

SIR.C. R. REDDY COLLEGE OF ENGINEERING
(Un-aided)
VATLURU, ELURU – 534 007, W.G.Dt. A.P.

1. SERVICE & CONDUCT RULES – 2007
2. LEAVE RULES – 2007

1. NAME:

These rules shall be called Sir C.R.Reddy College of Engineering, Eluru, Service and Conduct Rules: 2007 (Governing the conditions of service of teaching and non-teaching staff).

2. APPLICATION:

These rules shall apply to all teaching and non-teaching employees of Sir C.R.Reddy College of Engineering, Eluru unless other-wise mentioned in the appointment order.

3. EFFECTIVE DATE:

These rules shall come into effect from 01/01/2007 and shall supercede all the earlier rules.

4. DEFINITIONS:

- a) COLLEGE/INSTITUTION: Means Sir C.R.Reddy College of Engineering, Eluru, (Registered Society No. 10 of 1950)
- b) MANAGEMENT: Means the Managing Committee/ Governing Body of the college constituted in conformity with the rules and regulations of Sir C.R.Reddy College, relevant order of Government/University/AICTE as applicable from time to time, represented by its President/Chairman.
- c) PRESIDENT/CHAIRMAN: Means President/Chairman of the Managing Committee or Governing Body as the case may be.
- d) UNIVERSITY: Means Andhra University, Visakhapatnam
- e) PRINCIPAL: Means Principal of the college or any other person authorised by the Management to discharge the duties and responsibilities of the Principal, whatever be his designation, otherwise.
- f) EMPLOYEE: Means a person employed under the categories of teaching or non-teaching staff including the Principal and Vice-Principal.
- g) HEADQUARTERS: Means the head – quarters of the college i.e. Eluru.
- h) TEACHING STAFF: The teaching staff comprise of the following categories.
 - I) Principal
 - II) Vice-Principal/Asst. Principal
 - III) Professor

- IV) Asst. Professor
- V) Lecturer
- VI) Training & Placement Officer
- VII) Librarian
- VIII) Physical Director
- IX) Lecturer of any other category or a post declared so by the Managing Committee
- i) NON-TEACHING STAFF: The categories of staff that are not categorized under the teaching staff shall be deemed to be non-teaching staff.
- j) COMPETENT AUTHORITY: (a) President / Secretary & Correspondent on behalf of the Managing Committee.
- k) DUTY: An employee is said to be on "duty" for the purpose of service benefits.
 - i) When the employee is discharging the duties of the post to which he is appointed or is undergoing training prescribed for the post.
 - ii) When the employee is absent from duty on authorized holidays, on permitted vacation or when availing leave other than extra –ordinary leave sanctioned by the competent authority.
 - iii) When the employee is attending conferences/seminars/summer schools duly permitted by the competent authority.
 - iv) When the employee is attending to the work assigned to him by the competent authority in the interests of the institution.
- l) Leave: Means leave granted by the appropriate authority to an employee to which he is eligible.
- m) PAY: Means Basic pay in the time scale or Basic pay with Dearness Allowance as the case may be.
- n) YEAR: Means calendar Year/Financial Year/ Academic Year as the case may be.

5. GENERAL:

- a) In respect of matters not specifically provided in these rules, the Managing Committee of the college shall be the competent authority to issue such directions or orders it may consider appropriate.
- b) Points requiring clarification and interpretation shall be referred to the Managing Committee whose clarification/interpretation shall be final.
- c) Any other rule prescribed by the Government/Apex Body/Institution given for adoption by Private Engineering Colleges shall automatically form part of the rules, even if the provisions in such rule/clause contravenes with these rules
- d) Unless other-wise stated specifically, in terms of appointment every employee is a whole-time employee of the college and may be called upon to perform duties as may be assigned to him/her by the appropriate authority, if necessary beyond the scheduled working hours and on gazetted holidays and Sundays depending upon the exigencies of the institution.
- e) Every employee shall perform the duties assigned to him to the best of his abilities, and shall always act in the interests of the institution.

