

MALLA REDDY ENGINEERING COLLEGE
(SPONSORED BY C.M.R. EDUCATIONAL SOCIETY)

**RULES AND CONDITIONS FOR THE
EMPLOYMENT OF STAFF**

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MALLA REDDY GROUP OF INSTITUTIONS (MRGI)
(Sponsored by C.M.R. Educational Society)

RULES AND CONDITIONS GOVERNING APPOINTMENT OF STAFF

Unless there is something repugnant in the subject or context.

- i) 'INSTITUTES' means all the Institutions under C.M.R. Educational Society (CMRES),
Hyderabad.
- ii) 'EMPLOYEE' means a person who is employed by C.M.R Educational Society for Malla Reddy
Group of Institutions.
- iii) 'MANAGEMENT' means the Managing Committee of the C.M.R Educational Society.
- iv) 'CHAIRMAN' means the Chairman of the Managing Committee of C.M.R Educational Society.
- v) 'SECRETARY' means the Secretary of the Managing Committee of C.M.R Educational Society.
- vi) 'VACATION DEPARTMENT' means of department or part of a department to which regular
vacations are allowed during which employees serving in the department are permitted to be
absent from duty. Any period of recess in one spell or more in an academic year which exceeds
15 days is vacation and shall be treated as a vacation.

PREAMBLE:

- 1) These rules shall be called as 'MALLAREDDY GROUP OF INSTITUTIONS'
HYDERABAD, SERVICE RULES AND CONDITIONS'.
- 2) They shall come into effect from 01.01.2002 and shall apply to all the employees of the institute
including those appointed prior to the issue of these rules.
- 3) The Managing committee is the Competent Authority to amend the rules from time to time
depending on the need.

1) **RECRUITMENT:**

Class	Category	Designation of the Post
(A) Teaching Staff		
I	1	Principal
II	1	Professor
	2	Assistant Professor
III	1	Lecturer
	2	Teaching Assistant
(B) Non-Teaching Staff		
IV	1	Physical Director
	2	Librarian
	3	Assistant Librarian
	4	Library Assistant
(C) Supporting staff		
V	1	Laboratory Assistant
	2	Draftsman
	3	Lab. Technician Grade I to III
	4	Skilled Asst. / Library Asst.
	5	Lab. Asst. / Binder / Roneo Operator
(D) Administrative / Ministerial		
VI	1	Administrative Officer
	2	Office Manager / Superintendent
	3	Accountant
	4	U.D.C/Senior Clerk
	5	Senior Stenographer
	6	Junior Stenographer
	7	L.D.C / Junior Clerk
	8	Typist
	9	Record Assistant / Store Assistant
	10	Office Attender
(E) Supporting Staff (Non-Teaching)		
VII	1	Driver
	2	Attendant
	3	Watchman / Sweeper / Mali

Note:- Officers and employees under classes I, II and III will come under vacation Department. Employees

Under classes, IV, V, VI and VII will come under Non-vacation Department. Employees under class IV to VII are transferable from one Department to another.

II APPOINTMENT:

Appointment to the several classes and categories of posts in the service shall be made as follows.

Class	Category	Method of Recruitment
I	(1)	By Appointment on deputation by invitation or direct Recruitment.
II	(1) (2)	By Appointment on deputation. By invitation or Director Recruitment.
III	(1) (2)	By appointment on deputation or by direct recruitment. By Direct Recruitment
IV		By Direct Recruitment
V		By Direct Recruitment
VI	(1) to (3) (4) to (10)	By Direct Recruitment or by appointment by Deputation/invitation By Direct Recruitment
VII		By Direct Recruitment

Note: - i) Subject to the availability of posts, appointment by interview before a Selection Committee to every post in this service, shall be made on grounds of merit and experience Qualifications will be prescribed as per rules of J.N.T.U./O.U. in force from time to time.

ii) When the need is immediate and in exceptional cases the Secretary /Management may appointment any candidates to any post on contract / adhoc basis.

iii) AGE LIMIT:

The Maximum age limit for appointment by direct recruitment to the posts is as shown below:

Designation of the Post	Minimum Age
1) Principal	45 years
2) Professor	Not Above 50 years
3) Assistant Professor	Not Above 40 years
4) Lecturer	Not Above 35 years
5) Administrative Officer / Office Manager/Superintendent	30 years
6) Other staff Attendant / Watchman Sweeper / Mali	30 years 18 years

iv) In exceptional cases like High Academic Qualifications and long service, the Selection Committee / Managing Committee/ Principal as the case may be relax the age limit to the extent necessary giving due reasons.

v) Age relaxation can be considered in all deserving cases.

vi) Relaxation on in age to the extent of five years may be granted to candidates belonging to S.C's, S.T's and B.C's respectively at entry level posts like Lecturers, Administrative Officer, Accounts, Office Manager and Other staff.

