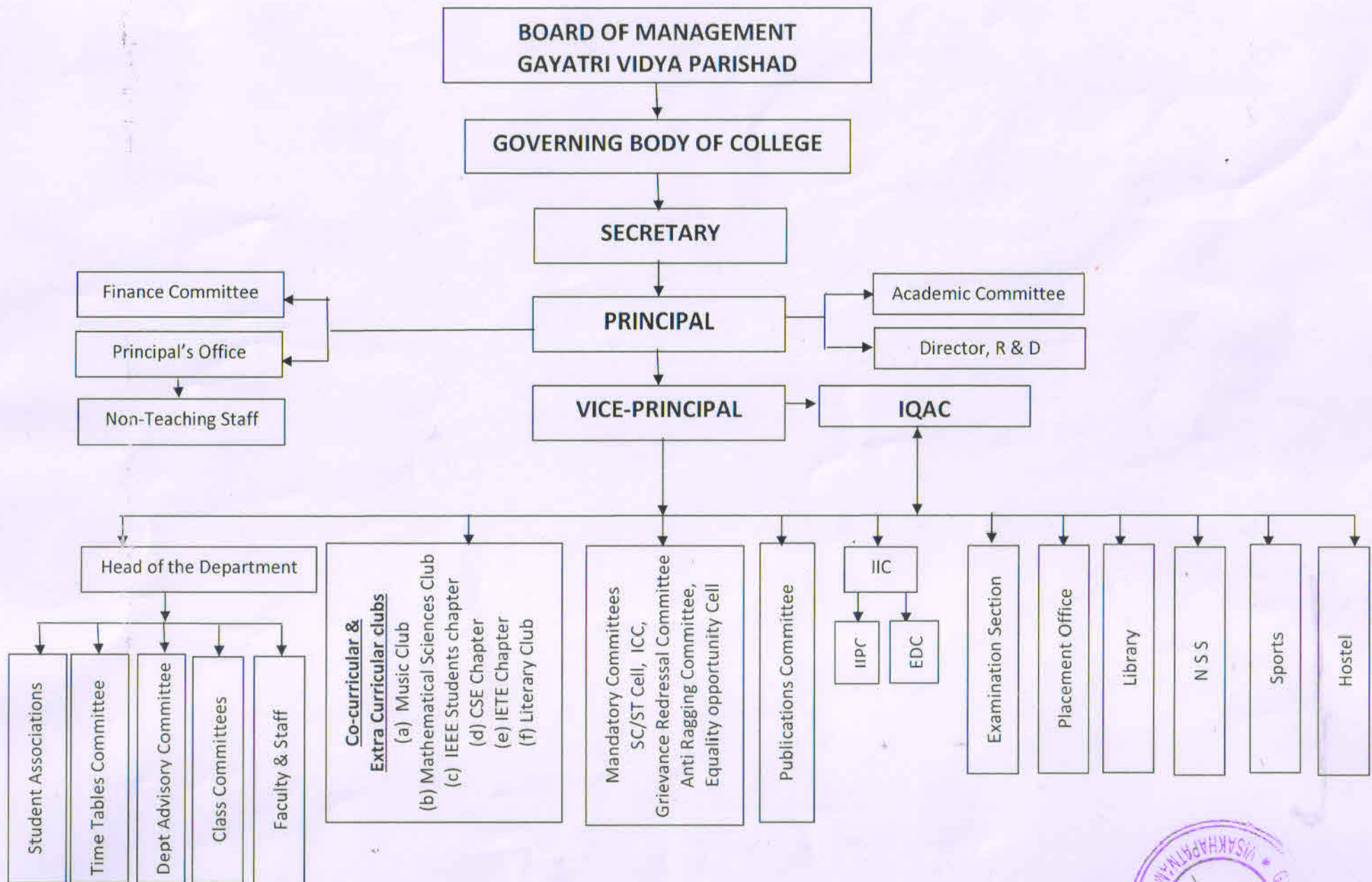


# ORGANOGRAM



**GAYATRI VIDYA PARISHAD COLLEGE OF ENGINEERING FOR WOMEN**  
Madhurawada :: Visakhapatnam – 530048

**SERVICE RULES**

**I. Preamble:**

- These rules shall be called as 'Gayatri Vidya Parishad College of Engineering for Women, Madhurawada, Visakhapatnam' Service Rules'.
- They shall be deemed to have come into effect from 1<sup>st</sup> June 2016.

