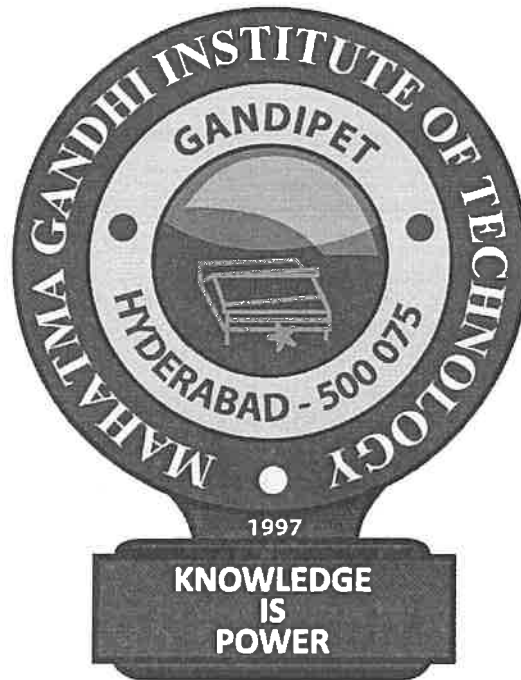


Mahatma Gandhi Institute of Technology (Autonomous)

Chaitanya Bharathi Post, Kokapet (V), Gandipet (M), Hyderabad - 75



**SERVICE RULES
AND
CODE OF CONDUCT
FOR STAFF**

w.e.f. A.Y: 2021-22

MAHATMA GANDHI INSTITUTE OF TECHNOLOGY(Autonomous)

Chaitanya Bharathi Post, Gandipet, Hyderabad – 75

RULES AND REGULATIONS GOVERNING THE SERVICES OF THE EMPLOYEE PERTAINING TO
RECRUITMENT, PECUNIARY ADVANTAGES AND THEIR CODE OF CONDUCT IN THE INSTITUTION

I. (A)

1. These rules are called MAHATMA GANDHI INSTITUTE OF TECHNOLOGY, HYDERABAD, SERVICE RULES AND REGULATIONS.
2. They shall come into effect from and on 1st January, 2008, and shall apply to all the employees of the institute including those appointed prior to 1st January 2008. All the modifications, changes/reviews shall have prospective as well as retrospective effect to the extent necessary.
3. The Managing committee is the appropriate authority to interpret and to amend the rules from time to time. The Management Committee shall amend the rules only in the interest of the Institution and its employees.
4. The scales of pay, qualifications and the suitability of employees to post them against the Vacant posts of teaching and non-teaching shall be decided based on the recommendations of the UGC/AICTE/JNTUH and the directions of the government and adopted by the Management Committee from time to time.

(B). Unless the context decides otherwise:

1. 'INSTITUTE' means 'MAHATMA GANDHI INSTITUTE OF TECHNOLOGY, HYDERABAD'.
2. 'EMPLOYEE' means a person who is employed by the 'Mahatma Gandhi Institute of Technology'.

3. 'MANAGEMENT' means the Managing Committee of the Institute constituted by the General Body.
4. 'CHAIRMAN' means the Chairman of the Managing Committee of Mahatma Gandhi Institute of Technology. SECRETARY means the Secretary and Correspondent of the Managing Committee of Mahatma Gandhi Institute of Technology.
5. VACATION DEPARTMENT means the branch or division of a Department to which regular vacations are allowed during which employees serving in the department are permitted to be absent from duty. Any period of break in one time or more in an academic year which exceeds 15 days is a vacation and shall be treated as a vacation. Vacation can be utilized whenever Management permits.

II (A). RECRUITMENT

Class	Category	Designation of the post
A. TEACHING STAFF		
I	1	Principal
II	1	Professor, Associate Professor, Associate
	2	Professor (Physical Education)
III	1	Assistant Professor
	2	Assistant Professor (Library & Information Science)
	3	Assistant Professor (Physical Education)
B. NON TEACHING STAFF		
IV	1	Library Assistant
	2	Library Junior Assistant
	3	Book Bearer / Book Binder
C. SUPPORTING STAFF		

V	1	Systems Administrator
	2	Systems Engineer
	3	Programmer / Laboratory Assistant
	4	Asst. Programmer / Junior Lab Assistant
	5	Junior Programmer / Sub-Lab Assistant
	6	Computer Operator / Technician
	7	Skilled Assistant
	8	Draftsman
D. ADMINISTRATIVE STAFF		
VI	1	Administrative Officer
	2	Accounts Officer
	3	Asst. Administrative Officer
	4	Asst. Accounts Officer (Equal to Asst. Admin. Officer)
	5	Superintendent / Special Grade Stenographer/ Accountant / Senior Assistant / Senior Stenographer
	6	Senior Driver
	7	Junior Stenographer / Junior Asst./Junior Assistant-cum-Computer
	8	Operator
	9	Driver
	10	Record Assistant / Stores Assistant
	11	Head Mali
	12	Attender / Sweeper
E. SUPPORTING STAFF (NON-TEACHING)		
VII	1	Watchman
	2	Mali/Gardener/Waterman

Note:-

1. Officers and employees under classes II to V will come under Vacation Department.
2. Employees under category 1 of class I, class VI and class VII come under Non-Vacation Department.
3. Employees under class V are transferable from one Department to another.

(B). Method of Recruitment:

Appointment to the various classes and categories of posts in the service shall be made as detailed hereunder

Class	Category	Method of Recruitment
I	1	By Appointment on deputation / Invitation or Direct Recruitment.
II	1	By Appointment on Deputation / invitation or direct Recruitment.
	2	By Appointment, by Promotion and by invitation or direct recruitment.
III	1 to 3	By Appointment on deputation or by direct recruitment.
IV	1 to 3	By Promotion or by direct recruitment
V	1 to 8	By Promotion or by direct recruitment

VI	1 to 12	By Promotion or by direct recruitment.
VII	1 & 2	By Direct Recruitment.

Note:

A) Subject to the availability of posts, selection by written examination as well as through an interview to every post in this service, shall be made on grounds of merit, suitability and experience. The Qualifications will be as prescribed by the UGC/AICTE/State Government from time to time.