III. QUALIFICATIONS FOR APPOINTMENT:

These shall be as per Qualifications prescribed by J.N.T.U./O.U. from time to time. The Qualification for the respective posts in force at present in J.N.T.U./O.U. are given below for ready reference only. Where there are no corresponding posts in J.N.T.U./O.U. the qualifications scale etc., as prescribed by the Managing Committee of 'Malla Reddy Group of Institutions' shall be followed:

- i) Principal
 - a) A Doctorate Degree in Engineering or a Post – Graduate in Engineering with published work with a minimum of 15 years experience out of which a minimum of 5 years should be with an Educational Institution teaching at University level.
 - b) Administrative Experience is desirable.

- ii) Professor
 - a) A Doctorate Degree in the approximate field with 10 years of experience, out of which 5years in teaching or an eminent scholar with published work of high quality actively engaged in research. An outstanding Engineer/ Technologist with established reputation who has made significant contribution to the knowledge.

- iii) Assistant Professor
 - a) Good academic record with a Doctor's Degree in the relevant field.
About 5 years experience or Teaching and / or research / Department.
OR
In the case of persons to be recruited from industry or Professional fields, candidates should possess good academic record which includes a Post Graduate Degree in Engineering and with recognized professional work of about 7 years which should include innovation and / or research and development.

iv) Lecturer

a) Master's Degree in Engg/M.Phil in Sciences / Humanities in the appropriate branch.

b) consistently good academic record with a First class Bachelor's Degree/ in Engineering / Technology or Lecturers in Engineering

c) Having regard to the requirements of emerging fields of Engineering and of Developing inter – disciplinary programs, the requirements of Engineering/ Technology P.G. Degree may be waived in the case of otherwise well qualified/experienced candidates. He / She will acquire M.Tech/P.G. Degree within a period of 5 years otherwise increment shall not be sanctioned.

v) Librarian/
Assistant Librarian

a) First or Second Class M.Library Science Degree with a First Class

B.A./B.Com., Degree from a recognized University, OR

First or Second class Master's Degree with a First or Second Class B.Library Science Degree or one year Post – Graduate Diploma in Library Science.

b) Ability to read South Indian Scripts will be an Additional qualification.

NOTE: i) Second Class with each degree denotes that the candidates have secured a minimum of 50 percent marks in aggregate. Copies of memorandum of marks must be enclosed.

ii) Candidates with Post-Graduate Diploma in Library Science must have obtained the Diploma in Second Class with not less than 50 percent marks in aggregate.

iii) Candidates with experience as Librarian or as responsible professionals capacity in running a University or a recognized Library will be given preference.

vi) Physical Director/
Assistant Physical
Director

a) A graduate from recognized University with Master's Degree in Physical Education.

b) Must be in the National Institute of Sports, Patiala or an IIT Institute or possess a diploma in Sports Coaching.

c) Experience in organizing games and sports.

ADMINISTRATIVE / MINISTERIAL STAFF – QUALIFICATIONS:

- i) Administrative Officer or Equivalent A graduate from any recognized University with (10) years experience in a responsible position with knowledge of working of an Educational Institution. Must be well conversant with Accounts and Administration.

- ii) Office Manager A Pass in Degree in 1st or 2nd Class or a Diploma in Commercial Courses or equivalent, pass in Part – I of Accounts Test for Sub-ordinate Officers is Compulsory. However, He / She should have normally put in 8 years of service as U.D.C / Accounts.

- iii) Accounts / U.D.C. A Pass in Degree in 1st or 2nd Class or a Diploma in Secretarial Course in 2nd class or equivalent, with at least 5 years service in the lower category. Pass in Part – 1 of Accounts Test for Sub-Ordinate Officers is Compulsory.

- iv) Record Assistant Intermediate or a pass in Degree or equivalent with experience to maintain stores / attend any office work with 5 years of experience in a recognized Institute of repute.

- v) Senior Stenographer A pass in Degree or equivalent.
Technical:
 - i) Type Writing English Higher
 - ii) Shorthand English Lower

- vi) Junior Stenographer
A pass in Degree or equivalent.
Technical: i) Type Writing English Higher
ii) Shorthand English Lower
- vii) L.D.C./Junior Clerk
A pass in Degree in 1st and 2nd class or equivalent, with two years of experience in recognized Institution of repute.
- viii) Typist
A pass in Degree or equivalent.
Technical: Type Writing English Higher Grade
- ix) Driver
Preferably Xth standard should be above to read and write English and Local Language and should possess Professional Driving License.
- x) Office Attender
Preferably Xth Standard, able to ride a bicycle in respect of male members. Two years of experience in any academic organization of repute.
- xi) Attendant
Watchman / Sweeper / Mali
Able to read and write the local language with good physique, in respect of male members. Two years of experience in any academic organization of repute.

