

Service Rules

I. General Conditions of Services

1. Appointments:

The GB / Principal is Proficient authority to appoint any employee on the basis of recommendations of the subject expert committee. The appointment orders shall be issued by the principal. On the basis of Candidate's relevant academic Qualifications, experience in the field, performance in college and administrative capacities HODs are appointed by GB / Principal for a stipulated time.

2. Qualification:

A.P State Government / University / APSICHE/ UGC norms are strictly followed regarding the Qualifications, age, experience etc. At the time of selection of Teaching and Non- Teaching Staff.

3. Selection:

- a) The rules specified for recruiting of employees from time to time by University / Government Andhra Pradesh shall be Followed.
- b) Through open advertisement a post shall be filled by direct recruitment or by promotion from among Qualified and eligible internal candidate by selection committee.
- c) The Management Governing Body may in Special situations appoint Qualified person by deputation / Contract basis year but not exceeding five years.

4. Seniority:

The matters related to seniority is final decision by the Governing body of the college as per the method mentioned by A.P Government / Y.V University.

II. General Service Condition

- 1) The General disciplinary and code of conduct of the college is imposed to all the employees both Teaching and Non-Teaching Staff.
- 2) All the employees of the college are needed to be physically present in the college during working hours of the working days.
- 3) An employees of the college shall devote his/her whole times to the service of the college. His/her is not expected directly or indirectly which is prone to interfere with the proper discharge of his/her performance in the college activities. This rule is not applicable to academic work regarding to the university examinations, Question Paper setting, delivering Guest Lectures and other related works with the Prior an Proper Permission from the Principles.

- 4) The principal is empowered to suspend any employee in the interest of the college and report the same to the management. After giving fair chance to prove his innocence this action will be taken when he/she proved as guilty.
- 5) The Service of an employee is liable to be terminated on the grounds of fraud, indiscipline, negligence of his responsibilities, discharge his duties satisfactorily etc., “giving 4 months’ notice or 4 months’ salary”. The Employee concerned however shall be given full and fair chance to prove his ingenuity.
- 6) No application of an employee seeking employment elsewhere shall be forwarded during the first-year of service.
- 7) An employee shall have to give 4 months’ notice in case he desires to be relieved on resignation. The resignation shall come into force the date of accepting the resignation by the Management / Principal or date of his relieve whichever is earlier.
- 8) All employees appointed to regular posts in the institute shall be on probation for a period of one year. The Appointing shall have the power to extend the probation period if it may find needed.

III. Leave Rules

a. General

1. Leave is considered as privilege to the employee but not right. The sanction authority has discrete power to refuse or revoke leave if the service demands.
2. A Leave account shall be maintained for every employee in a suitable format.
3. While on leave, no employee is supposed to take up any service or accept employment.
4. Casual Leave (CL) are sanctioned to the employees by the principal on the basis of recommendations of H.P.Ds.
5. Any kind of Leave may be granted in combination with or continuation with any other kind of Leaves except Causal Leave (CL).

b. Leave Causal

1. All the employees who have put one-year Services are eligible to avail 12 days of CL. The CL are Sanctioned accordingly their date of appointment to the employees for the employees who are under probation.
2. CL for half day can be granted to an employee either fore noon or afternoon. In normal situations CL require prior sanction from the principal through proper channel. The employees have to make alternate arrangements for his work.

c. Special Leave

1. Teaching staff can avail up to 10 days of Special Leave in a calendar year to attend conferences, seminars, improving educational Qualifications etc.

2. Special Leave may also be granted for attending to serve natural calamities hit people with advance approval if exhausting all the CL.

d. Earned Leave

1. All the Teaching Staff are eligible for a vacation of 21 days in a calendar year by presenting physically either the first day or last day of declared vacation period. In case of necessary the principal is empowered to call back any staff during the vacation.

2. Conversion of two days' vacation into one day Earned Leave Provision is followed for the called back staff during the vacation period.

3. All the regular employees can accumulate earned Leave up to a maximum of 240 days.

e. Half Pay Leave / Medical Leave

20 days of medical leaves can be availed by all staff per calendar year with half pay facility.

f. Maternity Leave

All women employees entitled is make leave of 90 days each for first two pregnancies.

g. Grant of Extraordinary Leave

When an employee has put up 5 years or more service in the institution is eligible to avail extra ordinary leave for study / improvement qualification or work elsewhere a period of two years on the recommendations of the principal the above period of time, the employee shall not be entitled a pay from the institution.

a) Leave Rules for Contingent Staff

All the Contingent Staff of the College are eligible for CL of ten days in a calendar year.

b) T. A Daily Allowance, Local Transport etc.

When the employee deputed to any out-station work are eligible to receive T.A. D.A and other permissible allowance as per A.P State Government regulation.

Conduct Rules for all Employees

a) All the employees are liable for all consequences in the event of any violation of rules by him / her.

b) All the employees should maintain integrity of character, devote to his duty, impartial while discharge his duties an employee shall be courteous and polite in his dealing with colleagues, students, public, principal and management. He has to exhibit loyalty and act in the best interest of the college.

c) All the staff has to be in the premises during the working days no faculty should be absent from the duties without prior permission from the principal. All the staff should stay in H.Q during the vacation if they were leaving H.Q should submit forwarding address to the HODs, HODs should take permission from the principal by giving particulars of whereabouts of them.

d) No employee should participate in any political party activities or getting membership in any political party.

e) Making any statement, publishing, writing through any media which affect the integrity of the college is strictly prohibited.

- f) Engaging directly or indirectly in any trade or private tuition or part time employment for monetary gain or not is prohibited.
- g) Undischarged insolvent, Criminal Case charged employees shall be suspended till they found innocent by court of law.
- h) Neglecting his duties participating hunger strike and encouraging in strike etc. are considered as violation of code of conduct and attract suitable punishment.

Principal



Principal

**Sri Rachapudy Nagabhushanam
Degree & P.G. College (Autonomous)
Badvel, 516227, YSR (Dist), A.P.**

