



Anantha Lakshmi **INSTITUTE OF TECHNOLOGY & SCIENCES** **(AUTONOMOUS)**

(Approved by A.I.C.T.E, New Delhi, Accredited by NBA & NAAC, and Affiliated to J.N.T.University Anantapur
Near SK University, Itikalapalli-515 721 (V), Ananthapuramu (Dist.

Service Rules

d) The maximum number of faculty for this type of leave is restricted to one in each department in an academic year.

9. 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 himself/herself.

b) After establishing the facts about dereliction/negligence of duties, as a part of disciplinary action, the following punishments shall be imposed upon the employees of the institution.

i. Censure

ii. Withholding increment/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 orders

iv. Suspension

v. Removal /Termination from service

vi. Dismissal from service

c) If the competent authority feels it necessary to constitute an inquiry committee as a part of the procedure for taking disciplinary action, the inquiry committee shall be constituted.

d) An employee can appeal on any punishments imposed upon him/her to the management within 15 days. In such appeals, the decision of the management is final.

NOTES:

a. Regarding the interpretation of these rules and on any other point which is not covered under these rules, the decision of the management of the college shall be final and such decisions shall not affect the general interests of the employee.

b. The management reserves the right to amend any of the above rules in the interests of the college without affecting the general interests of the employees.

c. Any disputes arising on the above service rules shall be within the jurisdiction of Ananthapuramu Court only.


PRINCIPAL
ANANTHA LAKSHMI INSTITUTE
OF TECHNOLOGY & SCIENCES
Itikalapalli (V), Ananthapuramu (Dist)

B. COMPENSATORY LEAVE:

In case, If an employee is assigned any official duty without any remuneration on any designated holiday, is eligible to avail compensatory leave with prior sanction from the Principal without affecting the academic work.

C. ACADEMIC LEAVE:

All the teaching staff are entitled to an academic leave of 20 days in a calendar year to take up any examination work (Observer/Examiner) in JNTUA or outside and to attend conferences/FDPs/Workshops/Guest lectures /seminars and Ph.D related activity. The sanction of this leave is subject to prior applying with necessary evidence to the sanctioning authority. Any misuse of this leave will be treated as loss of pay and necessary disciplinary action will be taken.

D. VACATION:

All the teaching staff is entitled for a vacation of maximum of 15 days in 1 or 2 spells during summer recess based on the situation prevailing & Exams.

E. MATERNITY LEAVE:

Any Women Employee who have completed a minimum of 2 years service in ALTS are entitled to --- days of Maternity Leave with the following norms.

- a. Full salary for the first pregnancy
- b. Half salary for the second pregnancy
- c. No Salary for subsequent pregnancy

The sanction of above leave is subject to the condition to serve the Institution for a minimum period of 2 years after rejoining. In case, if she is unable to serve the Institution, she has to refund/pay the salary received during the maternity leave.

F. EDUCATIONAL LEAVE:

a) Members of the Teaching Staff who have completed a minimum of 2 years service in ALTS are encouraged by Management to take up Ph.D & Post Doctoral Work. The period of educational leave for Ph.D program is three years and maximum of 2 years for Post-Doctoral work with 50 % of salary.

b) The concerned teacher should execute a bond on a non-judicial stamp paper of Rs. 100/- to the effect that he/she shall serve the institution for the double the period of educational leave. The penalty in case of violation of bond will be double the amount received from the Institute during the educational leave period. Any extension of such leave shall be on loss of pay only.

c) Management is the sanctioning authority for such leave on the recommendations of the committee formed with HOD, R&D convener, two senior Professors and Principal of the college to examine all such applications based on their relative merits.

The following leave rules and norms give details about the different types of leave and how they can be availed. Certain rules are common to both teaching and non-teaching staff of the Institute.

GENERAL:

- i. Leave application should be submitted to the Principal with the recommendation of HOD before 12 Noon of the previous working day.
- ii. In case of emergency, whenever the staff member is unable to get the prior sanction of the leave, he/she should inform the HOD / Principal (as the case may be) over telephone by sms after adjusting the workload. In such case, the leave application shall be submitted for approval on the immediate reporting day with relevant supporting documents. Otherwise his/her absence will be treated as leave on loss of pay.
- iii. Absence from duty after the expiry of leave will be subjected to disciplinary action.
- iv. Absence without leave will be treated as an interruption in service.
- v. A staff member shall not take up any service or employment elsewhere while on leave.
- vi. Either prefixing or suffixing of any kind of leave with vacation is not allowed under normal circumstances but may be allowed on prior approval.
- vii. These rules and regulations of the college may be reviewed from time to time by the management of the college.
- viii. Final authority to sanction any type of leave rests with the Principal/Management of the college.