- f) All eligible employees of the college are subjected to the provisions of Employees Provident Fund Act.
- g) The age of superannuation of all members categorized as Teaching staff shall be 62 years and in case of other staff it shall be 58 years.
- h) A Service Register shall be maintained for each employee and the relevant service entries shall be attested by the competent authority.
- i) The power to add, delete or amend these rules shall vest with the Managing Committee of the college.

6. SELECTION PROCEDURE & RULES:

- a) The qualifications required for filling a post shall be such as may be determined by the Managing Committee /Governing Body from time to time taking into consideration the norms prescribed by Government of Andhra Pradesh/Affiliating University/AICTE and other educational bodies.
- b) The Managing Committee /Governing Body shall have the power to decide whether a particular post will be filled by open advertisement or by an invitation or from amongst the members of the existing staff in conformity with the Affiliating University / AICTE Rules and Regulations.
- c) All teaching staff posts from Lecturer and above and any other post classified as teaching staff shall be filled up by open competition. The selection will be based on the recommendations of the Staff Selection Committee duly constituted as per the norms of the Affiliating University or Selection Committee constituted by the Management in case of exigency.
- d) All other teaching staff posts (such as Teaching Assistants) and non-teaching posts, all temporary and adhoc appointments shall be based on the recommendations of the Staff Selection Committee duly constituted by the Managing Committee /Governing Body from time to time.
- e) The selection Committee interviews the candidates invited for interview and makes its recommendations to the Managing Committee, the names of the selected candidates being arranged in the serial order of merit. The Selection Committee may recommend more names than the number of posts for which applications are invited or may reject all the applicants. However, the appointment orders are issued in the serial order of merit only.
- f) No act or proceedings of any Selection Committee shall be questioned on the ground merely of absence of any member of the Selection Committee.
- g) The procedure adopted by the Selection Committee in selecting the candidates shall not be questioned as improper or irrelevant or unfair by any applicant to the post.
- h) The Managing Committee /Governing Body may in special circumstances appoint teaching staff (Eg. retired persons) on contract basis up to the age permitted by the Affiliating University / AICTE.
- i) Any other instruction given, or rule prescribed, from time to time, by Govt. of Andhra Pradesh/Affiliating University/ AICTE regarding selection procedure will automatically form part of the rules/procedure of selection.

7. APPOINTMENTS, PROBATION & SENIORITY:

- a) The Secretary shall be the authority for issuing all appointment orders.
- b) All initial appointments to teaching and non-teaching posts shall ordinarily be made on probation for a period of two years. All appointments by promotion shall be made on probation for a period of one year.
- c) The Managing Committee /Governing Body upon the recommendations of the Principal for valid and sufficient reasons may extend the probation period of an employee for such a period as may be found necessary. The employee is deemed to have been on probation until the order declaring satisfactory completion of probation period is communicated to him even if the normal/stated period of probation is completed.
- d) The declaration of probation does not confer on the employee any special right of permanence to continue in the post in which he/she satisfactorily completed probation.
- e) The rules governing probation will not apply to appointments made on Adhoc / Contract / Contingent basis.
- f) The seniority of an employee in a post shall be determined by the date of commencement of probation in that post. In case of two or more persons selected for appointment at the same time to a category of post, the appointing authority shall fix the order of seniority among them having regard to the serial order of merit in which they have been placed by the selection committee if any which has included them in the panel. However, seniority alone is not the sole criterion for promotion or for conferring any other benefit.
- g) The members of staff who are appointed on adhoc/ temporary/contract basis will hold their office till the last day of institution of the academic year concerned. They are entitled for summer vacation salary only when they rejoin duty after summer vacation during the next academic year and execute the prescribed bond to serve the institution till the last day of instruction of the academic year concerned duly depositing the original qualification certificates.

