



SERVICE RULES AND REGULATIONS

The employees in the institute are governed by the service rules and regulations stipulated hereunder:

Service Conditions

- a. A person shall be deemed to have been appointed to the service when his appointment is made to a post in accordance with the existing AICTE norms (but it shall not include staff appointed on deputation or contract or temporary / ad - hoc).
- b. The seniority of and Employee in any grade shall, unless he/she has been reduced to lower rank on punishment, leave of LWP, be determined by the date of his/ her first appointment of probation.
- c. The appointing authority shall, at the time of appointing two or more persons simultaneously to a Grade, fix the seniority for them with reference to the rank fixed by selection committee at the time of appointment, irrespective of date of joining.
- d. All appointments in the academic services shall be made by open competition by an advertisement and selection where in all the in-service personnel who possess the qualification prescribed shall also be permitted to apply. The Management may however make ad- hoc appointments in specific cases or recruit by deputation.
- e. Same as otherwise provided every employee of the institute shall be appointed under a written contract and the conditions of service relating to them shall as far as possible be uniform except in respect of salaries payable to them. The contract shall be lodged with Chairman and Correspondent and copies thereof shall be furnished to employee concerned and the Administrative Office.
- f. No application of the employee, seeking employment elsewhere, shall be forwarded during the probation period.
- g. Initially the appointment of the selected candidate will be temporary and placed on probation for a period of two years, after which the performance of the appointee will be reviewed to regularize the appointment. The period of probation can be extended by management in case of non- satisfactory performance.
- h. If a person, having been appointed temporarily to post is subsequently appointed regularly: he / she shall commence probation from the date of regular appointment.
- i. Any candidate appointed on temporary / ad- hoc basis, his / her services can be terminated without any notice and without giving any reason.



St. Mary's Group of Institutions Guntur

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- j. Faculty information sheet (One-page Biodata) duly signed to be submitted along with joining report the same will be forwarded by the authorities concerned.
- k. The service conditions of the incumbent will be governed by the rules and regulations of the institute issued from time to time.

Deposit and Return of Certificates

- The employee requires depositing the original certificates (SSC/ Intermediate / UG/ PG) (convocation) with the administrative office prior to or at the time of reporting duty, besides, the copies of experience certificate, relieving letter, salary certificate, PAN, AADHAR, Voter – ID and 4 passport size photographs require submission.
- However, the certificates submitted by the staff will be returned back after duly verifying the credentials with respective academic institutions and previous employers.

Resignation from the duties:

If any staff member wants to resign the job, the concerned staff member shall give a minimum of one month / 30 days advance notice or as per the conditions specified in the appointment order about his / her intention of leaving job, only at the end of the academic year to the principal in writing.

In case, where the end of notice period falls during the course of a semester, he / she may be relieved only at the end of the semester.

- a. In case, if the staff member does not give notice in advance, then the staff member owes to the institution his / her earning for the period as stipulated already in the appointment order before he / she is relieved.
- b. The un-availed leave at the credit of the staff member shall not be adjusted towards the notice period.
- c. In case if, he / she takes leave for a day, then the leave availed will be treated as on loss of pay with the cut in the salary for the day during the notice period.
- d. While getting relieved, files, materials, documents, and institutional equipment (if any) entrusted to him / her shall be handed over to the person nominated by the HOD under proper acknowledgement.
- e. The staff member can apply for his/her the relieving order from the Institution only after the submission of “No Dues Certificate” in the prescribed form along with a copy of handing over charge record in case if he/she happens to be in- charge of the laboratory.



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- f. Any staff member may be relieved immediately if he / she gets a Government Job or the concerned individual's spouse is transferred or he / she is getting married. But this is subject to the discretion of the management after assessing the merit of the request.
- g. The principal reserves the right to waive - off / reduce the notice period.

Termination of Services:

- a. The Institution may terminate the services of an employee under special circumstances, such as reduced workload, performance not satisfactory as seen from the feedback and report of HODs, or if found medically unfit, after giving one-month notice or pay in lieu thereof.
- b. No such Notice shall be necessary, if the termination is as a result of proven misconduct after an enquiry conducted in accordance with the institutional rules or as per the rules laid by statutory bodies.

Service Certificate:

Every employee shall be entitled to a Service Certificate at the time of leaving the service of the Institution. Such Certificate shall be valid if it is issued and signed by the Principal.

Working Hours:

- a. All employees are required to work for a minimum of 7 hours a day from Monday through Saturday.
- b. Working hours in different Departments and Sections of the Institution are to be followed as notified from time to time.
- c. Working hours notified may be changed as per the requirement of the Institution from time to time and the employees shall comply accordingly.

Attendance:

- a. All employees shall mark their attendance through biometrics and in respective Attendance Registers maintained in the departmental offices.
- b. Employees reporting for duty more than 10 minutes late shall obtain permission from the Head of the Department / Principal. Without a formal permission they are deemed to be absent and will automatically be treated as leave.



