



# VAAGDEVI DEGREE & PG COLLEGE

DIST: HANUMAKONDA, TELANGANA STATE-506001

(Affiliated to Kakatiya University, Warangal)

(e-mail: [contact@vaagdevicolleges.com](mailto:contact@vaagdevicolleges.com))

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## CRITERION-6

**6.2.2 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.**

**ADMINISTRATIVE SETUP:**

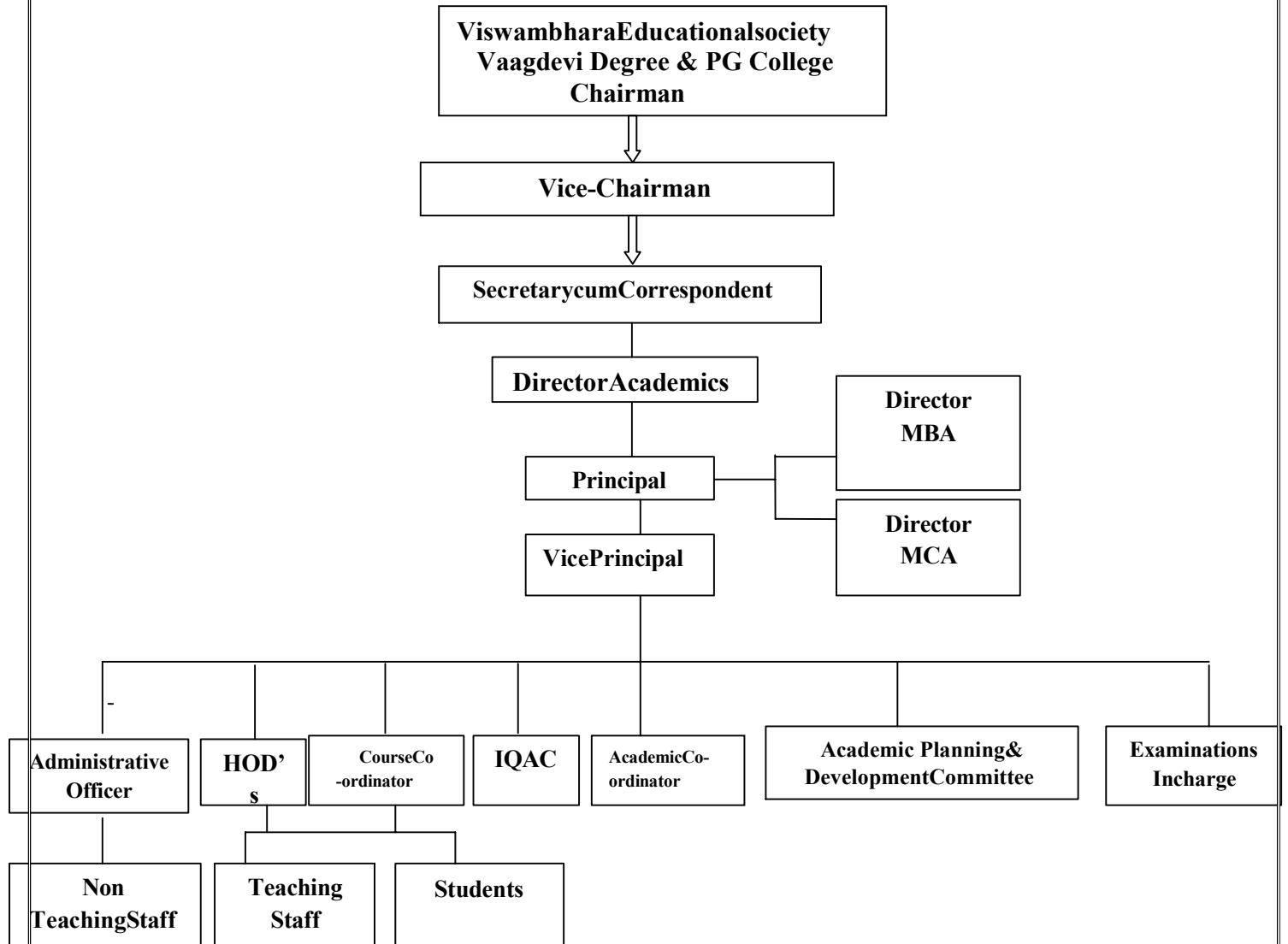
With the hands-on experience of the management, the Institutional Management is designed in a scientific way with transparency to get the optimum results out of it. A hierarchical sets up is established from top management to down the level clearly demarking the Duties, Responsibilities, Accountability and Authorities at every stage.

Vaagdevi Degree & PG college has been established in 1993. It has a Governing body to monitor and achieving the vision and mission of the institution. It has an effective organizational structure which monitors and improves the institution. The organizational structure of the institution is given below.



