



LAKIREDDY BALI REDDY COLLEGE OF ENGINEERING (Autonomous)

L.B. Reddy Nagar, Mylavaram – 521 230, Andhra Pradesh, INDIA.

Affiliated to JNTUK, Kakinada & Approved by AICTE, New Delhi.

Accredited by NAAC and NBA Tier-1 for CSE, IT, ECE, EEE & ME.

SERVICE RULES

(Approved in 13th Meeting of the Governing Body)

I. Preamble:

1. These rules shall be called as 'Lakireddy Bali Reddy College of Engineering, Mylavaram Service Rules'.
2. The rules shall be deemed to have come into effect as revised on 09th Jan. 2021 and remain in force for the next 5 years.

II. Definitions:

1. 'College' means 'Lakireddy Bali Reddy College of Engineering, Mylavaram.
2. 'Management' means 'Lakireddy Bali Reddy Charitable Trust represented by its President.
3. 'Governing Body' means 'Governing Body of the college' constituted as per AICTE /UGC norms.
4. 'University' means 'Jawaharlal Nehru Technological University Kakinada (JNTUK), 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 the 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 themselves of their vacation. All other employees are deemed to be 'Non-Vacation Staff'.
9. 'Teaching Staff' cadres and strengths are in accordance with AICTE norms.
10. 'Non-Teaching Staff' (including contingent staff) pattern, cadres and strengths are in accordance with AICTE/Andhra Pradesh (A.P.) State Government norms.
11. 'Competent Authority' – Chairman/ President in the case of Principal and Principal in the case of other employees.
12. 'Duty' - an employee is said to be On Duty (OD) in the following cases:
 - a) When the employee is discharging duties of the post to which he/she is appointed, or he/she is undergoing training prescribed for the post.
 - b) When the employee is absent from duty on authorized holidays, on permitted vacation or when taking any leave sanctioned by the Principal.
 - c) When the employee is attending conferences, seminars, summer schools, workshops, Refresher Courses, Orientation courses, winter schools, quality improvement program etc., duly permitted by Principal, and
 - d) When the employee is attending to the work assigned by Principal in the interest of the College/Management.
13. 'Leave' means leave granted by Principal to an employee for which he/she is eligible.
14. 'Pay' means basic pay in the time scale or basic pay with special pay/allowance as the case may be.
15. 'Year' means calendar year/ financial year / academic year as the case may be.

III. Staff Qualifications, Selection and Appointments:

1. Qualifications:

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

2. Selection:

- a. The rules prescribed for the selection of employees from time to time by AICTE / University / Government of A.P. shall be followed.
- b. A post shall be filled up by direct recruitment through open advertisement or through promotion from amongst the qualified and eligible internal candidates by a selection committee as directed by the Governing Body.
- c. The Management / Governing Body may in special circumstances, appoint qualified persons by invitation/deputation/ contract basis year after year, up to a maximum of 5 years.

3. Appointments:

The Management/ Principal is the competent authority to appoint an employee based on the recommendations of the selection board. The appointment orders shall be issued by the Management.

IV. Seniority:

The matters related to seniority are finalized by the Governing Body of the college as per the procedure laid out by A.P Government/ Affiliating University.

V. Pay, Allowance, Increments and Promotions:

1. **Pay:** AICTE/UGC scales of pay shall be applicable from time to time in respect of posts classified as teaching staff and A.P. State Govt. / University scales of pay in respect of posts classified as non-teaching staff.
2. **Allowances:** Dearness, House Rent, and other allowances shall be applied from time to time as per AICTE/UGC norms for all regular teaching staff and A.P. State Govt. norms.
3. **Sanction of Increments:**
 - a) Principal/Selection Committee is the competent authority to recommend advance increments to the candidates based on their qualification/specialization / Research contributions / previous salary drawn and experience at the time of appointment.
 - b) **Regular Increments:**

The regular increments shall be sanctioned by the Principal / Management on the satisfactory performance of the employee as recommended by the Head of the Department in the prescribed proforma.
4. **Promotional Policy**
 - a) A Faculty must have 5 years of total experience, out of which 3 years at LBRCE and must have registered for Ph.D. to be promoted as Sr. Asst. Professor.
 - b) A Faculty must have 5 years of total experience with Ph.D. to be promoted as Associate Professor.
 - c) A faculty must have a total experience of 10 years with Ph.D. out of which at least 5 years as Associate Professor to get promoted as Professor.

