

SERVICE RULES

Contents

	Page No.
1. SERVICE CONDITIONS	4
1.1 Introduction	4
1.2 Short Title	5
1.3 Applicability	5
1.4 Definitions	5
1.5 Power to implement and to amend the rules	7
1.6 Management's powers to delegate	7
1.7 Appointments, probation & termination of service	7
1.8 Employment of near relatives	8
1.9 Age	9
1.10 Joining formalities	9
1.11 Commencement of services	10
1.12 Probation	10
1.13 Resignation and termination	10
1.14 Retirement	11
1.15 Working hours, holidays and vacation	12
1.16 Attendance and punctuality	12
1.17 Personal records	12
1.18 Appraisals	13
1.19 Discipline	13
1.20 Liability to abide by the rules and regulations	14
1.21 Employee's application for other employment	14
1.22 Obligation to maintain secrecy	14
1.23 Absence from duty without prior permission	14
1.24 Penalties	15
1.25 Procedure for imposing penalty	15

1.26 Grievances handling procedure	16
2. LEAVE RULES	17
2.1 Types of leave	17
2.2 Definitions	17
2.3 Casual leave	18
2.4 Special casual leave (For Teaching Staff)	18
2.5 Compensatory leave	18
2.6 Non-teaching Staff - the leave eligibility	18
2.7 General conditions governing the grant of leave	19
2.8 Sanctioning authority	20
3. CODE OF CONDUCT FOR EMPLOYEES	20
3.1 Preamble	20
3.2 Code of conduct	21
4. RESPONSIBILITIES OF THE EMPLOYEES	25
4.1. Responsibilities of the Principal	25
4.2. Responsibilities of Heads of Departments	26
4.3. Responsibilities of teaching staff	27
4.4. Ethical standards for teachers	28
4.5. Faculty (Professors/Associate Professors/ Assistant Professors)	30
5. PLANNING	31
5.1 Human Resource planning	31
5.2 Recruitment	31
5.3 Certificates (Deposit/Return)	32
5.4 Orientation	32

6. SALARIES AND INCENTIVES	33
6.1 Positions and pay scales	33
6.2 Yearly Increments	33
6.3 Staff Benefits	33
6.4 Incentives and Rewards	34
6.5 On-Duty Assignments	
7. PROMOTIONS	35
7.1 Promotion Policy	35

1. SERVICE CONDITIONS

1.1 INTRODUCTION:

Mahaveer Institute of Science & Technology is designed to serve as a Center for Academic Excellence in imparting Technical Education. The Institution is having recognition of All India Council of Technical Education and is affiliated to Jawaharlal Technological University, Hyderabad. It has been established by the **Mahaveer Educational Society**, which is a non-profit Society. The Governing Body is the supreme authority, under which various Institutions launched by the society will function. The Governing Body is responsible for the development and/or approval of the Institute programmes and for the policies under which the Institute operates. The Governing body of the Society considered that it is necessary to formulate the terms and conditions of service for regulating the various categories/levels of employees employed in their Institutions existing. These conditions of service are well formulated, taking into consideration the various aspects and aspirations of the teaching and non-teaching staff. The principle objective is to attract persons with missionary zeal and to retain the well-qualified and talented staff in all disciplines, with the ultimate object of imparting high standards and quality education in the field of Engineering and Technology.

Having set the aforesaid goals, it is necessitated for the Institute to frame conditions of employment, which are clearly just and fair to the interest of both the employees and the Institute. These service conditions are aimed to encourage the employees to take sincere interest and pride in the Institute and its progress and to put their best talents in the discharge of their responsibilities.

The Institute wishes to encourage its employees to improve their professional qualification on par with changing needs of the Engineering education and to grow in their abilities to serve the Institution. Likewise, it wishes to appropriately evaluate, recognize and reward superior performance. The following service conditions are framed with this in mind; however, these conditions and practices will be reviewed periodically and such changes will be

made as experience indicates.

These service rules concern only regular employees who are employed on the rolls of the Institute/institutes and on continuing positions. Some staff may be employed on temporary/Adhoc/contractual/part-time basis for a specific purpose and/or for a specific period of time. Such employees are not covered under the provisions of these rules/policies outlined herein, beyond the extent set forth in their respective letters of appointment/agreement. This also does not apply to daily-rated/contract labour /workers.

The Management/Governing body of MIST, in exercise of powers conferred by the Articles of the Society, had made the following rules and regulations, for administration of the Institutions run under their control.

1.2 SHORT TITLE: These regulations may be called as the MIST Service Rules.

1.3 APPLICABILITY: They shall come into force (deemed to have come into force) with effect from 1st May 2002 and shall apply to all the regular employees of the Institute. Unless otherwise stated specifically, these rules and regulations shall not apply to persons employed on temporary or on adhoc basis or on contractual/on the rolls of subcontractors or daily-waged basis.

1.4 DEFINITIONS: With these rules and regulations, unless the context otherwise requires:

(a) Society means Mahaveer Educational Society registered with Registration of society of Government of Andhra Pradesh with Register No. 6322 established on 06-09-1999.

(b) Management means the Governing Body of the Society, duly constituted under the specific by- laws of the Trust under which all these Institutions are established which is a supreme authority. However, the overall Management and the day-to-day administration of the Society and its affiliated Institutions shall rest with the Chairman and with the Management Committee formed under the directions from the Governing Body of the Society and constituted as per the relevant provisions of the AICTE.

(c) Society and affiliated Institutions/Institute means and includes:

(1) Mahaveer Educational Society

- (2) Mahaveer Institute of Science & Technology (2001)
- (3) AAR Mahaveer Engineering Institution (2010)
- (4) Mahaveer Degree Institution
- (5) Mahaveer Institute of Science & Technology – Polytechnic

(d) 'Employee' means a regular employee employed by Mahaveer Institute of Science & Technology to discharge the duties of the Society or its affiliated organizations for teaching and non-teaching purposes on remuneration basis.