# VAAGDEVI DEGREE AND PG COLLEGE

Affiliated to Kakatiya University  
Kishanpura, Hanamkonda



*A. Subrahmanyan*  
**Principal**  
Vaagdevi Degree & PG College  
Kishanpura, Hanamkonda

## Functions of Key Administrative Positions:

POSITION	FUNCTION
<b>GOVERNING BODY</b>	<ul style="list-style-type: none"><li>• Review academic and other related activities of the College</li><li>• Consider new programs of study for approval of UGC &amp; AICTE</li><li>• Consider recommendations of the Principal regarding academic &amp; administrative matters.</li><li>• Ratify Selections / appointments /medals and prizes.</li><li>• Pass Annual Budget of the College.</li></ul>
<b>SECRETARY</b>	<ul style="list-style-type: none"><li>• Looks after the Administration, development of education, growth &amp; expansion of the institution.</li><li>• He can cause any action to be initiated which is required in his opinion for the promotion of the above subject matter to ratification by the Governing Body.</li><li>• He coordinates between the Governing Body &amp; Principal of the college.</li></ul>
<b>PRINCIPAL</b>	<ul style="list-style-type: none"><li>• To prepare all the agenda items, co-ordinate the conduct of meetings and arrange to follow-up all actions required.</li><li>• To provide leadership, guidance, help implementation and monitor all the academic activities in compliance with the affiliated university</li><li>• To conduct internal, end and other examinations</li><li>• To initiate all the developmental activities, monitor the progress and report to the Governing Body</li></ul>



## **COMMITTEES**

- Every committee constituted at college level and department level have the faculty member as an In-charge with two or more faculty members as committee members.
- Committee In charge will look after the committees program and operation.
- These committees at college level assist the HODs in the discharge of their duties and smooth functioning of the college.
- These committees at department level assist the Department Academic in the discharge of their duties and smooth functioning of the department.
- Every committee has well defined roles and responsibilities at both levels. Each activity conducted by the committee is as per the standard operating procedures laid down by the management.

**HEAD OF THE  
DEPARTMENT**

- Collect & Verify the course material to certify
- Coordinate with Library committee, Time-Table In-charge, Lab In-charge, Internal Examination In-charge for smooth class activities.
- Preparation of list of weak students in each class and conduct bridge classes, slip tests.
- Analysis result to conduct Remedial classes for failure students.
- Ensuring to arrange Club activities and Guest lectures, workshop & seminars.
- Monitor the departmental issues, prescribed formats, attendance registers, worksheets and mentor/counseling report books..etc

**Governing Body:**

The Institution has a Governing Body. It is a Policy making body of the Institution and meets frequently and discusses the agenda prepared by the Principal. It reviews the performance of the institution and decisions taken in the previous meeting and also approves the policy decisions. The budget of the current academic year is finalized. All new proposals are discussed and decisions is taken.

**Governing Body Functions:**

1. To ratify the decisions of the academic advisory committee.
2. Approval of new courses recommended by the academic advisory committee
3. To appoint Principal, the teaching and non teaching staff on the recommendations of the selection committees constituted.
4. Scrutinizing and approving the budgetary proposals.
5. Suggesting and approving the student development programs.
6. Promoting industry institute partnership cell for student training and placement activities
7. To monitor and evaluate the teaching programs in the institute and suggest remedial measures
8. To constitute committees, sub committees & standing committees for specific purpose delegating appropriate powers.
9. Fix the fees and other charges payable by the students of the institute on the recommendations of the Finance Committee.
10. Approve institution of new programmes of study leading to degrees
11. Perform such other functions and institute committees, as may be necessary and deemed fit for the proper development, and fulfill the objectives

### **List of Governing Body Members:**

<b>S.No</b>	<b>GoverningBodyMember</b>
<b>1.</b>	<b>Prof. N. Lingamurthy</b> FormerVice-Chancellor KakatiyaUniversity Chairman
<b>2.</b>	<b>Dr.Ch.DevenderReddy,</b> Secretary and Correspondent, <b>ViswambharaEducationalSociety</b> Member
<b>3.</b>	<b>Prof.S.S.V.N.Sharma,</b> RetdProfessorDepartment ofMathematics, Kakatiya University Member
<b>4.</b>	<b>Prof.G.Sattaiah,</b> RetdProfessorDepartmentofPhysics, KakatiyaUniversity Member
<b>5.</b>	<b>Prof.N.GopiKrishna,</b> Retd Professor Department ofPhysics, Kakatiya University Member
<b>6.</b>	<b>Ch.NarshimaReddy,</b> Chairman ViswambharaEducationalSociety Member
<b>7.</b>	<b>Dr.Ch.VahiniDevi,</b> Director,AcademicsVaagdeviColleges Member
<b>8.</b>	<b>Sri ChandraSekharReddy</b> (Industrialist), HydMember
<b>9.</b>	<b>Prof.K.Sailu</b> DeptofCommerce&BusinessManagement, University Nominee
<b>10.</b>	<b>Dr.A.SheshaChalam ,</b> Principal, VaagdeviDegree&P.G.College. Ex-officioMemberandConvener

The Institute has IQAC and the functions of IQAC are given below:

**IQAC Functions:**

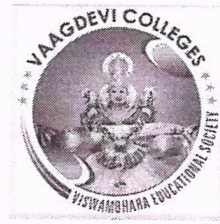
- IQAC is responsible for fixing quality parameters for various academic and administrative activities
- Monitoring the organization of class work and related academic activities.
- Conducting Internal Quality Audits periodically to verify the effectiveness of measures taken in reaching the quality parameters.
- Documenting various programs/academic activities leading to quality improvement and reviewing their effectiveness in quality improvement/ sustenance.