8. PROMOTIONAL POLICIES/PROCEDURE

- a) Irrespective of the existence of vacancies in the higher level, the qualified internal faculty at lower, cadre may be considered as per norms.
- b) All M.Tech Candidate who have completed 5 years of satisfactory service as lecturers in the pay scale of Rs. 8,000-275-13500 will be considered normally for promotion for Senior scale of Rs. 10,000-325-15,200, and those who put in 5 years of satisfactory service in the above pay scale will be considered for selection grade scale of Rs. 12,000-420-18,300.
- c) A Screening Committee will be formed by the management for the above stated career advancement. The committee assesses the candidates for promotion based on i). Satisfactory service assessed by the HOD and Principal, ii). Student feed back, iii) Students

performance in the subjects taught by the concerned faculty,
iv) Co-curricular and extra curricular activities etc besides any other criteria that may be laid down by the Management from time to time.

- d) All lecturers holding B.Tech 1st class degree will be fixed in the pay scale of Rs. 8,000-275-13500 and all the lecturers holding M.Tech degree will be fixed in the scale with two additional increments.
- e) The Asst. Professors who are already working in the college with the above said qualifications may be considered for suitable increments depending on the length of satisfactory service through evaluation of each case individually.
- f) All B.Tech 1st class candidates have to acquire PG Degree within 5 years failing which the increments will be stopped until the post-graduate degree is earned and all M.Tech candidates have to acquire Ph.D at the earliest.

9. PAY, ALLOWANCES & INCREMENTS:

- a) U.G.C.Scales of Pay as applicable from time to time shall be adopted to posts classified as teaching staff, but, subject to approval of the Managing Committee.
- b) The scales of pay as approved by the Managing Committee shall be adopted for all posts not falling under the category of teaching staff.
- c) Dearness and House Rent Allowances as per A.P.State Government rates shall be adopted but subject to approval of Managing Committee.
- d) Unless otherwise stated in the appointment order an employee on appointment shall be eligible to draw pay at the minimum of time scale of pay for the posts. However, in case of appointment by promotion from a lower post his pay in the lower post at the time of promotion shall be protected in the time scale of pay of the higher post.
- e) All services in a post on time scale of pay shall count for eligibility for increment.
- f) Leave granted shall be counted as service for the purpose of eligibility for increment. But leave granted on loss of pay if it is for more than seven days shall not be counted as service for the purpose of eligibility of increment. If leave on loss of pay is granted for more than seven days the date of subsequent increment is postponed by as many days as he/she was on leave on loss of pay.
- g) The Managing Committee shall have the authority to withhold increments for a certain period with or without cumulative effect as a disciplinary measure for sufficient and valid reasons and after the employee has been afforded a fair opportunity to defend himself/herself. When an increment is withheld for a certain period, this period shall be exclusive of any interval spent on leave on loss of pay if it is for more than seven days.
- h) The Secretary shall be the authority to sanction normal increments in case of those staff on regular scales of pay and whose personal files did not contain adverse remarks since the date of sanction of last increment.

In all other cases the Managing Committee shall be the competent authority to sanction normal increments.

ADVANCE INCREMENTS:

- i) The Managing Committee shall be the authority competent to sanction advance increments in respect of new appointees taking into consideration the pay structure in previous employment and additional qualification or experience. Advance increments to the existing employees may be sanctioned as an incentive in deserving cases.
- j) Teaching staff possessing Ph.D. and M.Phil. Degrees are eligible for two and one increments respectively at the time of joining the college provided these qualifications do not form part of essential qualifications. The in-service teachers also are eligible for the above increments from the date of production of the relevant original certificate. They are eligible for this incentive only once during their service.

