capitals	Other Places
I	Rs.40,000/- & above	1 st Class A/C	Rs.350	Rs.200	Rs.1500	Rs.1000
II	Rs. 20,000/- & above but less than Rs.40,000/-	2 nd Class A/C	Rs.300	Rs.170	Rs.1200	Rs.700
III	10,000/- & above but less than Rs.20,000/-	3 rd Class A/C	Rs.300	Rs.170	Rs.1000	Rs.500
IV	Less than Rs. 10,000/-	2 nd Class Sleeper	Rs.250	Rs.150	Rs.800	Rs.500

*Incidentals at actual.

Eligibility to draw Daily Allowance (DA):

1. Full D.A. for the 8 hrs to 24 hrs absence from headquarters.
2. 50% D.A. For the 4 hrs to 8 hrs absence from headquarters.
3. No D.A. for the less than 4 hrs absence from headquarters.

Employees of Grade – I are eligible to travel by 1st class. All the other employees are eligible to travel by II class. However, the actual fare will be borne by the college, if travelled by taxi on obtaining prior approval by the competent authority before travel.

NOTE:

- 1) Regarding the interpretation of these rules and on any other point which is not covered under these rules, the decision of the Management / Principal of the College shall be final and such decision shall not, as far as possible, affect the general interest of the employees.
- 2) The Management reserves the right to amend any of the above rules in the interest of the College without affecting the general interest of the employees.

RESEARCH PROMOTION ALLOWANCE:

- **For presenting papers in seminars / conferences etc.**

The Regular Teaching Staff who are sponsored for presenting in seminars / conferences are eligible to travel by II A/c in addition to reimbursement of registration fee. No D.A. is admissible. This facility is limited to once in an academic year i.e. July to next June. Apart from this, on prior approval by the principal, one extra day will be allowed as ON DUTY, for the staff members who travel more than 500 KM for the above purpose.

- **For publishing papers in National / International Journals:**

In order to encourage the faculty members to keep continue the research activities, a token of appreciation will be given at the rate of Rs.500/- for the paper published in a National Journal and Rs.1500/-, for the paper published in International Journal subject to recommendations by Director (R&D).

ALLOWANCES FOR ATTENDING SEMINARS, Q.I.P. COURSES, REFRESHER COURSES etc.

The regular teaching staff who are permitted to attend the seminars as delegates, and to undergo Q.I.P Courses, Refresher Courses / Summer Schools, Winter Schools / Training Programs etc., are eligible to travel by II Sleeper Class, No D.A. is admissible. This provision is not extended when the organizing agency is meeting T.A.

V. RECRUITMENT / APPOINTMENTS

1. The normal method of recruitment to any service in the teaching cadre is either solely by direct recruitment or by promotion duly satisfying other conditions for promotion from lower cadre to higher cadre, approved by the competent authority.
2. The Management is the competent authority to appoint any employee. The appointment orders shall be issued by the Management or Director or Principal on behalf of the Management.
3. The Governing Body shall have the power to decide whether a particular post to be filled by open advertisement or by invitation or by promotion from amongst the members of the staff of the college.
4. Selection Committee for filling teaching posts by open advertisement shall be constituted by the Governing Body and approved by the Governing Body.
5. Selection Committee for non-teaching posts shall be constituted by the Governing Body.
6. If the post is to be filled by open advertisement, it shall be advertised by the Chairman. Applications received shall be scrutinized by the Principal for selecting the candidates to be called for interview.

7. The Selection Committee interviews the candidates called for interview and makes its recommendations to the Governing Body, the names of the selected being arranged in order of merit.
8. No act or proceedings of any Selection Committee shall be questioned on the ground merely of the absence of any member or members of the Selection Committee.

Teaching Staff comprises the following categories:

- a) Principal
- b) Professor
- c) Associate Professor
- d) Assistant Professor
- e) Any other category of post so declared by the Management.

Technical Staff:

- a) Programmer / Asst Programmer / Data Entry Operator
- b) Technician
 - Grade – I (Senior Technician)
 - Grade – II(Technician)

'Non-Teaching Staff' means those categories of staff that are categorized as follows:

Office:

- a) Administrative Officer
- b) Manager (Accounts)
- c) Superintendent
- d) Senior Assistant
- e) Junior Assistant
- f) Steno-cum-P.A. to Principal
- g) Data Entry Operator
- h) Record Assistant
- i) Attender
- j) Vehicle **crews-Drivers, cleaners etc**

Contingent Staff

- a) Watchman
- b) Gardner
- c) Sweeper

➤ **STAFF STRENGTH**

- a) The teaching staff strength shall be as per AICTE / UGC Norms.
- b) The Non-Teaching Staff strength shall be as per A.P. State Government / University Norms.

