

SERVICE RULES



GONNA INSTITUTION OF INFORMATION TECHNOLOGY AND SCIENCES

(Approved by AICTE, New Delhi, Affiliated to JNTU-Kakinada)

Gonnavanipalem, Aganampudi, Visakhapatnem-530046

SERVICE RULES

I. Preamble

The Service Rules shall be called as "The **Gonna Institute of Information Technology and Sciences Service Rules**". They shall be deemed to have come into effect and shall apply to all the employees of the College as per their date of joining.

II. Definitions.

College means The Gonna Institute of Information Technology and Sciences, Gonnavanipalem, Aganampudi, Parawada, Andhra Pradesh.

1. **Management** means The Management Committee of the College constituted as per A.I.C.T.E norms.
2. **Governing Body** means The Governing Body of the College constituted as per Guide Line A.I.C.T.E. Norms.
3. **Constitution of Governing Body** - It shall have a Senior Faculty Members of the Teaching staff as a representative.
4. **Chairman** means The Chairman of the Managing Committee/The Governing Body of the College.
5. **Secretary & Correspondent** means "The Secretary & Correspondent of the College".
6. **University** means J.N.T.U-GV, Vizianagaram.
7. **Principal** means The Principal of the College or any other person authorized by the Management to discharge the duties and responsibilities of the Principal.
8. **Employee** means a person who is employed by the College including Principal and Vice-Principal excluding those who are engaged on part time basis or daily wages".
9. **Vacation** means any recess in an Academic Year, which is a minimum of Ten days.
10. **Vacation Staff** means "Employees who are allowed to avail vacation. All other employees are deemed to be Non-Vacation Staff.
11. **Teaching Staff** comprises the following categories-
 - Principal
 - Vice-Principal
 - Professor
 - Associate Professor
 - Assistant Professor
 - Any other category of post declared so by the Management
12. **Technical Staff** Comprises the following categories: -
 - a) Foreman
 - b) Programmers, Assistant Programmers, Computer Operators
 - c) Technicians and Lab Assistants: -
 - i. Grade-I
 - ii. Grade-II
 - iii. Grade-III

13. **Non-Teaching Staff** means those staff that are categorized as follows:

Office

1. Manager/ Administrative Officer
2. Superintendent
3. Senior Assistant
4. Junior Assistant
5. Steno-Cum-P. A to Principal
6. Typist
7. Record Assistant
8. Attender
9. Vehicle Staff

Contingent Staff

1. Watch man Security NMR Attenders
2. Gardener
3. Sweepers etc.

14. **Competent Authority** - Chairman/Secretary & Correspondent in the case of Principal and Principal in the case of other employees.

15. **Duty** - An employee is said to be on duty for the purpose of service benefits: -

- When the employee is discharging the duties of the post to which he/she is appointed.
- When the employee is absent from duty on authorized holidays, on permitted vacation or when availing any leave sanctioned by the Competent Authority.
- When the employee is attending Conferences, Seminars, Summer Schools, Workshops; Refresher Courses, Orientation Courses, Winter Schools, Quality Improvement Programs etc. duty permitted by Competent Authority.
- When the employee is attending to the work assigned by the Competent Authority in the interest of College/Management means Leave granted by Competent Authority to an employee to which he/she is eligible.

16. **Pay** means Basic Pay in the time scale or Basic Pay with a Special Pay/Allowance as the case may be.

17. **'Year'** means Calendar year/Financial Year/Academic Year as the case may be.

18. **"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.

19. **Classification of Employees**

A). **Ad-hoc Employees:** Employees for whom the tenure (specific period of time) of employment is mentioned in The Appointment Order are called ad-hoc 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 'onemonths' 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.

B). 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 (detriment all 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 month's salary in lieu thereof.

C). 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.

20. Appointment

The management is the Competent Authority to appoint any employee. The Principal on behalf of the Management shall issue the Appointment Orders appointing him/her.

Staff Strength

- A). The Teaching Staff shall be as per A.I.C.T.E /U.G.C Norms.
- B). The Non-Teaching Staff Strength shall be as per Andhra Pradesh State Government/University Norms.

Qualifications

The qualifications, age, experience etc., shall be as per A.I.C.T.E Norms in respect of Teaching Staff and as per Andhra Pradesh State Government/University Norms in respect of Non-Teaching Staff

Selection

1. The rules prescribed for selection of employees from time to time of A.I.C.T.E/University/Government of Andhra Pradesh shall be followed.
2. A post shall be filled up by direct recruitment through open advertisement or by promotion from among qualified and eligible internal candidates, as directed by Governing Body.
3. The Management/Governing Body may in special circumstances appoint persons by invitation/deputation/contract basis year after year up to a maximum of Five Years or up to maximum age of Sixty-Five Years.

