



**G.NARAYANAMMA INSTITUTE OF TECHNOLOGY & SCIENCE,  
( for Women)**

**Shaikpet, Hyderabad - 500104**

***SERVICE & CONDUCT RULES***

***OF***

***EMPLOYEES 2017***

# **SERVICE & CONDUCT RULES OF EMPLOYEES 2017**

## **CHAPTER 1**

### **EXTENT OF APPLICATION**

#### **1.1. Name**

The Rules contained in this Administrative Manual shall be called the “**G.Narayanamma Institute of Technology & Science, Hyderabad-Service Rules 2017**” (Governing the service conditions of all the Employees of the Institute, both Teaching and Non-teaching staff) and will come into force w.e.f 01 January 2017. These rules supersede the Rules 2005 and all other Amendments made there under till date.

#### **1.2. Application**

- a) These Rules shall apply to all the Employees of G.Narayanamma Institute of Technology & Science, Hyderabad.
- b) In respect of matters not specifically provided for in these Rules, the Governing Council of the Institution shall be competent to issue such Directions or Orders as it may consider appropriate and such instructions shall be treated as part and parcel of these Rules and shall have the same effect.
- c) Points requiring interpretation or clarification or any cases of doubt shall be referred to the Governing Council, whose decision shall be final.
- d) All the Employees are required to familiarize themselves with these Rules immediately upon appointment since their services will be governed and regulated by these Rules, in addition to statutory requirements and other conditions which may be spelled out in individual appointment letters or the office orders.

In these Rules, unless there is anything repugnant to the context, the following words would have the meaning as assigned to hereunder.

## **CHAPTER 2**

### **DEFINITIONS**

- 2.1 “**Institute**” means the institute known as “G.Narayanamma Institute of Technology & Science (for women), Hyderabad”
- 2.2 “**Governing Council**” means the Governing Council of the Institute constituted as per the guidelines of the University Grants Commission / AICTE.
- 2.3 “**Chairman**” means the Chairman of the Institute.

- 2.4 **“Secretary”** means the Secretary of the Institute
- 2.5 **“Director”** means the Director of the Institute.
- 2.6 **“Principal”** means the Principal of the Institute.
- 2.7 **“Employee”** means a person employed by the Institute as a Faculty member or non-teaching staff.
- 2.8 **“Headquarters”** means the Headquarters of the Institute i.e. Hyderabad.
- 2.9 **“Authorities”, “Officers”, and “Professors”** respectively mean the Authorities, Officers and Professors of the Institute.
- 2.10 **“Faculty”** means a member of Teaching Staff of the Institute.
- 2.11 **“Staff”** means a member of Non-teaching (supporting) Staff of the Institute
- 2.12 **“Appointing Authority”** means the Authority empowered to make the appointment to a post.
- 2.13 **“Appointment to a post on a regular basis”**: A person is said to be “appointed on a regular basis” to a post, when (in accordance with these Rules or in accordance with the Rules applicable at the time, as the case may be) he/she discharges, for the first time, the duties of the post commencing the probation, instruction or training prescribed thereof, after receiving an order from the Secretary/Director/Principal.
- 2.14 **“Appointment to a post on Adhoc or Tenure basis”**: A person is said to be “appointed to a post on Adhoc or tenure basis”, when he/she is appointed as such as mentioned in the order appointing him/ her.
- 2.15 **“Competent/Discipline Authority”** means
- (a) The Chairman/Secretary in the case of the Director/Principal, and
  - (b) The Director/Principal in the case of all other Employees.
- 2.16 **“Duty”**: A person is said to be on duty for the purpose of service benefits, when
- (a) He/She is performing the duties of a post to which he/she is appointed or is undergoing probation, instruction or training prescribed for such post, provided that the performance of such duties is followed by confirmation, or
  - (b) He/She is absent from duty on authorized holidays or on casual leave taken in accordance with instructions regulating such leave issued by the Governing Council, having been on duty immediately after such absence, or
  - (c) He/She being a Teacher, is absent during vacation or
  - (d) He/She is attending a conference of learned societies on deputation by the Institute, or
  - (e) He/ She is absent from headquarters attending to the work not connected with his/her usual routine but assigned to him/her by the competent Authority.

- 2.17 **“Lien”** means the title of an Employee to hold substantively either immediately or on the termination of a period or periods of absence, a regular post including a tenure post to which he/she has been appointed substantively.
- 2.18 **“Officiate”**: An Institution Employee officiates in a post when he/she performs the duties of a post on which another person holds a lien. The appointing authority may, if it thinks fit, appoint an Employee to officiate in a vacant post on which no other employee holds a lien.
- 2.19 **“Pay”** means the amount drawn monthly by an Employee as :
- (a) The Pay (other than Special Pay granted in view of his/her personal qualifications) which has been sanctioned for a post held by him/her substantively or in an officiating capacity, or to which he/she is entitled by reason of his/her position in a cadre, and
  - (b) Special Pay and personal pay and
  - (c) Any other emoluments, which may be specially classified as Pay by the Governing Council.
- 2.20 **“Regular post”** means a post carrying a definite scale of pay sanctioned by the Governing Council or mentioned in the order of appointment.
- 2.21 **“Probation”** means the time period during which a fresh entrant to the service or a person appointed to a higher post for the first time by promotion is put on test for determining his/her fitness to hold the post in service.
- 2.22 **“Period of Probation”** means the period of probation prescribed by the Governing Council or mentioned in the order of Appointment.
- 2.23 **“Probationer”** means an Employee, who has not completed the period of his/her probation.
- 2.24 **“Personal Pay”** means an Additional Pay granted to an Institute Employee
- (a) To compensate him/her from a loss of substantive pay in respect of regular post other than a tenure post due to a Revision of Pay or from any such reduction of substantive pay other than as a disciplinary measure, or
  - (b) In exceptional circumstances on other personal considerations.
- 2.25 **“Special pay”** means an addition to the pay of an employee, granted in consideration of
- (a) the specially arduous nature of duties, or
  - (b) a specific addition to the work of responsibility.
- 2.26 **“Substantive Grant”** means a monthly grant made to an Employee under suspension, who is not in receipt of pay or leave salary.
- 2.27 **“Substantive pay”** means the pay other than Special Pay and Personal Pay drawn in a post held in regular capacity.
- 2.28 **“Tenure post”** means a post, which an individual Employee holds for a limited period.