VI. General Service Conditions:

1. All employees shall abide by the general rules of conduct as specified by the college.
2. All employees are required to be present in the college throughout the working hours of the college on all working days.
3. An employee shall devote his/her whole time to the service of the college and not engage directly or indirectly in any trade or business or private tuition or any other work which is likely to interfere with the proper discharge of his/her duties. However, such a provision shall not apply to all academic work relating to university examinations, question paper settings, Guest Lectures and any other work undertaken with the prior permission of the Principal.
4. An employee may be placed under suspension by the Principal pending enquiry into the framed charges by giving the employee a fair chance to represent his/her case. The Principal is empowered to suspend any employee in the interest of the college and report his action to the Management and the university as the case may be.
5. The services of an employee are liable to be terminated on grounds of fraud, gross indiscipline, negligence of duties, prolonged illness, disability to discharge his/her official duties satisfactorily etc., by giving 3 months' notice or 3 months' salary in lieu, thereof, for a regular employee. The employee concerned, however, shall be given a full and fair opportunity to represent his / her case before effecting such termination. In all such cases, the A.P. State Govt. rules in force shall be applicable.
6. No application of an employee seeking employment elsewhere shall be forwarded during the first year of service. On completion of first year of service, not more than two applications per academic year shall be forwarded for outside jobs.
7. Faculty may be deputed on lien for a period, not exceeding 5 years without pay if selected for Govt. Service, research position, foreign assignment.
8. An employee shall have to give three months' notice in case he / she desires to be relieved on resignation or alternatively, he / she shall pay three months' salary in lieu, thereof. The resignation shall come into force from the date of acceptance of the resignation by the Management / Principal or the date of relieve, whichever is earlier.
9. For all employees in the college, an individual personal file and Service Register shall be maintained with regular updates as per A.P. State Government / affiliating university norms.

VII. Leave Rules:

A. General:

1. Leave cannot be claimed as a matter of right. Principal 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 the appropriate form.
3. An employee shall not take up any service or accept any employment, while on leave.
4. Casual leaves are sanctioned to the employees by the Principal based on the recommendations 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 15 days of casual leave and five 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 seven days for a total period of ten days, including public holidays.
3. Half-day Causal Leave shall be granted to an employee, either in the forenoon or afternoon session.

In normal circumstances, casual leave requires advance sanction; and the employee must make alternate arrangements for his / her work prior to proceeding on leave.

C. Compensatory Casual Leave (CCL)

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

D. Special Leaves:

- a) The teaching staff are entitled to avail themselves of special leave up to a maximum period of 2 weeks in a calendar year to attend FDPS, conferences or seminars etc.
- b) The teaching staff is entitled to avail themselves of special leave up to a maximum period of 1 week in a calendar year to take up examination work outside the college.
- c) The faculty pursuing Ph.D. are entitled to avail special leave for a maximum period of 1 month to attend the course work at the university he/she is enrolled in. A maximum period of 15 days can be used for the Ph.D. related work or activity.
- d) Special Casual Leave up to a maximum period of 1 week may also be granted to an employee for his/her marriage
- e) Special Casual Leave up to a maximum period of 1 week may also be granted to an employee for any unfortunate incident or bereavement in the family.

E. Medical Leaves:

All staff shall be granted medical leave, not exceeding 1 week, in case of any serious illness, hospitalization or, medical complications, 3 more weeks may be sanctioned.

F. Maternity Leave:

All Women employees are entitled to avail maternity leave of 6 Months twice during their service.

