



# ABDULKALAM INSTITUTE OF TECHNOLOGICAL SCIENCES

(Approved by AICTE, New Delhi & Affiliated to JNTUH, Hyderabad, ISO 9001 : 2008 Certified Institution)  
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## SERVICE, CONDUCT, AND LEAVE RULES OF EMPLOYEES

### SERVICE RULES

These rules are called "Sai Spurthi Institute of Technology Employees Service and Conduct Rules" and come into effect from the date of approval by the Governing Body.

#### 1. GOVERNING BODY:

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

#### 2. EXECUTIVE COMMITTEE:

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

#### 3. CADRE OF STAFF:

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

i) Principal ii) Professor iii) Asso. Professor iv) Asst. Professor v) Librarian vi) Physical Director

**B. Non-Teaching Staff:** This comprises of two categories (Viz.,) Technical supporting staff and Non-Technical staff.

##### Technical Supporting Staff:

i) Asst. Librarian ii) Systems Manager  
iii) Computer Programmer iv) Laboratory Technician v) Laboratory Attendant

##### Non-Technical Staff:

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

#### 4. CADRE STRENGTH:

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

## **5. QUALIFICATIONS&EXPERIENCE:**

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

## **6. METHODOFSELECTION:**

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

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

## **7. NATUREOFAPPOINTMENTS:**

Appointment shall be categorized as follows:

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

## **8. SELECTIONPROCEDURE:**

Selection Authority:

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

**College Staff Selection Committee: Regular appointment or promotion of teaching Staff** Selection by promotion from the lower category shall be on the basis of proven merit and ability. Seniority shall be considered only when merit and abilities are equal.

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

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

#### **9. SCALES OF PAY:**

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

#### **10. APPOINTING AUTHORITY:**

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

#### **11. PROBATION & SENIORITY:**

##### **a) Probation:**

All directly recruited and regularly appointed staff shall be on probation for 1 year. Staffs who are promoted from lower cadres shall be on probation for 1 year. An employee is deemed to have completed probation satisfactorily only if he receives a communication in this regard. The probation period can be extended by the Governing Body.

Declaration of probation does not confer on the employee any special right of permanence to continue in the post.

##### **b) Seniority:**

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

#### **12. RESIGNATION AND RELIEF; TERMINATION; TRANSFERS:**

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



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

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

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

Teaching Staff who completed Probation	1 month notice or 1 month salary in lieu of such notice
Non-Teaching Staff who completed Probation	1 month notice or 1 month salary in lieu of such notice
Teaching Staff on contract basis or on probation	No advance notice
Others on probation	No advance notice

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

### **CODE OF CONDUCT FOR THE STAFF OF AKITS**

- Staff must maintain high standards of punctuality, honesty and professional ethics.
- They should work within the institutional policies and practices, so as to satisfy the Vision and Mission of the Institute.

- Staff must ensure that they are dressed decently , safely and appropriately for the tasks they undertake.
- Staff should co-operate and collaborate with colleagues and external agencies, necessary to support the development of the college and students.
- All staff of the college should maintain harmonious relations with other staff and students.
- All staff should follow the instructions and directions of the authority.
- All staff should constructively contribute toward the development of the college and university.
- All staff should strictly adhere to the academic requirement of the institution and maintain the sanctity of academic environment.
- All staff should make an effort for the continuous development through training programs, workshops and research and development activities.

## **LEAVE RULES**

### **A. General:**

1. Leave cannot be claimed as a matter of right. The sanctioning authority has full discretion to refuse or revoke leave of any kind whenever the exigencies of service so demand.
2. A leave account shall be maintained for each employee in an appropriate form.
3. An employee shall not take up any service or accept any employment, while on leave.
4. Casual leave is sanctioned to the employees by the Principal based on the recommendation of concerned Heads of the Department/Sections.
5. 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.

### **B. Casual Leaves:**

1. All employees of the college shall be entitled to 09 days of casual leave and three optional holidays to be decided before the beginning of a calendar year or proportional to the service put in by an employee during the year of his / her initial employment.
2. Casual Leave in one stretch shall not exceed two days for a total period of five days, including public holidays.
3. Half-day Casual Leave shall be granted to an employee, either in the fore noon or afternoon session. In normal circumstances, casual leave requires advance sanction and the employee has to make alternate arrangements for his / her work prior to proceeding on leave.

### **C. Compensatory Casual Leave (CCL)**

All the employees are entitled for Compensatory Casual Leave in lieu of working on Sundays/Holidays. The CCL can be applied after completion of the Casual Leaves.

**D. Special Leaves:**

- a) The teaching staff is entitled to avail special leave up to a maximum period of 1 week in a calendar year to take up examination work in the college or outside; to attend conferences or seminars etc.
- b) Special Casual Leave up to a maximum period of 1 week may also be granted to an employee for marriage of himself/herself or, their children as well as in cases of personal calamities or, bereavement.
- c) Special Casual Leave up to a maximum period of 1 week may also be granted to an employee for demise of their father/mother.

**E. Medical Leaves:**

All staff shall be granted medical leave, not exceeding 3 Days in case of any serious illness, hospitalization or, medical complications, if any.

**F. Maternity Leave:**

All Women employees are entitled to avail maternity leave of 90 days each for the first two pregnancies.

**G. Travelling Allowance, Daily Allowance ,Local Transport etc.**

The employees of the college when deputed to any out stations shall be entitled to Travelling Allowance, Daily Allowance and other permissible expenses they incur as per the rules of Telangana State government in force from time to time.

**H. Allowance for Presenting Papers in Seminar/Conferences etc.:**

The regular teaching staff who are sponsored (once in an academic year) for presenting papers in seminars/conferences are eligible to traveling allowance addition to registration fee. No D.A. is admissible

**I. Allowances for attending seminars, ISTE/AICTE/UGC refresher courses etc.**

The regular teaching staffs who are permitted to attend the seminars as delegates, and to undergo refresher courses etc. as above are eligible to traveling allowance addition to registration fee. No D.A. is admissible.



## **DISCIPLINARY ACTION**

- a) All employees are liable for disciplinary action in case of disobedience, misconduct and dereliction / negligence of duty. However, such disciplinary action shall be taken after establishing the grounds on which the disciplinary action is initiated and after a reasonable opportunity has been provided to the employee to defend himself / herself.
- b) 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 three members from amongst the senior faculty including HODs.
- c) An employee can appeal against any punishment imposed upon him/her by the competent authority to the Management / Governing Body as the case may be.

  
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