(e) 'Salary' means Basic Pay, Dearness Allowance and other allowances, if any, wherever applicable or consolidated pay without any allowances payable to an employee.

(f) 'Service' includes the period during which an employee is on duty as well as on leave duly authorized by the Management, but does not include any period during which an employee is absent without salary.

(g) Disciplinary Authority: The **Secretary** is the disciplinary authority for all the employees employed in the Institutions under the control of the Society. The Secretary may nominate any other person/employee to be the disciplinary authority for a certain *class/category* of employees. The person so nominated shall exercise the powers of the disciplinary authority in discharge of the duty.

(h) Appellate Authority: Where the disciplinary authority is being exercised by the Secretary, the Management Committee along with the Secretary will constitute as Appellate Authority; in all other cases, the Secretary will be the Appellate Authority.

(i) Enquiry Officer: Enquiry Officer is the person/committee appointed by the disciplinary authority to enquire into the charges leveled against an employee of an Institution.

1.5 POWER TO IMPLEMENT AND TO AMEND THE RULES:

The power to implement or to amend the rules and regulations vests with the Management, which is empowered to issue such administrative instructions or orders as may be necessary to give effect and to carry out the provisions of these rules and regulations. The Management shall have absolute right, liberty and powers to withdraw, modify, amend, alter and to repeal or to supersede at its sole discretion any or all the rules contained herein or any rules and regulations framed and enforced by it from time to *time*.

1.6 MANAGEMENT'S POWERS TO DELEGATE:

The Management means the Management Committee. It may delegate to the Secretary or to any officer or officers of the Society or institutions under their control, any or all its functions, wholly or partly, permanently or temporarily, and such officer or officers shall be the Management for the purpose of interpretation of these rules to the extent and for the duration of the period as may be authorized by the Management.

1.7 APPOINTMENTS, PROBATION & TERMINATION OF SERVICE:

1.7.1 CLASSIFICATION OF EMPLOYEES:

The employees will be classified as follows:

- i) Teaching Staff**
- ii) Non-Teaching staff including administrative, supporting technical staff and non-technical employees.**

They are further classified as:

- a) Regular employee:** means the qualified person employed in a regular post and has successfully completed the probation for a period of two years and whose regular service has been confirmed in writing.
- b) Probationary employee:** is a person who is provisionally employed with a view to being considered for eventual absorption in the regular service of the Institute. The period of probation, however, will be stipulated in the letter of appointment, which may be extended

at the discretion of the Management. Further, before absorption of the concerned, it is considered essential that the performance of the probationer is objectively judged and evaluated in prescribed format by the HOD or Principal, who recommends his/her service to confirm/extend probation or even for termination, if found not suitable.

c) Staff on contract: All the subordinate and secretarial staff members, lab assistants, supporting technical staff etc. fall in this category, whose service conditions will be as per mutually agreed terms of contract, which they have entered with the Institute and whose contract may or may not be renewed.

d) Temporary/Adhoc appointees: means employees who are employed for work which is essentially of temporary nature or who are employed in connection with the temporary increase in permanent work or are employed in a post of permanent or temporary employee or probationer who are temporarily absent due to any reason, including one permitted by the Institute to go on advanced studies.

e) Apprentices / Trainees: means persons engaged for training and who will be on stipend during the period. However, regularization of their services is purely at the discretion of the Institute.

f) Casuals: means persons employed for work of a casual or occasional nature.

ii) The Management shall fix the number of posts in each institution in all categories from time to time and also prescribe qualifications, mode of recruitment, and the scales of pay etc., to each category of posts, which may be reviewed and revised by the Management from time to time, depending upon the exigencies. The pay scales of the Teaching Staff are covered under AICTE scales. Hence, their payments will be fixed in the appropriate grades and scales depending upon qualifications, experience, exposure and merit etc., as applicable and as amended from time to time, except the staff recruited temporarily or on adhoc basis or on consolidated pay.

iii) Notwithstanding anything contained in these rules and regulations, the Management may employ persons on a temporary/adhoc basis or on contract basis to different posts in the

organization under their control on consolidated pay or on daily wages, wherever the necessity and circumstances so warrant.

iv) For all the non-teaching staff, the terms and conditions with regard to pay etc.

1.8 EMPLOYMENT OF NEAR RELATIVES:

As a general rule, it is the policy of Mahaveer Educational Society to avoid employment of two or more members of the same family or those relations. Any exception to this policy must be approved by the Governing body and would normally be allowed only if another person equally well-qualified who can be recruited.

1.9 AGE:

The age of a person at the time of his/her first appointment in the Organizations under the control of Management shall be at the discretion of the Management.

In case of Teaching Staff, other than the staff covered under the AICTE scales of pay, the Management may take decision basing on the qualification, experience etc. about the age of the person employed to the posts.

1.10 JOINING FORMALITIES:

At the time of joining, the new recruit would have to furnish the following to the Personnel Department:

- . Joining Report
- . Proof of Date of Birth
- . Original Certificates supporting qualification/experience for verification with copies to be furnished.
- . Two passport size photographs
- . Names and addresses of two persons for contacting in case of any emergency.
- . Keeping in view the occasional happenings of some teaching staff on probation/temporary period leaving the institution without notice of required period of one month or payment of

one month's salary in lieu thereof, it has become necessary to insist for an initial deposit at the time of joining of a faculty member, an amount equivalent to his/her one month's gross salary to be built by deduction from salary in the first four months (which is inclusive of library caution deposit). This deposit will be refunded to the staff member on confirmation of his/her services or after successful completion of one year, whichever is earlier.

1.11 COMMENCEMENT OF SERVICES: Except as otherwise provided by or under these regulations, service of an employee shall be deemed to commence from the working day on which the employee reports to duty in an appointment covered by these regulations at the place and time intimated to him/her by the Management, provided he/she reports in the forenoon; otherwise, his/her service shall commence from the following day. In the case of a batch of persons appointed as per the recommendation of a duly constituted selection committee, the seniority of persons will be as per the merit order in the proceedings of the selection committee.