2.29 “**Time scale of pay**” means Pay which, subject to any conditions prescribed in these Rules, rises by periodical increment from a minimum to maximum.

2.30 “**Teaching staff**”: The Teaching Staff shall comprise the following categories

- (a) Director
- (b) Principal
- (c) Professors
- (d) Associate Professors
- (e) Assistant Professors
- (f) Librarian
- (g) Physical Director
- (h) and any other category of post declared by Governing Council as teaching Staff.

2.31 “**Non-teaching staff**”: All employees, other than contingent staff, who do not come under the category of Teaching staff, shall be deemed to be Non-teaching staff.

2.32 “**Habitual**” means an act of omission which is repeated three times or more within a period of 12 months.

## **CHAPTER 3**

### **CLASSIFICATION OF EMPLOYEES**

Employees in GNITS are classified into the following categories:

#### **3.1 Adhoc Employees**

Employees for whom the tenure (specific period of time) of employment is mentioned in the Appointment Order are called Adhoc Employees. Such Employees shall not have any claim permanency or regularization of their employment in the Institution. Unless they are terminated before the completion of the tenure by giving one months’ notice or by paying one month salary in lieu thereof, such appointment will automatically come to an end at the expiry of the tenure (the specific period of time mentioned in the appointment order) and no notice is required and no compensation will be paid.

#### **3.2 Regular Employees**

A person who is appointed against a Regular Post carrying scale of pay and who has satisfactorily completed the probation period stipulated in the appointment order or the extended probation period to the entire satisfaction of the Management and who has been confirmed is called Regular Employee.

The Appointing Authority has the powers to terminate the services of any Regular Employee if the retention of that Employee in service is considered undesirable (detrimental to the interest of the Institute) or on medical grounds (certified by a medical authority nominated by Governing Council) by giving 3 months notice or by paying 3 months salary in lieu thereof.

### **3.3 Probationer**

An Employee who is provisionally appointed to a Regular Post, and who has not completed the probation period is called a Probationer. The probation period may be extended further at the discretion of the Management or may be dispensed with before the completion of the initial probation period or the extended probationary period as the case may be. If a Regular Employee is appointed as a Probationer on any other post, on a promotion he may at any time be reverted to his substantive / original post, during or after the probationary period. The services of a Probationer can be terminated with one month notice on either side or by paying one month salary in lieu thereof.

### **3.4 Part time Employee**

A person who is employed to work for less than the normal period of working hours which is clearly specified in the Appointment Order is called as Part-time Employee. Part-time Employees are entitled to only the salary mentioned in the Appointment Order and no other benefits.

## **CHAPTER 4**

### **APPOINTMENTS,PROMOTION POLICIES AND SCALES OF PAY**

#### **4.1 Appointments**

- a) Governing Council shall have the power to decide whether a particular post is to be filled by open advertisement or by invitation or by promotion from amongst the employees of the Institution.
- b) Selection Committee for filling Teaching posts by open advertisement shall be constituted by the Governing Council as per the Govt. Rules in vogue.
- c) Selection Committee for Non-teaching posts shall be constituted by the Governing Council.
- d) If the post is to be filled by open advertisement, it shall be advertised by the Secretary. Applications received shall be scrutinized by the Director/Principal for determining the candidates to be called for Interview.
- e) The Selection Committee interviews the candidates called for interview and makes its recommendations to the Governing Council, the names of the selected candidates being arranged in the order of merit.
- (f) No act or proceedings of any Selection Committee shall be questioned on the ground merely of the absence of any member or members of the Selection Committee.

- g) Provided that any meeting of the Selection Committee, if found necessary, the Secretary shall give at least a week's notice of the meeting to the members of the Selection Committee.
- h) Qualifications required for a post in the Institute shall be such as may be determined by the Governing Council from time to time, taking into consideration the norms prescribed by the UGC /AICTE.
- i) Secretary shall be the Appointing Authority for all the posts in the Institute

#### **4.2 Scales of Pay:**

- a) Teaching Posts : Keeping the UGC/AICTE scales in view the Governing Council of the Institute will decide from time to time the Scales of Pay to be offered to the Teaching posts.
- b) All other Posts : Scales as prescribed by the Governing Council from time to time.

#### **4.3 Allowances:**

Dearness Allowance & House Rent Allowance shall be adopted as decided by the Governing Council of the Institute from time to time.

#### **4.4 Fixation of Pay:**

A member, who is appointed to a post shall unless otherwise stated be eligible to draw pay at the minimum of the time scale of pay of that post. A member, who is holding a post in a time scale and is promoted to a higher post shall be entitled to draw pay in the time scale of pay of the higher post at the stage next above his/her pay in the lower post after allowing an increment in the lower post. Where, however, he/she had reached the maximum of the scale of the lower post at the time of such promotion, his/her pay in the higher post will be fixed in the same manner giving notional increment in the lower post and onward fixation at the next stage of the scale in the higher post.

#### **4.5 Increments:**

- a) All services in a post on a time scale of pay shall count for increments in that time scale, unless and otherwise specifically mentioned contrarily.
- b) Leave other than leave without pay shall count for increments in the time scale applicable to the post, which the Employee holds, and on the post on which he/she holds lien, provided, however, that the Appointing Authority shall have the power to direct that the leave with out pay shall be counted for increments, if it is satisfied that such leave was taken on account of illness or for any other cause considered by the Governing Council as proper and reasonable.
- c) Where the probation of an Employee is extended, the authority which extended the probation shall decide whether the second increment shall be allowed to be drawn or kept in abeyance until the Employee concerned completes the period of extended probation and is ultimately confirmed by the Appointing Authority.

- d) The quantum of increment will be decided as per the guidelines in force which are issued by the governing council from time to time.
- e) The Secretary shall be the Authority to sanction the drawl of increment by the Director/Principal and other employees.

#### **4.6 Withholding of an increment**

When an increment of an Employee is withheld as a disciplinary measure, the Authority ordering the withholding of the increment shall state the period for which the increment shall be withheld and whether it shall have the effect of postponing the future increments i.e. with or without cumulative effect. When an increment is withheld for a certain period, this period shall be exclusive of any interval spent on leave before the period is completed.