10. RESIGNATION, TERMINATION & RELIEF:

- a) The services of teaching staff who have completed their period of probation or who are on probation are liable to be terminated by the Employer by giving three months notice or three months salary in lieu of such notice without assigning any reason.
- b) The services of teaching staff on temporary/adhoc appointments are liable to be terminated by the Employer by giving one month notice or one month salary in lieu of such notice without assigning any reason.
- c) The services of all non-teaching staff are liable to be terminated by the Employer by giving one month notice or one month salary in lieu of such notice without assigning any reason.
- d) Teaching staff who have completed their period of probation can resign from service by giving either three months notice or by paying three months salary in lieu of such notice to the Employer. If their resignation is for the purpose of higher studies the notice period is reduced to 45 days instead of three months.
- e) Teaching staff who are on temporary/adhoc appointments can resign from service by giving either one month notice or by paying one month salary in lieu of such notice to the employer. However the Management reserves the right to relive them, if necessary, only at the end of the last instruction day of the academic year.
- f) All non-teaching staff can resign from service by giving one month notice or by paying one month salary in lieu of notice to the employer.
- g) In the case of teaching staff who have completed probation and are seeking employment elsewhere one application per year will be forwarded subject to the condition that they will be relieved at the end of the academic year only. In addition, all applications for admission to higher studies and for All India Service Examinations (such as IAS, IRS, IES etc.) will also be forwarded. However, the Management has discretion to relax the rule in appropriate cases basing on the merits and demerits of the case.

- h) In the case of teaching staff who are on probation no application seeking employment elsewhere will be forwarded. However, all applications for admission to higher studies and All India Service Examinations (such as IAS, IES, IRS etc.) will be forwarded.
- i) In the case of teaching staff who are appointed on temporary/adhoc basis all applications for admission to higher studies and All India Services Examinations (such as IAS, IES, IRS etc.) will be forwarded.
- j) In the case of non-teaching staff no application seeking employment elsewhere will be forwarded during probation period. After completion of probation one application per year will be forwarded.
- k) In the case of non-teaching staff (whether they are on probation or completed probation) all applications for admission to higher studies will be forwarded.
- l) If the employee resigns after giving due notice and works for part of the notice period and then wishes to be relieved immediately he/she can do so by paying for the remaining notice period.
- m) If the employer issues termination notice to any employee and wishes to terminate the employee within the notice period, the employer can do so by paying for the remaining part of the notice period.
- n) In all the above sub clauses of this article, notice period does not include vacation or earned leave or leave on loss of Pay granted to the employee.

11. CONDUCT RULES:

- a) Every employee shall be governed by these rules and is liable for consequences in the event of any breach of rules by, him/her.
- b) Every employee at all times should maintain integrity, be devoted to his/her duty and also be honest and impartial in his/her official dealings. An employee shall, at all times be courteous and polite in his/her dealings with the Management, with other members of staff, students and with members of the public. He shall exhibit utmost loyalty and shall, always, act in the interests of the college.
- c) An employee shall be required to observe the scheduled hours of working 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 head-quarters except with the prior permission of proper authority. Whenever leaving station, an employee shall inform the Principal in writing through the respective HOD or the Principal directly if he happens to be a HOD, the address at which he/she would be available during the period of his/her absence from the head-quarters besides giving his telephone number.
- d) No employee shall be a member of a political party or shall take part in politics or be associated with any party or organization which takes part in political activity, nor shall subscribe in the aid or assist in any manner any political movement or activity.

- e) No employee shall make any statement, publish or write through any media which has the effect of an adverse criticism of any policy or action of the college or detrimental to the interests of the college.
- f) 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.
- g) An employee against whom an Insolvency Proceedings commenced in the Court of Law shall forthwith report full facts thereof to the college.
- h) An employee against whom Criminal Proceedings are initiated in a Court of Law shall immediately inform the competent authority of the college regarding the details thereof.
- i) No employee shall except with prior permission of the competent authority, have recourse 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 attack of 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 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 interests 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 Managing Committee and the decision of the Managing Committee, there on, is final and binding on the employee.
- l) No employee shall engage in strike or incitements thereto or similar activities such as absence from work or neglect of duties or participate in hunger strike etc., Violation of this rule will amount to misconduct and attract deterrent punishment including removal from service.