1.12 PROBATION: Employees who are appointed to the posts in the organization under the control of the Management directly on a regular basis shall be required to be on probation for a period of two years and in case of employees on promotion/transfer appointed to higher posts shall be for a period of one year.

The probationary period shall stand automatically extended until confirmation orders or otherwise re issued in writing by the Management. The services of an employee on probation may be terminated either by giving one month's notice to the other party or one month' salary in lieu there of.

1.13 RESIGNATION AND TERMINATION:

a) If an employee at any time after confirmation intends to resign, he/she shall give three months' notice in writing or pay three months' salary in lieu thereof. Similarly, the Management shall be competent at their discretion to terminate the services of any employee by giving one month notice or one month salary in lieu of notice.

b) The Management shall also be competent to terminate the services of an employee in case

of abolition of post or posts, due to closure of an Institution or reduction in the number of sections of a class or discontinuance of a teaching subject by giving three months' notice in writing or by paying three months' salary in lieu thereof.

c) The Management shall also be competent to terminate the services of an employee who is incapacitated to discharge his/her official duties or for misconduct in discharge of his/her official duties, -by giving one months' notice or paying one month salary in lieu of notice.

1.14 RETIREMENT: Every employee shall retire from service on attaining the age of superannuation, i.e., 60 years in case of teaching staff and 58 years of age in case of others. Provided that the Management, in the interest of the organizations under their Management, may extend the period of services of the employee concerned by such period as determined depending on the mental and physical condition of such an employee.

The employees in all categories of posts shall retire from services after attaining the age of superannuation w.e.f. the afternoon of the last day of the month in which their date of retirement falls.

The following guidelines may be laid down for seeking reemployment in the Institution after attaining the age of superannuation:

a) Whenever a regular teaching employee is going to attain 60 years and in case of a non-teaching employee, 58 years, the date of superannuation of such employee may be noticed three months in advance, after obtaining orders of the Secretary.

b) If such an employee desires to serve the Institution after superannuation, he/she may apply, in writing, to the Principal to continue him/her in the service.

c) On receipt of such an application, the Head of the Department concerned may be asked to offer his/her remarks on the mental and physical condition of the employee and whether there is a need to continue him/her in service, duly indicating the work load to be assigned to such an employee.

d) The Principal may offer his remarks and make his specific recommendation on the necessity and desirability or otherwise of continuing such an employee and indicating the terms and conditions of his/her re-appointment such as:

i) Tenure of appointment

ii) Consolidated salary to be paid per month. To arrive at the consolidated salary to be paid, the last pay drawn by the employee may be taken into account, which may be rounded off to the next hundred.

iii) Such employees are not entitled for any other leave except casual leave, unless specially permitted by the Management in specific cases.

1.15 WORKING HOURS / HOLIDAYS / VACATION: The working timings of the employees are determined and notified by the Institute from time to time, based on the work / service requirements, fulfillment of Institute's obligation to students and such other expediencies. The Institute will observe National / Festival holidays as may be notified from time to time. Employees notified will be available for work on said holidays and those working on the holidays will be granted compensatory off (as per the convenience of the Institute).

The Institute will also observe vacation which will be notified from time to time.

1.16 ATTENDANCE AND PUNCTUALITY: Each employee in the Institute has an important role in ensuring smooth and efficient handling of classroom and maintenance of discipline as well required for the smooth functioning of the Institute. They are, therefore, expected to be at their respective allotted places on time on each working day. Employees are expected to be present for duty on all working days, except on the days of authorized leave.

1.17 PERSONAL RECORDS: The employee records are kept within the Administration Department, which are used within the Institute only for bonafide reasons. As a policy, Administration Department ensures that the relevant employment-related information is maintained in strict confidence. Employee-related information is given to outsiders only if the Institute is satisfied with the validity of the request, or if it is required by law, or if the employee himself has requested that information to be supplied for reference purposes.

1.18 APPRAISALS: There will be a system of annual performance appraisal of Institute's employees on a regular basis. The main objective of this scheme is to evaluate the performance of an employee systematically, so that at any point of time, it is possible to assess his/her capabilities without being required to oral enquiries in different quarters. Obviously, the performance appraisal report will have an important bearing on the:

- a) Promotion as well as sanction of increments
- b) Confirmation of service.
- c) In respect of Adhoc appointees, for taking them to regular rolls.
- d) Self-appraisal to appraise one's own on their goals/targets gives an opportunity to explain what he/she has done and factors that helped and / or hindered his/her performance.

Regarding the probationers, this report is a must to confirm his/her services; hence periodical appraisal will be done and deficiencies will be brought to his/her notice for necessary rectification.

1.19 DISCIPLINE:

a) Every employee is expected to maintain a certain standard of discipline as envisaged by the Institute policies in force from time to time, failing which, he/she renders himself liable for such action as may be taken against him/her. Every employee shall take all possible steps as may be required of him/her to ensure and to protect the interests of the Institute and perform his/her duties with utmost integrity, honesty, devotion and diligence.

b) Every employee shall show courtesy in his/her interactions with other employees, students, parents of the students, suppliers and others having dealings with the Institute.

c) Every employee shall strive to develop and impart such an education to the students of the Institute to develop expertise in their respective fields and to groom them to be adaptable to any environment requiring leadership qualities, positive attitudes, loyalty and integrity towards the organization wherever they are going to be employed.

d) Every employee shall strive to develop and impart such an education to the students of

the institute to develop expertise in their respective fields and to groom them to be adaptable to any environment requiring leadership qualities, positive attitudes, loyalty and integrity towards the organization wherever they are going to be employed.

1.20 LIABILITY TO ABIDE BY THE RULES AND REGULATIONS:

Every employee shall conform to and abide by such rules and shall observe, comply with and obey all orders and directions issued by the Management from time to time, with utmost endeavour to promote the interest of the organization wherein he/she is working by showing courtesy and attention in all transactions.

1.21 EMPLOYEE'S APPLICATION FOR OTHER EMPLOYMENT:

a) No employee shall apply for other employment or signify his/her willingness to accept such employment or office, whether stipendiary or honorary or otherwise, without the prior written permission of the Management.