#### **4.7 Reduction of pay in time scale:**

When the pay of an Employee is reduced by the Competent Authority to a lower stage in time scale, that authority shall specify in the order the period for which such reduction shall be effective and that the period shall be exclusive of any interval spent on leave.

#### **4.8 Advance increments**

The Governing Council shall be the authority competent to sanction advance increments in deserving cases to the candidates selected for appointment. However, in respect of new appointees, the Secretary/Director/Principal may offer a higher start taking into consideration the pay structure of the existing Employees and report to the Governing Council. Advance increments may be sanctioned to the existing employees also as an incentive in special deserving cases.

#### **4.9 Promotion Policies**

Promotions to higher position shall be considered on the basis of competency, past performance, qualification, merit & seniority basis. Under normal circumstances the senior most members of the staff shall be considered for promotion to the next higher level position, subjected to the vacancy and requirement. Hence, Promotion is not automatic and cannot be claimed by an employee as a matter of right. The institute will consider the UGC/AICTE/JNTUH rules and regulations for promotions in case of teaching positions.



# CHAPTER 5

## GENERAL CONDITIONS OF SERVICE

### 5.1 Medical and other certificates to be submitted

Every appointment shall be subject to the conditions that the appointee is certified, as possessing sound health and that he/ she are physically and mentally fit for service, by a Medical Authority nominated by the Governing Council. The Governing Council may, however, for sufficient reasons relax the medical requirements in any particular case or cases, or dispense with such medical examination in any particular case or cases, subject to such conditions, if any, as may be laid down by Governing Council. The Employees shall hand over their Medical Fitness Certificate and other original certificates like SSC, Intermediate, B.Tech, M.Tech, PhD etc to the Director/Principal at the time of joining duty.

Every employee will be required to declare his Date of Birth and Age and produce original School Leaving Certificate in support. Once the date of birth is recorded, it will not be permitted to be altered / changed subsequently. In case of ambiguity, the Appointing Authority shall establish the age of the Employee, which shall be final and conclusive for all purposes concerning his employment including retirement. All Employees shall notify in the administrative office immediately if any change in their local / permanent address takes place, but not later than 3 days of such a change. A communication forwarded by the Management/Administrator to the recorded address shall be regarded as sufficient compliance of the purpose for which the communication is addressed.

### 5.2 Whole-time Employee:

- a) Unless otherwise stated specifically in the terms of appointment, every Employee is a whole-time Employee of the Institute, and may be called upon to perform such duties, as may be assigned to him / her by the Director/Principal/Secretary even beyond scheduled working hours and on Holidays and Sundays
- b) An Employee of the Institute shall devote his/her whole-time to the service of the Institute and execute such duties as may be assigned to him/her by the Director/Principal/Secretary. He/She shall not engage directly or indirectly in any trade or business or in private tuitions or any other work, which may interfere with proper discharge of his/ her duties. But the prohibition herein shall not apply to academic work and consultative practice etc., undertaken with the prior permission of the Director/Principal/Secretary, which may be given subject to such conditions as regards acceptance of remuneration that may be laid down by the Governing Council.

### 5.3 Probation:

- a) All persons appointed to regular posts in the Institute shall be on probation for a period of TWO years.
- b) Persons appointed to higher posts by promotion shall also be on probation for ONE year.
- c) The Appointing Authority shall have the power to extend the period of probation of any Employee of the Institute for such period as may be found necessary.

#### **5.4 Confirmations:**

When any Employee completes his/her probation, or extended period of probation, the Appointing Authority shall decide whether his/her probation is completed satisfactorily, and if it is so decided, he/she may be regularized in the post in which he/she completes the probation. If the Appointing Authority fails to decide within 6 months from the date of completion of the prescribed period of probation the Employee will be deemed to have completed the probation satisfactorily. An Employee, if confirmed after successful completion of probation, shall continue to hold the office.

#### **5.5 Termination of Service**

- a) Where it is proposed to terminate the employment of a probationer during the period of probation, for any specific reason or on account of his/her unsuitability for the service or on disciplinary grounds, the probationer shall be apprised of the grounds of such proposal and given an opportunity to show cause against it, before orders are passed by the Authority competent to terminate the employment on one months' notice.
- b) If any employee is not regularized after the period of probation and his/her probation also is not formally extended, he/she may be apprised of the reasons therefor within 6 months and he/ she shall be deemed to have been continued on a temporary basis and his/her services may be terminated by the Appointing Authority by giving one months' notice.
- c) The Appointing Authority shall have the power to terminate the services of any employee appointed on tenure basis without any notice.
- d) The Governing Council shall have power to terminate the services of any regular employee by giving him/her three months' notice, if the member's retention in service is considered undesirable on medical grounds certified by a Medical Authority nominated by the Governing Council, and also on the grounds of misconduct, misappropriation, dereliction of duty, inefficiency, etc.
- e) The Governing Council shall have the power to terminate the services of any regular employee on grounds of retrenchment or for reasons of austerity by giving three months' notice in writing to the Employee concerned.
- f) Services of a probationer or a regular employee can be terminated forthwith by paying notice pay in cases under rules (a), (b), (d) and (e) above instead of keeping him/her in service during the notice period.

#### **5.6 Resignation**

- a) A member of regular staff may resign from his/her post and terminate his/her engagement with the Institute by giving to the Appointing Authority 3 months notice or by paying 3 months pay in lieu thereof. The vacation enjoyed by such an Employee during the notice period will not be counted as part of the notice period. However, the Appointing Authority may, for sufficient reasons, accept the notice for a lesser period also.

