



ADITYA ENGINEERING COLLEGE

An Autonomous Institution

Approved by AICTE • Permanently Affiliated to JNTUK • Accredited by NAAC with 'A' Grade

Recognised by UGC under sections 2(f) and 12(B) of UGC Act, 1956

Aditya Nagar, ADB Road, Surampalem - 533437, Near Kakinada, E.G.Dt., Ph:99498 76662

HR POLICY

I. SERVICE AND CONDUCT RULES

1. General:

- a) These rules shall be called ADITYA ENGINEERING COLLEGE, SURAMPALEM (AEC) Service and Conduct Rules and shall come into force from 01-06-2015. These rules supersede all rules previously in force.
- b) Except as otherwise provided, these rules shall apply to all categories of employees except part-time employees and employees borne on contingent establishment.
- c) The Governing Body of the College reserves to itself the right of modifying these rules from time to time.

2. Definition:

- a) 'Institute' or 'College' or 'AEC' means ADITYA ENGINEERING COLLEGE, SURAMPALEM
- b) 'Society' means Aditya Academy, Kakinada.
- c) The Head of the Institute means Principal
- d) 'Appointing Authority' means Head of the institution.
- e) 'Permanent Post' means a post carrying a definite scale of pay sanctioned without limit of time and included in the cadre of sanctioned posts.
- f) 'Permanent Employee' means a person confirmed in a permanent post to which no other person holds a lien.

- g) 'Department' means section or division in which services are rendered both teaching and practical training, leading to award of a degree/diploma in that faculty.

3. Appointing Authority for teaching posts:

- a) The Chairman of the Governing Body is the Chairman of Teaching and Non-teaching selection committee.
- b) All appointments of the staff of the College except that of the Principal shall be made by the Selection Committee constituted by the Chairman of the Governing Body from time to time.
- c) Selection Committee for teaching staff: The following are the members of Selection Committee for selection of Professors / Associate Professors / Assistant Professors / Lecturers.

1. Chairman of the Governing Body or Nominee
2. Head of the Institute
3. Head of Department
4. Two internal subject experts
5. One external subject expert.

- d) Selection Committee for Non-teaching staff: All regular appointments of non-teaching staff are made by the non-teaching selection committee constituted by the Governing Body from time to time.

1. Chairman of the Governing Body or Nominee
2. Head of the Institute
3. Head of Department / Administrative Officer / Accounts Officer
4. Two internal subject experts

- e) All posts at the College shall normally be filled by advertisement but the Governing Body shall have the power to decide, on the recommendation of the Head of the

Institute that a particular post be filled by invitation or by promotion from amongst the members of the staff of the College.

4. Travelling Allowance to attend interview:

Candidates selected for interview for a post are normally not entitled to T.A. but in special cases they may be paid such travelling allowance as may be determined by the Head of the institute from time to time.

5. Salary and Allowances:

All employees working under sanctioned post are entitled to pay according to pay scales of their posts, and in addition such dearness and other allowances at such rates as the Governing Body may decide, from time to time.

6. Appointments:

All appointments are permanent appointments.

7. Termination of services:

- a) If in the opinion of the appointing authority, the efficiency of an employee has been impaired due to any infirmity, due to which his retention in service is considered undesirable, by such appointing authority; his services may be terminated by one month notice or on payment of one month salary in lieu thereof.
- b) The appointing authority shall have the powers to terminate the services of any member of the staff on grounds of retrenchment or based on unavailability by giving to the persons concerned one month's notice in writing or on payment of one month salary in lieu thereof.
- c) A permanent employee of the College may discontinue his services by giving to the appointing authority three months notice in writing or on payment of three months' salary in lieu thereof, if agreed to by the appointing authority, provided that the appointing authority may for sufficient reasons call upon the employee concerned to continue till the end of the academic session in which the notice is received.

8. Travelling and Daily Allowances:

The employees of the College shall be entitled to travelling and daily allowances according to the scales laid down by the Governing Body from time to time on all such out station appointments as approved and authorized by the Principal.

9. Employees entitled to vacations:

It shall be for the Principal to decide the period of vacation to be given to teaching / non-teaching staff.

10. Conduct Rules:

The employees of the College shall be governed by the Conduct Rules as laid down in Annexure 'A'.

11. Leave Rules:

The employees of the College shall be entitled to avail any kind of leave in accordance with the rules approved by the Governing Body as laid down in Annexure 'B'.

12. Penalties:

The Principal may place a member of the staff appointed at the College under suspension under the following circumstances: -

Where a disciplinary proceeding against him is contemplated or is pending, or where a case against him in respect of any Criminal Offence is under investigation or trial in a Court of Law.