However, the Management may, at their discretion, permit an employee to apply for an outside post not more than twice a year.

b) No employee, whether on leave or in active service of the Institution. shall undertake a part time job, which is likely to embarrass or influence him/her in discharge of his/her official duties, for any consideration of cash or kind. However an employee, with the written permission of the Management, may undertake honorary work of a social or charitable nature or occasional work of a literary artistic or scientific character, subject to the condition that such work does not interfere with his/her official duties.

1.22 OBLIGATION TO MAINTAIN SECRECY: Every employee shall maintain secrecy in regard to the affairs of the Institution and its constituents and shall not divulge directly any information of a confidential nature, either to a member of the public or of the Institution staff, unless compelled to do so by judicial or other legal authority or unless instructed to do so by the Management.

1.23 ABSENCE FROM DUTY WITHOUT PRIOR PERMISSION: An employee shall not absent himself / herself from his/her duties without first obtaining the permission of the competent authority. In case of unavoidable circumstances, a message or a letter should be sent on the next working day, giving the reasons of his/her absence for the previous days. If the

employee absents himself continuously for a period of 10 working days or more without any leave letter or communication, the employee shall be deemed to have deserted the post held by him/her from the date on which he/she abstained from duty.

1.24 PENALTIES:

1.24.1 Minor penalty

1. Censure
2. Fine (may be imposed on the employees who are below the cadre)
3. Recovery from the salary, whole or any part of any loss caused to the Institution by negligence or breach of orders.
4. Withholding of increments
5. Suspension.

1.24.2 Major Penalties:

1. Reduction in rank
2. Removal from service

1.25 PROCEDURE FOR IMPOSING PENALTY:

- a) The disciplinary authority shall itself hold an enquiry either sou-motto or on a direction from a higher authority and frame definite charges on the basis of allegations on which the enquiry is proposed to be held and a copy of the charge together with the statement of the allegations on which they are based shall be furnished to the employee.
- b) The employee, after receipt of the above memo, shall submit his/her written explanation in defense within the time limit as specified in the charge memo.
- c) On receipt of the written explanation or where no written statement is received within the specified time. The disciplinary authority may appoint an enquiry officer to enquire into the charges.
- d) The enquiry officer shall give all reasonable opportunity in conformity with Natural Justice to the delinquent employee to defend his/her case and after conclusion of the enquiry, shall

prepare a report on the findings on each of the charges, together with the reasons and submit the report to the disciplinary authority.

- e) The disciplinary authority after examining the report received from the enquiry officer, shall give notice to the concerned delinquent employee, duly indicating the tentative decision proposed to be taken against him/her and calling upon to submit his/her representation, if any. in this regard with in the specified time thereon against the proposed action.
- f) The disciplinary authority after examining the presentation received from the delinquent employee or otherwise, shall decide the penalty to be imposed and issue orders accordingly.
- g) If the employee is aggrieved with the penalty imposed upon, he/she may prefer an appeal with the appellat authority within 30 days of the receipt of the orders of punishment.
- h) The appellat authority causing such enquiry as it deems fit and necessary, may pass orders either dismissing the appeal or allowing in full or part or modifying the punishment awarded.
- i) The orders so passed by the appellat authority shall be final and binding on the delinquent employee as well as on the disciplinary authority.

1.26 GRIEVANCES HANDLING PROCEDURE: Employees may have grievances, real or imaginary, which if not heard and resolved expeditiously, may lead to frustration and discontentment, affecting moral and Institute's interests. Hence, in order to maintain harmonious relations between the employees / staff and the Management of the Institution, it has been decided to formulate the following "Grievance Handling Procedure" in the Institution.

Scope: This procedure deals with:

- a) The complaints that can be covered under 'Grievance';
- b) The constitution of Grievance Committee
- c) The two-tier system for Grievance Handling, and
- d) The method of dealing with grievances.

Definition of 'Grievance': 'Grievance' would mean complaint affecting individual employee in respect of his/her wage, facilities, injustice, leave, transfer, extension, promotion, seniority and working conditions being meted out to him/her.

If the grievance is of general ability or of collective nature, it would fall outside the scope of this procedure. However, collective grievances of routine nature may be admitted at the discretion of Administrative Officer.

When the employee has taken up his/her grievance for redress under the procedure, a formal Conciliation and Legal Machinery shall not be resorted until all the steps enumerated in the procedure are exhausted.

2. LEAVE RULES

The Leave Rules shall apply to

- a) All Regular employees of the Institution
- b) Probationers
- c) Trainees
- d) F or others as specified.

2.1 Types of leave: The following kinds of leave may be granted to an employee:

- a) Casual leave
- b) Maternity leave
- c) Special Casual leave
- d) Compensatory leave

2.2 CASUAL LEAVE :

a) Employee shall be eligible for casual leave for a period of 12 days in a calendar year and they will be entitled to casual leave on pro-rata basis.

b) The unavailed casual leave during the year lapses at the end of year.

c) Not more than 7 days' leave may be availed at a time. Leave shall not be prefixed or suffixed to joining time or any other kind of leave.

2.3 Maternity leave :

i) Maternity leave may be granted to married female permanent employees. who have completed two years of service. for a period of not exceeding 2 months at a time during her confinement (both pre-natal and post-natal periods put together) and only for one occasion in the entire period of her service in the Institution. The payment for the maternity leave will be restricted to half-pay.

ii) The maternity leave. however, can be clubbed with earned leave or vacation leave or leave on medical grounds. The competent authority requires sufficient proof before granting such leave.

2.4 Special casual leave (For Teaching Staff):

a) If the AICTE regulations stipulate such leaves for the Teaching staff, such leaves may be considered on selective basis for acquiring latest techniques in teaching as well as in their subject and also going for invigilation, paper correction etc. purposes.

b) In the event the lecturer is invited to give special lectures by other institutions or invited to attend to valuation work by the JNT University, he/she may be given special leave of 6 days in a calendar year. However, longer leave may be given at the discretion of the Management.