SUPPORTING STAFF (TECHNICAL)

- a) Laboratory Assistant (Engineering)
1st class Diploma I concerned Branch with Three years of experience in a recognized academic institution or industry of repute. OR
I.T.I. in concerned trade and 10th class with Fifteen years experience in recognized academic institution or industry or repute.

- b) Laboratory Asst. (Science) 1st Class B.Sc., in concerned branch of Science with Three years of experience in a recognized academic Institution or a Research Organization.
- c) Draftsman 1st Class Diploma or equivalent in Architectural Drawing Course and Three years experience in any Architect's office /Academic / Industrial organization of repute.
- d) Technician
Grade III, II and I Minimum I.T.I. or equivalent in concerned trade with a minimum of two, five and ten years of experience respectively in recognized academic institution or Industry repute. Relaxable in the case of otherwise, deserving candidates.
- e) Skilled Asst./ Studied up to Intermediate and well conversant with the trade supported by a Technical Certificate, desirable. Five years experience in a reputed Technical Institute or Science college in concerned subject.
- f) Laboratory Attender Studied up to 10th and well conversant with the trade/fields. Two years experience in Technical Institute/Science College.

N.B.:- In deserving cases, relaxation of experience and or age may be given by the Secretary subject to ratification by the Managing Committee.

IV APPOINTMENT TO THE SERVICE:

- 1) A person shall be deemed to have been appointed to the service when the appointment is made to a post in accordance with these rules but it shall not include staff appointed on deputation or contract temporary / adhoc.
- 2) Every appointee shall be subject to the conditions that he/she is certified as being in sound health and physically fit for service by a medical authority as specified from time to time.
- 3) A) The pay of Teaching and other Staff shall be on the Institute rules generally on the basis of scales adopted by University and U.G.C. and also on the scales adopted by the State Government, However, the Management can modify the above scales of pay or prescribe their own scales of pay to the various categories of posts depending on the availability of funds.
b) The employees shall be paid pay and allowances either on consolidated rates or on time scale of pay as may be decided by the Managing Committee at the time of appointment and the employees shall be by such arrangement during their tenure in the posts concerned.

SAVING:- Nothing in these rules shall adversely affect the interests of any person who was appointed to the service of the Institute before the commencement of these rules subject, however, to the condition that such person shall not be eligible hereafter for appointment to any other post in this Institute without possessing or acquiring such qualifications and experience as are prescribed for that post

- 4) Every person appointed to any post shall carry out any assignment assigned by the Principal. This assignment can also be in addition to his regularly assigned duties, and shall pass any tests and satisfy any conditions stipulated at the time of appointment within the prescribed period.
- 5) a) The Seniority of the employee in any grade shall, unless, he/she has been reduced to a lower rank on punishment, on leave on L.O.P. be determined by the date of his/her appointment on probation / date of joining duty.
b) the appointing authority shall, at the time of appointing two or more persons simultaneously to a grade, fix the seniority for them with reference to the rank fixed by the Selection Committee at the time of appointment, irrespective of the date of joining.
- 6) All appointments shall be made by open competition by an advertisement and selection, where at all the in service personnel who possess the qualification, prescribed, shall also be permitted to apply. The management may, however, make contract/adhoc appointments in specific cases, or recruit by deputation / lien from other organization.

- 7) There shall be duly constituted selection on Committees for selection of candidates to academic posts and other posts. The Selection Committee shall be in accordance with the norms fixed by the Government and the University from time to time and adopted by the Managing Committee.
- 8) Save as otherwise provided, every salaried employees of this Institute shall be appointed under a written contract, and the conditions of service relating to them, shall, as far as possible, be uniform except in respect of salaries payable to them.
 - a) The contract shall be lodged with the Principal and a copy thereof shall be furnished to the employee concerned.
 - b) Any dispute arising out of contract between the Principal and the employee may be referred to the Managing Committee
- 9) The regular teaching staff shall continue to hold Office, save as otherwise provided, till they attain the age of Super annuation of 60 years. This will not apply to those on contract basis, which will be decided by the Managing Committee
- 10) The Regular Non-Teaching employees shall continue to hold their office, save as otherwise provided, till they attain the age of superannuation of 58 years. This will not apply to those who on contract basis which will be decided by the Managing Committee.
- 11) The service of any regular / permanent employee can be terminated without assigning any reason with 3 months notice on either side or 3 months salary in lieu thereof. The services of any temporary/adhoc /contract employees can be terminated without assigning any reason without any notice on either side.
- 12) The Managing Committee shall have the power to extend the period of probation for any period.
- 13) No application of the employees, seeking employment elsewhere, shall be forwarded during the probationary period.
- 14) Every Institute Employee shall, at all times maintain absolute integrity and devotion to duty and shall do nothing against the dignity and prestige of the Institute, particularly in his relationship with the members of Managing Committee, Principal, Staff, students and Visitors to the Institute.
- 15) No Institute employee shall interfere in the affairs of Administration / Departments / Library and other agencies allied to the Institute directly or indirectly.
- 16) No Institute employee shall, without obtaining the prior sanction of the Principal, ask for or accept or in any way participate in the raising of any subscription or other pecuniary assistance in pursuance of any object whatsoever, except for routine, farewell and federation functions connected with the Institute.
- 17) No staff member of the Institute shall, engage himself / in coaching privately any student for remuneration.

