

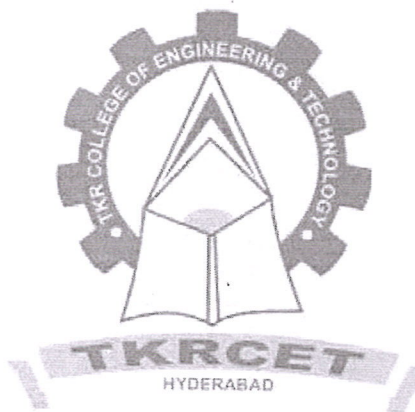


**TKR COLLEGE OF ENGINEERING AND TECHNOLOGY
(AUTONOMOUS)**

(Sponsored by TKR Educational Society, Approved by AICTE, Affiliated by INTUH,
Accredited by NBA & NAAC with 'A' Grade)



TKR COLLEGE OF ENGINEERING AND TECHNOLOGY



SERVICE RULES FOR EMPLOYEES


PRINCIPAL
TKR College of Engineering & Technology
(AUTONOMOUS)
Medbowli, Meerpet, Hyderabad- 500097.

CONTENTS

S.No	Name	Page No
1	Service Conditions	1
1.1	Introduction	2
1.2	Short Title	2
1.3	Applicability	2
1.4	Definitions	3
1.5	Power to Implement and to Amend the rules	3
1.6	Management's Powers to delegate	3
1.7	Appointments, Probation & Termination of service	3
1.8	Employment of Near Relatives	4
1.9	Age	4
1.10	Joining Formalities	4
1.11	Commencement of Services	5
1.12	Probation	5
1.13	Resignation and termination	5
1.14	Retirement	5
1.15	Working Hours / Holidays / Vacation	6
1.16	Attendance and Punctuality	6
1.17	Personal Records	6
1.18	Appraisals	6
1.19	Discipline	7
1.20	Liability to Abide by the Rules and regulations	7
1.21	Employee's Application For Other employment	7
1.22	Obligation to Maintain Secrecy	8
1.23	Absence from Duty Without Prior Permission	8
1.24	Penalties	8
1.25	Procedure for Imposing Penalty	8
1.26	Grievances Handling Procedure	9
1.27	Financial Support	9
2	Leave Rules	10
2.1	Kinds of leave	10
2.2	Definitions	10
2.3	Casual Leave	10
2.4	Earned Leave (EL)(for Teaching Staff)	10
2.5	Leave On Medical Grounds / Half Pay Leave (Teaching Staff)	11
2.6	Maternity Leave	11




PRINCIPAL

TKR College of Engineering & Technology
(AUTONOMOUS)

Medbowli, Meerpet, Hyderabad- 500097.

2.7	Extraordinary Leave (For Teaching staff)	11
2.8	Special Casual Leave (For Teaching staff)	11
2.9	Compensatory Leave	12
2.10	In Respect of Non-Teaching Staff, the Leave Eligibility	12
2.11	General Conditions Governing the Grant of Leave	12
2.12	Sanctioning Authority	13
3	Code of Conduct for employees	13
3.1	Preamble	13
3.2	Code of conduct	13
4	Roles and Responsibilities	16
4.1	Functions of Principal	16
	(a) Academic Administration	
	(b) General Administration	
	(c) Financial Administration	
4.2	Finance Officer	18
4.3	Responsibilities of Professors, Associate and Assistant Professors	19
4.4	Roles & Responsibilities of Dean Academics	20
4.5	Roles & Responsibilities of Director of Evaluation/Controller of Examinations	21
4.6	Roles & Responsibilities of Dean Student Welfare	21
4.7	Roles And Responsibilities of Head of the Department	22
4.8	Roles And Responsibilities Of Administrative Officer	22
4.9	Roles And Responsibilities Physical Director	23
4.10	Roles & Responsibilities Of Chief Librarian	23
4.11	Roles & Responsibilities Of NCC Officer In-Charge	23
4.12	Roles and Responsibilities Of NSS Officer In-Charge	23
4.13	Roles and Responsibilities of Technical Staff	24
5	Planning	24
5.1	Human Resource Planning	24
5.2	Recruitment	24
5.3	Orientation	24
6	Salaries and Incentives	25
6.1	Positions and Pay Scales	25
6.2	Yearly Increments	25
6.3	Staff Benefits:	25

6.4	Incentives And Rewards	25
6.5	On-Duty Assignments	25
7	Promotions	26
7.1	Promotion Policy	26
8	Consultancy, R & D And Teaching Assignments	26
8.1	Consulting R & D.	26
8.2	Seminars/Workshops:	27
9	Incentives-Students	27
9.1	Students – Incentives And Rewards	27


PRINCIPAL
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Medbowli, Meerpet, Hyderabad- 500007

proposed to be taken against him/her and calling upon to submit his/her representation, if any, in this regard within 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

All employees are automatically governed by the code of conduct or other rules that may be framed from time to time. Any violation thereof shall attract disciplinary action. All employees of the Institute shall be governed by the leave rules and T.A. rules that are framed separately.

The decision of the Management Committee of the Institute regarding the interpretation of these rules and on any other point, which is not covered under these rules, shall be final and binding on the employees.

1.26 GRIEVANCES HANDLING PROCEDURE:

Employees may have grievances, 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.

1.27 FINANCIAL SUPPORT:

Employees are supported financially to attend workshop/seminars/conferences institutional memberships along with registrations. Publication of papers/articles are supported with limited amount.



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