TYPES OF LEAVE:

A. CASUAL LEAVE:

- a) All the employees of ALTS are eligible to avail a maximum of 16 days of Casual Leave in a Calendar Year or proportionate to the service put in by an employee during the year of initial appointment.
- b) Under normal circumstances, staff can avail a maximum of 3 days Casual Leave in a month. Casual Leave availed in excess of 3 days in a month will be treated as leave on loss of pay.
- c) Casual leave for Half a day can be granted to an employee for the forenoon or afternoon session.

d) No employee shall make any statement, publish or communicate through any media which amounts to an adverse criticism of any policy or action of the college or 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 or consultancy outside his/her official assignment, whether for any monetary gain or otherwise.

f) An employee against whom insolvency proceedings commenced in a Court of Law shall forthwith report full facts thereof to the college.

g) An employee against whom Criminal Proceedings commenced in a Court of Law shall immediately inform the competent authority of the college regarding the details thereof.

h) No employee shall, except with prior permission of the competent authority, has 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 a defamatory nature.

i) 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 the claim or refused redressal of the grievance or has delayed the matter beyond a reasonable time.

j) An employee who commits any offense or dereliction of duty or does an act detrimental to the interests of the college is subjected to an inquiry and punishment by the competent authority. However, any employee aggrieved with the decision can apply for reconsideration to the Management within 15 days of the receipt of the orders of the decision and the decision of the Management, thereon, is final.

k) 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 attracts punishment.

l) No employee shall indulge in any act of sexual harassment of his/her peers in workplace or any other place. In case any employee violates this rule he/she liable for punishment as per the existing laws in force.

8. LEAVE RULES

Leave is a provision to stay away from work for genuine reasons with prior approval of the authorities. It may be granted for a casual purpose, or a planned activity, or on medical grounds or in exceptional conditions.

Leave cannot be claimed as a matter of right. Accordingly, leave rules and norms have been categorized under various heads.

Faculty members who are ratified by the University in the position of Assistant Professors or Associate Professors can be considered for internal promotions as per the AICTE guidelines.

6. RESIGNATION, TERMINATION AND RELIEF:

- a) The services of any teaching staff can be terminated by the Employer by giving one month notice or one month salary in lieu of such notice.
- b) Any Teaching staff 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 pursuing higher studies, the notice period may be reduced to 30 days on production of proof of admission in an University in original. The timing of resignation should be such that the incumbent can be conveniently relieved at the end of the academic year without causing disturbance to the academic work.
- c) The services of any non-teaching staff can be terminated by the Employer by giving one month notice or one month salary in lieu of such notice.
- d) Any Non-Teaching Staff can resign from service by giving either one month notice or by paying one month salary in lieu of such notice to the employer.
- e) 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 salary for the remaining part of the notice period.
- f) In all the above sub-clauses of this article, notice period do not include vacation or leave on loss of pay granted to the employee.

7. 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 is required at all times to 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 members of the public. He/She 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. Biometric methods of registering time while reporting for duty and leaving the campus shall be followed. No employee shall be absent from duty without prior permission in written / Leave form. Whenever an employee leaves the station he/she shall inform the Principal in writing through proper channel, the address at which he/she would be available during the period of his/her absence from the headquarters.

faculties shall discharge their responsibilities diligently in an honest and unbiased manner with total commitment.

a) Professors / Associate Professors:

- i. Should improve their teaching and learning capabilities.
- ii. Should assist and encourage other faculty in their respective and other departments to complete their Ph.D within the stipulated period.
- iii. Should initiate R&D work and Projects in the Department with the help of peers.
- iv. Should try to get sponsored/funded projects from AICTE/UGC/Govt./ Private Industries.
- v. Should register their names as guides for Ph.D program with universities.
- vi. Should guide at least one Ph.D scholar of any university.
- vii. It is mandatory to publish at least one paper in National/International Journal/Conference for every academic year. Paid journals are not accepted.
- viii. It is mandatory to attend at least 2 FDPs in an academic year, each of at least duration of 3 days.
- ix. Should submit their progress of work to the Principal at the end of every academic year.
- x. Should be ratified by the JNTUA.

b) Assistant Professors:

- i. Should improve their teaching and learning capabilities.
- ii. Should register for Ph.D within three years from the DOJ or as per UGC/AICTE.
- iii. Should work in R&D and sponsored/funded projects in their respective departments under the guidance of senior faculty.
- iv. Should submit their progress of work to the Principal at the end of every academic year.
- v. Should be ratified by the JNTUA.
- vi. It is mandatory to attend at least 2 FDPs in an academic year, each of at least duration of 2 days per semester.
- vii. Should publish at least one paper in National/International Journal/Conference for every 1 academic year. Paid journals are not accepted.