- b) Unless otherwise stated specifically in the terms of appointment an Employee on probation may terminate his/her engagement in the Institute by giving to the Appointing Authority one month notice or by paying one months' salary to the Institute in lieu thereof. The vacation enjoyed by such an Employee during the notice period will not be counted as part of the notice period. However, the Appointing Authority may, for sufficient reasons, accept the notice for a lesser period also.
- c) On termination / resignation of the service, an Employee shall give a proper account of all Identity Cards, Clothing, Reports and Records, Papers, Books, Tools, Instruments and other property of the Institute in his/her possession/custody/charge before the last payment of outstanding salary. The value of all shortages and / or damages to the Institute tools, instruments, and other property in the Employee's possession/custody/ charge shall be recoverable from him/her and without prejudice to any other mode of recovery, may be recovered by adjustment against whatever is payable to him/her. The Employee will be required to compensate the Institute for all losses/damages caused by him/her to the Institute premises and all movable property therein. Failure to comply with all or any of the above provisions shall entitle the Institute to withhold the Employee's dues to make appropriate deductions therefrom and to take such other action as may be deemed fit, which also includes the initiation of Legal Proceedings in the Court of Law.

#### **5.7 Applications for outside Appointments:**

- a) An employee who is on probation shall not be permitted to apply for Appointment outside the Institute, provided, however, that he/she shall resign before applying for such an Appointment.
- b) The maximum number of Applications from a member of regular staff for appointment outside the Institute shall be restricted to two per Calendar Year.

#### **5.8 Retirement:**

The Age of Retirement of all members of teaching staff (faculty) shall be 60 years and in case of other staff it shall be 58 years. However, an Employee's services can be terminated by the Management even before his/her superannuation on the grounds of physical or mental infirmity, inefficiency or incapability to work, or if he/she outlived his/her utility.

#### **5.9 Seniority:**

The seniority of an Employee in a post shall be determined by the date of commencement of his probation in that post. In case of two or more persons selected for appointment at the same time for a category of post, the Appointing Authority shall fix the order of seniority among them having regard to the order in which they have been placed by the Selection Committee, if any, which has included them in that panel.

#### **5.10 Transfer:**

Every Employee is liable to be transferred from one Department to another in the Institute.

# CHAPTER 6

## LEAVE RULES

### 6.1 General

- a) These leave rules shall be called the “**G.Narayanamma Institute of Technology & Science, Hyderabad**” Leave Rules 2017.
- b) They shall be deemed to have come into effect from 01 January 2017. They shall be applied to all categories of employees of the Institution appointed on a regular basis.
- c) Application of an employee for any kind of leave shall be considered only when the alternative arrangements for his/her work are made.
- d) Any employee can proceed on leave only after the leave is sanctioned.
- e) A leave account shall be maintained for each kind of leave and for each employee in the appropriate form
- f) Leave is earned by “Duty” only. Duty for the purpose of determining the leave eligibility includes
  - i) Any period of absence on casual leave
  - ii) Any period of absence on Public Holidays whether in combination with casual leave or when permitted to be prefixed or suffixed to leave under these rules.
  - iii) Any period of absence on vacation either during a continuous period or when permitted to be prefixed or suffixed to leave under these rules.
- g) Period of absence on extraordinary leave, that is leave on loss of pay (LLOP), cannot become part of duty.
- h) **Leave cannot be claimed as a matter of right.** Mere submission of application for leave will not be deemed that the leave has been sanctioned. The sanctioning authority has full discretion to refuse or revoke leave of any description when the exigencies of service so demand.
- i) The Sanctioning Authority may recall an Employee to duty before the expiry of his / her leave.
- j) Unauthorized absence from duty may be treated as misbehavior that attracts disciplinary action under conduct Rules.
- k) An Employee on leave shall not take up any service or accept any employment or office of profit without the prior sanction of the Appointing Authority.
- l) Any leave must be applied for well in advance. In case of emergency, telephonic or e-mail intimation should be given to the concerned head and on rejoining; proper leave application should be put up and regularized.

- m) Leave, even if entitled, if availed without intimation/permission will be deemed as absence from duty resulting in loss of pay and also will be treated as "Dies Non"
- n) Every application for leave on medical grounds shall be accompanied by a Medical Certificate given by a Registered Medical Practitioner. No employee who has been granted leave on medical grounds may return to duty without first producing a Medical Certificate of fitness.
- o) Leave on loss of pay (LLOP), Half Pay Leave (HPL), and Earned Leave (EL) cannot be availed for a period of less than one day. Also LLOP, HPL, EL cannot be availed for one day split into two halves as AN and FN of two consecutive working days.
- p) Holidays Prefixed or suffixed of any kind leave will not be counted as leave. However, intervening holidays falling the period of all other kinds of leave except the Casual Leave and Academic leave will be counted as leave.
- q) While availing Vacation, a week will be calculated from Monday to Saturday. Intervening days will not be considered.
- r) An Employee who leaves his place of duty during vacation is liable to be recalled.
- s) In the case of the Director/Principal, Secretary / Chairman of the Governing Council will be the authority to sanction leave. The Director/Principal shall be the authority competent to grant leave to all other Employees.
- t) An Employee cannot return to duty before the expiry of leave sanctioned to him/her unless he/she is permitted by the competent authority to do so.
- u) The general holidays admissible in any calendar year will be announced in the month of December of the previous calendar year. However, though the Republic day (26<sup>th</sup> Jan ) and the Independence day (15<sup>th</sup> Aug ) are holidays, the attendance of all the Employees at the flag hoisting ceremonies on these days is mandatory.
- v) Employees are advised to plan their leave to ensure that they do not exceed their entitlement. Improper planning and availing leave in excess of their entitlement will adversely affect the employees as under
  - a) Extension of probation period or date of increment.
  - b) Delay in confirmation and fixation of regular scale of pay.
  - c) Non-eligibility for earned leave.
- w) If the leave availed is more than the entitlement, then the probation/confirmation will be extended depending upon the number of days of leave availed in excess of the entitlement. Pay will be deducted in the following month for the days of absence in excess of entitlement.

## **6.2 Leave Rules for the Regular Employees**

Rules relating to the different kinds of leave that can be availed by a regular employee are described below.

### **6.2.1 Casual Leave**

- a) Casual leave will be admissible to a Regular Employee of the Institute for a total period not exceeding 15 days in a Calendar Year, the quantum of casual leave admissible to him/her will be on proportionate basis.
- b) Casual leaves will be credited in advance @ 7 days and 8 days on 1<sup>st</sup> January and 1<sup>st</sup> July respectively every year for every completed six months of service or fraction thereof, depending upon their date/month of their joining service. Casual Leave will be credited on a pro-rata basis for fraction of service. Correspondingly, if any employee relinquishes his/her appointment, proportionate adjustment by debiting the leave account will be affected before final payment.
- c) Casual Leave may be granted, subject to eligibility, for a period not exceeding 10 days at a time, including holidays.
- d) Any balance period of casual leave shall lapse with the calendar year.
- e) Casual leave should not be combined with any kind of regular leave discussed in the following sections or with vacation.