B) Career advancement Scheme (CAS): Appointments/ Promotions under CAS will be effected as per the norms laid down by JNTUH from time to time.

C) However, under exigency, the Secretary/Management may nominate any candidate to any post on contract basis.

D) AGE LIMIT:

The Minimum age limit for appointment by direct recruitment to the posts is as shown below.

Designation of the Post	Minimum Age
1) Principal	45 Years
2) Professor	40 Years
3) Associate Professor	30 Years
4) Assistant Professor	21 Years
5) Administrative Officer	45 Years
6) AAO (Admin)/Accounts Officer/Assistant Accounts Officer	40 Years
7) Superintendent	35 Years
8) Other Staff	20 Years
9) Attendant / Watchman / Sweeper / Mali	18 Years

E) In exceptional cases like High Academic Qualifications and long service, the Selection Committee may relax conditions pertaining to experience and / or age.

F) SC, ST and BC candidates shall be given age relaxation in respect of all the posts as per the State Government Rules from time to time.

III. QUALIFICATIONS FOR APPOINTMENT:

The Qualifications prescribed by UGC/AICTE/State Government from time to time shall be followed. The Qualifications for the respective posts in force at present by UGC/AICTE/State Government are given below for quick reference only. Where there are no matching posts as prescribed by UGC/AICTE/State Government in the qualifications and scale of pay of such posts shall be decided by the Managing Committee:

Sl. No.	Post	Qualifications
1	Principal	<p>a) A Doctorate Degree with 1st class Degree at bachelors or Master's degree in the appropriate branch of Engineering / Technology with published work with 15 years of experience in teaching / industry / research, out of which 5 years must be at an educational institution teaching at University level.</p> <p>b) Administrative Experience is required.</p> <p>OR</p> <p>Candidate from an industry / Profession with a master's Degree in Engineering / Technology and with professional work, which is significant and can be recognized as equivalent to Ph.D. Degree and with 15 years Industrial / Professional experience of which at least 5 years should be at a senior level comparable to that of a Professor would be eligible. Administrative experience in a responsible position is essential.</p>
2	Professor (Engineering)	<p>Ph.D Degree with 1st class Degree at Bachelors or Masters level in the appropriate branch of Engineering / Technology with 10 years of experience in teaching / industry/ research, out of which 5 years must be at the level of Associate Professor or equivalent</p> <p>OR</p> <p>Candidate from industry / profession with Master's Degree in Engineering / Technology and with professional work, which is significant and can be recognized as equivalent to Ph.D. degree and with 10 years industrial / professional experience of which at least 5 years should be at a Senior level comparable to that of an Associate Professor should also be eligible.</p>

3	Professor (Mathematics, Physics, Chemistry, English)	<p>a) Good academic record with at least 55% of marks or an equivalent CGPA at Masters / Degree Level and Ph.D Level in appropriate branch of Humanities Sciences.</p> <p>Desirable: Post doctoral work in appropriate branch of Humanities / Sciences</p> <p>b) 10 years of experience out of which at least 5 years should be at a senior level comparable to that of Associate Professor in Post Graduate teaching and/or experience in research at University/National level institutions including experience of guiding research / doctoral level.</p>
4	Associate Professor (Engineering)	<p>a) Good academic record with a Doctorate Degree in the relevant field with 1st Class Degree at Bachelors or Masters level in Engineering/ Technology.</p> <p>b) About 5 years experience in Teaching / Industry / Research at the level of Assistant Professor or equivalent.</p> <p style="text-align: center;">OR</p> <p>1st Class Degree at Masters level in appropriate level of Engineering / Technology with 5 years experience in teaching / industry at the level of Assistant Professor or equivalent. Such candidates will be required to obtain Ph.D. degree within a period of 7 years from the date of appointment as Associate Professor.</p> <p>c) Candidates from Industry / Profession with 1st Class Bachelors Degree in the appropriate branch of Engineering / Technology or 1st Class Masters Degree in the appropriate branch of Engineering / Technology and Professional work, which is significant and can be recognized as equivalent to Ph.D. Degree and with 5 years experience would also be eligible.</p>
5	Associate Professor (Mathematics, Physics, Chemistry, English)	<p>a) Good academic record with at least 55% of marks or equivalent CGPA at Master's degree level and Ph.D Degree in the relevant subjects.</p> <p>b) Five years of experience in teaching and/or research excluding the period of scholarship as evidenced by quality of publications, contribution to educational innovation, design of new courses and curricula.</p>

6	Associate Professor (Management)	<p>a) Ph.D degree or fellowship of I.I.Ms., ACA., or ICWA with first class at Management related disciplines.</p> <p>b) 3 years of experience in Teaching/Industry/ Research/ Profession.</p> <p>c) Candidates from Industry/Profession with First class Master's Degree in Business Management/Administration. Other relevant management related disciplines and professional work which is significant and can be recognized at National/International level as equivalent to Ph.D. degree and with 5 years of experience in Industry/Profession would also be eligible.</p>
7	Associate Professor (Physical Education)	<p>a) A Good Academic Record with a Doctorate Degree in the relevant field, a Master's Degree in Physical Education (Higher Second Class) with diploma in sports coaching from a recognized Institution or a Masters Degree in Physical Education (Higher second class), with a record of having represented in University at the inter-University level/State in the National Championship.</p> <p>b) 5 Years experience in organizing games and sports (as exemplified in handling of about half a dozen teams in a year in the institution and their participation in University/Intercollegiate tournaments) and ability to encourage mass participations in games and sports.</p>
8	Assistant Professor (Engineering)	1 st Class Bachelor Degree and 1 st Class Master's Degree in the appropriate branch of Engg. /Tech.
9	Assistant Professor in (Mathematics, Physics, Chemistry, English)	<p>a) Good academic record with at last 55% of marks or equivalent CGPA at Master's degree level in the relevant subjects from an Indian University or an equivalent degree from a foreign University</p> <p>b) Besides fulfilling the above qualification, candidate should have cleared National Eligibility Test (NET) for Assistant Professors conducted by UGC, CSIR</p> <p>c) NET exemption is given in case of Ph.D. holders.</p>
10	Assistant	First class Master's Degree in Business Management