2.5 Compensatory leave

At the discretion of the Head of the Institution, an employee may be granted compensatory leave for the holidays and Sundays on which they have been specially put on duty, provided such compensatory leave is availed within one month on which he has worked on holidays/Sundays.

2. 6 In respect of Non-teaching Staff, the leave eligibility is given as under:

Casual leave eligibility will be 12 days per Annum for all the regular and confirmed employees on pro rata basis. However, casual leave for the trainees /probationers Temporary employees may be restricted to 8 days per annum.

2. 7 General conditions governing the grant of leave: The following regulations shall govern the grant of leave to an employee:

- a) Leave of any kind cannot be claimed as a matter of right and may not be sanctioned as per discretion of the Management. When the exigencies of service so require, the competent authority may, at its discretion, refuse leave or revoke the leave of any description already granted or recall an employee from leave, except when the leave is applied for or availed on medical grounds and a certificate to that effect is produced to express inability to join back for duty.
Ordinarily, leave should be applied in advance with alternate arrangements made for the class work etc.,
- b) Leave applied for shall not be availed unless it has been specifically sanctioned, except where it is applied on the strength of medical checkup or under unforeseen circumstances to be specified in the leave application. However, intimation has to be given in advance to Principal or Head concerned (even on Medical grounds) for necessary arrangement.
- c) Absence without leave, whether it is in continuation of sanctioned leave or otherwise, entails forfeiture of his right to the service, unless otherwise ordered by the competent authority. Leave can be prefixed or suffixed to a holiday.
- d) Leave ordinarily commences on the day succeeding the day on which employee is relieved and ends on the preceding day on which he returns to his/her duty.
- e) Every employee shall furnish leave address while proceeding on leave and shall keep the institution informed of any subsequent change in the address.
- f) An employee on leave cannot attend the duty before the expiry of the period of leave granted to him, unless so permitted or required by the competent authority.
- g) During the leave period, an employee shall not engage himself/herself in any private business or private employment.
- h) Intervening holidays/rest days during the period of leave shall be treated as leave, except casual leave.
- i) However absences without leave or over – staying the sanctioned leave for more than ten consecutive days without sufficient grounds or proper / satisfactory explanation shall not be allowed.

2.8 Sanctioning authority:

The Head of the Institution is competent to sanction all the leaves to the employees working in the Institution except Extraordinary leave, in which case, the Secretary is the competent authority to sanction such leave.

The Secretary of the Institution is the competent authority to sanction all the leaves to the head of the Institute.

3. CODE OF CONDUCT FOR EMPLOYEES

3.1 PREAMBLE:

a) The Principal objective of the MIST is to disseminate knowledge and impart Instruction to its students in different disciplines broadly classified as Technical Education. The Institution also aims at promoting Research and Development, consultation and such other professional activities.

b) MIST being an affiliated Institution, depends heavily on Jawaharlal Nehru Technological University for the conduct of examinations, design of course curriculum, almanac, recruitment of teachers and various other activities. .

c) MIST is one the several Engineering Institutions affiliated to JNT University. As such, if the normal work in the Institution is disturbed for some reason or the other, this Institution alone has to suffer the consequences. This has to be borne in mind by all the employees of the Institution namely the teaching staff, supporting staff, ministerial staff and class four staff.

e) Norms of conduct widely accepted in practice in academic institutions are given below for the guidance and strict adherence of the employees of MIST. This document shall be referred to as "CODE OF CONDUCT for the employees of MIST.

3.2 CODE OF CONDUCT:

The employees, in the discharge of their duties and in their interactions and dealings with public, Government officials, students and their parents etc., shall conduct themselves in a manner that enhances the prestige and image of the Institute and shall not do anything which impairs or tarnishes the image. Employees shall deal on behalf of the Institute with professional honesty, integrity and the moral and ethical standards shall be fair, transparent and be perceived as such by others. Employees shall not engage themselves in any business activity or service relationship, which may detrimentally conflict with the interests of the Institute.

i) (a) All the staff must note that delivering lectures and conducting laboratory, drawing tutorial classes as per the approved schemes of instruction and almanac, and uniform coverage of syllabus in the prescribed time are their main duties which are considered sacrosanct. Failure to conduct the classes according to the scheduled timetable without prior information or alternate arrangements shall be considered as a serious dereliction of duty. Every lecturer/employee must at all times do justice to the students in thought, word and deed. Nothing should be done which adversely affects the programme of instruction, examination and assessment of students.

(b) Every Institution employee shall at all times maintain absolute integrity and devotion to duty and shall do nothing against the dignity and prestige of the Institution, particularly in his relationships with the students. The Principal shall decide cases of infringement of this rule.

EXPLANATION:

In this rule or in any other rule in this document where the Principal or the Management is vested with the power of deciding an issue, such power shall be exercised after giving the employee concerned a reasonable opportunity to explain his case

ii) Conduct of University Examinations and Internal Examinations of the Institution, including invigilation, evaluation and assessment of the students form part of the duties of teachers. The non-teaching staff shall assist in the arrangements for the smooth conduct of examinations: they shall attend to all connected work - as may be assigned by the persons in charge of such activities.

iii.) (a) All employees shall be punctual to their duties and shall strictly adhere to the Institution timings.

(b) The supporting staff in the various laboratories shall be punctual, shall keep the laboratories open in a clean and presentable form for the use of the students and teaching staff during the normal working hours of the Institution. The non-teaching staff should assist the teachers and students in all the academic works. They shall strive hard to ensure that there will be no room for complaint either from the teachers or from the students.

(c) All the employees shall strictly obey the instructions and circulars issued by the authorities from time to time

iv.) (a) Behavior towards superiors: No employee should use disrespectful language while speaking to superiors. They should give due respect to their superiors for their position, rank, Qualifications and knowledge.

(b) The teaching staff, supporting staff, ministerial staff and class IV employees has to strictly obey their superiors under whose control they are deployed to work.