- 18) No Institute employee shall, except with the previous sanction of the Principal, undertake any employment or accept any remunerative or honorary work not connected with the Institute.
- 19) No institute employee shall, engage directly or indirectly in any trade or business.
- 20) No Institute employee shall, own, wholly or in part, conduct or participate in the Editing or management of any newspaper or other periodical publication.
- 21) No Institute employee shall, while in service take part in politics which includes holding office, elective or otherwise in any political party or standing for election to the state Legislature or the Parliament or take part in any other election at Village, Mandal and other level as independent or on any party ticket.
- 22) No Institute employee shall, take part in any act or movement such as strike, incitement there too similar activity in connection with any matter pertaining to his service or to any other matter, which tends to bring the Institute to dispute.
- 23) Any Institute employee can give his representation to the Principal and if necessary to the Management with prior written permission of an through the Principal only. No employee shall, directly or indirectly approach/influence the members of the Management without the knowledge and permission of the Principal, in the matters connected with his/her service or affairs of the Institute.
- 24) An Institute employee shall not, without the knowledge and approval of the Principal/Management, have recourse to any organization / authority, court or to the press for vindication of his / her grievances.

25) GENERAL DISCIPLINE ETC.,

While in office, all members of the establishment must behave in a quiet and dignified manner. They must address other members of the establishment courteously. They must attend to their work and not waste their time. They must try to maintain perfect silence, and if they have occasions to talk, they must do so in gentle voice so as not to disturb others. They are particularly warned against the offence of divulging to outsiders or to other members of the establishment, any information (whether expressly marked confidential or not) that may have come to their knowledge in their official capacity.

V) CONSTITUTION OF SELECTION COMMITTEES

(A) Composition of Selection Committee for the posts of Teaching Staff.

- 1) Chairman and Secretary from CMRES
- 2) Representatives from Concerned University and Subject Experts.
- 3) Principal of the Concerned Institute
- 4) Chief Administrative Officer

The quorum for the Selection Committee meeting shall be

- 1) Chairman
- 2) Principal of the Concerned Institute
- 3) Chief Administrative Officer
- 4) At least two subject experts

B) 1. Composition of Selection Committee for the post of Non-Teaching Staff

- | | |
|--|--------------------|
| 1. Chairman of the Managing Committee of the Educational Society | 1 Chairman |
| 2. Secretary / Correspondent of the Institute | 1 Member Secretary |
| 3. Principal | 1 Member |
| 4. Chief Administrative Officer | 1 Member |
| 5. Concerned Head of the Department of the College | 1 Member |

2. Whenever it is necessary, the Secretary / Managing Committee may appoint a person on contract / adhoc basis in any post for a given period depending on the need. This will not confer any right on him / her for a regular appointment in future. He / She should appear along with other applicants before a regularly constituted Selection Committee, when next held, for Selection in open competition.

VI PROBATION

- i) Initially, the appointment of the Selected candidate will be temporary, for a period one year, after which, the performance of the appointee will be reviewed to regularize the appointment. The service conditions of the incumbent will be governed by the rules and regulations of the Society issued from time to time.

- ii) Except in the cast of appointment on tenure or on contract basis or on deputation, all appointments to the posts shall ordinarily be made on probation for a period of two years on duty within a continuous period of 3 years in the case of direct recruitment. The period of probation can be extended y the Managing Committee, in case of unsatisfactory performance of the employee.
- iii) If any person or candidate is appointed on purely adhoc / contract asis in a vacancy, such candidates have no right to claim a regular / permanent post. However, the candidates appointed temporarily may also apply for regular / permanent post, following the regular procedure applicable to the candidates in open competition.
- iv) If a person, having been appointed on adhoc / contract basis to a post, is subsequently appointed regularly.

Promotion: All appointments and promotions shall be made at the discretion of the Management and notwithstanding his seniority in a grade no employee shall have a right to be appointed or promoted to any particular post or grade.

VII CONFIDENTIAL REPORTS (PERFORMANCE REPORTS)

Confidential performance reports, as prescribed in Annexure 'A' both for Teaching Staff and Non-Teaching, Technical and Ministerial staff in the prescribed proforma, will be maintained for the staff working in the respective Institute. The Reports are to be submitted to the Principal twice in a calendar year i.e. by the end of June and December each year in respect of adhoc staff and once in each year in respect of approved probationer / Regular Staff / to reach by end of December. These Reports can be called for reference of Managing Committee of the society.