➤ **QUALIFICATIONS**

The qualifications, age, experience etc., shall be AICTE / UGC norms in respect of teaching staff and as per A.P. State Government/University norms in respect of Non-Teaching Staff.

➤ **SELECTION**

- a) The rules prescribed for selection of employees from time to time by AICTE / University / Government of A.P. shall be followed.
- b) Staff Selection Committee shall be constituted as per G.O.Ms.No.525 Edn.(n) Dept. Dated 29.11.1983 and subsequent notification for filling up teaching and non-teaching posts.
- c) A post shall be filled up by direct recruitment through open advertisement or by promotion from among qualified and eligible internal candidates, as directed by the Governing Body.
- d) The Management / Governing Body may in special circumstances appoint persons by invitation/deputation/contract basis year after year up to a maximum of five years or up to a maximum age of sixty-five years.

➤ **PROBATION & TERMINATION**

- a) The initial appointments to all posts in the college shall be on probation for a period of **one year and thereafter regarded as 'regular' employer**. Persons appointed to a higher post by promotion/selection shall be on probation for a period of one year only.
- b) The appointing authority shall have the power to extend the probation period of any employee of the college for valid and sufficient reasons for such a period as may be found necessary or terminate his/her services after due notice.
- c) Where it is proposed to terminate the employment of a probationer during the period of probation, for any specific fault or on account of his unsuitability for the service, the probationer shall be apprised of the grounds of such proposal and given an opportunity to show causes against it, before orders are passed by the authority competent to terminate the employment on one month's notice. Unless otherwise stated specifically in the terms of appointment an employee on probation may terminate his/her engagement in the college by giving to the appointing authority one month's notice. However, the appointing authority may for sufficient reasons, accept the notice for a lesser period also.
- d) The employee is deemed to have been on probation until the order declaring satisfactory completion of probation is communicated to him/her, even if the required period of probation is completed.
- e) After confirmation, the appointee shall hold the office till the age of superannuation unless otherwise found unsuitable to discharge his/her regular duties.
- f) The age of superannuation / retirement shall be 60 years in the case of teaching staff and 58 years in respect of non-teaching staff.
- g) If a member of the staff is not confirmed after the period of probation and his/her probation also is not formally extended he/she may be apprised of the reasons there for and he/she shall be deemed to have been continued on a

temporary basis and his/her service may be terminated by the appointing authority by giving one month's notice.

- h) The appointing authority shall have the power to terminate the services of any staff member appointed on consolidated pay without notice, unless otherwise stated specifically in the terms of appointment.
- i) The Governing Body shall have power to terminate the service of any member of the permanent staff by giving him/her **2 months'** notice if, on medical grounds, certified by a medical authority nominated by the Governing Body **or based on enquiry report submitted by the committee appointed**, if the member's retention in service is considered undesirable.
- j) If a person having been appointed temporarily to a post is subsequently appointed regularly, he/she shall commence probation from the date joining in the regular post.
- k) The services of any employee during the period of probation are liable to be terminated with one month's notice on either side, but the Principal shall have power to require a member to continue in service till the academic year is over.
- l) No application of the employee seeking employment elsewhere shall be forwarded during the probation period.
- m) The rules governing, probation shall not apply to appointments made on adhoc / contract / contingent basis.
- n) The services of any candidate appointed on temporary / adhoc basis can be terminated without any notice and without assigning any reason there for.

➤ **RESPONSIBILITIES OF TEACHING STAFF:**

Academic Responsibilities:

1. Class Room Instruction & Laboratory Instruction of high quality in line with the syllabus prescribed by **JNTUA/BoS concerned** and relevant advanced topics beyond syllabus.
2. To develop curriculum, learning resource materials and Laboratories.
3. To actively participate **in** co-curricular and extra – curricular activities of the college and those organized by other institutions.
4. Excellent guidance and counseling to promote their personal, ethical, moral and overall character.
5. To keep abreast of new knowledge and skills, help generate new knowledge and dissemination of such knowledge through publication of papers, books and seminars etc.
6. Self-development through up-gradation of qualification and participation in professional activities.

Administration:

1. To participate actively in administrative management of the institution and also in policy making.
2. Planning, monitoring and evaluation and promotional activities at department and institutional level.
3. To design and develop new courses of high quality.
4. To prepare project proposals for funding in vital areas of R & D.
5. Laboratory Development and Modernization.
6. To participate in administration related activity both at departmental and institutional levels.
7. To monitor and evaluate academic and research activities.
8. To participate in policy planning at the Regional / National level for development of Technical Education.
9. To help mobilization of resources for the institution.
10. To plan and implement staff development activities.
11. To maintain accountancy and to conduct performance appraisal.