**IQAC MEMBERS:**

S.No	Name of the Person	Designation	Position
1	Dr.A.Sheshachalam	Principal	Chairman
2	Dr.G.Raja Prasad	HOD in Physics & Electronics	Coordinator
3	Dr.Ch,VahiniDevi	Director Academics,Vaagdevi Colleges	Administrative Officers
4	Dr.P.Harender Reddy	HOD in Botany & Coordinator	Academics Coordinator
5	Dr.S.Mahender Kumar	HOD in MBA Programme	Member
6	Dr.C.Govinda Rao	Course Coordinator in Chemistry	Member
7	Dr.C.Padmavathi	HOD in Zoology	Member
8	Sri.K.Sridhar	HOD in Computer Science	Member
9	Smt.S.Rajitha	HOD in Chemistry	Member
10	Sri.C.Dattatreylulu	HOD in Commerce & Business Management	Member
11	Sri.K.BalaRaju	HOD in Statistics	Member
12	Smt.K.HimaBindu	HOD in Biotechnology	Member
13	Sri. T.Rajeshwar Rao	Faculty In Commerce	Member
14	Dr.A.Srinivas Reddy	Faculty In Chemistry	Member
15	Dr.P.Sugunakar Reddy	Faculty in MBA	Member
16	Sri.M.Narasimha Murthy	Faculty in Physics	Member
17	Sri.Vinod Goel	Industrialist	Member
18	Dr.G.Vikram	Faculty in Biotechnology	Member
19	Sri.P.Narayana	Office incharge	Member
20	Mohammed Shakeel	Student Representative	MPCs VI Semester
21	Miss.Vaishnavi	Student Representative	BBA VI Semester
22	Bhavani Shankar	Student Representative	M.Sc(Physics) IV Semester

# SERVICE RULES, NORMS, GUIDELINES AND CONDITIONS

For



## VAAGDEVI DEGREE & PG COLLEGE

Kishanpura, Hanamkonda, Warangal-506001

## VISWAMBHARA EDUCATIONAL SOCIETY



Vaagdevi Degree & PG College, Kishanpura, Hanamkonda, Warangal, 506001.

*A. K. Chaudhary*  
Principal  
Vaagdevi Degree & P.G. College  
Kishanpura, Hanamkonda.

**VAAGDEVI DEGREE & PG COLLEGE**  
**SERVICE POLICY GUIDELINES**  
**GENERAL RULES**

**1.1**

**Purpose of defining this policy:**

This policy defines the rules, regulations and procedures which must be followed by all the employees / subordinates whomsoever on the payroll of the organization/institution either regular employment / contract basis / temporary or on daily wages during his / her tenure / service in the organization hereinafter called as the Viswambhara Educational Society currently managing the day to day affairs of Vaagdevi Degree & PG College or any other Institution / Organization that might be coming under the aegis of the above said society in future and the same shall be implemented / in force / effective from 26/06/1993.

**1.2**

**Applicability**

This policy is basically applicable to all Employees / Subordinates / those on contractual basis / or on daily wages or on temporary basis. But the category mentioned below may be exempted from certain portion of the stipulation which may be described from time to time.

- 1) Managerial staff Principal and the members of the Society.
- 2) Those on Honorary Job / Visiting / Guest / Lecturers.
- 3) Any other who are identified by the Society or the Institution including Visiting Staff Members / Guest Teaching Staff.

Nothing in these service Rules and Conditions shall preclude the Management from making additional rules and as may be deemed fit. The Governing Body of Viswambhara Educational Society reserves the right to amend, alter, delete or add to any of these rules without giving any prior notice the employees of the institutions. Such a modification will be binding on the employees from the date specified while making the modification.



*A. Subrahmanyan*

Principal  
**VAAGDEVI DEGREE & P.G. COLLEGE**  
Kishanpura, Hanamkonda.



### 1.3

#### Institutional Members / employees under the umbrella of the Viswambhara Educational Society (Regd)/Governing Body

##### 1.3.1

In this policy Institutional Member means the employee who are recruited by the procedure as stipulated in Chapter “**Recruitment and Appointment**” and does not include the category mentioned below.

1. Governing Body Members.
2. Society Members including the nominated members (if any)
3. Managerial Staff including Principal.
4. Temporary Staff / Contract Staff / Visiting Staff / Guest Lectureres and teachers.

##### 1.3.2.

‘**Employees**’ under the aegis of the Management are classified into “**Consolidated**” and “**Permanent Member**”.

##### 1.3.3.

This “**Service Policy**” is also applicable to those who are excluded in 1.3.1 unless separate or specific rules are applied.

### 1.4.

#### **Definitions**

**1.4 .1 “Society”** means Viswambhara Educational Society (Regd) registered under suitable statutory act.

**CHAIRMAN** of the Society means the Chairman of the Viswambhara Educational Society (Regd)

**GOVERNING BODY** means the member of the Council of Vaagdevi Degree & PG College, Hanamkonda and its members

**MANAGEMENT** means the management of the Viswambhara Educational Society (Regd).

**PRINCIPAL** means the person appointed by the Management/ Secretary and Correspondent to function as the Academic Head of the Educational Institution.

**1.4 .2 “INSTITUTIONAL PREMISES”** means the property / Institutions / Colleges / Offices or any other organization run by the Society or under the management of the Society and the





premises in which belong to the Society / Organization / Institution or where the Society runs the Academic Programmes as mentioned in scheduled address.

**1.4(3) "COLLEGE'S"** means the Colleges currently under the Registered Society.

**Vaagdevi Degree & PG College, Kishanpura, Hanamkonda, Warangal – 506001.**

**"MANAGEMENT"** means the Members whose names are mentioned in the registered Society Deed or or the Persons vested with the authority by hereinafter called as Viswambhara Educational society (Regd) of the regarding observance or execution of these rules.