12. DISCIPLINARY ACTION:

- a) All employees are liable for disciplinary action for 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 fair opportunity has been provided to the employee to defend him / her self and being heard in respect of the charges.
- 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 dereliction/negligence of duties/ disobedience etc.
 - i) Fine
 - i) Censure;
 - ii) Withholding increments/promotion;

- iii) Recovery from his salary whole or part of any pecuniary loss caused to the college due to negligence of duty or breach of order;
- iv) Reduction to a lower rank in seniority or reduction in the time scale of pay
- v) Suspension;
- vi) Removal from service;
- vii) Dismissal from service.

Explanations:

The discharge of a person appointed on probation during the period of probation or of a person engaged under contract in accordance with the terms of contract or of a person appointed otherwise than under the contract to hold a temporary appointment, does not amount to removal or dismissal within the meaning of this rule.

- c) The penalty under (iv) may be imposed in addition to any other penalty which may be imposed in respect of negligence or breach of orders.
- d) The authority which may impose any of the penalties prescribed in Rule 12(b) shall be the authority mentioned in Appendix.
- e) 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 one or more members as decided and appointed by the President, Managing Committee /Governing Body. The Managing Committee shall appoint a person superior in rank to the charged person to conduct the enquiry and a lawyer shall be deemed superior to all employees of the institution.
- f) Before any of the penalties specified in Rule 11(b) above is imposed against an employee of the college, it is necessary to give him a reasonable opportunity to show cause against the disciplinary action which is proposed to be taken against him by intimating to the employee concerned the grounds on which it is proposed to impose the penalty and by directing him to show cause why it should not be imposed. The employee shall be required within a reasonable time to put in a statement in writing, in his/her defence and to state whether he/she desires an oral enquiry or only to be heard in person. If he/she desires an enquiry or if the authority concerned so directs, an oral enquiry shall be held. If no oral enquiry is held and if he/she had desired to be heard in person, a personal hearing shall be given to him/her. The proceedings shall contain a sufficient record of the evidence and a statement of the findings and the grounds thereof.
- g) The requirement of sub-rule 11(f) shall not apply where the employee concerned has absconded or where it is for other reasons impracticable to communicate with him;
- h) All or any of the provisions of sub-rule 11(f) may in exceptional cases for special and sufficient reasons be waived where there is a difficulty in observing those requirements.
- i) The punishment given by a higher authority need not necessarily be the same as that given/recommended by the lower authority.

- j) An employee can be summarily dismissed / removed from service when found that he / she has indulged in acts of moral turpitude without observing any of the procedures state above in the over all interests of the institution.

APPENDIX

The authorities competent to impose the punishments and to deal with appeals shall be as follows:

Nature of punishment	Competent authority	Appellate authority
1. Fine	Managing Committee	Governing Body
2. Censure	Managing Committee	Governing Body
3. With-holding of increment and promotion	Managing Committee	Governing Body
4. Reduction to lower rank etc.	Managing Committee	Governing Body
5. Recovery from pay etc.	Managing Committee	Governing Body
6. Suspension:		
a) Pending enquiry	Managing Committee	Governing Body
b) As a punishment	Managing Committee	Governing Body
7. Removal or dismissal from service	Managing Committee	Governing Body

1. Before imposing any penalty, other than
 - (1) Reduction to a lower rank
 - (2) Removal from service
 - (3) Dismissal from service an employee shall be informed in writing of the allegations on which action is proposed to be taken and be given an opportunity of making a representation, but it shall not be necessary to hold an oral enquiry in to such allegations.
2. The Managing Committee by a resolution may delegate its power to impose any of the penalties other than the dismissal, removal, or reduction in rank to the Secretary/Office bearers. No employee shall be dismissed, removed, or reduced in rank by any authority subordinate to the Managing Committee of the Institution.