Research & Consultancy:

1. To actively involve in Research and Development Activities, Research guidance and Industries sponsored research.
2. To provide consultancy and testing services by providing extension services and participating in community services.
3. To provide non-formal modes of education for benefit of community and dissemination in community services.
4. To promote the spirit of entrepreneurship with an aim at creation of jobs.
5. And any other relevant work assigned by the head of the institution.

➤ ETHICAL STANDARDS FOR TEACHERS

A Teacher

- Shall live and lead by example in every sphere of conduct particularly to inculcate a noble culture in students.
- Respect parents, teachers, and elders.
- Express the love of brotherhood to fellow students.
- Accept and extend due respect to every religion and social grouping.
- Love the nation and commit their endeavors to her progress.
- Have a sense of belonging to the institution.
- Assume total dedication to the teaching profession.
- Always have an urge to excel in professional expertise.

A Teacher

- Shall wear respectable attire, befitting the society's expectations shall keep up immaculate personal hygiene at all times.
- Shall never appear untidy, through style of dressing, grooming of hair or in respect of any other ornament one wears.
- Shall never gossip or discuss unauthentic information with peers or other members of public which might provoke a sensation or ill feeling or any sort.
- Shall always listen to students with concern, whether it be in respect of doubts in lessons or it be relating to any personal help.

- Shall always motivate the students, giving them a feeling of comfort and encouraging their enthusiastic expressions.
- Shall attend to parents as a true representative of the institution, clarify their doubts with concern and help them understanding the system in a better manner.
- Shall confer with them on any special problem pertaining to their wards; assist them in solving the problem and guiding them properly on how and who to approach for further help.
- Shall always give the parents authentic and correct information and never enter into any form of gossiping either relating to the schools or of fellow teachers, student or any other member of society.
- Shall always accept the entire fellow teachers, honor their sentiments and respect their value system.
- Shall always endeavor to assist fellow teachers, either in their teaching practice or in any form of adjustment required for discharging their responsibilities.

➤ **ANNUAL PERFORMANCE APPRAISAL REPORT API:**

All faculty shall submit “**Academic performance Indicators**”(API), the open and transparent performance report every year, containing their academic activities and achievements. The H.O.D. shall offer his remarks and observation on the report. The Performance Assessment Committee headed by the Principal shall review the reports and finalize. The assessment shall be used for the following purposes.

1. Award of annual increments.
2. Award of special increments and awards for superior performance.
3. Award of career advancement and promotion.
4. Monitoring and recording of the regular growth of each faculty member.

➤ **QUALIFYING SERVICE:**

The total period of service put in by an employee both in AICTE approved Engineering Institutions, in appropriate discipline /in Industries or in “Annamacharya Institute of Technology and Sciences, Tirupati”, shall be considered in all Engineering disciplines, Science and Humanities.

➤ **SENIORITY**

The seniority of an employee in a post shall be determined by the total qualifying service rendered by him/her in the post. In case of two or more persons selected for appointment at the same time to a category or post, the appointing authority shall fix the order of seniority among them as per the merit order fixed by the selection committee.

➤ **EXTENSION OF TEMPORARY SERVICE:**

If the appointing authority is of the view that the work and conduct of the temporary employee have not been satisfactory, that the notes / memos of warning issued to them had no avail and that the temporary employee is found incapable of discharging the duties entrusted to him/her, the appointing authority may, with reference to the materials placed on record, terminate his/her service or extend the period of temporary service.

➤ **REMOVAL OF UNIVERSITY RATIFIED STAFF FROM SERVICE:**

If the ratified/permanent employee is found not suitable to carry out the entrusted work or possesses / displays bad conduct which may be detrimental to the student community as a whole, a show cause notice shall be given to the individual by the Principal. The explanation of the individual shall be placed before the Governing Council for final orders either for continuance or for reduction of cadre or reduction of salary or removal from service. **If the employee is found deemed unfit for continuation, services can be terminated as per the terms and conditions of appointment.**

➤ **RESIGNATION BY EMPLOYEES & RELIEF**

A candidate, when appointed as an employee in this college shall work for a minimum period of one year.