	Professor in Management	/Administration
11	Assistant Professor (Library & Information Science)	<p>a) Bachelor's Degree in Arts / Science / Commerce or its equivalent Degree with at least 55% of marks or its equivalent grade and</p> <p>b) Master's Degree in Library Science / Information Science/ Documentation or an equivalent professional degree with atleast 55% of marks or its equivalent grade</p> <p style="text-align: center;">OR</p> <p>Master's Degree in Arts / Science / Commerce or its equivalent Degree with at least 55% of marks or its equivalent grade with Bachelor's Degree in Library Science / Information Science / Documentation or an equivalent professional degree with at least 55% of marks.</p> <p>c) Besides fulfilling the above qualifications, candidates should have cleared the National Eligibility Test (NET) for Assistant Professors conducted by UGC, CSIR.</p> <p>d) NET exemption is given in case of Ph.D. holders.</p>
12	Assistant Professor (Physical Education)	<p>a) A Master's Degree in Physical Education (Higher Second Class) with diploma in sports coaching from a recognized Institution or a Master's Degree in Physical Education (Higher second class) with a record of having represented in University at the Inter-University Level/State in the National Championship.</p> <p>b) Experience in organizing games and sports (as exemplified in handling of about half a dozen teams in a year in his institution and their participation in University / Intercollegiate tournaments) and ability to encourage mass participations in games and sports.</p> <p>c) Besides fulfilling the above qualifications, candidates should have cleared the National Eligibility Test (NET) for Assistant Professors conducted by UGC, CSIR.</p> <p>d) NET exemption is given in case of Ph.D holders.</p>

ADMINISTRATIVE / MINISTERIAL STAFF – QUALIFICATIONS

S.No.	Post	MGIT
1	Administrative Officer	Minimum 1 st Class Degree from any recognized University with 20 years of experience from any reputed educational Institution, out of which 5 years as Assistant Administrative Officer/ Assistant Accounts Officer / equivalent position.
2	Accounts Officer	Minimum 1 st class M.Com. from any recognized University with 20 years of experience from any reputed Organization out of which 5 years as Office Superintendent. OR Minimum 1 st Class B.Com from any recognized University with Intermediate in ICWA/CA with 20 years experience from any reputed Organization out of which 5 years as Office Superintendent.
3	Asst. Administrative Officer	Minimum 1 st Class Degree from any recognized University with 15 years of experience from any reputed educational Institution, out of which 5 years as Office Superintendent.
4	Asst. Accounts Officer	Minimum 1 st class M.Com. from any recognized University with 15 years of experience from any reputed Organization out of which 5 years as Office Superintendent. OR Minimum 1 st Class B.Com from any recognized University with Intermediate in ICWA/CA with 15 years experience from any reputed Organization out of which 5 years as Office Superintendent.
5	Superintendent	Minimum 1 st Class Degree from any recognized University with 10 years of experience from any reputed Organization, out of which 5 years as Senior Assistant / Accountant. Pass in Part-1 of Accounts Test for Sub-ordinate Officers is compulsory. Computer operating knowledge is also compulsory.

6	Accountant / Senior Assistant	<p>Minimum 1st Class Degree from any recognized University with 10 years of experience out of which 5 years of experience as a Jr. Assistant (or) equivalent at any reputed organization.</p> <p>Pass in Part-1 of Accounts Test for Sub-ordinate Officer is compulsory. Computer operating knowledge is also compulsory.</p>
7	Special Grade Steno	<p>Minimum 1st Class Degree from any recognized University with 10 years of experience from any reputed organization, out of which 5 years as Senior Stenographer. Typewriting English Higher, Shorthand Higher and thorough knowledge of Computer Operating is compulsory.</p>
8	Senior Stenographer	<p>Minimum 1st Class Degree from any recognized University with 8 years of experience from any reputed organization, out of which 5 years as Junior Stenographer. Typewriting English Higher, Shorthand Higher and thorough knowledge in Computer Operating is compulsory.</p>
9	Junior Stenographer	<p>Minimum 1st Class Degree from any recognized University with 5 years of experience. Typewriting English Higher and Shorthand English Lower Grade and thorough knowledge in Computer operating is compulsory.</p>
10	Junior Assistant / Junior Assistant-cum- Computer Operator	<p>Minimum 1st Class Degree from any recognized University with 5 years of experience. Computer knowledge and type writing is compulsory.</p>
11	Record Assistant/ Stores Assistant	<p>Minimum Qualification of Intermediate with 5 years of experience from any recognized Institute of repute. Knowledge to correspond is compulsory</p>
12	Senior Driver	<p>A pass in 10th Standard, should be able to read and write English and Local language and should possess professional Driving License with 8 years of experience in heavy vehicle driving</p>
13	Driver	<p>A pass in 10th Standard, should be able to read and write English and Local language and should possess professional Driving License with 5 years of experience in Light vehicle driving.</p>
14	Head Mali	<p>A Pass in 10th Standard and 10 years of experience in any organization as Mali.</p>

15	Attender / Watchman/ Sweeper/ Mali / Gardener / Waterman	A pass in 10 th Standard. 5 years of experience in any organization.
16	Systems Administrator	Minimum 1 st class MCA/B.Tech in CSE or IT from any recognized University with 20 years of experience out of which 10 years as a programmer from any reputed organization after completion of MCA/B.Tech in CSE or IT. Knowledge of Networking and Systems repairing is compulsory.
17	Systems Engineer	Minimum 1 st class MCA/B.Tech in CSE or IT from any recognized University with 15 years of experience out of which 5 years as a programmer from any reputed organization after completion of MCA/B.Tech in CSE or IT. Knowledge of Networking and Systems repairing is compulsory
18	Programmer	Minimum 1 st class MCA/B.Tech in CSE or IT/M.Sc (Mathematics) with PGDCA (1 year) / M.Sc. (Computers) from any recognized University with 5 years of experience as Assistant Programmer. OR Minimum 1 st Class BCA from any recognized University with 5 years of experience as Assistant Programmer. Programming knowledge is essential. Must be able to conduct all the experiments in Computer or IT Labs.
19	Assistant Programmer	Minimum 2 nd Class MCA/B.Tech in CSE or IT/M.Sc (Mathematics) with PGDCA (1 year) / M.Sc. (Computers) from any recognized university with 2 years of experience as Junior Programmer. OR Minimum 1 st Class BCA/Diploma (Computers)/ B.Sc. (Computers) from any Recognized University with 10 Years of experience from any reputed organization, out of which 5 years as Junior Programmer. Programming knowledge is essential. Must be able to conduct all experiments in 75% of the labs of the concerned Department. Knowledge of typing is essential.

