

**PREAMBLE:** - The SRK Foundation is a registered body started in Feb'2007 exclusively for providing Technical Institutions in Engineering, Pharmacy and Management Sciences on the lines of IIT's in this part of Andhra Pradesh. Accordingly the management is striving to achieve the goals and could succeed to a large extent on the above lines. The welfare and comfort of the Student Community is of paramount importance to the Management. With the noble object of providing excellent, dedicated and uninterrupted service to the needy and to streamline the administration, the terms and service conditions are framed. These rules shall apply to all the teaching & non-teaching employees of SRK Foundation unless otherwise mentioned in the appointment order.

**GENERAL ADMINISTRATION:**

- (a) All employees should observe the college timings notified by the Principal. No employee shall leave the college earlier than the prescribed working hours. Prior written permission from HOD and Principal must be obtained to leave the institution.
- (b) The holidays for important festivals /national holidays will be notified in advance by the Secretary.
- (c) Attendance registers are maintained either in Principal's office or with HOD and all teaching and non-teaching staff shall sign the register before their reporting time on all working days. Non signing of attendance shall be treated as absence. 3 days late attendance shall be regulated as one day leave. If any staff member is found to be late frequently, besides regulating the period as leave, disciplinary action will also be initiated.
- (d) On duty: Any Staff member will be permitted to go on "on duty" (work directly related to the College functioning) by the Principal in writing on the prescribed format. However, such sanction is at the discretion of the Principal. No staff member shall claim the same as a matter of right for any purpose. Attending practicals or other examinations or invigilation or Meetings of Boards of Studies/ Academic Senate / University work and such other works as to be notified from time to time will be treated as "on duty".
- (e) Temporary employees both Teaching and Non-teaching who are drawing salary whether in regular pay scales or consolidated pay are eligible for medical leave and earned leave on completion of 2 years of service prospectively from the beginning of the third year i.e. their

service from the 3<sup>rd</sup> year only will be counted for sanction of Medical Leave or Earned Leave irrespective of regularization by selection through a duly constituted Selection Committee.

(f) Regular employees also are eligible for medical leave and earned leave on completion of 2 years of service prospectively.

(g) Adhoc employees both Teaching and Non-teaching drawing consolidated salary are also eligible for medical leave and earned leave on completion of 2 years of service.

All the categories of employees are eligible for Casual Leave from the date of joining service.

## **SERVICE RULES**

1. The appointment is **outside the purview of Grant-in-Aid Code and other rules, regulations, orders, standing instructions, circulars, guidelines, norms or practices, if any, in this regard, of the Government - State or Central –the Jawaharlal Nehru Technological University Kakinada. This appointment does not in any way confer on the applicant any claim or legal rights either to the post or to the scales of pay recommended by any such Authority.**
2. The appointment is solely and fully subject to his/her completely satisfying the requirements of the rules, regulations, orders, standing instructions, norms, guidelines or practices, if any, of the Government-Central or State, UGC, JNTU-K, AICTE & PCI with regard to his/her academic qualification, period of service, seniority, etc.
3. The initial appointment is made on **probation for a period of one year** which may be extended further if the performance of the candidate is not satisfactory.
4. The service may be regularized after the completion of probation and subject to the rules and regulations of the university. The declaration of probation does not confer any special right to continue in the post in which he/she satisfactorily completed probation.
5. DA & HRA will be paid as approved by Management/ Principal from time to time.
6. The Management/ Principal have the authority to withhold an increment for a certain period as a disciplinary measure for sufficient and valid reasons. The date of subsequent increment may be postponed if the leave granted on loss of pay is for more than seven days per year, by as many days as he/ she was on loss of pay.
7. Unless other-wise stated, specifically, in the terms of appointment every employee is a whole-time employee of the college and may be called upon to perform duties as may be assigned to him/her by the appropriate authority, if necessary, beyond the scheduled working hours and on holidays and Sundays whether compensated for or not.

8. The services of teaching staff who are on probation are liable to be terminated at any time by the Employer without notice if the services are not satisfactory.
9. The services of regularized teaching staff are liable to be terminated at any time by the Employer with two months' notice if:
  - a. The services are not satisfactory.
  - b. There is no requisite work load for the employee concerned, on account of any change in the curriculum, fall in the students' strength, etc.
10. Dual appointment / services (any outside academic activities) without the prior approval will lead to dismissal from the service.
11. Teaching staff who have completed their period of probation or who are on probation can resign from service by giving either two months notice or by paying two months salary in lieu of such notice to the Employer. However, their relieving is at the discretion of the management if it is in the middle of the academic year.
12. Promotions are subjected to the conditions laid down by the regulatory authorities like UGC, AICTE, PCI, University and any other statutory bodies.