During the first year of suspension the member of the staff concerned shall be entitled to a subsistence allowance of an amount equal half the basic pay and any period subsequent thereto at such, rates as may be decided by the appointing authority. In addition he/she may be granted any allowance of which he/she was in receipt on the date of suspension to such extent and

subject to such conditions as the Principal may fix. During the period of suspension he/she will not be entitled to work anywhere else.

The following penalties may be imposed by the Head of the Institution based on the recommendations of the enquiry committee on any staff member, who is found guilty.

- i. Censure
- ii. Withholding of increments;
- iii. Recovery of the whole or part of the pecuniary loss caused to the College by negligence or breach of orders.
- iv. Reversion to a lower service grade or post or to a lower time scale, or to a lower stage in a time scale.
- v. Dismissal from service which shall ordinarily be a disqualification for future employment under the Aditya Engineering College.

A member of the staff aggrieved by any order imposing penalty passed by the Principal against him/her shall be entitled to prefer an appeal to the next higher authority against the order and the decision of the appellate authority regarding the appeal shall be final.

13. Provident Fund:

The employees of the college shall be entitled to the benefits of Provident Fund in accordance with the provisions of the rules of the Employees Provident Fund.

14. ESI:

The employees of the college shall be entitled to the benefits of ESI in accordance with the provisions of the rules of the ESI Corporation.

15. Interpretation:

Notwithstanding anything contained in the regulations, the Governing Body shall have the power to decide on any matter when any difficulty arises, regarding the interpretation or implementation of any of the above regulations.

ANNEXURE -A

CONDUCT RULES

1. Application:

The provisions contained in this Annexure shall apply to all employees of the College including Principal.

2. Definitions:

In this Annexure unless the context otherwise requires.

a) "Competent authority" means: -

- i. The 'Chairman of the Governing Body' in the case of the Principal.
- ii. The 'Principal' in the case of all other employees.

b) "Members of the family" in relation to an employee includes: -

- i. Spouse, and parents thereof;
- ii. Sons and daughters, and spouse thereof;
- iii. Parents, and spouse thereof;
- iv. Brothers and sisters, and spouse thereof; and
- v. Any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

c) "Serviced" means service under the College.

3. General:

- a) Every employee shall at all times maintain absolute integrity and devotion to duty, and also be strictly honest and impartial in his/her official dealings.
- b) An employee should at all times be courteous in his/her dealings with other members of the staff, students and members of the public.
- c) Unless otherwise stated specifically in the terms of appointment, every employee is a permanent employee of the College, and may be called upon to perform such duties, as may be assigned to him/her by competent authority, beyond schedule working hours and on holidays, Sundays and during vacations.
- d) An employee shall be required to observe the scheduled hours of work, during which he must be present at the place of his duty.
- e) Except for valid reasons and or unforeseen contingencies, no employee shall be absent from duty without prior permission.
- f) No employee shall leave station except with the prior permission of proper authority, even during leave or vacation.
- g) Whenever leaving the station, an employee shall inform the Head of the Department to which he/she is attached, or Principal if he/she is him/herself the Head of a Department, the address where he/she would be available during the period of the absence from station.

4: Taking part in Politics and Election:

No employee shall take active part in politics in the campus of the College or exploit his official position for political ends or permit the use of College facilities for political purposes.

5. Criticism of the Institute:

No employee shall, in any print/digital/electronic broadcast or in any document published anonymously or in his/her own name or in the name of any other person or in any communication to the press or in any public utterance, make any statement of fact or opinion.

- i. Which has the effect of an adverse criticism of any policy or action of the College; or

- ii. Which is capable of embarrassing the relations between the College and the Central Government or any State Government or any other Institution as organization or members of public; or
- iii. Which exploits the name of the College or his/her position therein. Provided that nothing in this paragraph shall apply to any statements or views expressed by an employee in his official capacity or in the due performance of the duties assigned to him/her.

6. Evidence before Committee or any Authority:

- i. Save as provided in sub-paragraph (iii) below, no employee shall, except with the previous sanction of the competent authority, give evidence in connection with any inquiry conducted by any person, Committee or authority.
- ii. Where any sanction has been accorded under subparagraph (i) no employee giving such evidence shall criticize the policy or any action of the College or the Central Government or any State Government.
- iii. Nothing in this paragraph shall apply for: -
 - a) Evidence given at any inquiry before any authority appointed by the College, by Parliament or by a State Legislature; or
 - b) Evidence given in any judicial inquiry; or
 - c) Evidence given at any departmental inquiry ordered by the College authorities.

7: Unauthorized communication of information:

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/her, communicate, directly or indirectly, any official document or information to any person to whom he/she is not authorized to communicate such document or information.