Internal Promotions:

- i. 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.
- ii. When the employee is attending any work assigned to him/her by the competent authority in the interest of the Institution.

l) ON LEAVE: Means availing leave granted by the appropriate authority to an employee, to which he/she is eligible.

m) PAY: Means Basic Pay in the timescale or Total amount paid to staff.

n) YEAR: Means Calendar Year/Financial Year/Academic Year as the case may be.

3. APPOINTMENTS:

a) The Management is the competent authority to appoint any employee as per AICTE eligibility. The appointment orders shall be issued by the management or principal on behalf of the management based on the recommendations of the staff selection committee and seek ratification of the governing body.

b) The qualifications required for filling up a post shall be as per the norms prescribed by AICTE/UGC/JNTUA/Government of Andhra Pradesh.

c) The retirement from service shall be as per the norms prescribed by AICTE/UGC/JNTUA/ Government of Andhra Pradesh.

4. PAY & ALLOWANCES:

a) Pay: AICTE/UGC Scales of pay as applicable from time to time shall be adapted to the posts classified as teaching staff with the approval of Governing Body. A. P. State Govt./University scales of pay as applicable from time to time shall be adapted to the posts classified as non-teaching staff.

b) Allowances: Dearness, House Rent and other allowances shall be extended by the management from time to time to all regular employees.

c) Regular Increments: Increments shall be sanctioned by the Principal on satisfactory performance of the employee as recommended by the head of the department. In case of teaching and nonteaching staff, Principal is the sanctioning authority. In case of Principal & Director, Chairperson/CEO/Secretary & Correspondent is the sanctioning authority.

5. ACADEMIC NORMS:

A. ACADEMIC NORMS LAID DOWN BY UGC/AICTE TO BE FOLLOWED BY FACULTY:

All the faculty should follow the Academic norms laid down by the UGC/AICTE. Internal promotions will be carried out strictly as per AICTE/UGC Norms. All

ANANTHA LAKSHMI INSTITUTE OF TECHNOLOGY & SCIENCES

1. NAME:

These rules shall be called as “Anantha Lakshmi Institute of Technology & Sciences (ALTS), Ananthapuramu, Service Rules” and come into effect from January 1, 2018. These rules shall apply to all the employees of ALTS.

2. DEFINITIONS:

a) COLLEGE/INSTITUTION/EMPLOYER: Means Anantha Lakshmi Institute of Technology & Sciences (ALTS), Ananthapuramu.

b) MANAGEMENT: Means Chairman, Vice-Chairman & Members of ALE Society.

c) GOVERNING BODY: Means the Governing Body of the college constituted as per AICTE norms.

d) UNIVERSITY: Means JNTUA, Ananthapuramu, Andhra Pradesh.

e) PRINCIPAL: Means Principal of the college or any other technically qualified person as per AICTE and authorized by the Management to discharge the duties and responsibilities of the Principal, whatever may be his/her designation.

f) EMPLOYEE: Means a person employed under the categories of teaching or non-teaching staff eligible as per AICTE, including the Principal, Director, Deans, HOD, Faculty and Office staff

g) HEADQUARTERS: Means location of the college. i.e., Itukalapalli/Anantapur.

h) TEACHING STAFF: Means teaching staff comprise of the following cadres.

i) Principal / Director / Dean

ii) Professors

iii) Associate Professors

iv) Assistant Professors

v) Adhoc Lecturer

i) NON-TEACHING STAFF: Means those categories of staff that are not categorized under the teaching staff shall be deemed to be under non-teaching staff.

j) COMPETENT AUTHORITY: Means Chairperson/CEO/Secretary & Correspondent in the case of Principal and Principal in the case of other employees.

k) ON DUTY: An employee is said to be “ON DUTY” for the purpose of service benefits.