13. TRAVEL EXPENSES RULES:

- a) Principal and Professors who proceed to other places on Institution work are eligible to travel in 1st class / 2 tier A.C. They are entitled to DA at the rate of Rs.250/- per day with reimbursement of actual expenses of hotel accommodation. The DA may be revised periodically (every 4 years) to compensate for inflation.
- b) Teaching staff members who accompany the students on Industrial

tours or proceed to any other places on Institution work are eligible to travel in 1st class / three tier A.C. They are entitled to D.A at the rate of Rs. 200/- per day with reimbursement of actual expenses of hotel accommodation up to a maximum of Rs 500/- per day. The D.A may be revised periodically (every 4years) to compensate for inflation.

- c) All the Non-Teaching staff members who will be sent to out station are eligible to travel in 2nd class 3tier/ High Tech bus as the case may be with a daily allowance of Rs. 300/- towards DA and hotel accommodation. The D.A may be revised periodically (every 4years) to compensate for inflation.
- d) All the employees are entitled to claim Rs. 2 per K.m for local transport or the actual expenses in case they travel by road on Institution work.

14. SPONSORSHIP RULE

- a) All the teaching staff members are sponsored to workshops/ seminars/summer and winter schools conducted by other institutions. A staff member can attend one workshop/ seminar/summer and winter school in an Academic Year by adjusting his Academic work without affecting the normal functioning of the institution.
- b) Teaching staff members who have completed five years of service in this institute may be sponsored for higher studies like M.Tech/ regular Ph.D as a quality improvement program for three years with half the pay and usual allowances as decided by the Managing Committee after executing an agreement that he/she shall serve the institute for a minimum of five years after his/her return from the program.

15. SKILL UPGRADATION:

All the technicians may attend the training programs in their respective trades to upgrade their skills. A technician may attend one training program from each Department in an academic year. The institution pays the necessary fee and out station allowances.

16. Incentives to research publications.

Incentives to staff members shall be paid/given as indicated below.

- i) Rs. 5,000/- for each publication in a reviewed international journal – (Proof of publication to be submitted)
- ii) Rs. 3,000/- for each publication in a reviewed national journal (Proof of publication to be submitted)
- iii) T.A. & D.A. will be paid as indicated (in 13a(a) of this service rules manual). If the faculty member attends to the presentation of the paper on invitations.
- iv) Staff members attending national conferences / workshops either to present a paper or to participate shall be paid T.A. & D.A. as in 13(a), however after prior approval by the principal/management.

B. LEAVE RULES – 2007

1. GENERAL:

- a) These rules shall be called the Sir C R Reddy college of Engineering, Eluru Leave Rules.
- b) They shall be deemed to have come into effect from 01/01/2007 and shall be applicable to all the employees of the college.
- c) A leave account shall be maintained for each employee in an appropriate form.
- d) Leave cannot be claimed as a matter of right. The sanctioning authority has full discretion to refuse or revoke leave of any kind when the exigencies of service so demand. Leave cannot be availed without prior approval or in anticipation of sanction.
- e) The sanctioning authority may recall any employee to duty before the expiry of his/her leave.
- f) Unauthorized absence from duty shall be treated as misconduct, inviting disciplinary action.
- g) An employee on leave shall not take up any service or accept any employment.
- h) Every application for leave on medical grounds shall be accompanied by a medical certificate given by a Govt. civil surgeon in case of teaching staff and an Asst. civil surgeon in case of non-teaching staff.
- i) The minimum period for which leave on medical grounds can be applied is 5 days. Holidays in between the medical leave duration will also be counted for leave.
- j) An employee (declared as vacation staff) who leaves his place of duty during vacation is liable to be recalled.
- h) The Principal shall be the authority competent to grant casual or special leave to all the employees. In the case of Principal, Secretary & Correspondent/ President of the Managing Committee shall be the authority to sanction leave.

2. CASUAL LEAVE:

Casual Leave is a concession to abstain from duty for a short period without such absence being treated as regular leave. The maximum number of days of Casual Leave that can be availed by an employee in a Calendar Year is 15 or proportional to the service put in by that employee during the year of his initial appointment. Casual Leave may be granted combining with the public holidays or Sundays subject to the condition that the total period of absence does not exceed 8 days at a time. Casual Leave for half day may be granted for the forenoon or afternoon session.

