



# Balaji Institute of Technology & Science

Laknepally, NARSAMPET, Warangal - 506331

(Affiliated to JNTUH, Hyderabad and Approved by the AICTE, New Delhi)

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## SERVICE RULES

### I. Preamble:

1. These rules shall be called as 'The Balaji Institute of Technology & Science, Narsampet Service Rules'.
2. They shall be deemed to have come into effect from 1<sup>st</sup> July, 2006.

### II. Definitions:

1. 'College' means 'The Balaji Institute of Technology & Science, Narsampet.
2. 'Management' means 'Maheshwara Educational Society' represented by its Chairman.
3. 'Governing Body' means 'The Governing Body of the college' constituted as per A.I.C.T.E / UGC. norms.
4. 'University' means 'J.N.T University, the affiliating University.
5. 'Principal' means Head of the institution authorized by the Management to discharge the duties and responsibilities as defined by AICTE.
6. 'Employee' means a person who is employed by the college including Principal.
7. 'Vacation' means any recess in an academic year which is a minimum of 10 days or more.
8. 'Vacation Staff' means employees who are allowed to avail vacation. All other employees are deemed to be 'Non-Vacation Staff'.
9. 'Teaching Staff' cadres and strengths are in accordance with the AICTE norms.
10. 'Non-Teaching Staff' (including contingent staff) pattern, cadres and strengths are in accordance with AICTE / State Government norms.
11. 'Competent Authority' – Chairman in the case of Principal and Principal in the case of other employees.
12. 'Duty' - an employee is said to be on duty (OD) in the case of following.
  - a) When the employee is discharging the duties of the post to which he/she is appointed or he/she is undergoing training prescribed for the post.
  - b) When the employee is absent from duty on authorized holidays, on permitted vacation or when availing any leave sanctioned by the competent authority.
  - c) When the employee is attending conferences, seminars, summer schools, workshops, Refresher Courses, Orientation courses, winter schools, quality improvement programs etc., duly permitted by competent authority, and
  - d) When the employee is attending to the work assigned by the competent authority in the interest of College/Management.
13. 'Leave' means leave granted by competent authority to an employee to which he/she is eligible.
14. 'Pay' means basic pay in the time scale or basic pay with special pay/allowance as the case may be.
15. 'Year' means calendar year/ financial year / academic year as the case may be.

**III 1. Appointments:**

The Management/ Principal is the competent authority to appoint any employee based on the recommendations of the selection board. The appointment orders shall be issued by the Management.

**2. Qualifications:**

The qualifications, age, experience etc., shall be as per AICTE/UGC norms in respect of teaching staff and AICTE/ State Government / University norms in respect of Non-Teaching Staff.

**3. Selection:**

- a) The rules prescribed for selection of employees from time to time by AICTE / University / State Government shall be followed.
- b) A post shall be filled up by direct recruitment through open advertisement or by promotion from amongst qualified and eligible internal candidates by a selection committee as directed by the Governing Body.
- c) The Management / Governing Body may in special circumstances appoint qualified persons by invitation/deputation/ contract basis year after year up to a maximum of Five years.

**IV. Seniority:**

The matters related to seniority is finalized by the Governing Body of the college as per the procedure laid out by State Government/ Affiliating University

**V. Pay, Allowance, Increments and Promotions:**

1. **Pay:** AICTE/UGC scales of pay shall be applicable from time to time to the posts classified as teaching staff. State Govt. / University scales of pay shall be applicable from time to the posts classified as non-teaching staff.
2. **Allowances:** Dearness, House Rent and other allowances as per AICTE norms for teaching staff and State Govt. norms for non -teaching staff are extended by Management from time to time to all regular employees of the college.
3. **Sanction of Increments:**
  - a) Principal/Selection committee is the competent authority to recommend advance increments to the candidates selected based on their qualification / specialization / Research contributions / previous salary drawn and experience at the time of appointment.

**b) Regular Increments:**

The regular increments shall be sanctioned by the Principal / Management on the satisfactory performance of the employee as recommended by the Head of the Department in the prescribed proforma.