(c) The Heads of Departments and person's in-charge of various administrative units are also expected to give clear, feasible instructions to the staff under their control.

(d) No employee should indulge in any derogatory loose talk against his or her colleagues, superiors, subordinates, students or members of management.

v.) Employees should not resort to any agitation, which disrupts the normal work in the Institution. Every employee shall strive to the best of his ability to ensure that the Institution is not subjected to embarrassing situations in so far as compliance with the academic almanac is concerned. Protests, if any, may be lodged by submitting suitable representations to the Grievance Committee, and such other decent means. Such acts should, in no case impair the progress of the students.

vi.) (a) It is important to note that the Management/Administration reposes trust in the employees of the Institution in the smooth functioning of classes and labs and all the work connected with the Institution and the University, No employee is expected to undertake any outside job.

b. Violation will be treated as breach of trust and will be dealt as such.

c. Inciting colleagues, fomenting unrest in the Institution campus, or any other activity, which

pollutes the academic atmosphere in the Institution campus or undermines the prestige of the Management, shall constitute breach of trust and shall be dealt with under "Service Conditions" for appropriate punishment.

vii.) The teachers are expected to deal kindly with the students as far as possible, within the framework of rules and without sacrificing discipline. They are expected to maintain attendance records up to date and report periodically as per the rules in force.

viii.) Any action on the part of any employee, whether teachers or Supporting staff members or members of the ministerial staff or Class IV employees, which results in obstruction in the normal work and/or puts the administration/management in an embarrassing situation or causes tarnishing of the image of the Institution in the *eyes* of the University or general public, shall be seriously dealt with. The punishment may vary from withholding increments to removal from service depending on the gravity of such action committed by the employee.

ix.) Instigating students to resort to any kind of agitation or to revolt against the administration/management of the Institution shall be viewed as subversive activities and the employees indulging in such activities shall attract disciplinary proceedings against and shall be seriously dealt with. The punishment may vary from withholding increments to removal from service depending on the gravity of such action committed by the employee.

a) Demonstration of 'loyalty to the Institution ' by putting in sincere diligent ungrudging work, assisting the administration/management to tide over any difficult situations that may arise from time to time, by putting in extra hours of work when needed) by extending sincere cooperation to the administration of the Institution; attracts commendation from' the Institution authorities.

b) Employees of the Institution, if invited, shall attend all the Institution Functions, Seminars & Meetings.

x.) Excellent Teachers shall be recognized and honoured as such, based on objective norms and demonstrated skills.

xi.) Such of those teachers who exhibit initiative and drive by getting substantial grants for R&D work or for strengthening the infrastructure in the Institution will receive special commendations.

xii.) (a) Tuition: No Institution teacher shall engage himself in coaching privately any student for any remuneration.

(b) Private employment or work not connected with the Institution: No Institution employee shall, undertake any employment or accept any remunerative or honorary work or Consultancy not connected with the Institution.

xiv.) (a) Gifts: No Institution employee shall himself accept or permit any member of his family to accept from any person any gift which places him in any form of official obligation.

(b) Subscriptions: No Institution employee shall, without obtaining the previous sanction of the Principal, ask for or accept or in any way participate in the raising of any subscription or other pecuniary assistance in pursuance of any object whatsoever except for routine farewell and felicitation functions connected with the Institution.

xv.) (a) Communication of official Documents or Information :

It shall be the duty of every one of the employees to honor the confidence reposed in him by the Institution and not to divulge any information obtained by him in the course of his official duties to any unauthorized person or to make any improper use thereof. An employee connected with examination work is specially required to be very cautious in the observance of this rule and should not under any circumstances divulge any information that passes through his hands in the discharge of his duties, to unauthorized persons.

b.) Discussion of Policy of Action of the Institution:

Institution employees shall not either in any document published by them or in any communication made by them, to the Press or in any Public utterance made by them, indulge in any public criticism of the Institution administration in such manner as is likely to undermine the dignity of the Institution employee and causes or is likely to cause embarrassment to the administration in its relations with its staff or the students of the Institution or the University or the Government or any other agency.

xvi.) Vindication of acts and character of the Institution Employees as such:

A Institution employee or any staff association shall not have recourse to the press under any circumstances. They shall not also approach any Court for redressal of grievances without first representing to the management.

4. RESPONSIBILITIES OF THE EMPLOYEES

4.1. Responsibilities of the Principal :

- i) The Principal shall be the head of the institution.
- ii) Plan the establishment of various departments and the various administrative units of the Institution.
- iii) Coordinate various activities connected with admissions, teaching, conduct of examinations, collection of fees, publishing course files and manuals.
- iv) To identify and recruit suitable persons to man the various departments and administrative units.
- v) Development of various laboratories, Computer Centre and library required for an educational institution.
- vi) To maintain cordial relationship with the university authorities, Directorate of technical education, AICTE and such other policy making bodies who matter.
- vii.) a)To maintain healthy relationship with the management and conduct meetings of the Governing Council and Management Committee as and when necessary.
 - b) Prepare the minutes of meetings.
 - c) Prepare the budget for approval of management.
 - d) Regularly apprise the management about the various activities.
- viii) To plan functions like Convocation, Annual Day, Freshers Day, Merit Awards.
- ix.) To give leadership for organizing seminars, symposia, short-term schools and plan Faculty Improvement Programmes.
- x.) In a nutshell. the Principal shall be responsible to project a powerful image of the Institution in the eyes of the authorities of universities, AICTE, Government, Parents, Industries & R & D Establishments and the general public.