A permanent member of staff shall resign from his post and terminate his engagement with the College, either by submitting a two months notice; prior to his date of termination of service to the appointing authority or by remitting two months gross salary to the College in lieu of notice period. However, the appointing authority may for sufficient reasons, accept the notice for a lesser period also. He/she shall be relieved only at the end of even semester or after completing one year of service and also completing all the academic work pertaining to the semester concerned. For notice period, no vacation or casual leave in their credit will be taken into account. In case of any shortage in two months notice period, appropriate recovery will be made.

➤ **INCREMENTS:**

All employees in a post or cadre on scale of pay are eligible for increments in the time scale of, complete one year of service as on 1st August unless it is withheld as a measure of punishment. An increment may be withheld by the competent authority if his/her conduct has not been good or his/her work has not been satisfactory.

➤ **RETIREMENT:**

Except as otherwise, the Faculty and Principal/**AICTE/UGC** shall normally retire from service in accordance with the age fixed by the AICTE. Faculty completing the age of retirement by superannuation during the middle of the academic year may, however be permitted to continue in service till the end of academic year.

➤ **PAY, ALLOWANCES, INCREMENTS**

1. **Pay:** AICTE / UGC scales of pay as applicable from time to time shall be adopted to the posts classified as teaching staff.

A.P. State Govt. / University scales of pay as applicable from time to time shall be adopted to the posts classified as non-teaching staff.

2. **Allowances:** Dearness, House Rent and other allowances as per A.P. State Govt. rates and rules as extended by Management be adopted from time to time to all regular employees of the college.

3. **Sanction of Increments:**

a) **Advance Increments:**

The University Staff Selection Committee **or selection committee of the college** is the competent authority to recommend advance increments to the candidate selected based on their qualification / specialization/experience.

b) **Regular Increments:**

Regular increments shall be sanctioned by the Management / Principal on satisfactory performance of the employee as recommended by the Head of the department as per the prescribed proforma **/API scores**. In the case of HOD, Principal is the sanctioning authority. In the case of Principal, Chairman is the sanctioning authority. In the case of employees in the office and other supporting staff, Recommendations of the principal to the chairman will be taken into account.

The Management shall have the authority to withhold an increment for a certain period not exceeding one year as a disciplinary measure on sufficient and valid reasons, and after the employee has been given a fair opportunity to defend oneself. However, such withholding of an increment shall not have cumulative effect.

The Governing Body / Management shall be the competent authority to implement career advancement scheme as per relevant UGC / University / A.P Govt. Norms.

➤ **GENERAL CONDITIONS OF SERVICE**

WHOLE-TIME EMPLOYEE

- a) Unless otherwise stated specifically in the terms of appointment, every employee is a whole-time employee of the Institute, and may be called upon to perform such duties, as may be assigned to him by the Principal even beyond scheduled working hours and on Holidays and Sundays.
- b) An employee of the College shall devote his/her whole time to the service of the college and execute such duties as may be assigned to him by the Principal. He / She shall not engage himself/herself either directly or indirectly in any trade or business or private tuition or any other work which is likely to interfere with the proper discharge of his / her duties, but the prohibition herein shall not apply to academic work relating to university examinations, question paper setting, delivering Guest Lectures and any other work undertaken with the prior permission of the Principal/Management, which may be given, subject to such conditions as regards to acceptance of remuneration that may be laid down by the Governing Body.

➤ **GENERAL CONDITIONS**

1. All the employees of the College shall be subject to the general disciplinary and conduct rules of the Colleges.
2. All the employees of the College are required to be present in the college throughout the working hours of the college on all working days.
3. All the employees of the college shall strictly be adhered to the conditions of appointment agreed and signed by individual staff.

4. An employee may be placed under suspension by the appointing authority pending enquiry into framed charges by giving the employee a fair chance to represent his/her case. Principal is empowered to suspend any employee if it is in the interest of the college and report his action to the Management, and the university as the case may be.
5. The services of an employee either probationer or permanent are liable to be terminated on grounds of fraud, gross indiscipline, negligence of duties, prolonged illness, disability to discharge his / her official duties satisfactorily etc., after giving 2 month's notice or 2 month's salary in lieu thereof for regular employee and one month notice or one month salary, in lieu thereof for probationer. The employee concerned however shall be given full and fair opportunity to represent his/her case before effecting such termination. In all such cases the A.P. State Govt. Rules in force shall be applicable. There is no necessity to issue such notice to the temporary employees.
6. No application of an employee seeking employment elsewhere shall be forwarded during the period of his/ her probation. On completion of probation, not more than two applications per academic (June / July) year shall be forwarded for outside job.
7. Any teaching staff of the college while joining shall be prepared to serve a minimum of one academic year and they shall not be relieved in the middle of the academic year and may be relieved by the end of academic year on submission of two months advance notice.
8. In case an employee willing to be relieved in the middle of the academic year, he/she shall pay two months' salary.
9. An employee shall have to give two months notice in case he/she desires to be relieved on resignation or alternatively he/she shall pay two months salary in lieu thereof. The resignation shall come into force from the date of accepting the resignation by the Management / Principal or date of his / her relief whichever is earlier.
10. For all employees in the College, an individual file and Service Register shall be maintained with regular updating as per A.P State Government Norms.
11. An employee who would like to get back their original certificate from the office for the purpose of verification in any Government Departments or elsewhere have to deposit two month's pay(in lieu of certificates) in the form of cheque, in favor of AITS,Tirupati which will be returned immediately after the certificates are deposited back to the Administrative Office.