VIII INCREMENTS

Increments, will be sanctioned only on satisfactory performance of the employee. An increment may be with-held to an employee, if it is established that the conduct has not been good or his work has not been satisfactory. The authority ordering such withholding the increment, shall state the period for which it is to be with-held and whether the postponement shall have the effect for postponing future increments also. It shall be further stated in the order that, the period for which increment has been stopped will be exclusive of any period spent on leave before the period is completed.

IX RESIGNATION

A member of the regular service shall give minimum of three months notice in case he / she desired to be relievedo resignation or in the alternative he/she shall pay three months salary in lieu thereof. The resignation shall come into force from the date on which the appointing authority accepts the resignation, and the candidate is relieved. However, the appointing authority reserves the right to waive the notice period or the compensation thereof. In case of member on adhoc / contract / temporary service, the period of otice will be one month.

X TERMINATION OF SERVICES OF AN EMPLOYEE

1. The services of a adhoc / contract employee is liable to be terminated at any time,without otice and without assigning any reasons whatsoever.
2. The Managing Committee reserves the right to terminate the services of an employee whether probationer or regular/permanent by giving three month's notice or three months salary in lieu there of without assigning any reason.
3. The Managing Committee can terminate an employee whether on contract/adhoc probationary or regular / permanent is he/she is involved in political activity, or in a criminal cae or in the event it is established by a competent committee appointed for this purpose that the employee has failed to do his duty, charged with moral turpitude or negligence of duties, or when convicted by a court of law.

XI RETRENCHMENT

Surplus staff both Teaching and Non-Teaching can be retrenched without notice. However, they can be considered preferentially for appointment at any later stage, if there is a need. Staff structure shall be generally on the norms of the J.N.T.U. and as proved by the Managing Committee subject to availability of funds.

XII) LEAVE RULES: GENERALLY TO FOLLOW RULES IN VOGUE IN J.N.T.U./O.U.

- A) Leave shall not be availed as a matter of right. The competent authority alone shall have the right to sanction it or otherwise.
- B) For the purpose of the Leave Rules, the employees shall be classified as teaching and Non-Teaching. Non-Teaching are treated as Non-Vacation Staff.
- C) A Leave account shall be maintained for each employee in the prescribed form.
- D) Leave of any kind shall not be granted for continuous period exceeding 3 years. Only prefixing or suffixing any kind of leave is allowed with vacation, with prior approval.
- E) Any kind of leave may be granted in combination with or in continuation with any other kind of leave, with prior approval.
- F) No leave shall be granted beyond the date on which an employee must compulsorily retire, except where it has been applied in sufficient time before the date of retirement and refused by the competent authority owing to exigencies of institute service.
- G) All employees are eligible for sanction of the following.

1. CASUAL LEAVE

- i) All Employees of the college shall generally be entitled to 15 days of C.L. per calendar year and 5 optional holidays, subject to any changes from time to time approved by the Managing Committee C.L. for Half day can also be granted. 5 optional holidays in a calendar year will be observed jointly by all the institutions.

ii) Normally not more than two days of C.L. can be availed in a month. However, at the discretion of the Principal and with prior permission, C.L. in excess of two days in a month may be availed. Principal, at the discretion, may also permit C.L. to be suffixed, prefixed or sandwiched with other public holidays provided the total duration does not exceed 10 days. In case this stipulation of 10 days is exceeded, the total period will be debited to other leave including L.O.P. to which they are eligible. For contract/adhoc staff C.L. will be granted in proportion to their service put in.

2. COMPENSATORY LEAVE

Non-Teaching Staff including ministerial staff shall be entitled for compensatory leave on the specific direction or recommendations of the Head of the Institute or Head of the Department when ever they are required to work on a Holiday / Holidays with prior approval, to maximum of 5 days per calendar year. Such leave will have to be utilized during that calendar year only with prior approval. This will not apply to the work of University Examinations / other duty which is remunerative.

3. SPECIAL CASUAL LEAVE

Teaching Staff Members are entitled for the availment up to 10 days of Casual Leave in a Calendar year, at the discretion of the Principal, in connection with the Examination work, Spot valuation, invigilation. Squad duties etc., which are remunerative and upto 5 days of Casual Leave in a Calendar year for the non-remunerative academic work such as attending seminars, Board of Studies or Faculty meetings etc. This will be granted only on Production of Invitation from the J.N.T.U/other Institutions and on production of attendance Certificate from the said University / Institutions.