Probation

- A.** The Initial appointments to posts in the College shall ordinarily be made on probation for a period of One Year. Persons appointed to a higher post by Promotion/Selection shall be on promotion for a period of One Year.
- B.** The Management/Governing Body upon the recommendation of the principal for valid and sufficient reasons may extend the probation period of an employee for such period as may be found necessary or terminate his/her services after due notice.
- C.** The employee is deemed to have been on-probation until the order declaring satisfactory completion of probation period IS communicated to him, even if the stated period of probation is completed.
- D.** After confirmation, the appointee shall hold the office till the age of superannuating which shall ordinarily Sixty Years in the case of Teaching, Staff and Fifty-Eight Years in respect of Non-Teaching Staff unless otherwise found unsuitable to discharge his regular duties.
- E.** If a person having been appointed temporarily to a post is subsequently appointed regularly, he/she shall commence probation from the date of joining in regular post.
- F.** No application of the employee seeking employment elsewhere shall be forwarded during the probation period.
- G.** The rules governing probation shall not apply to appointments made on Temporary/Contract/Contingent Basis.
- H.** The service of any candidate appointed on Ad-hoc/Temporary/Contract Basis, can be terminated at any time without any notice and without assigning any reason thereof
- I.** “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.
- J.** “Appointment to a post on Ad-hoc or Tenure basis”: A person is said to be “appointed to a post on Ad-hoc or tenure Basis”, when he/she is appointed as such as mentioned

21. Pay, Allowance, Increments

- 1. **Pay:** A.I.C.T.E/ U.G.C scales of pay as applicable from time to time shall be adapted to the posts classified as Teaching Staff. Andhra Pradesh State Government / University scales of payas applicable from time to time shall be adapted to the posts classified as Non-Teaching Staff.
- 2. **Allowances** - Dearness, House Rent and other Allowances as per State Government rates and rules as extended by Management are adapted from time to time to all regular employees of the College.

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 timescale and is promoted to a higher post shall be entitled to draw pay in the time scale of pay of the highest 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.

3. **Sanction of Increments:** The University/College Staff Selection Committee is the Competent Authority to recommend advance Increment to the candidates selected based on their qualification/specialization and experience.

Regular Increments - Increments shall be sanctioned by the principal only on satisfactory performance of the employee as recommended by the Head of the Department in the prescribed proform. In the case of H.O.D, Principal is the Sanctioning Authority. In the case of Principal, Chairman / Secretary / Correspondent is the Sanctioning Authority. In the case of employee in the Office and other Supporting Staff, Principal is the Sanctioning Authority as recommended by the Manager/ Admin Officer in the prescribed pro-forma. The Management shall have the Authority to withhold an Increment for a certain period not exceeding One Year as a disciplinary measure on sufficient and valid reasons and after the employee has been given a fair opportunity to defend oneself.

4. **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.

21. General Service Conditions

- A.** All the employees of the College shall be subject to the general disciplinary and conduct rules of the College.
- B.** All the employees of the College are required to be present in the College timings the working hours of the College on all working days.
- C.** An employee of the College shall devote his/her whole time to the service of the College and shall not engage directly or indirectly in any trade or business or private

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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 papers setting, delivering Guest Lectures and any of his/her work undertaken with the prior permission of the Principal/Management.

- D.** 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. Principal is empowered to suspend any employee if it is in the interest of the College and report his action to the Management, and the University as the case may be.
- E.** The service of an employee; probationer or permanent, are liable to be terminated on ground of fraud, gross in discipline, 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 and one-month notice or 1-month salary in lieu thereof for probationer. 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 Andhra Pradesh State Government Rules in force shall be applicable. There is no necessity to issue such notice to the probationers.
- F.** No application of probationer employee seeking employment elsewhere shall be forwarded during period of probation. On completion of probation not more than two applications per Academic (June to July) Year shall be forwarded for outside jobs.
- G.** 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 of thereof. The resignation shall come into force from the date of accepting the resignation by the Management/Principal or date of his/her relief whichever is earlier. For all the employees in the College, an individual personal file and Service Register shall be maintained with regular updating as per Andhra Pradesh State Government Norms.
- H.** 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.

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1. 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.

