

SERVICE RULES

of
Lakireddy Bali Reddy College of Engineering
(Autonomous)

Mylavaram – 521230



I. Preamble:

1. These rules shall be called as 'The Lakireddy Bali Reddy College of Engineering, Mylavaram Service Rules'.
2. They shall be deemed to have come into effect from 1st August, 2000.

II. Definitions:

1. 'College' means 'The Lakireddy Bali Reddy College of Engineering, Mylavaram.
2. 'Management' means 'Lakireddy Bali Reddy Charitable trust represented by its President.
3. 'Governing Body' means 'The Governing Body of the college' constituted as per A.I.C.T.E / UGC. norms.
4. 'University' means 'J.N.T University, 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. 'Non-Teaching Staff' (including contingent staff) pattern, cadres and strengths are in accordance with AICTE/A.P 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 case of following.
 - a) 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.
 - b) When the employee is absent from duty on authorized holidays, on permitted vacation or when availing any leave sanctioned by the competent authority.
 - c) 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
 - d) When the employee is attending to the work assigned by the competent authority in the interest of College/Management.
13. 'Leave' means leave granted by competent authority to an employee to 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

1. Appointments:

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

2. 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.

3. Selection:

- a) The rules prescribed for 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 by promotion from amongst 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 Five years.

IV. Seniority:

The matters related to seniority is 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:

Pay: AICTE/UGC scales of pay shall be applicable from time to time to the posts classified as teaching staff. A.P. State Govt. / University scales of pay shall be applicable from time to time to the posts classified as non-teaching staff.

Allowances: Dearness, House Rent and other allowances as per AICTE norms for teaching staff and A.P. State Govt. norms for non -teaching staff are extended by Management from time to time to all regular employees of the college.

Sanction of Increments:

- a) Principal/Selection committee is the competent authority to recommend advance increments to the candidates selected 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.

Promotional Policy

- a. The requirement to get promoted from Asst.Professor to Sr.Asst.Professor is 5 years of total experience or 2 years at LBRCE and Registered for Ph.D.
- b. The requirement to get promoted from Asst.Professor / Sr.Asst.Professor to Associate Professor is total experience of at least 5 years with Ph.D.
- c. The requirement to get promoted from Associate Professor to Professor is total experience of at least 10 years with Ph.D. and at least 5 years of experience as Assoc.Professor.

VI. General Service Conditions:

1. All the employees of the college shall abide by the general rules of conduct as specified by the college.
2. 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.
3. An employee of the college shall devote his/her whole time to the service of the college and not to 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. This provision shall 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/ Principal.
4. An employee may be placed under suspension by the appointing authority pending enquiry into 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., giving 3 months notice or 3 months' salary in lieu thereof for regular employee. The employee concerned however shall be given 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. 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.
8. 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. The sanctioning authority has full discretion to refuse or revoke leave of any kind whenever the exigencies of service so demand.
2. A leave account shall be maintained for each employee in an appropriate form.
3. An employee shall not take up any service or accept any employment, while on leave.
4. Casual 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 Casual 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 has to make alternate arrangements for his / her work prior to proceeding on leave.

C. Compensatory Casual Leave (CCL)

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

D. Special Leaves:

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

E. Medical Leaves:

All staff shall be granted medical leave, not exceeding 1 week in case of any serious illness, hospitalization or, medical complications, if any.

F. Maternity Leave:

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

G. Faculty Improvement Programme:

The faculty members may be permitted to improve their academic qualifications by attending courses / research work in higher institutions of learning. The maximum number of faculty deputed is restricted to one member per department per year. In such cases the faculty member is entitled to receive half of his salary during his period of study. The other conditions are as follows:

The faculty deputed must have served in this college for a minimum period of three consecutive years. The period of study leave should be two years for M.Tech. / M.E. programme and three years for Ph.D.

The teacher concerned should execute a bond on the required non judicial stamp to the effect that he / she shall serve the institution for double the period of study leave taken for the above programme. The penalty in case of violation of bond will be double the amount received from the institute during the study period. Any extension of such leave shall be on loss of pay only.

Management is the sanctioning authority for such leave on the recommendations of the Principal / Principal and Head of the Department concerned.

H. Grant of Extraordinary Leave:

Extraordinary Leave may be granted to all regular employees by Management for study and for improvement of qualifications / to work elsewhere for a period of two years on the recommendations of Principal, when an employee has put in 5 years or more continuous

service in the Institution. During such leave, he / she shall not be entitled to any pay or allowances.

I. Study Leave:

Study leave may be granted after a minimum of 3 years of continuous service, to pursue a special line of study or research directly related to his/her work in the university or to make a special study of the various aspects of university organization and methods of education.

VIII. Travelling Allowance, Daily Allowance, 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 they incur 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 sponsored to present papers in seminars / conferences are eligible to travel by second/third AC class, in addition to reimbursement of registration fee. No D.A. is admissible.

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

The regular teaching staff permitted to attend seminars as delegates, and to undergo refresher courses etc. as above are eligible to travel by II-class AC. No D.A. is admissible. This provision does apply to cases where the organizing agency/other agencies reimburse the T.A or, other expenses.

IX. 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 offence 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 competent authority feels it necessary to constitute an enquiry committee as a part of the procedure for taking disciplinary action, the enquiry committee shall consist of three members - HODs from amongst the senior faculty.
- 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.