20	Junior Programmer	Minimum 1 st class at 3 year Polytechnic Diploma in Computers/ BCA/ B.Sc. (Computers) from any recognized University with 5 years of experience as Computer Operator. Programming knowledge is essential. Must be able to conduct all experiments in 50% of the labs of the concerned Department. Knowledge of typing is essential
21	Computer Operator	Minimum 1 st Class B.Sc. (Computers) / BCA/ Diploma (Computers) / 1 st class degree with PGDCA from any recognized University with 2 years of experience in the same profession. Must be able to conduct all experiments in 30% of the labs of the concerned Department. Knowledge of typing is essential.
22	Library Assistant	Minimum 1 st Class Degree with 1 st Class B. Li. Sc from any recognized University with 15 years of experience from any reputed organization, out of which 5 years as a Library Sub-Assistant or equivalent
23	Junior Library Assistant (On par with Jr. Asst.)	Minimum 1 st Class Degree with 1 st Class C. Li. Sc from any recognized University with 5 years of experience as Record Assistant/Book Bearer
24	Book Bearer/ Binder	Minimum Qualification of Intermediate with 5 years of experience from any recognized Institute of repute. Knowledge to correspond is compulsory
25	Draftsman	Minimum 1 st Class Diploma in Architectural Drawing from any recognized Institute with 5 years of experience from any organization. Must be able to prepare plans, drawings and blue prints.
26	Laboratory Assistant (Engineering)	Minimum 1 st Class at 3 year Polytechnic Diploma in concerned branch from any recognized Institute with 15 years of experience from any reputed organization, out of which 5 years as Junior Lab Assistant or equivalent. Must have knowledge in repairing the equipment, about college general maintenance and must be able to conduct all experiments in all labs of the concerned Department. Must complete six weeks of training on repairs and lab development.
27	Laboratory Assistant (Science)	Minimum 1 st Class B.Sc. (MPC) from any recognized university with 15 years of experience from any reputed organization. Must have knowledge in repairing the equipment, about college general maintenance and must be able to conduct all experiments in all labs of the concerned Department. Must complete six weeks of training on repairs and lab development.

28	Junior Lab Assistant (Engineering) Technician Grade-I	<p>Minimum 1st Class at 3 year Polytechnic Diploma from recognized Institute in concerned branch with 10 years of experience from any reputed organization, out of which 5 years experience as Sub-Lab Assistant or equivalent. Must have knowledge in repairing the equipment & college general maintenance and must be able to conduct all experiments in 75% labs of concerned department. Must complete 4 weeks of training on repairs and lab development.</p> <p>OR</p> <p>Minimum ITI certificate recognized by the Govt. in concerned trade and 10th class with 15 years of experience out of which 5 years experience as Sub-Lab Assistant/equivalent from any reputed organization. Must have knowledge in repairing the equipment & college general maintenance and must be able to conduct all experiments in 75% labs of concerned department. Must complete 4 weeks of training on repairs and lab development.</p>
29	Sub Lab Assistant (Engineering)/ Technician Grade-II	<p>Minimum 1st class at 3 year Polytechnic Diploma from any recognized Institute in concerned branch with 5 years of experience as Technician or equivalent. Must have knowledge in repairing the equipment & College general maintenance and must be able to conduct all departmental works. Must complete 4 weeks of training on repairs and lab development.</p> <p>OR</p> <p>Minimum ITI certificate recognized by the Govt. in concerned trade and 10th class with 10 years of experience out of which 5 years of experience as Technician/equivalent from any reputed organization. Must have knowledge in repairing the equipment & college general maintenance and must be able to conduct all experiments in 50% labs of concerned department. Must complete 4 weeks of training on repairs and lab development.</p>

30	Technician (Engineering) Technician Grade-III	<p>Minimum 1st Class at 3 year Polytechnic Diploma from any recognized Institute in concerned branch with 2 years of experience from any reputed organization. Must have knowledge in repairing the equipment & college general maintenance and must be able to conduct all experiments in 50% labs of concerned department. Must complete 2 weeks of training on repairs and lab development.</p> <p style="text-align: center;">OR</p> <p>Minimum ITI certificate recognized by the Govt. in concerned trade and 10th class with 5 years of experience as Skilled Assistant/equivalent from any reputed organization. Must have knowledge in repairing the equipment & college general maintenance and must be able to conduct all experiments in 50% labs of concerned department. Must complete 2 weeks of training on repairs and lab development.</p>
31	Skilled Assistant	Minimum ITI certificate recognized by the Govt. with 2 years of experience. Must have knowledge in repairing the equipment and college general maintenance.

Note:

- 1) Wherever there is scarcity of candidates for any post and there is no time to advertise and recruit, appointment may be done on Contract basis on consolidated salary for a specific period with dates fixed by the selection committee / competent authority constituted for that purpose. After the said period of Contract appointment, they will cease to be in service. They can apply for the posts afresh after a gap of minimum of one month.
- 2) No Contract service/experience will be considered for promotion to any post. The Contract service/experience of the MGIT will be considered at the time of recruitment by selection for the first entry post.

IV APPOINTMENT TO THE SERVICE:

1. A person shall be deemed to have been appointed to the service when his appointment is made to a post in accordance with these rules.
2. Every appointee shall be subject to the conditions that he/she is certified as being in reasonable health and physically fit for service by medical evidence as specified from time to time.
 - a) The pay and other service conditions of Teaching and other Staff shall be governed by these rules and as decided by the management from time to time.
 - b) The employees shall be paid remuneration and allowances either on consolidated rates or on Time scale of pay as decided by the selection committee/ competent authority. Any increase in DA and other allowances will have to be approved by the Management Committee before they are paid.
3. Every person appointed to any post shall carry out any task assigned by the Director / Principal, in addition to, his/her official duties.
4.
 - a) The Seniority of the employee in any grade shall, unless, he/she has been reduced to a lower level on punishment or on leave on loss of pay, shall be determined by the date of his/her appointment on probation / time of joining duty.
 - b) The appointing authority while appointing two or more persons simultaneously to the same grade posts; seniority for them shall be decided based on the rank awarded to them by the Selection Committee at the time of their appointment, irrespective of their date of joining duty.