4. EARNED LEAVE: Earned leave is applicable to the staff who complete a minimum of three years service.

- i) Members of regular staff belonging to the vacation department i.e., Teaching Staff in Classes 1 to III are eligible for 6 days E.L. every year and vacation of 42 days every year (6 weeks) at a time or different periods to be fixed by the Principal.
- ii) Provided that, any member of such staff, is required to work during the entire vacation by written orders of Principal, He/She will be eligible for 30 days E.L. for Calendar year. If He/She has not availed the full vacation He/She is entitled for E.L. for part of the vacation is computed at $(30 \times Y) / 42$ where 'Y' is the Vacation period which falls short of 42days. The Earned Leave can be accumulated for vacation staff to a maximum of 180 days.
- iii) The Earned Leave for not availing vacation is computed at $(30 \times Y) / 42$ where 'Y' is the Vacation period which falls short of 42 days. The Earned Leave can be accumulated for vacation staff to a maximum of 180 days.
- iv) Regular Employees who have put in less than one year of service are not eligible to avail the vacation. Adhoc employees are not eligible for vacation and any kind of leave except C.L.

- v) A Regular / Permanent Employee of the Institute (Non-vacation Earns leave, at the rate of 30 days in a year (15 days on 1st of January and 15days on 1st of July) of the period he has spent on duty, provided that he will cease to earn leave while he has to his credit such leave amounting to 240 days.
 - vi) A Regular Employee (Non-Vacation on probation, earns at the rate of 15 days in a year [7 ½ days on 1st January, and 7 ½ days on 1st of July], of the period he has spent on duty, provided that he shall cease to earn leave while he has to his credit such leave amounting to 240 days.
 - vii) The leave at the credit of the employees at the close of previous half year shall be carried forward to the next half year subject to the leave so carried forward plus the credit of leave for that Half year not exceeding the maximum limit of 240 days.
 - viii) The credit aforesaid shall be reduced by 1/10th of the period of extraordinary leave only availed of during the previous Half year subject to a maximum of 15 days.
 - ix) Vacation may be availed of in combination with or in continuation of any kind of leave admissible under the rules and that it can either be suffixed or prefixed. If it has to be suffixed and prefixed, prior permission of the Principal should be obtained.
 - x) A Regular employee, not in permanent Service, who is subsequently appointed without interruption of duty in a permanent capacity will be credited with earned leave from the date of his original regular appointment.
 - xi) Any employees can avail E.L. only after prior approval.
5. HALF PAY LEAVE: Half Pay leave is applicable to the staff who complete a minimum of three years of service.
- i) The Half Pay leave may be granted to the employees on Medical Grounds or on private affairs which he earns at the rate of 20 days in a year.
 - ii) Commuted leave not exceeding Half the amount of Half pay leave due may be granted on Medical ground to a permanent employee of the Institute subject to the following conditions.
 - iii) Commuted Leave during the entire service shall be limited to a maximum of 240 days.
 - iv) When commuted leave is granted, twice the amount of such leave shall be debited against the Half pay leave due.
 - v) The total duration of Earned Leave and Commuted Leave taken in conjunction shall not exceed 180 days.
 - vi) At the discretion of the Principal and the Managing Committee extraordinary leave on loss of pay may be granted to an employee when He/She is not eligible of any other leave or when the employee himself / herself applied for such leave irrespective of title for any other leave.

- vii) Provided that such leave may be granted for a regular employee for a period not exceeding 6 months at a time. Extension of such leave may be granted from time to time subject to a maximum of two years at a stretch.
- viii) Provided further that absence on such leave will be treated as break in service for the purpose of granting increment. The increment gets postponed for the period of such leave.
- ix) Provided further that pre-fixing or suffixing of holidays and vacation may be permitted when availing the leave mentioned in the above rules. However, intervening holidays will be granted as leave for which applied for and granted.

7) EXTRA ORDINARY LEAVE FOR STAFF ON STUDY LEAVE

Leave on loss of pay for higher studies for a period given below may be granted after 5 years of Regular Service.

- 1. For M.tech., 1 ½ year
- 2. For Ph.D., 3 years

or equal to the period normally required for completion of a particular course not exceeding 3 years.

Employees who go for Higher studies in India / On Foreign Assignments / Foreign scholarships have to execute a bond to serve the institute for a period of 3 years immediately after return or equivalent to study period after completion of his/her studies assignments etc., to be fixed by the Management or in lieu thereof they have to pay salary for the equivalent period of study, assignment etc., or as fixed by the Management.

8) VACATION:

Vacation is generally as stipulated by J.N.T.U./O.U. and approved by the Principal may be availed of in combination with or in continuation of any kind of leave. Provided that the total periods of E.L., H.P.L. commuted on Medical ground and on private affairs should not exceed 180 days.

9) MATERNITY LEAVE

Maternity Leave on LOP up to a maximum of 90 days to married women employees can be approved. Other conditions will remain as they are.