#### **LEAVE/ VACATION RULES**

13. Leave/ vacation can't be claimed as matter of right and when the exigencies of college so demand, leave/vacation of any description may be refused by the head of the institution.
14. Every employee is entitled to 03 days of casual leaves (CL) per year and earned leaves (EL) accruing at one day for 24 of his/ her working days which starts from 1<sup>st</sup> July to 30<sup>th</sup> June every year.
15. Casual leave to be availed not more than one in a month whereas earned leaves can be availed with prior permission only. ELs can be accumulated up to 15 days only. Beyond 15 days they can be en-cashed at the end of academic year at the rate of half of his/ her wages.
16. The faculty is eligible for vacation only after the completion of one year of his/ her continuous regular service. Such faculty can avail one week of the festive vacation in January every year and one week of summer vacation in May every year.
17. The non-teaching staff and Principal/Director of the institution are under **non-vacation category**.
18. Maternity leave may be granted up to three months without pay for probationers. Permanent employees are eligible for three months of maternity leave with half pay for two months.
19. No employee shall be absent from duty without prior permission. Even during leave or vacation, no employee shall leave head-quarters except with the prior permission of proper

authority. Whenever leaving station, an employee shall inform the Principal in writing through the respective HOD or directly if, he happens to be a HOD, the address at which he/she would be available during the period of his/her absence from the head-quarters.

20. Late attendance with permission is granted for 30 minutes. Such four permissions per month will be considered as one day leave and three days late attendance without permission per month will be treated as one day leave.
21. Attendance is compulsory on the last day of academic session and on the college reopening day failing which, the vacation availed will be considered as leave on loss of pay (LOP) unless the prior permission is obtained.
22. Every employee should follow the list of holidays notified by the management which include *Bhogi, Sankranti, Mahasivaratri, Ugadi, SriramaNavami, Ramzan, VinayakaChavithi, Durgashtami, Vijayadasami, Deepavali, Christamus, Independence Day, Republic day and Gandhi Jayanthi* and optional holidays – *Muharram, Good Friday & Sravana Poornima*. Unless otherwise permitted, any leave/ absence with preceding and succeeding holidays will be treated as leave/ LOP.
23. Faculty may be permitted with prior permission in the prescribed format to go on any duty directly related to the college functioning and any other assignment permitted by the college as **on duty**.

## CONDUCT RULES

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

24. The employee shall be devoted to his duty and work with:
  - a. Implicit obedience to the management.
  - b. Impeccable integrity, character and discipline
  - c. Exemplary regularity in attendance, total availability during working hours, committed participation and honest involvement in building and improving the institution.
  - d. The employee shall be co-operative to the management, principal, heads of the institution, teaching and non-teaching staff of the college and serve with zeal.
  - e. The employee shall whole heartedly attend and completely involve in all academic, cultural and extracurricular activities, seminars, workshops, study tours, staff and parent meetings, etc., failing which liable to disciplinary action.
  - f. The employee shall be prepared to work in any of the institutions under the governance of the Management of SRK Foundation, provided the nature of work is not materially different.

- g. No employee shall be a member of a political party or shall take part in politics or be associated with any party or organization, nor shall subscribe in the aid or assist in any manner to any political moment or activity and involve in castism.
  - h. No employee shall make any statement, publish or write through any media which has the effect of an adverse criticism towards any policy or action of the college or detrimental to the interest of the college.
  - i. An employee against whom an insolvency/ criminal proceedings commenced in the Court of Law shall forthwith report full facts thereof to the college authorities.
  - j. No employee shall engage in strike or similar activities. Violation of this rule will amount to misconduct and attract deterrent punishment.
  - k. The staff members shall not involve themselves in activities not related to their work, reading irrelevant magazines, papers, books etc., during working hours is strictly avoided.
  - l. The staff members are prohibited from accepting gifts in any form from the students/ parents/ companies having business transactions with the college.
25. The appointee shall hand over all his/her original certificates to the custody of the concerned Principal at the time of reporting to duty underwritten acknowledgement, which would be returned at the time of relief from the college.
26. An employee who commits any offence or does an act detrimental to the interests of the college is subject to an enquiry by the principal. However, any employee aggrieved with the decision of the principal may appeal against such punishment or decision within 15 days from the receipt of orders of the decision to the management and the decision of the management, thereon, is final and binding on the employee.

## **DISCIPLINARY ACTION**

27. All employees are liable for disciplinary action for 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 fair opportunity has been provided to the employee to defend him/ herself.
28. As part of disciplinary action, the following punishments for good and sufficient reasons may be imposed upon the employees of institution, after establishing the facts about dereliction/ negligence of duties.
- i. Censure
  - ii. Withholding increment/promotion/extending probationary period

- iii. Recovery from his salary whole or part of any pecuniary loss caused to the college due to negligence of duty or breach of orders.
  - iv. Suspension
  - v. Removal from service
  - vi. Dismissal from service
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