- 6) All appointments shall be made by open competition by an advertisement and selection, where as all the in-service employees who possess the qualifications prescribed, shall also be permitted to apply. The Management may, however make contract appointments in individual cases, or recruit by deputation / lien from other organizations.
- 7) There shall be duly constituted selection Committee/s for selection of candidates to academic posts and other posts. The Selection Committee shall be constituted by the JNTUH or Managing Committee, as the case may be.
- 8) Save as otherwise provided, every salaried employee of this Institute shall be appointed under a written contract, including conditions of service. His/her original certificates of relevant qualifications should be lodged with the Director/Principal at the time of joining duty without fail, failing which he / she will not receive his/her salary until he/she submits the relevant qualification certificates.
 - a) Any dispute arising out of contract between the Director / Principal and the employee may be referred to the Managing Committee.
- 9) The regular teaching staff shall continue to hold Office, save as otherwise provided, till they reach the age of Superannuation of 60 years. This will not apply to those on contract basis, which shall be decided by the Managing Committee/ Competent authority.
- 10) The Regular Non-Teaching employees shall continue to hold on to their duty, save as otherwise provided, till they reach the age of superannuation of 58 years. This will not apply to those who are on contract basis, which shall be decided by the Managing Committee/Competent authority.
- 11) The service of any regular employee can be terminated without assigning any reason with 3 months of notice on either party or 3 months of pay in lieu thereof. The services of any contract employees can be terminated with one month notice.

12) The Managing Committee shall have the right to extend the period of probation in respect of any employee, on reasonable grounds.

13) No application of the employee, seeking employment elsewhere, shall be forwarded during the probationary period.

14) Every Employee of this Institute shall, at all times maintain the integrity and devotion to duty, and shall do nothing against the dignity and reputation of the Institute, especially in his / her relationship with the members of Managing Committee, Director / Principal, Staff, Students and Visitors to the Institute .

15) No employee of the Institute shall unduly interfere in the affairs of Administration / Departments / Library and other agencies allied to the Institute directly or indirectly.

16) No employee of the Institute shall, without obtaining the prior sanction of the Director / Principal, ask for or accept, or in any way, participate in the raising of any subscription or monetary relief in pursuance of any object whatsoever, except for common functions connected with the Institute.

17) No Staff member of the Institute shall engage himself/herself in coaching any student demanding further remuneration.

18) No employee of the Institute shall, except with the prior sanction of the Director/ Principal / Competent authority, accept any remunerative or honorary work.

19) No employee of the Institute shall engage directly or indirectly in any trade or business detrimental to the interests of the institute.

20) No employee of the Institute shall, own, wholly or in part, conduct or participate in the editing or management of any newspaper or other periodical publication.

21) No employee of the Institute shall while himself/herself being in service, take part in politics, which includes holding office, elective or otherwise in any political party or standing for election to the state Legislature or the Parliament or take part in any other election at Village, Mandal and other level as independent or on any party ticket.

22) No employee of the Institute shall, take part in any act or movement such as strike, incitement there to (or) similar interest in connection with any matter pertaining to his service or to any other matter, which tends to cause the Institute to disrepute.

23) Any employee of the Institute can make his representation to the Management through the Director/ Principal only. No employee shall, directly or indirectly approach/influence the members of the Management without the knowledge and approval of the Director/ Principal regarding the matters pertaining to his/her service or affairs of the Institute.

24) An employee of the Institute shall not, without the knowledge and consent of the Director/ Principal/ Management, have recourse to any organization/ authority, court or to press for vindication of his / her grievances.

25) GENERAL DISCIPLINE ETC.,

While in office, all members of the establishment must behave in a peaceful and dignified manner. They must address other members of the establishment courteously. They must attend to their work and not waste their time. They must try to maintain absolute silence, and if they have occasions to discuss, they must do so in a soft voice so as not to disturb others. They are specifically warned against the offence of divulging confidential matters to outsiders or to other members of the establishment, unless and otherwise they are permitted by the Competent Authority to do so.

V) MANAGING COMMITTEE AND SELECTION COMMITTEES

a) The Managing Committee will be formed in accordance with the decision of the General body. The Selection Committee will be constituted by the Management Committee.

(a) Composition of Managing Committee

Sl.No.	Description	No. of Members
1	Representatives of the Private Managing Society, i.e., Chaitanya Bharathi Educational Society including its Chairman and Secretary & Correspondent	8
2	Representatives from Concerned University and Government (1 from University and 1 from Government)	2
3	Nominee of A.I.C.T.E. (SRC)	1
4	Director / Principal of the Concerned Institute	1
5	Nominee of the State Board of Technical Education	1
	Total	13

The Secretary of Chaitanya Bharathi Educational Society shall be the Convenor of the Management Committee.

b) Composition of Selection Committee for the posts of Professor and Associate Professor

1. Vice Chancellor, JNTUH, Hyderabad : Chairman
2. Chairman of the Board of Studies of the University in the concerned subject
3. Head of Department of the concerned branch from the University
4. Two Expert members
5. Director / Principal of the Institute
6. Chairman / Secretary & Correspondent of the Institute
7. The commissioner of Technical Education or his nominee
8. Registrar, JNTU : Member Secretary

c) Composition of Selection Committee for the post of Assistant Professor

1. Vice Chancellor, JNTUH, Hyderabad : Chairman
2. Chairman of the Institute or his nominee
3. Secretary & Correspondent or his nominee
4. Director / Principal of the Institute
5. Two external subject experts nominated by the University
6. The Commissioner of Technical Education or his nominee
7. Nominee of AICTE

D) Composition of Selection Committee for contract posts in teaching or non-teaching Categories

1. Secretary & Correspondent
2. Member, CBES
3. Director/Principal
4. Expert in the subject concerned
5. Special invitee

E) 1. Composition of Selection Committee for the post of Regular Non-Teaching Staff

- | | | |
|--|---|-----------|
| 1. Chairman of the Managing Committee | : | Chairman |
| 2. Secretary & Correspondent | : | Secretary |
| 3. Nominee of C.B.E.S. | : | 1 Member |
| 4. Director / Principal | : | 1 Member |
| 5. Head of the Department | : | 1 Member |
| 6. Representative of Technical Education Dept. | : | 1 Member |

2. Whenever it is necessary, the Secretary/Managing Committee may appoint a person on contract basis in any post for a given time depending on the need. This will not confer any right on him / her for a regular appointment on this basis. He / She should come along with other applicants before a regularly constituted Selection Committee, when next held, for Selection in direct competition for appointment on regular basis.