10) LIEN / DEPUTATION

Lien / Deputation may be granted, depending up to staff position, and entirely at the discretion of the Principal / Management to work elsewhere for a period of 2 years, extendable in exceptional cases, only when an employee has put in more than 5 years of Regular Service.

XIII) CONDUCT RULES GOVERNING THE STAFF APPOINTED

An Employee of the Institute shall devote his whole time to the service of the Institute and shall not engage directly or indirectly in any trade or business or in another Institution or any other work, which is likely to interfere with the proper discharge of duties. This provision shall not apply to the Academic work like giving Guest Lectures, giving talks and any other work undertaken with prior permission of the Principal.

With the introduction of revised U.G.C. scales, the norms of work load applicable are as follows: Those norms are fixed taking into account the U.G.C. guidelines as applicable to the Universities and Engineering colleges, subject to practice in J.N.T.U./O.U.

XIV WORK LOAD FOR TEACHERS IN UNDERGRADUATE COURSES

The work – load of various activities should be not less than 40 hours, a week for a Teacher who is in full time employment. (Any good Teacher, particularly one who involved in creative activity and who has a spirit of challenge towards giving his best to the students, would certainly spend much more than 40 hours a week in Academic pursuits).

The break-up of work load shown below is for the sake of example. It is not a rigid break-up. But, every teacher could be given duties according to some such general pattern and no one should have significantly reduced load.

a) Teachers in Non-Laboratory / Field work subjects

Sl. No.	Activity	Average No. of Hours per week
1	Teaching	16
2	Testing / Examinations	2
3	Tutorials	4
4	Preparation for Teaching	10
5	Supervision of extra curricular work	4
6	Administrative work	4

Where extra-curricular work or administrative work is not assign or tutorials do not take place, teaching work may be slightly increased.

b) Teacher in Engineering / Science subjects or where Laboratory / Field work is necessary.

Sl. No.	Activity	Average No. of Hours per week
1	Teaching	16
2	Lab work	4
3	Testing / Examinations	2
4	Teaching preparation and lab setting	12
5	Extra curricular work	10
6	Administrative work	4

Note: The working hours will be announced by the Principal from time to time.

XV) DISCIPLINARY PROCEEDINGS

No order imposing any punishment on a member shall be imposed except after

- a) The member of the service is informed in writing by the Principal / Secretary for Teaching Staff and the Principal for other categories of staff with regard to the allegations on which action is proposed to be taken and is given an opportunity to make representation he / she may wish to make in person orally or in writing.
- b) Such representation if any, is taken into consideration by the Managing Committee to impose penalty.
- c) In case of penalties specified under item (vi) to (ix) in para (2) of article XIX of service rules an enquiry officer (Principal) assisted by another Head of the Department shall conduct an enquiry.
- d) Powers can be delegated by Secretary to Principal or by Principal to Heads of the Departments or any other staff member in writing for specific purpose and duration.

XVI) A service Register shall be maintained in respect of such Employee of the Institute and his / her service particulars should be recorded under the signature of the Principal.

XVII) In case of doubt or interpretation of a rule, as these rules are applicable to MRGI the decision of the Chairman will be final.

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XIX) The Secretary subject to the authority for any other service rules to be issued for day to day administration can repeal any rules herein provided.

XX) In case of appeal the decision of the Managing Committee is Final.

XXI) DISCIPLINARY PUNISHMENTS AND APPEALS

1. These rules shall apply to all Employees of the Institute.
2. The following penalties may, for sufficient reasons, be imposed upon the employees of the Institute namely.
 - i. Censure
 - ii. Fine
 - iii. With holding of increments or promotion
 - iv. Reduction to a lower post or a lower stage in the time scale.
 - v. Recovery from pay of the whole or part of any pecuniary loss caused to the Institute by negligence or breach of orders.
 - vi. Suspension
 - vii. Removal from the Institute service
 - viii. Dismissal from the Institute service
3. Where it is proposed to impose on an employee of any of the penalties specified in rule 2 above, he shall be given an opportunity of making any representation that he may desire to make and such representation, if any, shall be taken into consideration before the order imposing the penalty is passed.
4. a) No employee of the Institute shall be dismissed or removed or compulsorily retired or reduced in rank except after an inquiry in which he has been informed of the charges against him and given a reasonable opportunity of being heard in respect of these charges and where it is proposed after such inquiry to impose on him any such penalty, until he has been given a reasonable opportunity of making a representation on the penalty proposed, but only on the basis of the evidence adduced during such inquiry.
 - b) The inquiry under sub-rule (a) shall be made by a Committee of enquiry constituted for the purpose. The Committee shall be constituted.
 - i) By the Secretary in the case of Teacher employees and shall consist of Principal, one professor from other Department, one member of Managing Committee.
 - ii) By the Principal of the Institute in the case of all other Employees and shall consist of three senior teachers of the institute.