**II. Definitions:**

1. 'College' means 'Gayatri Vidya Parishad College of Engineering for Women', Madhurawada, Visakhapatnam.
2. 'Management' means 'Gayatri Vidya Parishad'.
3. 'Governing Body' means 'The Governing Body of the college' constituted as per AICTE norms.
4. 'University' means 'Jawaharlal Nehru Technological University-Kakinada, Kakinada the affiliating University.
5. 'Principal' means Head of the institution authorized by the Management to discharge the duties and responsibilities as defined by AICTE.
6. 'Employee' means a person who is employed by the college including Principal.
7. 'Vacation' means any recess in an academic year which is a minimum of 10 days or more.
8. 'Vacation Staff' means employees who are allowed to avail vacation. All other employees are deemed to be 'Non-Vacation Staff'.
9. 'Teaching Staff' cadres and strengths are in accordance with the AICTE norms
10. 'Competent Authority' – Chairman/ Secretary in the case of Principal and Principal in the case of other employees.
11. 'Duty' - an employee is said to be on duty (OD) in the case of following.
  - i) When the employee is discharging the duties of the post to which he/she is appointed or he/she is undergoing training prescribed for the post.
  - ii) When the employee is absent from duty on authorized holidays, on permitted vacation or when availing any leave sanctioned by the competent authority.
  - iii) When the employee is attending conferences, seminars, summer schools, workshops, Refresher Courses, Orientation courses, winter schools, quality improvement programs etc., duly permitted by competent authority, and
  - iv) When the employee is attending to the work assigned by the competent authority in the interest of College/Management.





12. 'Leave' means leave granted by competent authority to an employee to which he/she is eligible.
13. 'Pay' means basic pay in the time scale or basic pay with special pay/allowance as the case may be.
14. 'Year' means calendar year/ financial year / academic year as the case may be.

## GENERAL

- (i) The Service Rules are confidential between the College and its Staff members and are made available on joining the services of the College.
- (ii) In case of doubts regarding the interpretation of the contents of these Rules, the decision of the Governing Body of the College will be final and binding.
- (iii) Any amendment to the terms and conditions of service recorded herein will require approval of the Governing Body of the College/ Parishad.
- (iv) These Rules supersede all existing instructions on the subjects covered in the Service Rules.

### III.1 Appointments

- The Management is the competent authority to decide whether a particular post will be filled through open advertisement or by invitation or by promotion from amongst the members of staff of the institute.
- The recruitment of teaching posts by open advertisement will be done through a College level selection committee constituted by the Management as per the AICTE / JNTUK / Government rules in vogue.
- The Selection Committee recommends the names of the selected candidates in the merit order for final approval by the Chairman, Governing Body.
- All the appointments are made needs to be ratified by the affiliating University, i.e., JNTUK-Kakinada.
- All the new entrants are treated as on Probation for the period of six months i.e., one semester.
- The letter of appointment shall state clearly the type of appointment offered. The letter of appointment shall contain the terms of employment and other service conditions. The staff member shall submit a joining report as a token of acceptance of offer letter which will be retained by the College.
- The employee will not be permitted to apply for an employment elsewhere without taking the prior permission from the Principal.
- The employee will not be permitted to engage himself/herself in any other remunerative assignment not authorized by the college.



### **III.2 Scales of Pay:**

- Teaching Staff : AICTE scales of pay as applicable from time to time
- Non-Teaching Staff : AP State Government norms are extended by Management from time to time.

### **III. 3 Allowances :**

- AP State Government rates of DA and HRA shall be adopted and ratified by the Governing Body.

### **III.4 Increments :**

- The regular increments shall be sanctioned by the management based on the performance indicators as per the self-appraisal form and as per the recommendations of the Head of the Institution

### **III.5 Provident Fund**

- All eligible staff members shall subscribe to the provident fund scheme at a rate stipulated by the Staff members Provident Fund and the Miscellaneous Provision Act, 1952.