**4. Promotional Policy**

- a. The requirement to get promoted from Asst. Professor to Sr. Asst. Professor is 5 years of total experience and Registered for Ph.D.
- b. The requirement to get promoted from Asst. Professor / Sr. Asst. Professor to Associate Professor is total experience of at least 5 years with Ph.D.
- c. The requirement to get promoted from Associate Professor to Professor is total experience of at least 10 years with Ph.D. and at least 5 years of experience as Assoc. Professor.

**VI. General Service Conditions:**

1. All the Teaching staff have to appear before the selection committee constituted by JNT University, Hyderabad for ratification and continuation of service is subject to Ratification.
2. Teaching staff will be on probation for a period of two years from the date of joining duty.
3. Persons appointed to higher posts by promotion shall be on probation for one year.
4. The appointing authority shall have the power to extend the period of probation of any employee of the Institute for such periods as may be found necessary, provided if after the period of probation the official is not confirmed and his/her probation is also not formally extended, he/she shall be deemed to have continued on a temporary basis and that his/her services may then be terminated on a month's notice.
5. The services of any employee during the period of probation are liable to be terminated with one month's notice on either side, but the Principal shall have power to require a member to continue in service till the academic year is over.
6. All the employees of the college shall abide by the general rules of conduct as specified by the college.
7. All the employees of the college are required to be present in the college throughout the working hours of the college on all working days.
8. An employee of the college shall devote his/her whole time to the service of the college and not to engage directly or indirectly in any trade or business or private 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 paper setting, delivering Guest Lectures and any other work undertaken with the prior permission of the Principal.
9. 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. The Principal is empowered to suspend any employee in the interest of the college and report his action to the Management and the university as the case may be.
10. The services of an employee are liable to be terminated on grounds of fraud, gross indiscipline, 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. The employee concerned however shall be given full and fair opportunity to represent his / her case before effecting such termination.
11. No application of an employee seeking employment elsewhere shall be forwarded during the first year of service. On completion of first year of service not more than two applications per academic year shall be forwarded for outside jobs.
12. 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 thereof. The resignation shall come into force from the date of acceptance of the resignation by the Management / Principal or the date of relieve, whichever is earlier.
13. For all employees in the college, an individual personal file and Service Register shall be maintained with regular updates as per State Government / affiliating university norms.

**VII. Leave Rules:**

**A. General:**

1. Leave cannot be claimed as a matter of right. The sanctioning authority has full discretion to refuse or revoke leave of any kind whenever the exigencies of service so demand.
2. A leave account shall be maintained for each employee in an appropriate form.
3. An employee shall not take up any service or accept any employment, while on leave.
4. Casual leaves are sanctioned to the employees by the Principal based on the recommendations of concerned Heads of the Department/Sections.
5. Any kind of leave may be granted in combination with or in continuation with any other kind of leave, except C.L. with prior approval.

**B. Casual Leaves:**

1. All employees of the college shall be entitled to 15 days of casual leave.
2. Casual Leave in one stretch shall not exceed seven days for a total period of ten days, including public holidays.
3. Half-day Casual Leave shall be granted to an employee, either in the forenoon or afternoon session.

*In normal circumstances, casual leave requires advance sanction and the employee has to make alternate arrangements for his / her work prior to proceeding on leave.*

**C. Compensatory Casual Leave (CCL)**

All the employees are entitled for Compensatory Casual Leave in lieu of working on Sundays/Holidays. The CCL can be applied after completion of the Casual Leaves.

**D. Special Leaves:**

- a) The teaching staff is entitled to avail special leave up to a maximum period of 1 week in a calendar year to take up examination work in the college or outside; to attend conferences or seminars etc.
- b) Special Casual Leave up to a maximum period of 1 week may also be granted to an employee for marriage of himself/herself or, their children as well as in cases of personal calamities or, bereavement.

**E. Medical Leaves:**

All staff shall be granted medical leave, not exceeding 1 week in case of any serious illness, hospitalization or, medical complications, if any.

**F. Maternity Leave:**

All Women employees are entitled to avail maternity leave of 90 days each for the first two pregnancies.

**G. Faculty Improvement Programme / Study Leave:**

The faculty members may be permitted to improve their academic qualifications by attending courses / research work in higher institutions of learning. The maximum number of faculty deputed is restricted to one member per department per year. In such cases the faculty member

is entitled to receive half of his salary during his period of study. The other conditions are as follows:

The faculty deputed must have served in this college for a minimum period of three consecutive years. The period of study leave should be two years for M.Tech. / M.E. programme and three years for Ph.D.