8. Private Trade or Employment:

No employee shall, except with the previous permission of the competent authority, engage directly or indirectly, in any trade or business or undertake any employment outside

his/her official assignments. No member of staff shall offer private tuition /services either for monetary or otherwise.

9. Investments, Lending and Borrowing:

(i) No employee shall speculate in any business nor shall 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.

(ii) No employee shall lend money at interest to any person nor shall he/she borrow money from any person with whom he/she is likely to have official dealings.

10. Insolvency, Habitual Indebtedness and Criminal Proceedings:

(i) An employee shall so manage his/her private affairs as to avoid habitual indebtedness or insolvency. When an employee is found liable to arrest for debt or has recourse to insolvency or when it is found that a majority of his salary is continuously being attached, he/she may be liable to dismissal. Any employee, who becomes the subject of legal proceedings for insolvency shall forthwith report full facts to the College authorities.

(ii) An employee who gets involved in some criminal proceedings shall immediately inform the competent authority through the Head of the Department to which he/she is attached, irrespective of the fact whether he/she has been released on bail or not.

An employee who is detained in police custody whether he/she is guilty or not on criminal charge Or otherwise for a period longer than 24 hours shall not join his/her duties in the College unless he/she has obtained written permission to that effect from the Principal of the College.

11. Movable, Immovable and Valuable property:

Every member of the staff shall, on first appointment in the College service and thereafter at such intervals as may be prescribed by general or special order of the competent authority submit return in such form as the College may prescribe in this behalf of all immovable property owned, acquired or inherited by him/her or held by him/her on lease or mortgage, either in

his/her own name or in the name of any member of his family or in the name of any other person.

12. Vindication of Acts and Character of Employees:

No employee shall, except with the previous sanction of the competent authority, have recourse to any court of law or to press for the vindication of any official act which has been the subject matter of adverse criticism or an attack of defamatory character. Provided nothing in this rule shall be deemed to prohibit an employee from vindicating his private character or any act done by him in his private capacity.

13. Representations:

(a) Whenever an employee wishes to put forth any claim, or seeks redress of any wrong done to him, 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 three months.

(b) No employee shall be signatory to any joint representation addressed to the authorities for redress of any grievance or for any other matter.

14. Punishment, Appeals etc:

An employee shall be governed by the provisions of the relevant rules regarding imposition of penalties for breach of any of these 'rules and preference of appeals against any such action taken against him.

ANNEXURE - B

LEAVE RULES

1. Introduction

Leave is a provision to stay away from work for genuine reasons with prior approval of the authorities. It may be granted for a casual purpose or a planned activity, on medical grounds or in extra-ordinary conditions. Leave cannot be claimed as a matter of right. Accordingly, leave rules and norms have been categorized under various heads. Vacation and leave are governed by a set of rules and norms as laid down by the Governing Body from time to time.

The following leave rules and norms give details about the different types of leaves and how they can be availed off. Certain rules are common to both Teaching and Non-teaching of the Institute. However few rules and norms have been designed specifically with reference to faculty of the Institute.

2. General Principles Regarding Grant of Leave

2.1 Applicability

The provisions contained in these rules shall apply to all permanent employees of the college.

2.2 Right to leave

- i. Leave cannot be claimed as a matter of right and the leave sanctioning authority may refuse or revoke leave of any kind.
- ii. To change the nature of leave, the maximum period permitted shall not exceed two weeks.
- iii. Mere application of the leave, without proper granting of leave shall be treated as absence without leave.

2.3 Authority empowered to sanction Leave

- i. Applications for leave shall be addressed to the Chairman of the Governing Body by the Principal and to the Principal by the other members of staff.
- ii. Sanction of Casual Leaves to the members of the staff both teaching and non-teaching of the functional departments shall be made by the respective Head of the departments / In-charge HOD's.
- iii. Sanction of Academic Leaves, On-duty leaves, Maternity Leaves and Study Leaves shall be made by the Principal. Leave applications for above mentioned leaves shall be forwarded through respective HOD's / In-charges of respective department to Principal.

2.4 Combination of leave

Except as otherwise provided any kind of leave under these provisions may be granted in combination with or in continuation of any other kind of leave, subject to any limits prescribed in such cases.

2.5 Rejoining of duty before the expiry of leave

Except with the permission of the authority, which granted leave, no member of the staff on leave may return to duty before the expiry of the period of leave granted to him.

2.6 Maximum period of absence from duty

- i. No member of the Service shall be granted leave of any kind for a continuous period exceeding one academic year.
- ii. Unless the Chairman of the Governing Body, in view of the special circumstances of the case, determines otherwise, a member of the service who remains absent from duty for a continuous period exceeding one academic year other than on foreign service, whether with or without leave, shall be deemed to have resigned from the service.