4.2. Responsibilities of Heads of Departments:

- i.) a)** Administer the department in respect of regularity, punctuality, distribution of teaching work and laboratory work among the staff and ensure completion of syllabus as per the almanac in time
 - b)** Maintain vacation duty statement, CCL account for the staff of the department.
 - (c)** Maintain the relevant topic-wise files and ensure "place for everything and everything in its place".
 - (d)** The HOD should be well informed about the activities and programs of other professional Institutions and institutions. HOD should keep good contacts with the faculty of IITs, Universities and Sister Institutions in the country and if possible, universities abroad.
 - (e)** Preparation of class-wise timetables.
 - (f)** Ensure compilation of students' attendance and sessional marks as and when required during Semester/Academic Year and maintain the relevant files and records for future reference.
- ii.)** Coordinate the work in connection with the preparation of course files, laboratory manuals and such other documents and updating them from time to time.
- iii.) (a)** Development of various laboratories and arrange for regular maintenance, updating the laboratories by procuring the equipment required to perform experiments listed in the syllabus book.
- (b)** Maintain laboratory-wise stock registers one for capital equipments and the other for components & spares.
 - (c)** Procure spares and components and stock them and maintain inventory laboratory-wise.
- iv.) (a)** Coordinate the activities of Technical Associations, ISTE, IETE. IEEE and such other professional associations.
- b)** Organizing special lectures by experts, technical staff, seminars & conferences and refresher courses.
- v.) (a)** Encourage the faculty and staff to improve their academic qualifications without effecting normal curriculum.

(b) Encourage students to develop communication skills, report writing, debating and group discussions etc.

vi.) (a) Maintaining cordial relations with local industries and also develop contacts in general with industry and R & D organizations in the country.

(b) Extend all possible help to the students of the department for training / project work / professional employment.

(c) Efforts are to be put in to enhance the computing skills of the students of the department and organize bridge courses to make up deficiencies.

4.3. RESPONSIBILITIES OF TEACHING STAFF:

4.3.1. Academic Responsibilities:

- i) Class Room Instruction & Laboratory Instruction of high quality in line with the syllabus prescribed by JNTUH and relevant advanced topics beyond syllabus.
- ii) To develop curriculum, learning resource materials and Laboratories.
- iii) To actively participate co curricular and extra – curricular activities of the Institution and those organized by other institutions.
- iv) Excellent guidance and counseling to promote their personal, ethical, moral and overall character.
- v) To keep abreast of new knowledge and skills, help generate new knowledge and dissemination of such knowledge through publication of papers, books and seminars etc.
- vi) Self development through up-gradation of qualification and participation in professional activities.

4.3.2. Administration:

- i) To participate actively in academic and administrative management of the institution and also in policy making.
- ii) Planning, monitoring and evaluation and promotional activities at department and institutional level.

- iii) To design and develop new Programmes of high quality.
- iv) To prepare project proposals for funding in vital areas of R & D.
- v) Laboratory Development and Modernization.
- vi) To participate in administration related activity both at departmental and institutional levels.
- vii) To monitor and evaluate academic and research activities.
- viii) To help mobilization of resources for the institution.
- ix) To plan and implement staff development activities.
- x) To maintain accountancy and to conduct performance appraisal.

4.3.3. Research & Consultancy:

- i) To actively involve in Research and Development Activities, Research guidance and Industries sponsored research.
- ii) To provide consultancy and testing services by providing extension services and participating in community services.
- iii) To provide non-formal modes of education for benefit of community and dissemination in community services.
- iv) To promote the spirit of entrepreneurship with an aim at creation of jobs.
- v) And any other relevant work assigned by the head of the institution.

4.4. ETHICAL STANDARDS FOR TEACHERS

A Teacher Shall live and lead by example in every sphere of conduct particularly to inculcate a noble culture in students.

Respect parents, teachers, and elders.

Express the love of brotherhood to fellow students.

Accept and extend due respect to every religion and social grouping.

Love the nation and commit their endeavors to her progress.

Have a sense of belonging to the institution.

Assume total dedication to the teaching profession.

Always have an urge to excel in professional expertise.

A Teacher Shall wear respectable attire, befitting the society's expectations shall keep up immaculate personal hygiene at all times.

Shall never appear untidy, through style of dressing, grooming of hair or in respect of any other ornament one wears.

Shall never have the habit of chewing,, smoking or consumption of alcoholic drinks.

Shall never gossip or discuss unauthentic information with peers or other members of public which might provoke a sensation or ill feeling or any sort.

Shall always listen to students with concern, whether it be in respect of doubts in lessons or it be relating to any personal help.

Shall always motivate the students, giving them a feeling of comfort and encouraging their enthusiastic expressions.

Shall attend to parents as a true representative of the institution, clarify their doubts with concern and help them understanding the system in a better manner.

Shall confer with them on any special problem pertaining to their wards; assist them in solving the problem and guiding them properly on how and who to approach for further help.

Shall always give the parents authentic and correct information and never enter into any form of gossiping either relating to the schools or of fellow teachers, student or any other member of society.

Shall always accept the entire fellow teachers, honor their sentiments and respect their value system.

Shall always endeavor to assist fellow teachers, either in their teaching practice or in any form of adjustment required for discharging their responsibilities.

4.5. Faculty (Professors/Associate Professors/ Assistant Professors):

Besides teaching, all the teachers or the faculty are requested to spend their time and effort for various activities and contribute to the fair image of the Institution. They have to necessarily cooperate in students counseling, give support to the administration and involve themselves in R&D/Consultancy and extension services AICTE norm stipulates that every teacher of the Institution has to contribute 40 clock hours of work per week. A tentative distribution of the time spent in a week for Professors, Associate Professors and Assistant Professors is given below, which may be considered as a guideline, but not a rigid frame work. The Heads of Department and other officers in charge's of Administrative and Academic Units of the Institution are required to spend more time in planning, streamlining and structuring the various activities at every level in their concerned department/unit.

Tentative distribution of time to be spared by a faculty member for different activities in a week

Item	Teaching Pleasure		Preparation, Paper setting & valuation	Student Counseling	Admin	Project Guidance/ R & D / Consultancy & Extension Service	Total Clock Hours
	Clock	Periods					
Professors	8	10	8	3	16	5	40
Associate Professors	12	14	15	3	5	4	40
Assistant Professors	16	19 – 20	20	2	1	1	40

Non – Teaching Staff:

Forty (40) hours per week as assigned by the Principal/ Head of the Department Officer/ Teacher-in-charge of the concerned section/cell/unit.