### **6.2.2 Vacation**

- a) Teaching staff (faculty) are eligible for 6 weeks (42 days) of vacation in every Calendar Year. They can avail vacation whenever it is declared as per the guidelines issued.
- b) If they cannot be granted full 6 weeks (42 days) and are retained during part of the vacation they would be compensated with a quantum of earned leave at 1/3 of the period of unavailed vacation in the year
- c) Non-teaching staff are also eligible for 3 weeks (21 days) of vacation in every Calendar Year. They can avail vacation whenever it is declared as per the guidelines issued.
- d) If they cannot be granted full 3 weeks (21 days) and are retained during part of the vacation they would be compensated with a quantum of Earned Leave equal to 1/3 of the unavailed vacation in the year.
- e) Vacation may be taken in combination with or in continuation of any kind of leave other than casual leave and Academic leave i.e. earned leave, half-pay leave (to be described below) provided that the total duration of vacation and leave shall not exceed 120 days under any circumstances.

### **6.2.3 Earned Leave**

- a) In addition to the leave earned on account of retention during vacation, every employee will be credited with 6 days of earned leave for every year of completed service.
- b) An Employee will, however, cease to earn such leave when the Earned Leave due accumulates to 180 days.
- c) Leave earned by each Employee during any calendar year will be finalized and credited to his/her Earned Leave account only at the end (that is on 31st December) of the year. Therefore, the leave earned in any year can be availed of only during subsequent years.
- d) The grant of Earned Leave at a time shall not exceed 120 days.
- e) The Earned Leave can only be availed by the Employee while he/she is in service that too after prior sanction and it cannot be en-cashed either in service or at the time of leaving the service because of resignation or retirement or any other reason.
- f) Un-availed Earned leaves will be carried forward to the subsequent year.

### **6.2.4 Half-pay Leave**

- a) The half-pay leave admissible to a regular Employee will be 20 days for each completed year of service.
- b) The half-pay leave due may be granted to an Employee purely on Medical grounds only when the employee is hospitalized for not less than 24 hours on illness.
- c) Commuted leave on full pay, not exceeding half the number of half-pay leaves at his/her credit, may be granted to an Employee for medical reasons (supported by proper certificate like Hospital discharge summary) only. When commuted leave is granted, twice the number of commuted leaves shall be debited from the half-pay leaves at his/her credit.
- d) The total duration of Earned Leave and Commuted Leave in conjunction shall not normally exceed 120 days.
- e) Un-availed Half Pay leaves will be carried forward to the subsequent year.
- f) The maximum commuted leave admissible during the entire period of service shall be limited to 240 days

### **6.2.5 Academic Leave**

- a) Academic leave, not exceeding 10 days in a calendar year, may be granted to the regular teaching staff (faculty) member of the Institute for academic purpose such as pursuing higher studies, attending meetings of Board of Studies of JNTU or any other University recognized by UGC and attending Workshops, Seminars, Conferences and Symposia.
- b) When the teaching staff (faculty) member is on vacation, he/ she cannot avail Academic Leave.
- c) A support document confirming the purpose of the Academic Leave should be submitted along with leave application.
- d) The Academic Leave cannot be combined with any other kind of leave or Vacation.

### **6.2.6 Maternity Leave**

- a) Maternity leave is admissible to Regular married Women Employees with at least two years of regular service in this institution and can be availed only once during the service period.
- b) The leave may be sanctioned up to 90 days on full pay.
- c) The leave is not admissible in case of Women Employee who has Two or more surviving children
- d) The total duration of Maternity Leave in combination of any other leave or vacation shall not be more than 120 days.

### **6.2.7 Compensatory Casual Leave (CCL)**

This leave is granted to staff up to the cadre of Associate Professor (but not to HODs and Professors) only when they perform non-remunerative duties assigned by the HOD or Director/Principal, during vacation or on a holiday. It is not granted when any remunerative duties are assigned-like JNTU examinations or any other entrance/competitive examinations conducted at this Institution. The CCL may be availed within the period of 3 months from date of work. However, CCLs are restricted to 5 days per year.

### **6.2.8 Leave Salary:**

Salary during any kind of leave will be paid only on re-joining duty by the employee.

An Employee who goes on maternity leave or vacation in combination of any kind of leave as said above should be able to continue in the work immediately after completion of the said leave in the subsequent academic semester without any break to entitle the leave salary of the said leave period.



### **6.3 Leave Rules for Probationary / Adhoc Employees**

Probationary/Adhoc Employees are entitled to the following Leaves only.

#### **6.3.1 Casual Leave**

- a) Casual Leave will be admissible to Probationary/Adhoc employee of the Institute for a total period not exceeding 12 days in a calendar year during the first year and 15 days for the subsequent years.
- b) This leave will be credited to the individual employees' account every month after completing the respective month during the first year and thus Casual Leave cannot be availed in advance. For subsequent years, the leave will be credited on par with regular employees in advance.
- c) If the Employee joins the Institute in the middle of the Calendar Year, the quantum of Casual Leave admissible to him/her will be on a proportional basis.
- d) It may be granted, subject to eligibility, for a period not exceeding 10 days at a time, including Holidays.
- e) Un-availed Casual leaves shall lapse with the calendar year.

#### **6.3.2 Vacation**

- a) All Probationary/Adhoc employees are eligible to avail the vacation after completion of one full year of service without any break or loss of pay.
- b) Teaching staff (faculty) are eligible for 6 weeks (42 days) of vacation in a Calendar Year. They can avail vacation whenever it is declared as per the guidelines issued.
- c) If they cannot be granted full 6 weeks (42 days) and are retained during part of the vacation they would be compensated with a quantum of earned leave at 1/3 of the period of un-availed vacation in the year
- d) Non-teaching staff are also eligible for 2 weeks (14 days) of vacation in a Calendar Year. They can avail vacation whenever it is declared as per the guidelines issued. If they cannot be granted full 2 weeks (14 days) and are retained during part of the vacation they would be compensated with a quantum of Earned Leave equal to 1/3 of the un-availed vacation in the year.
- e) Vacation may be taken in combination with or in continuation of earned leave (except Casual Leave) provided that the total duration of vacation and leave shall not exceed 60 days under any circumstances.