**1.5 "NOTICE BOARD"** means the display board or boards for the purposes of displaying notices in the College / Offices / Institution. Any intimation/ circular/ notification to be displayed on the Notice Board and it shall be the primary duty of all the employees/teachers/non-teaching staff/visiting faculty members to observe and note the displayed information/intimate/observation/communication from time to time and it is deemed to have seen / noted / understood the contents of the said communication and no individual communication either verbal or nonverbal mode shall be sent (wherever/whenever applicable).

**1.6**

#### **AMENDMENTS**

The Management / Society / Governing Body may amend, modify, alter or add to these Policy, from time to time and all such amendments, modifications, alterations or additions shall take effect from the date stated therein and will be in line with the Certified Standing Orders applicable to all the employees/ teachers / administrative staff / non-teaching staff / guest and visiting faculty members / contractual / daily wage employees and the Conduct, Discipline & Service Rules applicable for all the above said members of the institution under the aegis of the above mentioned Society.

**1.6.1**

All Amendments, Modifications, Alterations or Additions, if any shall follow the procedure below:

Administrative Head will originate and Governing Body shall approve such amendments, modifications, alterations or additions. However it will be the sole discretion of the Management / Governing Body to redo / amend / recirculate any amendment done in majority in the Board Meeting.

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*A. Subrahmanya*

*Principal*  
**VAAGDEVI DEGREE & P.G. COLLEGE**  
Kishanpura, Hanamkonda

## 1.7 Interpretations

### 1.7.1

In case of any conflict in the interpretation of this Service Policy, the interpretation of Governing Body will be authentic and final.

## **RECRUITMENT & APPOINTMENT**

### 2.1

#### **Recruitment**

#### 2.1.1

**No Recruitment is final without the issue of Appointment order.**

Recruitment of any employee shall be done as per the norms and conditions stipulated by the Management and the final appointment order/letter/consent letter/agreement/work, contract is deemed to be authenticated only with the signature of the Secretary and Correspondent.

#### 2.1.2

All recruitment will be done only among the candidates who have passed the screening process stipulated in the recruitment policy by the management.

### 2.2

#### **Appointment**

The Management reserves the right to appoint / recruit teaching / non-teaching / technical / non-technical staff subject to the requirement deemed fit by the Management.

#### 2.2.1

1. The completion of the appointment is subject to:
2. The Employee found medically fit.
3. Completion of furnishing the necessary original documents.
4. The Management reserves the right to call for any verification from any source as the management deems fit to get confidential reports about the applicant.

#### 2.2.2

The applicants are requested to furnish the documents as mentioned below.

1. A signed acceptance copy of the offer of appointment
2. Relieving order from his previous employer, if any.

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*A. Subhadra*

Principal  
**VAAGDEVI DEGREE & P.G. COLLEGE**  
Kishanpura, Hanamkonda.

3. Original certificates and Xerox sets pertaining to the claims made in the employment application.
4. A satisfactory evidence of age like Aadhar, PAN Xerox copies.

### 2.2.3

All appointments shall be automatically cancelled

1. If any Employee is found to have provided information given to the Organization as false.
2. If the applicant is found to have used fraudulent method to get any of the certificates/documents.
3. Convicted / charge sheeted by an competent statutory authority for any illegal / forbidden acts / deeds.

### 2.2.4

The date of joining will be the first day he / she reports to duty.

## 2.3

### Probation

#### 2.3.1

Normally the period shall be 12 months for Teaching / Non – Teaching staff and other category will be set as the Probation period by the Governing Body. However the quantum of probation for each post is considered as deemed fit by the Management in consultation.

#### 2.3.2

Duration of the probation period may be exempted shortened or extended based on the management decision and on its sole discretion.

#### 2.3.3

After the probation period, the Management issues the confirmation order to whom the Management confirm the suitability and recognizes as “**Permanent Employee**”.

## PERFORMANCE APPRAISAL

There shall be mandatory performance Annual appraisal for all the employees done with the coordination of the Administration & HOD's by the Management to enable the management

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*A. Sreedharan*

Principal

**VAAGDEVI DEGREE & PG. COLLEGE**  
Kishanpura, Hanamkonda.



to document the Employees's performance during the year for current and future reference and to take steps wherever required for improvement. Through this exercise the capabilities and the performance of each employee during that year be appraised and rewarded / appropriate action initiated so decided by the Management the same is also required for increments and promotions and other decisions regarding tenure, extension or termination of contract etc.

#### 2.3.4

If the Management recognizes that the Individual is not suitable to continue as an Employee during or at the end of the probation period, he / she shall be terminated.

#### 2.3.5

The period of probation shall be included in the "**Length of Service**" purely on the discretion of the Management.

### SERVICE

#### 3.1 Basic Discipline

##### 3.1.1

The Employee must observe the items below and contribute to the development of institution.

1. To concentrate on his / her own job, to perform it diligently, faithfully and with full loyalty to devote himself / herself to make the continuous improvement towards the upliftment of the organization / institution.
2. To be prepared and to perform any kind of job whether teaching or non-teaching when the Management decides and instructs from time to time for each Employee development as decided by the Management.
3. To perform all jobs which are ancillary or incidental to or connected with or preliminary to his / her main duties.
4. To follow the Institutions / Organizations policies, rules, regulations and notices.
5. To follow the job instructions given by Superiors / Management / Principal.
6. All Employees shall follow the procedure, policy and manual relevant to their jobs without fail.
7. To contribute to maintain the sound and cordial work environment by trusting and cooperating with each other.