5. PLANNING

5.1 Human Resource planning:

- i) The Principal will obtain the information regarding the staff requirement from all the heads of the Departments and arrive at the number of faculty members required for the Departments. The Principal will consider appointing a professor for heading the Department concern, besides the number of Associate Professors and Assistant Professors required by each Department in accordance with the teacher student ratio of 1:15.
- ii) The Principal shall assess the staff requirement for the subsequent academic year in the month of May every year.
- iii) Principal will constitute the selection committee for recruitment in each Department, with the HOD, senior staff member and the Departments Advisors/experts as its members. University experts will be invited as per the university norms.

5.2 Recruitment

- i) The selection committee shall prepare a job description and job specification for the candidates to be recruited.
- ii) The committee shall augment candidature in a ratio of 1:3 for every position to be filled
- iii) The committee, if deems it fit, may also conduct walk in interviews for augmenting the required candidates.
- iv) The committee shall short list the candidates in the process as under.
 - a) Aptitude tests, including class room demonstrations.
 - b) Personal interviews
- v) The committee shall finalize the short listed candidates and submit their recommendation along with the personal Data sheets of the Candidates to the Principal who in turn decides the appointment and seeks management approval.
- vi) The appointment offer shall be released by the Institution management.
- vii) Qualifications will be followed as per **AICTE** and **JNTUH** norms.

5.3 Certificates (Deposit/Return)

- i) All staff members shall submit original certificates to the Institution. They will be returned along with service/salary certificates on proper resignation from service.
- ii) If an individual after submission of certificates asks for them for a short duration, one month salary for associate professor and above or one and a half months salary for others is required to be deposited in lieu of the certificates for a period of 20 days. However certificates need to be submitted back before drawing the next salary.

5.4 Orientation

- i) Every teacher of the Institution shall be briefed about the Institution by the Principal or his nominee on the day of his/her joining.
- ii) The Principal shall take/send him/her to the department of his/her work and introduce him/her to the Head of the Department in turn.
- iii) The Head will brief him/her about the Department and will introduce the new incumbent to all the teaching and non-teaching members of his team.
- iv) The HOD will take him/her round the campus, and explain to him/her the various code of conduct to be observed in availing the facilities in the Institution.
- v) The HOD will also ensure that all the registration formalities, including submission of joining report etc. are fulfilled by obtaining the assistance of the office team.
- vi) The HOD will introduce the new faculty member to the first class he/she is going to handle in every section of his assignment.

6. SALARIES AND INCENTIVES

6.1 Positions and pay scales

- i) The Institution will have the following positions in hierarchy in the teaching Departments
 - a) Principal
 - b) Professors
 - c) Associate Professors
 - d) Assistant Professors
- ii) Besides, there shall be supporting staff like lab Assistants, Department Clerk and Department attendant in each Department.
- iii) The Institution Office will have the following stages of hierarchy in administrative Department.
 - a) Administrative Officer, P.A to Principal.
 - b) Cashier, Accountant, Receptionist, Office Superintendent
 - c) Clerical Assistants, Office Assistants, Attenders.
- iv) The scales of pay for various teaching positions will be as per AICTE norms as adopted by the management. The scales of pay for various non teaching staff positions will be as per the state Govt. norms as approved by the Government.

6.2 Yearly Increments

- i) Staff members are eligible to the increments prescribed at the end of 12 months service in the institution.
- ii) **Additional increments shall be given to staff members based on their contributions**

6.3 Incentives and Rewards:

Staff members are eligible for the following incentives and rewards, based on their performance, contribution with minimum 1 year of service at the institution.

- i) Professional society life membership fee of 50% paid by the management for Faculties with minimum two years of service at the institution (Maximum one professional society membership per staff member). Others are provided with soft-loans, which can be recovered in easy installments from their monthly salaries.

- ii) Summer/Winter Schools/Seminars/Conference – 100% Registration Fees and On Duty leave.
- iii) .Paper Publications in National Conferences- 100% Registration Fee, On-Duty leave.
- iv) Paper publications in international conferences – 100% Registration Fees, On-Duty and Rs.1000/- Cash Reward once in a year.
- v) Department-wise, yearly, BEST TEACHER AWARD: Rs.1000/- Cash Award, Non Teaching Staff: Rs. 500/- and administrative staff: Rs. 500/-. Department wise long standing faculty (Faculty who completes more than five years). Rs.1000/- cash award, non-teaching staff Rs. 500/- once in a year.

6.4 On-Duty Assignments:

- i) The Institution can permit any staff member to take special assignments with other Institutions or industrial units, for specific period of time or to attend seminars or training programs.
- ii) The period of absence due to such assignments shall be treated in the following manner.
 - a) Where the assignment is under arrangement between the Institution and the other unit, the staff will continue to receive the pay and perquisites from the Institution.
 - b) Where the assignment is arranged by the individual faculty member, with terms and conditions defined by him/her with the unit in which the assignment is to be carried on, he/she will not be eligible for the pay and perquisite from the Institution.

Under such circumstances, the Principal /Secretary shall decide the leave, based on current responsibilities and requirements in the Institution.

Where the staff is proceeding on a training program duty sponsored by the Institution, the entire period will be treated as on duty and he/she will be eligible for the pay and perquisites as though he had been working in the Institution during such period.

7. PROMOTIONS

7.1 Promotion Policy

All promotions shall be considered on the basis of merit-cum-seniority basis from among the staff subject to the following conditions.

- i)** There shall be a vacancy existing at the higher cadre as per the AICTE prescribed staff pattern and cadre ratio.
- ii)** The staff member should have obtained the qualification prescribed by AICTE for consideration for the post.
- iii)** The staff member should have completed the years of service prescribed as for consideration for the vacant post.
- iv)** Associate Professor: 5 years for M.E / M.Tech Graduates or 3 Years for Ph.D.
- v)** Professor: 5 years of service at AP Level.

Those who are promoted shall be put in the Scale of Pay applicable to that category.