➤ **CONDUCT RULES**

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

- b) Every employee, at all times, maintain integrity, be devoted his/her duty and also be honest and impartial in his/her official dealings. An employee shall, at all times be courteous and polite in his/her dealings with the Management, Principal, other members of staff, students and with members of public. He / She shall exhibit utmost loyalty and shall, always, act in the interest of the college.
- c) An employee shall be required to observe the scheduled hours of working during which he / she must be present at the place of his / her work. No employee shall leave headquarters except with prior permission of proper authority. Whenever leaving station, and employee shall inform the Principal in writing through the respective HOD or the principal directly if he / she happens to be a HOD the address at which he / she would be available during the period of his / her absence from the headquarters.
- d) No employee shall be a member of a political party or shall take part in politics or be associated with any party or organization which takes part in political activity, nor shall subscribe in the aid or assist in any manner any political movement or activity.
- e) No employee shall make any statement, publish or write through any media which has the effect of an adverse criticism of any policy or action of the College or detrimental to the interest of the college.
- f) No employee can engage directly or indirectly in any trade or any private tuition or undertake employment outside his official assignment, whether for any monetary gain or not.
- g) An employee against whom an Insolvency Proceedings commenced in the Court of Law shall forthwith report full facts thereof to the College.
- h) An employee against whom Criminal Proceedings are initiated in a Court of Law shall immediately inform the competent authority of the college regarding the details thereof.
- i) No employee shall except with prior permission of the competent authority, have recourse to law or to the press for the vindication of any official act of the college which has been the subject matter of criticism or attach of defamatory character.
- j) Whenever an employee wishes to put forth any claim or seeks redressal of any grievance he/she must forward his / her case in writing through proper channel to the competent authority and shall not forward any such advance copies of his / her application to any higher authorities unless the competent authority has rejected his/her claim or refused redressal of the grievance or has delayed the matter beyond a reasonable time.
- k) An employee who commits any offence or dereliction of duty or does an act detrimental to the interests of the College is subject to an enquiry and punishment by the competent authority. However, any employee aggrieved by the decision of the competent authority may appeal against such punishment or decision within 15 days of the receipt of the orders of the decision to the Management and the decision of the Management thereon is final and binding on the employee.

- l) No employee shall engage in strike or incitements thereto or similar activities such as absence from work or neglect of duties or participate in hunger strike etc. Violation of this rule will amount to misconduct and attract deterrent punishment.
- m) All the employees shall appear in a decent dress and maintain professional dignity and decorum. Male staff should not wear Jeans clothes. Female staff are expected to wear saree only while coming to college.

➤ **DISCIPLINARY ACTION**

- a) All employees are liable for disciplinary action for disobedience, misconduct and dereliction / negligence of duty. However, such disciplinary action shall be taken after establishing the grounds on which the disciplinary action is initiated and after a fair opportunity has been provided to the employee to defend himself / herself.
- b) As part of the disciplinary action, the following punishments for good and sufficient reasons may be imposed upon the employees of institution, after establishing the facts about dereliction / negligence of duties.
- i. Censure
 - ii. Withholding of increments/promotion
 - iii. Recovery from his salary whole or part of any pecuniary loss caused to the college due to negligence of duty or breach of orders.
 - iv. Suspension
 - v. Removal from service
 - vi. Dismissal from service
- c) If the competent authority feels it necessary to constitute an enquiry committee as a part of the procedure for taking disciplinary action, the enquiry committee shall consist of the three members – HODs/ from among Senior Faculty members.
- d) An employee can appeal out any punishments imposed upon him/her to the Management/Governing Body as the case may be.

➤ **POWER TO MODIFY THE RULES:**

- a) These rules are subject to modifications or amendments as may be made from time to time by the Governing Body.
- b) If any dispute arises in the interpretation of these rules, the decision of the Governing Body shall be final.

CHAIRMAN

PRINCIPAL