### **6.3.3 Earned Leave**

- a) In addition to the leave earned on account of retention during vacation, every employee will be credited with 3 days of earned leave for every year of completed service. They are entitled to earn this leave on completion of one year service only (from 2nd year onwards)
- b) An Employee will, however, cease to earn such leave when the Earned Leave due accumulates to 30 days.
- c) Leave earned by each Employee during any calendar year will be finalized and credited to his/her Earned Leave account only at the end (that is on 31st December) of the year. Therefore the leave earned in any year can be availed of only during subsequent years.
- d) The grant of Earned Leave at a time shall not exceed 30 days. This limit may, however, be relaxed by the Competent Authority who may grant Earned Leave in excess of 30 days for special reasons.
- e) The Earned Leave can only be availed by the Employee while he/she is in service that too after prior sanction and it cannot be en-cashed either in service or at the time of leaving the service because of resignation or retirement or any other reason.

### **6.3.4 Compensatory Casual Leave (CCL)**

This leave is granted to staff up to the cadre of Associate Professor (but not to HODs, and Professors) only when they perform non-remunerative duties assigned by the HOD or Director/Principal, during vacation or on a holiday. It is not granted when any remunerative duties are assigned-like JNTU examinations or any other entrance/competitive examinations conducted at this Institution. The CCL may be availed within the period of 3 months from date of work.

### **6.4 Unauthorized absence**

An employee who is not attending duty (after exhausting all the leaves at his/her credit and therefore is on loss of pay) or absent unauthorized, for a period of 6 months (one month on genuine medical reasons) in case of Regular Service and 1 month in case of Adhoc Service will be liable for termination from service w.e.f. the day on which he/she has exhausted all his/her leaves.

### **6.5 Late reporting / early outing:**

All employees are to adhere to the Institute timings / shift timings as applicable. Half day Casual Leave will be debited from their CL credit for every 3 late comings / early outings in a month. However, a grace period of 10 minutes of scheduled time is allowed. If there is no CL at credit, corresponding EL will be debited.

# CHAPTER 7

## GENERAL BENEFITS

These benefits are applicable to the Regular and Adhoc Employees only. The Employees of GNITS shall furnish to the Institute office immediately the details regarding their legal heirs or nominees if they have not already done so.

### 7.1 E.P.F.

All the employees of the Institute shall be covered by the Employees Provident Fund Act, subject to their salary ceiling limit.

### 7.2 Health Insurance

The Employees of GNITS are not entitled for any reimbursement of medical expenses incurred for the treatment of themselves or their family members. However, they are eligible for partial reimbursement of premium (as decided by the management from time to time) as against the premium paid by them towards the Health Insurance Policy taken by them on production of documentary evidence.

### 7.3 Group Gratuity Scheme

All the Employees holding regular posts and drawing scale of pay will be covered by the Group Gratuity Scheme maintained by L I C of India at the cost of the Institute as per the rules of Payment of Gratuity Act in force.

### 7.4 Others

- (i) The Employees of GNITS are not entitled to encashment of Earned Leave. They can only avail them while in service.
- (ii) They are not entitled to Leave Travel Concession.
- (iii) They are not entitled to any pensionary benefits
- (iv) They are not entitled to any other service benefits except those specifically provided for in this manual.
- (v) They are not entitled to claim the employment to their spouse/children on compassionate grounds on their death during the service.

# CHAPTER 8

## CONDUCT RULES

### 8.1 General

The following clauses define the code of conduct for the employees of GNITS. They are equally applicable to both regular and ad-hoc employees.

1. Every Employee of the Institute shall be devoted to his/her duty and shall maintain absolute integrity, honesty, discipline, impartiality and a sense of propriety.
2. No Employee of the Institute shall behave in a manner which is unbecoming of such an Employee or which is derogatory to the prestige of the Institute.
3. No Employee of the Institute shall act in a manner which will place his/her official position under any kind of embarrassment.
4. No Employee of the Institute shall, in performing his/her official duties, act in a discourteous manner.
5. No Employee of the Institute shall, in his/her official dealings with the public and students, adopt dilatory tactics or willfully cause delays in disposal of work assigned to him/her.
6. No Employee of the Institute shall participate in any strike or similar activities including absence from duty without permission, hunger strike, etc; against the Management of the Institute
7. No Employee of the Institute shall,
  - (i) while on duty, be under the influence of such drinks or drugs to such an extent as to render him/her incapable of discharging his/her duty properly and efficiently, or
  - (ii) appear in public places in a state of intoxication, or
  - (iii) Consume such drinks or drugs in excess.
8. Every Employee shall be required to observe the scheduled hours of working during which he/she must be present at the place of his/her duty. 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 appropriate authority. Whenever leaving the station, an Employee should inform the Director/Principal in writing through the respective Head of the Department, (or directly if the employee happens to be the Head of the Department.), the address at which he/she would be available during the period of his/her absence from the Headquarters.