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- c. All employees are expected to be at their allotted place of work throughout their duty timings. Any employee found absent from his/her place of work during working hours without prior permission of the Principal/Head of the Department or section is liable to be treated as absent for the day.

Meeting with Heads of Departments:

Meeting with Heads of Departments is conducted once in a month to brief them about the latest developments in the institute and also to get feedback from them regarding fulfillment of various targets set including the academic schedule. Minutes of the meeting shall be recorded and circulated among all the HOD's. Emergency meetings are organized whenever required.

Intra Departmental Meetings:

Each department conducts meetings once in a fortnight and maintains the minutes of the meeting. These meetings are conducted to monitor and take corrective action for effective functioning of the department.

Faculty Meetings:

Total faculty meeting is conducted once in a semester. The agenda of the meeting is circulated among the faculty at least two days in advance to enable the participants to come prepared for a fruit full discussion without loss of time. The minutes of the meeting are recorded and circulated immediately after the meeting. Emergency meeting could be called for whenever required.

National, and Festival Holidays:

Institution will notify list of holidays at the beginning of calendar (year) as per the National and Festival Holidays Act and JNTUK issued Academic Calendar and Diary.

Provisions for Leaves:

Institute provides different kinds of leaves to meet with the various eventualities of its employees. Availing of leave should be with proper notice so that the work of the organisation does not suffer. Leave shall not be claimed as a right. Leave sanctioning authorities have to use their discretion in sanctioning the leaves so that the effect is minimum on the normal functioning of the institute.



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General Information:

- a) These rules shall be called the "St.Mary's Group of Institutions Guntur, Leave Rules".
- b) A leave account shall be maintained for each employee in the appropriate form. Secure TAMS application software is used for this purpose and each employee shall obtain login credentials to access and verify his/her leaves and permissions availed.
- c) Leave cannot be claimed as a matter of right. The sanctioning authority has full discretion to refuse or revoke leave of any description when the exigencies of service so demand.
- d) The sanctioning authority may recall an employee to duty before the expiry of his / her leave.
- e) Unauthorized absence from duty may be treated as misbehavior involving disciplinary action.
- f) For casual leaves, the HOD shall be the competent authority to grant leave to staff, the principal shall be the competent authority to grant leave to all Heads. In the case of the Director and the Principal, the Secretary or the Chairman of the Governing Council will be the authority competent to sanction leave.

The following types of leaves are available for staff:

1. Casual Leave:

- Every employee is eligible for 12 days of casual leave in a fiscal year.
- Casual leave cannot be availed without obtaining prior approval. Sanction of casual leave shall be subject to work adjustment.
- The total period of absence on casual leave at a time, with or without combination of public holidays and compensatory casual leave shall not exceed 4 days.
- Casual leave can be combined with public holidays and compensatory casual leave, but not with any other kind of leave or vacation.
- Casual leave up to Two Days shall be sanctioned by the HOD subject to prior notice i.e. at least before one day.
- CL for more than Two Days shall be sanctioned by the HOD subject to prior intimation of at least one Week.
- Casual leave for more than Two Days where sufficient notice period of one week is not provided by the employee may only be sanctioned by the Principal under extraordinary situations subject to prior intimation of at least one day.
- Un-availed leave shall not be carried over to the next calendar year. It means that the casual leave may not be accumulated.
- In case of employees still serving the probation period, Casual Leave shall be



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sanctioned on pro-rata basis. It means that they shall be eligible for a maximum of one day of casual leave for every 11/3 month of completed service subjected to a maximum of 10 days in a calendar year. This condition shall not be applied to permanent employees.

- Casual leaves for half day can be granted to an employee for the Forenoon or Afternoon session.

2. Maternity Leave:

- All the women employees are eligible for 120 days of paid maternity leave provided that they have completed probation service by the date of application.
- A woman permanent employee is eligible for maternity leave only twice in her entire service.
- Principal shall sanction maternity leave to all the women employees provided that the staff should apply with the prior notice of at least one month.
- No leave beyond the expiry of maternity leave will be granted. However, in exceptional cases where the female employee is not in a position to join duty immediately on expiry of maternity leave due to weakness or other illness, leave without pay not exceeding 30 days may be granted on production of medical certificate. Further leave beyond 30 days may be considered at the discretion of the GC/COMMITTEE.

3. Paternity Leave:

- All the men employees are eligible for 7 days of paid paternity leave provided that they have completed probation service by the date of application.
- A man employee is eligible for paternity leave only twice in his entire service.
- Paternity leave may be utilized only within a month of the date of birth of the child.
- Principal shall sanction paternity leave to men employees provided that the staff should apply with the prior notice of at least one Month.
- The salary for the period of paternity leave will be paid out after submitting the Birth Certificate of the child.

4. Marriage Leave:

- All the employees are eligible for 15 days of marriage leave.
- Principal shall be the sanctioning authority to all the employees provided that the staff



should apply with the prior notice of at least one month.

- The salary for the period of marriage leave will be paid out after submitting the Marriage Certificate.