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8. To always make effort to develop himself / herself and to improve the educational standards of the students.
9. To actively involve wholeheartedly in Parents-Teacher Meeting / as a nominated member in various committees (If applicable)

### 3.1.2

Employees who are in the position of “**Managerial Cadre**” must observe the items below

1. To supervise, instruct and order subordinates properly, to ensure cordial atmosphere and relationship among the students, teaching / non-teaching staff
2. To support the subordinates in their developmental activities and thereby enhancing institutional growth.

## 3.2

### Service Discipline

#### 3.2.1

All the Employees must adhere themselves to the rules and regulations given mentioned here under:

1. Not to be Absent / late / early departing or leaving the workplace during the work hours without registering the details of leaving in the movement register and without the justified reason.
2. To follow the **Principal's** instruction and not to leave the workplace without permission
3. To wear the proper cloth/uniform (as directed by the **Management**) for job and to keep cleanliness and neatness during the work hours inside the classroom / labs and within the premises.
4. To complete all the assigned work regarding the job without fail and to report and communicate the necessary information to the concerned Head of the Department / Principal.
5. To take the good care and of the Institutional facilities, equipment, products, material, consumable and to take all necessary precautions to safeguard the same from unlawful utility and usage. In case of any damage by the Employee he / she shall pay damage to the Institution / Organization for any such waste, damage or injury to the goods or property of the Institution, as determined by the Institution.
6. Not to entertain Personal Communicational gadgets (**MOBILE / LAPTOPS / PALMTOPS / TABLETS OR PERSONAL TELEPHONES**) during work hours without the permission of the Principal. Personal visitors / Personal Telephone is allowed only in case of emergency.
7. It shall be the bounden duty of all the staff members either teaching or non-teaching staff to abide and to follow the statutory obligations as per (POSCO of 2011 & 2012 RTE



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Principal

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act etc) and be solely responsible for any criminal liability arising out of his or her act / deed during the Working hours

### 3.2.2

All the employees must follow under mentioned instructions while entering and leaving the College / premises.

The Management reserves the right to change the working hours as per the requirement subject to working hours stipulated in the manual.

All the staff members either Teaching / Non-teaching staff shall utilize the Biometric system wherever applicable and implement the same strictly.

1. To enter in time so as to start his / her job on time of the commencement of the class as pre-decided.
2. To leave immediately after the work hours unless there is an assigned official work / the additional class sanctioned needs.
3. To enter and leave as per the procedure which is instructed by Institution.
4. Not to carry the personal belongings other than the reasonably carrying items. If it is specially necessary to follow the procedure which is instructed by Organization / Institution / Principal.

### 3.3

#### Regulations to be followed

All the Employees must follow the regulations below.

1. Not to reveal to anyone any confidential matter regarding the Institutions activity and information which is liable to dent / damage / hamper the image of the institution / Organization or persons, either during the continuance of his / her employment or for a period of five years from the date of cessation of his / her employment with the organization.

No Employee shall publish or cause to be published any articles written by him having bearing on the affairs of the Organization / Institution and which directly or indirectly affect the Institution / Organization in a local or outside newspaper, journal or other publications , interviews etc., without the written permission of the **Institutional Head**.

2. Not to judge and proceed the job which exceeds the given job discretion without consulting the Institutional Head.



*A. Subhadra*

3. Not to undertake any assignment, occupation, employment, vocation, higher studies, trade, business or calling directly or indirectly outside his employment without the written consent of the Institutional / Organizational Head.  
No Employees either Teaching / Non-teaching staff shall be a partner in a partnership firm, or a Director of a Company, or hold more than two percent of the share of any Company without the prior permission in writing of the Management.
4. Not to disturb the order and peace in College premises.  
All the Teaching / Non-Teaching staff shall be courteous to all other employees and especially to the **Parents / Guardians** of the students and Visitors.  
**No Employee Teaching / non-teaching staff shall indulge in any act of sexual harassment against either sex at the workplace.**  
**All Employees shall report to the Principal immediately in case of such acts to take appropriate step to prevent sexual harassment to any person at such workplace.**
5. No Employees shall defame the Institution / College or the other Employee for any reason whatsoever.
6. Not to conduct political or religious activity without the permission from Institutional Head.
7. Not to indulge in and / or force or cause others to indulge in any activities like holding meetings, canvassing, raising subscriptions, shouting slogans, leading or participating in processions, distribution or display of poster / leaflets, pamphlets etc., inside the college / School / institutional premises and during work hours of the College / School.
8. Not to lend or borrow loan for selling and buying purposes within the College / Institutional premises.
9. Not to ask / collect signature for litigation or donation without the permission from the Institutional Head inside the Institutional premises.
10. Not to enter the restricted area or the area other than the workplace without proper / valid intention / purpose or without the permission from institutional Head.
11. Not to use or allow using colleges / institutional properties, resources or work hours other than the stipulated / approved purpose.
12. Not to accept or ask either directly or indirectly, any gift, gratification, commission or consideration by virtue of his / her employment or in the course of his / her duties.
13. Not to do unfair or unfaithful activities which are detrimental to the institution.