### **III.6 Gratuity**

- Gratuity shall be paid to the staff members according to the payment of Gratuity Act, 1972 in force or any amendment thereof.

### **III.7 INCOME-TAX**

- TDS will be deducted from the salary of the staff as per the applicable rates and terms declared by the Government of India from time to time.

### **III.8 Insurance**

- Group Personal Accident Insurance Policy is extended by the college to all eligible staff members.





### **III.9 Age.**

- Every staff member must declare on his/her first appointment, his/her date of birth according to the Secondary School Certificate or birth certificate issued by Municipality / Corporation in original for verification of the college. The date of birth once declared, admitted and recorded by the college / office shall not, thereafter be altered and shall be considered as sole evidence his/her age, in relation to all matters pertaining to his/her service including the fixation of the date of retirement.

### **III.10 Performance Appraisal**

- Performance Appraisals shall be done by the Head of the Department & Head of the College for all staff members of the college and necessary recommendations may be made to the Management for sanction of monetary benefits on the performance of teachers in achieving academic goals, program objectives and course objectives etc.

### **III.11 Promotion**

- The faculty promotions shall be considered strictly as per AICTE/State Government norms. Based on the personal interview and past performance record, attainment of higher qualifications, discharging the responsibilities as assigned by the college, Punctuality and good conduct on and off the premises and as per the recommendations of the Principal the Governing Body approves the promotions.

### **III.12 Superannuation/Retirement**

- The age of superannuation/retirement is as per the AICTE / Govt of AP Norms

### **III.13 Termination of Service**

- The college reserves the right to terminate the service of any staff member by giving due notice in writing without assigning any reason whatsoever or by paying the notice pay for the equivalent period in lieu thereof as agreed upon from case to case basis .



#### IV. General Service Conditions

- All the employees of the college shall abide by the general rules of conduct as specified by the college.
- 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.
- Employees of the college shall devote their whole time to the service of the college and not to engage directly/indirectly in any trade or business or private tuition or any other work which is likely to interfere with the proper discharge of the duties of the employee. This will 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
- No staff member shall indulge in quarrels, cross-talk, abuses, fights, violence or any other disorderly or indecent behavior on the premises of the college.
- No staff member shall make a collection of money in any manner on the premises of the college.
- The services of an employee shall be liable for termination by either side on giving three months' written notice or three months' salary in lieu thereof. The waiver of notice period fully or partially is at the sole discretion of the Management. You will not be relieved during the middle of the semester.

#### V. Leave Rules:

1. a) **Casual Leave (CL):** An employee is allowed 8 (eight) days Casual Leave (CL) in a Calendar year. The Competent Authority reserves the right to modify the leave entitlement with full wages from time to time. With a view to meet certain administrative exigency, the services of the faculty members and non-teaching staff will be solicited by competent authority even on public holidays. Such of those whose services are utilized will be considered for a Compensatory Casual Leave (CCL) half-a-day for half day's work and full day for a day's work. Such CCLs will be limited to 5 days in a Calendar year. The CCLs shall be availed with prior permission of the competent authority within that Calendar year. Unutilized CLs / CCLs will not be accrued as Earned leaves for subsequent calendar year.
- b) **Earned Leave (EL):** A regular employee earns 6 (six) days and a temporary employee earns 3 (three) days of leave for each completed academic year. This accumulated leave can be availed by the employee in the subsequent academic year(s) with prior permission of the competent authority. The earned leave can be accrued to a maximum period of 120 days. Earned Leave cannot be provisioned for encashment.