22. Leave Rules

(a) General

1. Leave cannot be claimed as a master of right. The sanctioning authority has full discretion to refuse or revoke leave of any kind when the exigencies of service so demand.
2. A leave account shall be maintained for each employee in an appropriate format.
3. An employee shall not take up any service or accept any employment, while on leave.
4. For casual leaves, sanctioning authority is the Head of the Department for Vacation Staff, Manager for all Non-Vacation staff except those working in the departments. For Heads of Departments and Manager, Principal is the sanctioning authority. Principal shall be the competent authority to grant all other kinds of leaves on the recommendation of HOD/Manager as the case may be. In case of Principal, Chairman/Secretary & Correspondent shall be the authority to sanction leave.
5. Either prefixing or suffixing of any kind of leave with vacation is allowed on prior approval.
6. Any kind of leave may be granted in combination with or in continuation with any other kind of leave except CL with prior approval.
7. Employees when deputed on official duty or on College work, the period of their absence shall be treated as 'On Duty'.

(b) Casual Leaves

1. All employees of the College shall be entitled to 12 days of Casual Leaves to be decided before the beginning of Calendar Year or proportional to the service put in by an employee during the year of his/her initial employment.
2. Casual Leave in and one stretch shall not exceed seven days in total period of ten days prefixing, suffixing or sandwiching with public holidays.
3. Casual Leaves for bad day can be granted to an employee for the Forenoon or Afternoon Session. In normal circumstances, casual leave requires advance sanction. The employee has to make alternate arrangements for his/her work.

(c) Special Leave

1. All the Teaching Staff Members are entitled special leave up to Fifteen Days in a Calendar year to take up examinations work in our College or outside, to attend Conferences or Seminars etc.
2. Special Casual Leave may also be granted for attending to calamities subject to prior approval after exhausting all Casual Leaves.
3. Every employee has a special leave on their birthdays per

(d). Maternity Leave

All Women employees are entitled to maternity leave of maximum of 6 months each for first two pregnancies. There would be 50% of paid leaves.

(e). Medical Leave

All the staff are eligible to avail Medical Leave up to maximum 8 days for medical treatment after approval by the Principal.

(g). Compensatory off leave

The Compensatory off leave shall be granted to those staff who attend duty on Sundays and holidays, subject to a maximum of 5 days in an academic year

(i) Vacation

The faculty who have completed one year of service can avail summer vacation for a maximum of 1 week in an academic year. Others can avail proportionately. Vacation is sanctioned by the Principal subject to recommendation by the Heads of the Department.

Faculty Improvement Programme.

a) The faculty members may be permitted to improve their Academic qualifications by attending Courses/Research work in higher Institution of learning. The maximum number of faculty deputed is restricted to one member per department per year. In such cases the faculty members is entitled to receive of his salary during his period of study. The other conditions are as follows

- a. The faculty deputed must have served in this College-for a minimum period of three consecutive years. The period of study leave should be for a period of one and half years for M.Tech/M.E./M.Phil programme and three years for Ph.D.
- b. The Teacher concerned should execute a bond on the required non-judicial stamp to the effect that he/she shall serve the institutions 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.
- c. Management is the Sanctioning Authority for such leave on the recommendations of the Principal and Head of the Department concerned.

b) Leave Rules for Contingent Staff.

All the contingent staff of the college are-eligible for a casual leave or “10 days in a calendar year and other leaves of 10days.

Travelling Allowance, Daily Allowance, Local Transport

Employees of the College when deputed to any out stations shall be entitled to traveling allowances, daily allowances and other permissible expenses they incur. These shall be regulated as under.

Note: - It is fundamental principle that allowance is not to be a source of profit and no allowance is granted to cover the expenses of family members accompanying them when traveling on duty. Grades All the staff, both Teaching and Non- Teaching are classified into two Grades as follows: -

- i) Grade-I. The entire regular teaching staff of Asst Professor cadre and above.
- ii) Grade-II. All the non-Teaching Staff and all other employees.
 - * Employees of Grade- I are eligible to travel by Ist Class/ AC Sleeper Class.
 - All the other employees are eligible to travel by II Class.

Daily Allowances

Daily Allowances admissible to different grades of employees shall be as noted below: -

Grade 1 – 400/-

Grade 2 - 250/-

1. Disciplinary Action

- a) 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 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/her salary whole or part of any pecuniary loss caused to the collegedue to negligence of duty or breach of orders/rules
 - iv. Suspension
 - v. Removal from service
 - vi. Dismissal from service
- b). If the competent authority feels it necessary to constitute an enquiry as a part of the procedure for taking disciplinary action, the enquiry committee shall consist of three members.

HOD is from among senior faculty members.
- c). An employee can appeal against any punishment imposed upon him/her by the competent authority to the management I governing body as the case may be.

AMENDMENTS

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