### 3.4 Entry and Exit

#### 3.4.1

The Management reserves the right to bar the entry of an employee into college / institution premises or remove the Employee physically in the following cases:



When an Employee Team member creates or is likely to create disturbance / disturb the peace at college.

When an Employee is reasonably considered to be hazardous from the Safety and Health perspective.

When an Employee is suspected to be under the influence of alcohol or narcotic substances or drugs.

#### 3.4.2

An Employee must obtain the written permission of the Principal or any officer authorized in this behalf to enter the College / institutional premises in the circumstances mentioned below.

1. An Employee who is on / off duty
2. An Employee who is laid off
3. An Employee who is Suspended.
4. An Employee who is discharged, dismissed or resigned.
5. An Employee who has declared by a competent medical authority to suffering from a contagious or infectious disease which might be hazardous to others.

#### 3.4.3

No Employee shall leave the college premises during his/her work hours. Except after obtaining written permission of the principal.

## PERSONNEL

### 4. TRANSFER

#### 4.1 Deputation

##### 4.1.1

The management reserves the right to send an Employee on deputation to any of its subsidiary or associated institutions. During deputation, the employee continues to be on the roles of the organization / institution.

*A. Subhadra*





## 4.2

### Transfer

The Management may permanently or temporarily transfer an employee to other group. Department within the institution or division due to the functional requirement.

This transfer may come with shift / place of work change. The management also reserves its right to change the designation / responsibility of an employee as per the management discretion.

## 4.3 Appointment and Cancellation of Designation

### 4.3.1

The management may appoint or cancel the designation due to the institutional requirement.

## RETIREMENT & RESIGNATION

### 4.4 Retirement

#### 4.4.1

The age of superannuation shall be **60 (SIXTY YEARS OF AGE)** Years and an employee shall retire from service on the last day of the month in which he / she attained the age of superannuation.

#### 4.4.2

The Management may at its discretion extend the age of superannuation in specific cases in writing or extend the service of a particular employee beyond the limit as stipulated in clause 4.4.1.

#### 4.4.3

In determining the age of an Employee, proof of age produced by employee and accepted by the management at the time of joining shall remain as permanent record and cannot be changed under any circumstances unless, such change has been upheld by a competent court.



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## 4.5 Resignation

### 4.5.1

As a categorization, there shall be 2 types of Resignation as below.,

1. Voluntary Resignation
2. Other Resignation

### 4.5.2

When an employee unconditionally without any willful act without an coercion wishes and requests to resign, it is considered as Voluntary resignation effective on the date when the Management accepts.

### 4.5.3

All the Employees irrespective of permanent or Temporary must submit a written "Voluntary Resignation Request" to the organization/institution through head, department to the principal 90 days in advance. However all the Employees shall take utmost care keeping in mind with context of the commencement of Academic function and the resignation of the Resignator shall not be an hindrance to the function of the academics of the year.

### 4.5.4

The Employee shall continue the assignment till the day of resignation.

### 4.5.5

When an Employee meets the conditions below, he is considered as other Resignation effective on the date the condition becomes applicable. In the case of condition (1) below, effective date will be the next day.

1. Death of an Employee
2. Appointment to Government Services.



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## **4.6 Retiring / Resigning Employee – No Dues Certificate**

### **4.6.1**

An Employee shall be bound to replace such property or goods in the condition in which they were entrusted to the employee by the college, subject to reasonable wear and tear or pay damages to the Institution as may be determined by the Institution.

### **4.6.2.**

Failure to comply with all or any of the above mentioned provisions shall entitle the Institution to withhold the Employee's salary or any other payment due to him / her or make appropriate deductions there from and to take such other action as may be deemed fit.

## **WORK SCHEDULE & ATTENDANCE**

### **Hours of Work**

#### **5.1 Hours of Work**

##### **5.1.1**

Hours of work is normally 8 hours / day (Regular work hours 8 hours, Lunch break – 45 minutes) and time of commencement / finish. Regular work hours and break time is as stipulated by the Management and is subject to change time to time depending the requirement / exigency of work.

Regular work hours is set in the maximum limit of 48 hours / week.

##### **5.1.2**

The duration and timings of work will be subject to alteration at any time, having regard to the exigencies as required by the organization.

##### **5.1.3**

Every employee shall personally record his / her attendance, in such a manner as may be prescribed from time to time, before the time of commencing his / her work and at the time of exit after hours of work (twice a day).



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## **5.2 Exemption in Emergency / Disaster**

In the case of the temporary requirements due to inevitable emergency / disaster, the Management may extend hours of work.

## **HOLIDAYS**

### **5.3 Holidays**

#### **5.3.1**

Holidays with pay will be allowed as per the law relating to holidays.

The Holidays shall be as per statutory guidance as applicable / List of Holidays notified by the Affiliating University (KU) / Telangana State Government.

#### **5.3.2**

The holiday may be changed to other day based on the situation and requirement.

#### **5.3.3**

Work Calender / Schedule shall be prepared in accordance with the academic programme and be informed to all employees through proper channel by the end of the academic year. But subject to changes in accordance with statutory bodies , the Mangement may change and reissue.

## **5.4**

### **Holiday in Lieu.**

In the case of work on a weekly day of rest, he / she will be given a substitute / compensatory off.