9. No Employee of the Institute shall engage directly or indirectly in any trade or business or hold any office of profit.
10. No Employee of the Institute shall take part in promotion, registration or Management of a company or a cooperative society or a business concern for commercial purposes.
11. No Employee of the Institute shall negotiate for or undertake any other employment or work except those connected with his official duties.
12. No Employee of the Institute shall join or continue to be a member of an association the objective or the activities of which are prejudicial to the interest of the sovereignty of India or Public Order
13. No Employee of the Institute shall, except with the permission of the Management of the Institute, ask for, or accept or in any way participate in the raising of any subscriptions or other pecuniary assistance from the other employees of the Institute in pursuance of any object whatsoever.
14. No Employee of the Institute, except with the permission of the Management, shall participate in radio broadcast, or drama, or any tele-serial or feature film.
15. No Employee of the Institute shall, by any public utterance, written or otherwise, criticize any policy or action of the Management of the Institute nor shall he/she participate in any such criticism.
16. No Employee of the Institute shall be a member of, or be otherwise associated with any political party or any organization in respect of which there is slightest reason to think that the organization has a political aspect and takes part in politics, nor shall he/she participate in, subscribe in aid of, or assist in any other manner, any political movement or activity.
17. No Employee of the Institute shall have recourse to the press or any Court of Law without first approaching the Governing Council through proper channel for redressal of his/her grievance(s).
18. No Employee of the Institute shall bring or attempt to bring any extraneous influence on his/her colleagues or the Management for the furtherance of his/her interests.
19. No Employee of the Institute shall, in performing his official duties, act in a discourteous or discriminatory manner with any woman colleague and/ or women students and shall not indulge in sexual harassment in any manner either directly or by implication. Sexual harassment means as defined u/s 354 A of Indian Penal Code or any other law for the time being in force
20. No Employee of the Institute shall contract another marriage without first obtaining the permission from the Management, notwithstanding that such subsequent marriage is permissible under the personal law for the time being applicable to him/her.

21. No Female Employee of the Institute whether un-married, or widowed, or divorced as the case may be shall marry any person who has a living wife without first obtaining the permission from the Management though the parties are governed by the personal law which otherwise permits contracting more than one marriage while the prior marriage is subsisting.
22. An Employee against whom insolvency proceedings have commenced in the Court of Law shall forthwith report the full facts thereof to the Institute within a reasonable time.
23. An Employee against whom criminal proceedings are initiated in a Court of Law shall immediately inform the Director/Principal of the Institute the details thereof within a reasonable time.
24. An Employee who is accused of civil or criminal offence and kept in police custody for more than 48 hours will be suspended from the service from the day he/she is taken into custody. During the suspension period he/she shall be paid only the subsistence allowance as decided by the Governing Council. If he/she is proved guilty and convicted, then he will be deemed to have been dismissed from the service with effect from the day of judgment. If he/she is proved innocent and acquitted, then the suspension shall be revoked and he/she shall resume duty from the day on which the judgment is passed acquitting him/her.

## **8.2 Misconduct:**

Without prejudice to the general meaning of the term misconduct, the following acts and / or omissions, which are illustrative and not exhaustive, shall be treated as serious misconducts:

- 1 Going on or participating in an illegal strike or abetting the same
- 2 Theft, fraud, breach of trust, or dishonesty by misappropriation of funds in connection with or damage to the property of the Institute or the property of another Employee/Office within the Institute premises.
- 3 Non-observance of safety measures or failure to use safety appliances like helmets, seatbelts etc., or interference with safety devices or firefighting equipment or disobedience of a safety instruction by the superior.
- 4 Carrying Institute's goods, files or office documents to the house/home or any other place outside the Institute without prior written permission of the Institute.
- 5 Un-authorized use of any of the Institute's facility/equipment or any other thing for personal use.
- 6 Leaking any confidential information relating to official matters.

- 7 Giving false information regarding one's name, father's name/ husband's name, date of birth, qualifications, details of previous service/salary particulars, address etc., at the time of joining the service in the Institute or thereafter.
- 8 Habitual late attendance and / or absence without leave and / or late attendance on more than three occasions within a month or similar omissions of leaving the premises before time.
- 9 Assaulting, abusing or intimidating any Employee of the Institute either within the premises or at any other place.
- 10 Demanding, taking or giving bribes/gifts or any illegal gratification or indulging in any corrupt practice and /or lending or borrowing money to and from any Employees.
- 11 Carrying on (directly or indirectly) benami transactions in the Institute premises like money lending business and / or other private business without the written permission of the Management or having private financial dealings with persons or firms etc, having business relations with the Institute for the sale and purchase of any materials, equipments or supply of labour, if any, or for any other purpose
- 12 Writing of anonymous or pseudonymous letters criticizing the Institute or any other employee of the Institute staff and making false reports regarding misconduct of colleagues and superiors or defamatory remarks against the Management.
- 13 Forming and encouraging groups and holding meetings within the work premises or any other premises owned by the Institute without the prior written permission of the Management
- 14 Habitual neglect of work or negligence in work
- 15 Refusal to work on a job or a mission, which does not call for any additional skill or experience.
- 16 Hiding away and/or attempting to hide away any articles, documents or materials of the Institute.
- 17 Obtaining or attempting to obtain leave of absence on false pretension
- 18 Refusal to act in any position offered by the Management
- 19 Willful disfigurements, destruction or alteration or forgery of any record/file of the Institute.
- 20 Bringing or possessing or using alcoholic drinks, charas, bhang, ganja or any other intoxicant within the Institute's premises or reporting for work while under the influence of alcoholic drinks, drugs or narcotics.
- 21 Refusal to accept a charge sheet or an order or any other communication from the Management either in person or by post or through courier.
- 22 Entering or remaining in the work premises after the permissible/ authorized hours of duty
- 23 Refusal to act on the accepted terms and conditions of service

- 24 Handling or attempting to handle any machine, equipment, apparatus or vehicle not entrusted to the charge of the Employee.
- 25 Falsifying or refusing to give testimony when an accident, misconduct or other matters are being investigated.
- 26 Interfering in the work of other Employees and / or the Management
- 27 Doing private or personal work within the Institute premises without the previous permission of the Management.
- 28 Refusal to work on Holidays or on off days when required to do so, or refusal to work overtime, in the exigencies of the Institute work
- 29 Approaching higher authorities for personal promotion or favours or gains directly or through other people.
- 30 Refusing to undergo training as and when required by the Institute.
- 31 Copying in any form and taking the extracts of official documents with a view to keeping/storing/sharing them and maintaining files at home
- 32 Hiding or not disclosing (immediately after knowing) to the Management the breach of trust done by any other colleague
- 33 Making statements (in any manner whatsoever) to the press or other media without prior permission of the Management.
- 34 Fulfilling a task by other persons than the one to whom it has been assigned. In case of absence, the Employee has no right to bring another person to replace him, except with the prior consent/ permission of the Management.
- 35 Collection or canvassing for the collection of any money, whatsoever, for purpose not authorized in writing by the Management within the premises of the Institute.
- 36 Drunkenness, fighting, riotous, indecent or disorderly behavior or conduct likely to cause breach of peace or conduct endangering the life or safety of any other person
- 37 Any act subversive of discipline and efficiency, and any act involving moral turpitude committed within the Institute premises, and outside if the same has bearing on the services of the employee.
- 38 Breach of any rules or instructions for the maintenance and or instructions for the running of any department or maintaining cleanliness.
- 39 Non-observance of dress code stipulated by the Management.
- 40 Refusal to give evidence in any enquiry against any other employee, charged with any misconduct