5. Academic Leave:

- All teaching staff members are eligible to attend two reputed conferences per year.
- Academic leave may be sanctioned for attending conferences, seminars, workshops, etc. which help the faculty to achieve professional growth.
- Principal shall sanction academic leave to the faculty members. However, the staff should submit necessary proofs such as the event invitation along with the application.
- All staff members who are on the verge of submitting their Ph.D. thesis, may apply for 15 days of academic leave after pre-talk. However, such candidates should submit a proof of pre-talk proceedings for availing leave and proof of submission of thesis within one month from the date of application of the leave failing which the academic leave will be deducted from all other eligible leaves.
- The salary for the period of such doctorate thesis submission based academic leave will be paid out after submitting the proof of thesis submission.

6. Emergency/Medical Leave:

- Every employee is eligible for 5 days of Emergency/Medical leave in a year.
- Un-availed medical leaves shall not be carried over to the next calendar year i.e. the Medical leave shall not be accumulated.
- Medical leave cannot be claimed as a matter of right and sanction of Medical leave shall be subjected to severity of health condition i.e. prior approval/sanction is required or evidences are to be submitted within one week of reporting to the institute post the illness.

7. Compensatory Casual Leave:

- All the employees are eligible for compensatory casual leave if they have approved "OTs".
- The staff who has worked at least 6 continuous stretch or cumulative hours assigned/authorized by HOD/Principal/Management in holidays shall be sanctioned "OT". The approved OT shall be compensated with CCL during the same calendar year.
- Principal is the sole approving authority for OTs in consultation/approval of the HOD



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8. Study Leave

- An employee may be granted study leave to enable him to undergo part time higher studies or course work or specialized training in a professional or technical subject and close connection with the branches of study relevant to the Institute and has bearing on the candidates' area of specialization.
- Study Leave shall not be granted to one, whose absence will cause cadre- difficulties, besides dislocation in the regular work of the institute.
- In case candidate pursues Ph.D. on part – time basis, study leave will be granted to fulfill the mandatory course work as stipulated by the University. The candidate may be given half pay during the study leave and/or as recommended by the R&D department.
- An employee availing study leave for pursuing higher studies, shall furnish a bond in the prescribed form and on stamped paper to serve the Institute on return to duty they must serve in the Institute for a minimum period of one year. Otherwise, they have to pay double the salary received during their study leave.
- They should make alternative arrangements for their theory and lab classes with prior approval. SL permission will be granted only if they make alternative arrangement for their classes, through a teacher handling subject for the same class.

9. Summer Vacation :

- Principal will be the competent authority to fix/suffix the summer vacation schedule in accordance with JNTUK schedule wherever applicable.
- Each department has to maintain a skeletal staff to attend department works like invigilation duties, class work and other works assigned by HOD/Principal during the vacation as determined by the principal.
- Schedule of vacation for all the employees in a department is to be approved by the HOD.
- By the time of declaring vacation, the staff should have at least 1 year of uninterrupted service to avail summer vacation.
- If any faculty attend spot valuation or engaged with any other examination related duties during the vacation, all those days will be included in summer vacation. No extra days will be allowed.

10. On Duty Leave :

- On duty for spot valuation shall be sanctioned only twice in a semester or a Maximum of 15



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days per year whichever is applicable.

- On duty for any other Examination related works like Observer, Lab external duties should not exceed 10 days in a year. If it exceeds 10 days, the approval of HOD/Principal is mandatory.
- In addition to the above, "on duty" for any works assigned by HOD/Principal/Management are to be approved by the principal. However, the staff should submit necessary proof of evidence along with the invitation/work/assignment in written form.

11. Other terms & conditions:

- The total number of staff availing "CL" of any department at any given point of time should not exceed 1/3rd of the total staff of the same department at such instance.
- If any employee would like to leave the organization by giving one-month notice, they will not be allowed to avail any type of leave except available CL as per pro-rata. If they use extra leaves, loss of pay will be implemented. They can compensate the extra leaves by working extra days to avoid loss of pay. One month notice can be exempted by the Principal if staff resigned at the end of semester/academic year.
- The staff members who may be found not adhering to the above policies are liable for penalties as per HR policy of the Institute.
- Employees are advised to contact HR department and/or verify their TAMS application to know the leave record and then apply for leave.
- Prefixing and Sufficing of Holidays: The leave under these rules (except casual leave) may be either prefixed or suffixed or both by Sundays/holidays but the intervening Sundays /Holidays shall be included in such leave.
- Over Staying after Leave: An employee who remains absent after the expiry of his/her originally granted or subsequently extended leave is not entitled to salary for the period of absence including sanctioned leave period. Absence from duty after the expiry of leave will render the employee liable for disciplinary action for misconduct except where the employee establishes to the satisfaction of the leave sanctioning authority that he/she was unable to join duty for reasons beyond his/her control and the same shall be reported to the sanctioning authority before the completion of the sanctioned leave.


PRINCIPAL
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