VI PROBATION:

- i) Initially, the appointment of the Selected candidate will be temporary for a period of two year, after which, the performance of the appointee will be reviewed to regularize the appointment. The Service conditions of the incumbent will be governed by the rules and regulations of the college issued from time to time.
- ii) Except in the case of appointment on tenure or on a contract basis or on deputation, all appointments to the posts shall ordinarily be made on probation for a period of two years on duty. The period of probation can be extended by the Managing Committee, in case of unsatisfactory performance of the employee or on certain extraneous reasons.

- iii) If any person or candidate is appointed on purely contract position in a vacancy, such candidates have no right to hold a regular/permanent position. However, the candidates appointed temporarily may also apply for regular/permanent post, following the usual exercise relevant to the candidates in direct competition.

VII. CONFIDENTIAL REPORTS (PERFORMANCE REPORTS)

- 1) Confidential performance reports, as prescribed for Teaching Staff, Non-Teaching and Technical staff, shall continue to be maintained for employees working in the Institute. The Reports are to be submitted to the Director / Principal once in a calendar year at the time of sanction of increment in respect of Contract staff and Regular Staff every year.

2) INCREMENTS:

Increments will be sanctioned only on satisfactory performance of the employee. An increment may be with-held to an employee if it is established that the academic performance and conduct are not satisfactory. The authority ordering such withholding the increment shall state the period for which it is to be withheld. It shall be further stated in order that the period for which increment has been stopped will be exclusive of any period spent on leave before the spell is completed.

VIII) RESIGNATION:

A member of the regular service shall provide a minimum of three months notice in case he / she desires to be relieved on resignation or in the option he/she shall pay three months salary in lieu thereof. A member of Contract Service shall provide a minimum of one month notice in case he/she desires to be relieved on resignation or in the option he/she shall pay one month salary in lieu thereof. The resignation shall come into force from the date on which the appointing authority accepts the resignation, and the candidate is relieved.

IX TERMINATION OF SERVICES OF AN EMPLOYEE:

1. The services of contract employee are likely to be terminated at any time, after issuing one month notice and without assigning any reasons what so ever.
2. The Managing Committee reserves the right to terminate the services of a regular employee by giving three months notice or three months salary in lieu thereof without assigning any reason.
3. The Managing committee can suspend or terminate an employee whether on contract, probationary or regular if he/she is involved in political activity, or in a criminal case or in the event it is established by an authorized committee appointed for this purpose that the employee has failed to do his duty, charged with moral turpitude or negligence of duties, or when convicted by a court of law.

X RETRENCHMENT:

Surplus staff both Teaching and Non-Teaching can be retrenched by giving three months notice. Staff structure shall be generally on the norms laid down by the JNTUH/ AICTE and as approved by the Managing Committee.

XI LEAVE RULES:

1. Any Leave shall not be availed as a matter of right. The competent authority alone shall have the right to sanction it or otherwise.
2. For the purpose of the Leave Rules, the employees shall be classified as Teaching and Non-Teaching.
3. A Leave account shall be maintained for each employee in the Office.
4. Leave of any kind shall not be granted for a continuous period exceeding 3 years. Only prefixing or suffixing any kind of leave is

allowed with vacation, with prior approval, of the Competent-authority.

5. Any kind of leave may be granted in combination with or in continuation with any other kind of leave, with prior approval.
6. No leave shall be granted beyond the date on which an employee must retire on attaining the age of superannuation, except where it has been applied in sufficient time before the date of retirement.
7. All employees are eligible for sanction of the following.

1. CASUAL LEAVE:

i) All Employees of the Institute shall normally be entitled to 20 days of C.L. per calendar year subject to any changes from time to time approved by the Managing Committee. C.L. for Half a day can also be granted. The Institute usually works for 6 days in a week. Teaching staff when they go on C.L. should make alternative arrangement for their class work.

ii) Normally not more than two days of C.L. can be availed in a month. However, at the discretion of the Director/ Principal and with prior permission, C.L. in excess of two days in a month may be availed. Director/ Principal, at the discretion, may also permit C.L. to be suffixed, prefixed or sandwiched with other public holidays provided the total duration does not exceed 10 days. In case this stipulation of 10 days is exceeded, the total period will be debited to other leave including L.O.P. to which they are eligible. For contract staff C.L. will be granted in proportion to their service put in.

2. COMPENSATORY LEAVE

Non-Teaching Staff including ministerial staff shall be entitled for compensatory leave on the specific direction or recommendations of the Head of the Institute or Head of the Department whenever they are required to work on a Holiday / Holidays with prior approval, to a maximum of 10 days per a calendar year. Such leave will have to be utilized within 6 months from the date of working on a Non-instructional day with prior approval. This will not apply to the work of University Examinations / Spot Valuation / Other duty which is remunerative.

3. SPECIAL CASUAL LEAVE:

Teaching Staff Members are entitled for the availment up to 10 days of Special Casual Leave in a Calendar year, at the discretion of the Director/ Principal, in connection with the Examination work, Spot valuation, invigilation. Squad duties etc., which are remunerative and up to 5 days of Casual Leave in a Calendar year for the non-remunerative academic work such as attending Seminars, Board of Studies or Faculty meetings etc. This will be granted only on production of invitation from the JNTUH / other Institutions and on production of attendance Certificate from the said University / Institutions.