3. SPECIAL CASUAL LEAVE:

An employee is eligible for special casual leave not exceeding 6 days for the purpose of undergoing Family Planning Operation. He/she is required to produce proof of having undergone the operation for regularization of the leave availed. Besides, special casual leave may be applied for in dire necessity or family pressing circumstances wherein the sanctioning authority will have to decide at his/her discretion the nature of dire necessity or pressing family circumstances.

4. EARNED LEAVE:

- a) Leave is earned by duty only.
- b) Teaching staff and such other members of the staff declared as vacation staff of the college shall be eligible for vacation limited to a minimum of 6 weeks whether in the place of his/her duty or by permission outside it in a Calendar Year. The Non-teaching Staff (Non-vacation Staff) will be entitled to 30 days of vacation or 15 days of additional pay in a Calendar Year. 'Vacation' does not mean that an employee is automatically on holiday or otherwise ceases to work for the college, even if required to do so, and every employee is required to undertake such work, even when the college is not functioning as may be assigned to him/her by the authorities, whether of a curricular, co-curricular, extra curricular or extra mural nature, including applied or field work, social service inside or outside the area of the college.
- c) Employees of all categories can accumulate earned leave upto a maximum of 180 days.

5. HALF PAY LEAVE:

- a) Every employee who has completed two-years of continuous service in this college will be entitled to half-pay leave of 20 days for every completed year of service there after with facility to commute the leave to full pay and allowances on medical grounds.
- b) Half pay leave can be accumulated upto a maximum of 120 days. This leave can also be used during the death of near and dear.

6. MATERNITY LEAVE:

All women employees who have completed the period of probation are entitled to Maternity Leave not exceeding 60 days with full pay and allowances. They are entitled to Maternity Leave only once during their service.

7. STUDY LEAVE:

Based on the requirements of the individual departments and the recommendations of the Principal, the Managing Committee/Governing Body/Office Bearers may grant study leave to Teaching Staff members for higher studies. They are entitled to this leave only once during their service.

8. SPECIAL LEAVE:

- a) All the teaching staff members are eligible for 30 days of special leave for the submission of Ph.D thesis and Viva-voce.
- b) Every employee will be entitled to a special leave of 7 days during the death of their parents. They are entitled to this leave only twice during their service.

9. COMPENSATORY LEAVE:

- a) If any vacation staff member is prevented from enjoying vacation or any vacation staff member cannot avail 6 weeks of vacation in a calendar year due to Institution work, he/she will be credited with one E.L for every three working days or part there of.
- b) All non-teaching staff members are entitled to get compensatory holiday when they work on public holidays for duties other than examination duties and committee visits. O.T is considered when any non-teaching staff member works on public holidays/beyond college hours on the instruction of Principal/ HOD. They are credited with one day Compensatory Leave for every eight hours of O.T

10. DUTY LEAVE:

- a) All teaching staff members can attend A.U. duties like spot valuation/External examinations /University meeting with prior permission from Principal without any prejudice /detriment to the institution work.
- b) All teaching staff members can attend the duties of other Universities (other than A.U) with prior permission from Principal without any prejudice/ detriment to the institution work up to a maximum extent of 7days in a calendar year.

11. Inconsistencies & Controversies:

- a) Any of the above rules (service, conduct and leave) which are not consistent with or in consonance with or in conformity with the rules and regulations of Sir C.R.R. College (Soc. Regd. No. 10 of 1950) and found to be repugnant to their letter and spirit shall be treated as null and void.
- b) If any difficulty/doubt arises in the interpretation or giving effect to these rules, the decision of the Managing Committee/ Governing Body is final.
- c) The Managing Committee/ Governing Body may relax any of these rules involving any undue hardship to any individual in the general interests of the institution.