## **5.5**

### **Sick Leave**

#### **5.5.1**

Medical certificate for Leave / absence exceeding 3 days for sickness has to be produced.



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### 5.5.2

#### **For sickness more than two weeks.**

An employee has to appear before the authorized Medical Officer for check – up and only after getting the fitness certificate from the Medical Officer, he / she shall be allowed to report on duty.

### 5.5.3

#### **Casual Leave**

Leave will be granted in accordance with the leave rules of the Institution as applicable at that time.

The leave sanctioning authority has the discretion to revise, curtail or revoke leave at any time according to the requirement of work.

### 5.5.4

#### **Leave without Pay**

Leave availed without pay over and above the eligible leaves with the authorization of the Management Principal.

### 5.5.5

#### **Leave Sanction Procedure**

### 5.5.6

An Employee should get the leave sanctioned from the Principal through the Head of the Department concerned "Leave Application in advance" before he / she proceeds on leave.

### 5.5.7

#### **Long Leave**

### 5.5.8

#### **Standards of Long Leave**

The "Long Leave" of the Employee is considered when the Management recognizes that the Employee meets the condition below.

1. When Employee continues to be absent for more than 3 calendar months after the expiration of Sick leave due to sickness or injury.

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2. When an Employee wishes so, in the case of his family member's sickness and organization / institution recognizes that it is inevitable.
3. Any other reason for which the Organization recognizes a similar environment.

#### 5.5.9

#### Return from Long Leave

#### 5.5.10

When the Management of the Institution recognizes that the reason of long leave is cancelled / revoked, it can serve the orders to the Employee to return to the service immediately.

All leaves are in proportion to the number of days worked.

No two types of leave can be combined.

To avoid inconvenience to the students a teaching staff member availing himself / herself of leave should either arrange for his / her classes to be conducted by other teacher / Colleagues, or on return should conduct addition classes to make good the missed classes (Work Adjustment).

All employees should record / sign the attendance register / give their thumb impression twice daily i.e., the first time while reporting for duty in the morning and the second time while leaving the duty in the afternoon.

#### 5.5.11

#### Absence

#### 5.5.12

If an Employee is not available at his work place in full day or part thereof without prior permission, it will be considered as "Absence". All absence will be deemed to be the subject of disciplinary action and salary deduction.

### SALARY

#### 6.0

#### Mode of Payment

#### 6.1

Salary will be paid directly to the Employees by currency or by cheque. The Management may pay to his own bank account with the written consensus of Employee.



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## 6.2

Period Calculation and Pay day

## 6.3

Salary calculation period is from the 1<sup>st</sup> day of the month to the last day of the month.

## 6.4

Pay day is the 7<sup>th</sup> / 10<sup>th</sup> of the following month for the salary items.

## TRAINING

### 7. Training

#### 7.1.

Employee must take the training which is specified by Organization / Institution as per the need requirement.

The training is provided at the discretion of the management depending on the suitability of the situation.

### 8. Medical Check up

#### 8.1

All Employees must take the annual medical check up which is instructed by organization / Institution.

- (1) The Employee who is instructed by Organization / Institution must take by – purpose medical check up other than the annual medical check up.

#### 8.2

#### Maternity

Women Employees are eligible for leave and benefits for certain periods under the Maternity Benefit Act, 1961.

## AWARD & DISCIPLINARY ACTION

### 9. Disciplinary action

Disciplinary action is taken against an employee to correct his / her indisciplined behavior by giving appropriate punishment. It may also involve terminating the individual who is not adhering to the Institutional rules and regulations, thus protecting the interests of Organization.

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## 9.1

### Procedure for disciplinary action

- (1) The Management / Institution identifies the case of indiscipline.
- (2) The Principal authorized by the Governing Body will issue a **show –cause** notice (First) asking him / her to show cause within seven days as to why disciplinary action should not be initiated against him / her.
- (3) The employees explanation may be found satisfactory and the matter may be closed.
  - (i) The employee may accept the complaint made against him / her and appropriate action is initiated against him / her.

If the individual may not accept the complaint made against him / her,

In such case:

A charge sheet is issued to the employee wherein, the charges leveled against him are clearly specified.

- (4) A disciplinary Sub-Committee authorized by the Governing Body members is set up to investigate the matter. The name of the Enquiry Officer shall also be communicated to the employee.
- (5) In case of violations of a serious nature, the employee can be suspended pending enquiry.
- (6) In certain special cases such as refusal of the Employee to participate in the enquiry or in the case of death of an employee in question enquiry may be carried out expatriate (i.e., in the absence of concerned Individual).
- (7) After the completion of the enquiry, based on the findings of the enquiry committee Second Show-Cause Notice (Enquiry Report) is issued to the Employee asking him / her show – cause within ten days as to why (a specific) action should not be initiated against him / her.
- (8) Upon the completion of the tenth day, appropriate action is taken against the Employee.

## 10. Variation of Punishment.

### 10.1

There are 6 types of punishments described below.

1. Warning in oral or written document
2. Suspension as punishment for specific period without salary not exceeding seven days.



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3. Without or deferment of salary increment with or without cumulative effect.
4. Demotion or Reduction in the job grade
5. Discharge without notice or pay in lieu of notice.
6. Dismissal without notice or pay in lieu of notice.

## 10.2

The organization / Institution may give punishment based on nature of misconduct ( minor or major) and his / her previous record and any other extenuating or aggravating circumstances may also be considered.