4. EARNED LEAVE:

- i. Members of regular staff belonging to the vacation department i.e., Teaching Staff in Classes I to V are eligible for 6 days E.L. every year and for a specified vacation period, as decided by the competent-authority every year at a time or different periods to be fixed by the Director/ Principal.
- ii. Provided that, any member of such staff is required to work during the entire vacation by written orders of Director/ Principal, he/she will be eligible for 30 days E.L. for a Calendar year. If he/she has not availed the full vacation, he/she is entitled for E.L. for part of the vacation not availed.
- iii. Earned Leave for not availing vacation will be credited to the employee as per rules. The Earned Leave can be accumulated for vacation staff to a maximum of 300 days or as decided by the Management.
- iv. Regular /Contract Employees who have put in less than one year of service are not eligible to avail the vacation.
- v. A) A Regular Employee of the Institute (Non- vacation) earns leave, at the rate of 30 days in a year.
B) Contract employees who have put in one year of service are eligible for vacation as decided by the Management.
- vi. Regular Employee (Non-Vacation) on probation, earns at the rate of 15 days

in a year provided that he/she shall cease to Earn Leave while he/she has to his/her credit such leave amounting to 300 days or as decided by the Management.

- vii. Vacation may be availed in combination with or in continuation of CL, EL, Maternity Leave admissible under the rules and that it can either be suffixed or prefixed. If it has to be suffixed and prefixed, prior permission of the Director/Principal should be obtained.
- viii. Any employee can avail E.L/Special Leave only after prior approval.

5. HALF PAY LEAVE

- i. The Half Pay leave may be granted to the employees on Medical Grounds which He/She earns at the rate of 20 days in a year.
- ii. Commuted leave not exceeding half the amount of Half Pay Leave due may be granted on Medical grounds to a regular employee of the Institute subject to the following conditions.
 - a) Commuted Leave during the entire service shall be limited to a maximum of 240 days.
 - b) When commuted leave is granted, twice the amount of such leave shall be debited against the Half Pay Leave due.
 - c) The total duration of Earned Leave and Commuted Leave taken in conjunction shall not exceed 180 days.
- iii. Extraordinary leave on loss of pay may be granted to an employee at the discretion of the Managing Committee.
- iv. Provided that such leave may be granted for a regular employee for a period not exceeding 6 months at a time. Extension of such leave may be granted from time to time subject to a maximum of two years at a stretch.
- v. Provided further that the period of absence on such leave will not be reckoned for the purpose of granting increment or for promotion to higher post. The increment gets postponed for the period of such leave.
- vi. Provided further that prefixing or suffixing of holidays and vacation may be

permitted when availing the leave mentioned in the above rules. However, intervening holidays will be granted as leave for which applied for and granted.

6. VACATION

Vacation generally as stipulated by JNTUH and approved by the Management Committee may be availed in combination with or in continuation of any kind of leave excepting Medical Leave.

7. MATERNITY LEAVE

All Women employees after satisfactory completion of probation of two years of regular service are eligible to avail Maternity Leave as per the norms of the Statutory Authorities from time to time for the first two pregnancies. This leave is not debited to leave account, and can only be availed with prior approval.

8. LIEN / DEPUTATION

Lien / Deputation may be granted, depending upon staff position, and entirely at the discretion of the Management to work elsewhere for a period of 2 years, extendable in exceptional cases, only when an employee has put in more than 5 years of Regular Service.

XII. CONDUCT RULES GOVERNING THE STAFF APPOINTED

An Employee of the Institute shall devote his whole time to the service of the Institute and shall not engage directly or indirectly in any trade or business or in another Institution or any other work, which is likely to interfere with the proper discharge of duties in this institute. This provision shall not apply to the Academic work like giving Guest Lectures, giving expert talks and any other work undertaken with prior permission of the Director/ Principal.

With the Introduction of revised UGC / AICTE scales, the norms of work load applicable to Mahatma Gandhi Institute of Technology are as follows. Those norms are fixed taking into account the AICTE guidelines as applicable to the Engineering Colleges and also as per the practice in JNTUH.

XIII. WORK LOAD FOR TEACHERS IN UNDERGRADUATE COURSES

The work-load of various activities should be not less than 40 hours, per week for a Teacher who is in full time employment. (Any good Teacher, particularly one who is involved in creative and innovative activity and who has a spirit of challenge towards giving his best to the students, would certainly spend much more than 40 hours a week in Academic pursuits). The break-up of work load shown below is for the sake of example. It is not a rigid breakup. But, every teacher could be given duties according to some such general pattern and no one should have significantly reduced work load.

Work load of teachers:

The work load of teachers is as per AICTE norms.

- 1) The work timings will be announced by the Director/Principal from time to time.
- 2) Two hours of tutorials/labs are equivalent to one hour of theory period.
- 3) The Faculty should be available to clarify the doubts of the students in their free time.
- 4) Non-teaching and technical supporting staff also should work for 40 hours/per week, but technical supporting staff has to work for 30 hours in lab sessions and 10 hours for maintenance.

XIV. DISCIPLINARY PROCEEDINGS.

No punishment on a member of staff shall be imposed except after:

- a) The employee will be informed in writing by the Director/Principal/ Secretary for Teaching Staff and the Director/Principal for other categories of Staff with regard to the allegations on which action is proposed to be taken and is given an opportunity to make representation he / she may wish to make in person orally or in writing.
- b) Such representation, if any, is taken into consideration by the Managing Committee/Secretary/Principal to impose penalty.
- c) In case of penalties specified under item (ii) to (ix) in para (2) of XIX of service rules, an Enquiry Officer/ Enquiry Committee will be appointed by the (Director / Principal) to conduct an Enquiry.

XV. A Service Register shall be maintained in respect of each employee of the Institute and his/her service particulars should be recorded under the signature of the Director / Principal.

XVI. In case of doubt or interpretation of a rule, the decision of the Management Committee will be final.

XVII. Not with standing anything and said anywhere any service rule which involves financial commitments will be subject to availability of funds and decision of the Managing Committee.

XVIII. The Management Committee can repeal any rules herein provided, for running the day to day administration of the Institution.