The teacher concerned should execute a bond on the required non judicial stamp to the effect that he / she shall serve the institution 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. Management is the sanctioning authority for such leave on the recommendations of the Principal and Head of the Department concerned.

### **VIII. Travelling Allowance, Daily Allowance, Local Transport etc.:**

The employees of the college when deputed to out stations shall be entitled to Travelling Allowance, Daily Allowance and other permissible expenses they incur as per the rules of State government in force from time to time.

#### **a) Allowance for Presenting Papers in Seminar / Conferences etc.**

The regular teaching staff sponsored to present papers in seminars / conferences are eligible to travel by second/third AC class, in addition to reimbursement of registration fee. No D.A. is admissible.

#### **b) Allowances for attending seminars, ISTE / AICTE / UGC refresher courses etc.**

The regular teaching staff permitted to attend seminars as delegates, and to undergo refresher courses etc. as above are eligible to travel by II-class AC. No D.A. is admissible. This provision does not apply to cases where the organizing agency/other agencies reimburse the T.A or, other expenses.

**CODE OF CONDUCT FOR FACULTY & STAFF**

Every employee shall be governed by these rules and is liable for all consequences in the event of any breach of rules by him / her

- a) Every employee shall maintain integrity of character, be devoted to his / her duty and be honest and impartial in his / her official dealings. An employee shall be courteous and polite in his / her dealings with the Management, Principal, other members of staff, students and with members of the public. He / she shall exhibit utmost loyalty and shall always act in the best interests of the college.
- b) An employee shall be required to observe the scheduled working hours during which he / she must be present at the place of his / her work. No employee shall be absent from duty without prior permission. Even during leave or vacation, no employee shall leave headquarters except with the prior permission of the competent authority. Whenever leaving station, an employee shall inform the Principal, in writing through the respective H.O.D, or directly, if he / she happen to be the H.O.D, mentioning the contact address during the period of his / her absence from the headquarters.
- c) No employee shall be a member of any political party or shall take part in politics or be associated with any party or organization, which takes part in political activity; nor shall aid or assist in any manner any political movement or activity.
- d) No employee shall make any statement, publish or write through any media, which has an adverse effect/ criticism of any policy or action of the college; or is deemed detrimental to the interests of the college.
- e) No employee can engage directly or indirectly in any trade or any private tuition or undertake employment outside his official assignment, whether for any monetary gain or not.
- f) An employee against whom an insolvency proceeding is pending before a Court of Law shall forthwith report full facts to the college.
- h) An employee against whom any criminal proceedings are initiated in a Court of Law shall immediately inform the competent authority of the college with full details.
- i) No employee shall except with prior permission of the competent authority can take resource to law or to the press for the vindication of any official act of the college which has been the subject matter of criticism or attach defamatory character.
- j) Whenever an employee wishes to put forth any claim or seeks redressal of any grievance, he / she must forward his / her case in writing through proper channel to the competent authority and shall not forward any such advance copies of his /her application to any higher authorities unless the competent authority has rejected his / her claim or refused redressal of the grievance or has delayed the matter beyond a reasonable time.
- k) An employee who commits any offence or dereliction of duty or does an act detrimental to the interest of the college is subject to an enquiry and punishment by the competent authority. However, any employee aggrieved with the decision of the competent authority may appeal against such punishment or decision within 15 days of the receipt of the orders of the decision to the Management and the decision of the Management thereon is final and binding on the employee.
- l) No employee shall engage in strike or incitements, therein or similar activities such as absence from work or neglect of duties or participate in hunger strike etc. Violation of the rule will amount to misconduct and attract deterrent punishment.

**DISCIPLINARY ACTION**

- a) All employees are liable for disciplinary action in case of 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 financial loss caused to the college due to negligence of duty or breach of orders / rules.
  - iv) Suspension
  - v) Removal from service
  - vi) Dismissal from service
- c) If the competent authority feels it necessary to constitute an enquiry committee as a part of the procedure for taking disciplinary action, the enquiry committee shall consist of three members  
- HODs from amongst the senior faculty.
- d) An employee can appeal against any punishment imposed upon him / her by the competent authority to the Management / Governing Body as the case may be.

  
**Principal**  
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**BITS**