## 10.3

### Warning

## 10.4

In case Management recognizes that a Employee is guilty of any of the items described below, the Management shall punish him / her by "Warning" or any other appropriate punishment as mentioned in above.

1. An employee violates this Service Policy or the rules and regulations based on this Service Policy.
2. Habitual late arrival or early departure or irregular attendance
3. Habitual late attendance or habitual absence.
4. Obtaining or attempting to obtain leave or absence by false pretext / sickness.
5. Falsification, impersonation, forgery and tampers with any official records.
6. Refusal to accept and acknowledge charge sheets, orders or any other communication addressed to an Employee by his / her superiors.
7. Falsifying records or giving false evidence or refusing to give testimony in regard to incidents in the undertaking or other matters, which are being investigated or being considered.
8. Obtaining leave on pre-text of being sick and during the same period attempting to obtain work elsewhere or obtaining leave on a false pretext.
9. Habitual negligence of work or duties.
10. Refusal to carryout assigned duties or dereliction of will full slowing down.
11. Deliberately making false statements and allegations before a superior knowing it to be false.

Without prejudice to the generality of the meaning of misconduct, the items above shall constitute acts of misconduct. This is illustrative and not exhaustive.



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## 11.0

Suspension as punishment, withholding or deferment of salary increment, demotion or reduction in the job grade.

### 11.1

In the case of the Management recognize the Employee is guilty in the item described below, the Management can punish him by "With-holding or Deferment of salary increment, suspension from work, demotion or reduction in the job grade" accordingly to the degree of the misconduct.

1. When an Employee doesnot correct his misconduct eventhough "Warning".
2. Disturbing other Employees while performing their duties or otherwise.
3. Interfering in any manner with any of the Management functions and / or right or with the work of other Employees.
4. When an Employee discloses the information regarding the affairs of the institution which is disadvantageous to the institution in the purpose to appeal to the outsider of the institution.
5. If an employee has more than six days of "Unauthorized absence" in the past one month.
6. Absence overstaying the sanctioned leave for more than six consecutive days without proper satisfactory explanation.
7. When an employee fight, gamble or conduct any similar activities resulting in deteriorating the order and peace in Institutional premises.
8. Gambling, speculation, playing cards or carrying or participating in gambling of any kind within the premises.
9. Drunkenness, riotous or disorderly or indecent behavior in the premises of the institution or outside the premises, where there is a nexus between employment and such commission and / or where such behavior is likely to affect the image of the institution.
10. Consuming intoxicants / drugs while on duty or attending work after taking intoxicants / drugs or behaving in such a manner as to violate common decency or morality.
11. When an Employee damages institutions facilities , equipment , products , material or any due to irresponsible action.
12. Conviction for any offence by a court of law.
13. When an Employee has committed sexual harassmt to the other Employee / student of the organization, includes such unwelcome sexually determined behavior, whether directly or by implication or otherwise.
14. Display of sexual or sexual reminding pictures or writing.

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15. Physical contact or advances.
16. Demand or request for Sexual favors.
17. Sexually coloured remarks.
18. Any other unwelcome physical, verbal or non-verbal conduct of a sexual nature intended to insult the modesty of the opposite sex as the case may be.
19. Harassment (either physical / mental / sexual).

## 12.0

### Discharge

12.1 In case the Management recognize an Employee is guilty in the item described below, the Management punishes him / her by discharging from the service from the Institution.

1. If an Employee is recruited by stating wrong information.  
at the time of employment or therefore, wrong or incomplete information or suppressing any information including dismissal, removal or compulsory retirement by previous employer or any disciplinary action awarded by a court of law.
2. Willful insubordination or disobedience
3. Employee working in the Institutions employment working for any other employer within the institution.
4. Engaging in private business or trade in the premises of Institution.
5. Obtaining leave on pretext of being sick and during the same period working elsewhere.
6. Getting appointment, scholarships, fellowships, or for any training to Government or any Public Sector / Private Sector undertakings without the permission of the Management.
7. When an Employee disturb the job by assaulting, threatening or any other criminal activities.
8. Assaulting, abusing, threatening or intimidating the other Employee working in the undertaking within / outside the Institutions premises.
9. When an Employee commits or is considered to have committed obviously the activities which violates the rules of the organization.
10. Conviction by a court of law for any criminal offenses involving moral turpitude or conviction by a court of law or for a serious criminal offense.
11. Refusal to accept a charge sheet, order or other communication served in accordance with these service conditions.
12. Incivility to Superiors, Co-employees, Parents / Guardians and visitors.



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### 13.0

### TERMINATION

#### 13.1

##### Standard of Termination

When the Management recognizes the Employees indisciplined behavior , the Management terminates his / her service. Termination by Disciplinary action is stipulated earlier.

1. When an employee reasonably seems not to be able to work due to mental / physical disorder.
2. Conviction by a court of law for any criminal offences involving moral turpitude or conviction by a court of law for a serious criminal offence.
3. When there is any other reason which equivalent to the items above.

#### 13.2

##### Condition of Termination

#### 13.3

During the probationary period the management may terminate the services without assigning any reasons / notice to the employee.

#### 13.4

Permanent employee may be terminated by the Management for any reason, by giving Two months notice or payment of two month's salary in lieu thereof.

#### 13.5

The reasons for the termination of employment of any employee shall be recorded in writing and shall be communicated to the employee at the time of discharge.



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