2.7 General

- i. Leave should always be applied for and sanctioned before it is taken, except in cases of emergency and for satisfactory reasons.
- ii. Absence from duty after expiry of leave entails disciplinary action.

- iii. Absence without leave will constitute an interruption in service
- iv. A staff on leave should not, take up any service or employment elsewhere without obtaining prior sanction of the competent authority.
- v. At any time not more than 30% in a department may be granted leave.

3. Kinds of Leave:

The following kinds of leave shall be admissible to the members of the staff of this Institute.

- 1. Casual Leave (CL)
- 2. Academic Leave (AL)
- 3. On-Duty (O.D)
- 4. Maternity Leave (MTL)
- 5. Study Leave

3.1 Casual Leave (CL)

- i. Casual Leave is not earned by duty. A staff on CL is not treated as absent from duty. CL cannot be claimed as of right and is subject to a maximum of 15 days in a calendar year.
- ii. Second Saturdays, Sundays, restricted holiday and holidays, whether intervening, prefixed or sufficed, shall not be counted as Casual Leave.
- iii. CL should not be granted for more than 3 days at any time in a month, and/ or leave should not exceed in a month for 5 days under any quota except under special circumstances.
- iv. CL can be taken for half a day also.
- v. Staff appointed and joined duty during the middle of a year may avail of CL on pro rata basis.

3.2 Academic Leave (AL):

Academic leave may be granted when a staff member attends conferences/ seminars/ workshops/ refresher courses/ symposia/ practical training/ judge for paper presentations/ conference chairs/ guest lectures etc. shall be entitled to Academic leave maximum amount of 12 days in an academic year.

The Priority to be followed in forwarding a recommendation is as follows:

1. In the order of seniority duly taking into account whether the faculty in the given academic year has already attended any seminar/workshops/ Symposium.
2. Area of research/teaching
3. Paper Presentations considered without any discretion.
4. Given faculty in a given academic year may get a second opportunity provided at least 50% of faculty are covered in the discipline/departmeht.
5. Permission for participation may be refused to those who have attended a similar program within the last six months.
6. At any given time not more than 2 faculties from a given department be deputed/permitted.
7. Refresher courses for Non- teaching technical staff in their line of duty can be considered for academic leave.
8. The above is only a general priority. In specific cases discretion may be used keeping in view of institution interest.

3.3 On-Duty (O.D.) Leave:

On-Duty leave may be granted when a staff member is attending Examination related work like Spot-Valuation/External Examiner up to 10 days in a calendar year.

3.4 Maternity Leave (MTL):

- i. Maternity Leave may be granted to a female staff with less than two surviving children, for a period of up to 90 days from the date of its commencement.

- ii. Maternity Leave shall not be debited to the leave account.
- iii. Maternity Leave may be combined with leave of any other kind except Casual Leave.
- iv. Minimum 2 years service in the college with a commitment of at least 1 year service bond after leave is required for availing of maternity leave.
- v. Maternity Leave is available for the desiring woman staff for three months un-paid leave for those who have less than two years of service in the institution.
- vi. Based on medical reports the maternity leave can be extended upto one month with salary unpaid.
- vii. During maternity leave, leave salary equal to last pay drawn is admissible.

3.5 Study Leave:

- i. Study Leave is granted to staff with not less than five years of service in the college for a course leading to Ph.D. and for Post-Doctoral Research and not less than three years of service in the college for technical staff for course leading to diploma.
- ii. Course should be certified to be of definite advantage to the Institute interest.
- iii. The Principal should approve the particular study to grant leave.
- iv. The official on his/her return should submit a full report on the work done during study leave meanwhile periodical review of the work should be submitted year-wise for Ph.D./ Post-Doctoral.
- v. Study leave is not admissible-
 - a) For studies out of India if facilities for such studies exist in India;
 - b) To an employee due to retire within three years on return from the study leave;
- vi. Maximum period of study leave is 36 months for Ph.D. Degree and one year for PDF.
- vii. Study leave shall not be debited to the leave account.

- viii. Faculty who wish to avail this Study Leave has to execute Three years service bond after completion of their Ph. D. / PDF.
- ix. Requisite Bonds in the prescribed forms are required to be executed by the faculty before proceeding on study leave. The bond amount will be decided by the Governing Body.
- x. If the course falls short of the study leave, the faculty should resume duty on conclusion of the course; or the excess period may be treated as ordinary leave with the leave sanctioning authority's prior approval.
- xi. Leave Salary for staff:

Basic salary during the period for NIT / IIT and 50 % of Basic pay in case of Universities.
- xii. Non-teaching technical staffs are eligible for study leave for up gradation of skills in their functional line like pursuing Diploma from ITI.