G. Study Leave:

The faculty shall be allowed to avail study leave for a maximum period of 3 years without pay, to pursue Ph.D. in any reputed institute, further extendable if needed as the case may be, only after completing a minimum of 2 years of continuous service in the college.

VIII. Travelling Allowance, Daily Allowance, and Local Transport etc.:

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

a) Allowance for Presenting Papers in Seminar / Conferences etc.

The regular teaching staff are sponsored to present research findings in national seminars/conferences and are provided with the Registration Fee, Transportation Charges and Accommodation Expenses altogether up to a maximum of Rs.10,000/- per year.

The Teaching staff who are attending international conferences abroad are eligible to get financial assistance of a maximum of Rs. 2 Lakhs including the Registration Fee, Travel and Accommodation once in every 2 years.

b) Allowances for attending seminars, ISTE / AICTE / UGC refresher courses etc.

The regular teaching staff permitted to attend seminars as delegates, and to undergo refresher courses etc for the maximum duration of one month with the financial assistance of Rs.10,000/- per year. However, this provision does apply to cases where the organizing agency/other agencies reimburse the T.A. or, other expenses.

CODE OF CONDUCT FOR FACULTY & STAFF

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

- a) Every employee shall maintain the integrity of character, remain devoted to his / her duty and be honest and impartial in his / her official dealings. An employee shall be courteous and polite in his / her dealings with the Management, Principal, other members of staff, students and with members of the public. He/she shall exhibit utmost loyalty and shall always act in the best interests of the college.
- b) An employee shall be required to observe the scheduled working hours during which he/she must be present at the place of his / her work. No employee shall be absent from duty without prior permission. Even during leave or vacation, no employee shall leave headquarters except with the prior permission of the competent authority. Whenever leaving the station, an employee shall inform the Principal, in writing through the respective H.O.D., or directly, if he/she happens to be the H.O.D., mentioning the contact address during the period of his / her absence from the headquarters.
- c) No employee shall take membership of any political party or shall take part in politics or be associated with any party or organization or aid or assist any political movement or activity in any manner.
- d) 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.
- e) No employee shall engage directly or indirectly in any trade or any private tuition or undertake employment outside his official assignment, whether for any monetary gain or not.
- f) An employee against whom an insolvency proceeding is pending before a Court of Law shall forth with report full facts to the college.
- h) An employee against whom any criminal proceedings are initiated in a Court of Law shall immediately inform the competent authority of the college with full details.
- i) No employee shall except with prior permission of the competent authority can take resources to law or to the press for the vindication of any official act of the college which has been the subject matter of criticism or attach defamatory character.
- j) Whenever an employee wishes to put forth any claim or seeks redressal of any grievance, he/she must forward his / her case in writing through proper channels to the competent authority and shall not forward any such advance copies of his /her application to any higher authorities unless the competent authority has rejected his / her claim or refused redressal of the grievance or has delayed the matter beyond a reasonable time.
- k) An employee who commits any offence or dereliction of duty or does an act detrimental to the interest of the college is subject to an enquiry and punishment by the competent authority. However, any employee aggrieved with the decision of the competent authority may appeal against such punishment or decision within 15 days of the receipt of the orders of the decision to the Management and the decision of the Management thereon is final and binding on the employee.
- l) No employee shall engage in strike or incitements, therein or similar activities such as absence from work or neglect of duties or participation in hunger strike etc. Violation of the rule will amount to misconduct and attract deterrent punishment.

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) 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 offense and dereliction/negligence of duties.
- i) Censure
 - ii) Withholding increments/promotion
 - iii) 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.
 - iv) Suspension
 - v) Removal from service
 - vi) Dismissal from service
- c) If the Principal seems necessary to constitute an inquiry committee as a part of the procedure for taking disciplinary action, such an enquiry committee shall consist of three members, preferably from amongst HODs and Professors.
- d) 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.


(Dr. K. Appa Rao)
Principal

PRINCIPAL
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