5. Every employees of the Institute shall be entitled to one appeal from an order imposing on him any of the penalties specified on rule (2), to the Managing Committee as detailed in the Annexure 'B' of the Clause XIX.

XXII) T.A. and D.A. RULES

Employees of the college, when they are deputed by the College to any outstation, shall be entitled to Traveling allowance, daily allowance and other expenditure they incur which shall be regulated as under.

1. Grade: All staff both Teaching and Non-Teaching are classified into four grades depending on the pay they draw for the time being for purposes of regularizing their eligibility of Travelling allowances.

Grade – I: Staff drawing Basic pay of rs.4,500/- and above

Grade – II: Staff drawing Basic pay of Rs.3,000/- but not exceeding Rs.4,999/-

Grade – III: Staff drawing Basic pay of Rs.1,000/- but not exceeding Rs.2,999/-

Grade – IV: Staff drawing Basic pay of belowRs.1,000/-

2. Air Travels: Officers of Grade – 1, and drawing a Basic pay of Rs.4,500/- and above are eligible to travel by Air, with the approval of the Secretary and are eligible for single fare up and down along with incidental charges towards conveyance from Airport to City on either side. A certificate has to be issued and ticket number noted.
3. Rail Travel: Officers of Grade – I and II are permitted to travel by 1st Class / Air conditioned II Sleeper. Officers of Grade III and IV are eligible to travel by 2nd Class with sleeping accommodation wherever available and where night journey is involved and paid for. In the case of journey outside the state they will be eligible for incidental charges at 1/3rd of the actual train fare. In case of an employee travelling in class lower than what he is entitled he can still draw incidental charges to the class he is eligible.
4. Travel by Public Transport System by Road: Actual fare paid to public bus service is reimbursable to all categories of staff. Where officers of Grade – I and II travel by taking full taxi or own car they are entitled to claim mileage at 95 ps. Per K.M. limited to 1st class fare. Officers of Grade III and Tango for which they are entitled to claim mileage at not exceeding Rs.1 per K.M. limited permissible only for the places not connected by train.
5. Daily Allowances: Daily Allowances is granted for a completed calendar day reckoned from midnight to mid-night. For a part of a day, D.A., is allowed as follows when a conveyance is provided by the College.

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|------|--|--------|
| i. | Absence from place of duty not exceeding 6 hours | : Nil |
| ii. | Absence exceeding 6 hours but not exceeding 12 hours | : Half |
| iii. | Absence exceeding 12 hours | : Full |

Daily allowance admissible to each grade of staff is as under:

Grade	Existing Scale	Revised Scale	D.A. for tours with in the state		D.A. for tours to any place outside the state	
			Ex.	Rev.	Ex.	Rev.
Grade I	5040-8700 and above	9600-16,525 and above	80-00	120-00	120-00	180-00
Grade II	2600 – 550 to 4770-8700	5000-10600 to 9000-16,525	60-00	90-00	90-00	135-00
Grade III	Rest of the employees	Rest of the employees	40-00	60-00	60-00	90-00

Lodging Charges within the state of Outside the State:

Grade	With in the State		Outside the State					
			A1 Class		A Class		Other Classes	
	Ex. Rs.	Rev. Rs.	Ex. Rs.	Rev. Rs.	Ex. Rs.	Rev. Rs.	Ex. Rs.	Rev. Rs.
Grade I	120/-	180/-	200/-	300/-	160/-	240/-	140/-	210
Grade II	80/-	120/-	140/-	210/-	120/-	180/-	100/-	150/-
Grade III	40/-	60/-	80/-	120/-	60/-	90/-	50/-	75/-

Reimbursement of Mileage Allowances:

Motor Car		Motor Cycle / Scooter	
Existing Rs.	Revised Rs.	Existing rs.	Revised Rs.
3.50 per K.M.	5.00 per K.M.	1.00 per K.M.	1.50 er K.M.

6. For Travel within twin cities and suburbs in connection with his duty the staff may be paid actual charges by auto/bus at the discretion of administrative authority / Principal.
7. 1) T.A. is admissible for each day of absence from Head Quarters at a place beyond a radius of 8 M.M. from the twin cities.

- 2) D.A. is not admissible for days of Casual Leave or Holidays availed during the tour but D.A. is admissible if such holidays are actually spent in camp.
- 3) D.A. can be drawn only during absence, on duty from Head Quarters of more than 8 hours.
- 4) If free lodging and boarding are provided, only $\frac{1}{4}$ of D.A. is admissible.
- 5) If free boarding is provided only $\frac{1}{2}$ daily allowance is admissible.
- 6) If free lodging is provided $\frac{3}{4}$ th of the D.A. is admissible.