XIX. DISCIPLINARY PUNISHMENTS AND APPEALS.

1. These rules shall apply to all employees of the Institute.
2. The following penalties may, for sufficient reasons, be imposed upon the employees of the Institute namely.

- i. Censure.
- ii. Fine.
- iii. Withholding of increments with or without cumulative effect.
- iv. Reversion to a lower post or a lower stage in the time scale.
- v. Recovery from pay of the whole or part of any pecuniary loss caused to the Institute by negligence of duties or breach of orders or by any act of employee.
- vi. Suspension for a specified period.
- vii. Compulsory retirement from service.
- viii. Removal from the service.
- ix. Dismissal from the Service.

3. Where it is proposed to impose on an employee of any of the penalties specified in rule 2 above, he/she shall be given an opportunity of making any representation that he/she may desire to make and such representations, if any, shall be taken into consideration before the order imposing the penalty is passed.

4. a) No employee of the Institute shall be dismissed or removed or compulsorily retired or reduced in rank except after an inquiry in which he/she has been informed of the charges against him/her and given a reasonable opportunity of being heard in respect of these charges and where it is proposed after such inquiry to impose on him/her any such penalty, he/she has to be issued a show cause notice on the penalty proposed, calling for his/her explanation, if any

b) The inquiry under sub-rule (a) shall be made by a Committee of enquiry/ enquiry officer constituted for the purpose. The enquiry committee / enquiry officer shall be constituted.

i) By the Secretary / Director / Principal.

ii) The enquiry committee shall consist of three senior teachers of the Institute.

5. Every employee of the Institute shall be entitled to one appeal from an order imposed on him/her on any of the penalties specified in Rule (2), to the Authorities specified in the Annexure 'B' of the Clause XIX.

MAHATMA GANDHI INSTITUTE OF TECHNOLOGY

Chaitanya Bharathi P.O., Gandipet, Hyderabad – 500 075.

Annexure 'B' to Clause XIX

S. No.	Class of Staff	Censure	Fine	With holding of increments with or without cumulative effect	Reversion to a lower post or a lower stage in the time scale	Recovery from pay of the whole or part of any pecuniary loss caused to the institute by negligence of duties or breach of orders or by any act of employee	Suspension for a specified period	Compulsory retirement from service	Removal from the service	Dismissal from the service	Appellate authority
		1	2	3	4	5	6	7	8	9	10
1	I, II and III	Secretary	-		Board of Governors		Secretary	Board of Governors			General Body of CBES
2	IV, V, VI and VII	Principal	Secretary		Board of Governors		Secretary	Board of Governors			General Body of CBES

F.N:

- (i) No appeal lies on censure.
- (ii) Appeal against the punishment of fine in respect of Class IV to VII employees lies with the Board of Governors.

XX. T.A. AND D.A. RULES:

Employees of the college, when they are deputed by the college to any outstation, shall be entitled to Traveling Allowance, Daily Allowance and other expenditure they incur which shall be regulated as under subject to approval by the Secretary:

1. Grade: All staff both Teaching and Non-Teaching are classified into three grades depending on the pay they draw for the time being for purposes of regularizing their eligibility of Traveling Allowances.

Grade- I: Staff drawing Basic pay of Rs. 14,305-25,965/- and above.

Grade- II: Staff drawing Basic pay of Rs.7,770-17,455 and 13,285-25,315/•

Grade-III: Rest of the employees.

2. Air Travel: Officers of Grade-I and drawing a Basic pay of Rs.16,400/- and above are eligible to travel by Air with the approval of the Secretary and are eligible for single fare up and down along with Incidental charges towards conveyance from Airport to City on either side. A certificate has to be issued and ticket number noted.

3. Rail Travel: Officers of Grade-I and II are permitted to travel by 1st Class / Air conditioned II tier Sleeper class. Officers of Grade-III are eligible to travel by II Class with sleeping accommodation wherever available and where night journey is involved and paid for. In the case of journey outside the state they will be eligible for incidental charges at 1/3rd of the actual train fare, in case of an employee traveling in class lower than what he/she is entitled. He/she can still draw incidental charges to the class he/she is eligible.

4. Daily Allowances: Daily Allowance is granted for a completed calendar day reckoned from midnight to mid-night. For a part of a day, D.A. is allowed as follows when a conveyance is provided by the college.

- | | |
|--|--------|
| i) Absence from place of duty not exceeding 6 hours | : Nil |
| ii) Absence exceeding 6 hours but not exceeding 12 Hours | : Half |
| iii) Absence exceeding 12 Hours | : Full |

Daily allowance admissible to each grade of staff is as under.

Grade	Revised Scale	D.A. for tours with in the state	D.A. for tours to any place outside the state
Grade-I	14,305 to 25,965 and above	200	250
Grade-II	7,770-17,455 to 13,285-25,315	125	150
Grade-III	Rest of the Employees	100	125

Lodging Charges within the State and Outside the State:

Grade	Within the State	Outside the state		
		A Class	B Class	Other Classes
Grade – I	250	500	350	250
Grade - II	200	300	250	200
Grade – III	100	200	150	125

Reimbursement of Mileage Allowances: With the prior permission of Director /Principal / Secretary.

Motor Car	Motor cycle / Scooter
10 Per K.m.	3.00 K.M.

5. For Travel within twin cities and suburbs in connection with his/her duty, the staff may be paid actual charges by auto/bus at the discretion of administrative authority / Director / Principal.

6. a) T.A. is admissible for each day of absence from Head Quarters at a place beyond a radius of 8 K.M. from the twin cities.

b) D.A. is not admissible for days of Casual Leave or Holidays availed during the tour but D.A. is admissible if such holidays are actually spent in camp.

c) D.A. can be drawn only during absence, on duty from Head Quarters of more than 8 hours.

d) If free lodging and boarding are provided, only 1/4 of D.A. is admissible.

e) If free boarding is provided only 1/2 Daily Allowance is admissible.

f) If free lodging is provided 3/4 of the D.A. is admissible.

Provident Fund Rule:

The P.F. scheme is implemented for eligible staff of the Institutions as per the provisions of Employees Provident Fund Act.



[Handwritten Signature]
PRINCIPAL