- 41 Gambling or playing cards, etc, within the Institute premises
- 42 Knitting, gossiping within the Institute premises
- 43 Sleeping or dozing whilst on duty
- 44 Insubordination, malingering, deliberates delaying of work, and refusing to carry out the orders
- 45 Using abusive language or slogans against any superior or colleague.
- 46 Absence from place of work without the permission of the Departmental Head.
- 47 Speculation in any investment or commodity within the premises of the Employer.
- 48 Submission or representation to any authority or public-men except through proper channel.
- 49 Misbehavior during the pendency of disciplinary action instituted against him/her.
- 50 Interference, tampering with records, attendance registers, etc., either pertaining to himself/herself or to any other employee.
- 51 Unauthorized removal or defacement of notices on the Notice board.
- 52 Giving interview to Press, Radio, and Television without the permission of the Management.
- 53 Participation in public discussions, debates, and delivers speech in public pertaining to the affairs of the Institute without permission from the competent authority.
- 54 Reading magazines, novels and other non-professional literature/ material during working hours.
- 55 Loitering, idling or wasting time during working hours.
- 56 Expecting or otherwise committing nuisance on the Institute premises.
- 57 Not wearing the complete uniform provided by the Management, if any, during working hours or wearing the uniform improperly while on duty.
- 58 Any attempt or threat to assault, or any attempt to murder or attack, or any assault or beating or murder of any Employee of the Institute within or outside the Institute premises.
- 59 Not disclosing/intimating to the Institute any infectious or sexual/ skin/any other disease/contagious disease from which the Employee is suffering.
- 60 Habitual production of the Medical Certificate for availing of leave.
- 61 Having immoral relationship with Employees of either sex within the Institute premises.
- 62 Eve-teasing (sexual harassment) in the Institute premises or in the transport vehicles provided by the Institute.

63 Displaying the ugly and sexual figures in cell phones/ computer systems/ laptops in any manner.

## CHAPTER 9

### CONTROL, DISCIPLINE and APPEAL

#### 9.1 Suspension

An Employee of the Institute may be placed under suspension from service

- (a) When a disciplinary proceeding against him/her is contemplated or is pending, or
- (b) When he/she has engaged himself/herself in activities prejudicial to the interest of the Institute or the security of the State, or
- (c) Where a case against him/her in respect of any criminal offence is under investigation, enquiry or trial An Employee may be placed under suspension from service even if the offence for which he/she is charged does not have bearing on the discharge of his/her official duties.

An Employee under suspension from the service may be paid a subsistence allowance as decided by the Governing Council provided that the Employee under suspension does not have income from any other source during the period of suspension and the employee should give an affidavit inter alia stating that he/she is not gainfully employed anywhere during such period.

#### 9.2 Penalties

The following penalties may, for good and sufficient reasons, be imposed on any employee of the Institute

##### a. Minor Penalties:

- (i) Censure;
- (ii) Fine;
- (iii) Withholding of promotion;
- (iv) Withholding of increments of pay without cumulative effect;
- (v) Reduction to a lower stage in the time scale of pay for a specific period without cumulative effect;

**b. Major Penalties :**

- (i) Withholding of increments of pay with cumulative effect;
- (ii) Compulsory retirement
- (iii) Removal from service

**9.3 Imposing Penalties**

No order imposing any of the penalties specified in clause 9.2 (b) on any Employee of the Institute shall be passed by the Disciplinary Authority except after an enquiry is conducted.

**9.4 Procedure for Enquiry**

- (a) Whenever a case of misconduct or a case of indiscipline comes to the notice of the Administration, the accused Employee, with or without being kept under suspension depending on the severity of the incident, will be informed of the institution of enquiry along with the details of enquiry officer through a Memo asking him or her to appear before the Inquiry Officer at the place and time specified by the enquiry Officer.
- (b) The enquiry Officer appointed shall be a person known for unbiased and impartial attitude and familiar with principles of natural justice.
- (c) The enquiry Officer shall be at least a rank higher than the delinquent employee against whom the enquiry is conducted.
- (d) The enquiry Officer should neither be a complainant nor a witness.
- (e) Based on the findings of inquiry a show-cause notice will be served on the accused keeping in view the principles of natural justice.
- (f) During any inquiry the delinquent is not entitled to engage a lawyer.

**9.5 Enquiry Information to the Employee**

Orders passed by the Disciplinary Authority shall be communicated to the Employee on whom the penalty is imposed and he/she shall also be supplied with a copy of the report of the enquiry.

**9.6 Appeal**

An appeal shall lie against any order passed by Competent / Disciplinary authority. The Employee of the Institute shall prefer an appeal (may appeal only) against the following orders:

- (a) An order of suspension
- (b) An order imposing any of the penalties listed in clause 9.2 (b)

**9.7 Appellate Authority: -**

(a) In the case of Director and Director/Principal, the governing council.

(b) In case of all other Employees the person nominated by the Chairman.

**9.8** No appeal preferred under these Rules shall be entertained unless such appeal is preferred within a period of 30 days from the date on which a copy of the order appealed against is communicated to the Appellant.

**9.9** Any Employee preferring an Appeal shall do so separately and in his/her own name.

**9.10** The Appeal shall contain all material statements relied on by the Appellant and shall be completed in it and shall not contain any disrespectful or improper language. It shall be presented to the Authority to whom the Appeal lies, a copy being forwarded by the Appellant to the Authority which passed the order appealed against.

## **CHAPTER 10**

### **AMENDMENTS**

The Management has the right to Amend, Modify, Repeal, Change and to Update any of these Service Rules and inform all the Employees of the changes accordingly.