- c) **Medical Leave (ML):** An employee who completes two years of service will be considered a maximum of one week leave on full pay, basing on a certificate issued by competent medical authority and subject to the discretion of the college authority.
  - d) **Academic Leave (AL):** With a view to promote research, skill up gradation among faculty / staff, Academic Leave will be granted for participation in seminars, workshops and summer / winter school and so on. Examination related duties in other institutions also come under AL. Not more than 7 out of total 15 ALs will be allowed in a Calendar year for the purpose of examinership activity.
2. **Provision for Prefixing and Suffixing Leave :** Sundays and other public holidays may be prefixed and / or suffixed with the regular leave with the permission of the Competent Authority and the period of leave including the prefixed and suffixed days shall not exceed ten days.
  3. **Maternity Leave:** All women employees who have completed the period of probation and in regular service shall be eligible for Maternity Leave not exceeding 90 days with half pay and allowances. The maternity leave shall be granted on a Medical certificate issued by the competent authority. They are entitled to maternity leave only twice during their service.
  4. **Study Leave:** Study Leave shall be granted, at the discretion of the Competent Authority to faculty members pursuing Ph.D. programme. The employee shall execute an undertaking that he / she will rejoin the institution after completion of study leave and serve the institution for succeeding three 3 years. The employee shall not be entitled for salary and other benefits during the period of study leave. Study leave will be restricted to one or two faculty members per year for research leading to the award of Ph.D.  
  
Similarly, faculty members will be considered for Research programme under QIP, subject to fulfillment of conditions as laid down by the regulatory bodies. However, the right to permit or defer vests with the competent authority.
  5. **Extra-ordinary leave :** Extra-ordinary leave on loss of pay will be considered for employees basing on the merits of the application and subject to the satisfaction of the competent authority.
  6. **Special Leave :**  
Special Leave is provisioned to an employee for one week on the occasion of his / her marriage.  
  
Special Leave will be considered for a certain period to partake / perform religious ceremonies related to obsequies and so on.
  7. **Leave on Loss of Pay (LOP) :** In the event of an employee exceeding provisioned leave, he / she will be consider for LOP on prior permission by the Competent Authority. Increment of an employee in such occasions gets postponed for the days on which he / she is on Loss Of Pay (LOP).

8. **Other Guidelines :**

- a) Employees cannot avail themselves of any leave as a matter of right.
  - b) Any leave shall be applied for, in writing to the Competent Authority well in advance. Sanction of leave may not be presumed and leave asked for shall not be availed, unless it got sanctioned.
  - c) The Competent Authority has the discretion to refuse the leave / ask the employee to postpone or curtail the leave. The competent authority has the right to revoke the leave or recall an employee to the place of work during his / her leave period, due to exigency of work.
  - d) An employee shall not leave the headquarters without the prior permission of the Competent Authority.
  - e) An employee before proceeding on leave shall intimate the Competent Authority his / her address and contact number while on leave, and shall keep the concerned informed of any change in his / her address or phone numbers furnished earlier.
  - f) If an employee absents from duty without the prior permission of the Competent Authority, such employee shall be liable for disciplinary action as decided by the Competent Authority. The decision of the Competent Authority shall be final and binding on the employee.
  - g) All these rules come into force with effect from 1<sup>st</sup> January, 2016. However, the Competent Authority reserves the right to modify / amend the rules in vogue from time to time.
- 10 Ignore the earlier notices/circulars, if any, on leave rules issued before this date

**VI. Code of Conduct**

- Every employee shall maintain integrity of character, be devoted to his/her duty and be honest in his/her official dealings and always be courteous towards the management personnel, parents, colleagues, students, visitors, superiors and co-staff members.
- No employee will be permitted to be a member of any political party/shall take part in politics/associated with any party/organization.
- All information available with an employee during his tenure in the college are kept strictly confidential and he/she shall not disclose to anyone.
- No employee shall make any statement, publish or write through any media, which has an adverse effect/ criticism of any policy or action of the college; or is deemed detrimental to the interests of the college.





## VII. Disciplinary Action

- All employees are liable for disciplinary action in case of disobedience, misconduct and dereliction / negligence of duty.
- As part of the disciplinary action, the following punishments for good and sufficient reasons may be imposed upon the employees of the institution, after establishing the facts about committing an offence and dereliction / negligence of duties.
  - Censure
  - Withholding increments/promotions
  - Recovery from his salary whole or part of any financial loss caused to the college due to negligence of duty or breach of orders/rules
  - Suspension
  - Dismissal from service
- As a part of the procedure for taking disciplinary action, the management feels it necessary will to constitute an enquiry committee with HODs/Senior faculty

