

SERVICE RULES

The Management of Sree Vaageswari Educational Society has made the following amendments to the service rules and regulations, for administration, academic, appointment of faculty and staff working in the institution under their control and approved by BOG members.

CHAPTER - I

PRELIMINARY

1. **Short Title:** These regulations may be called the Vaageswari College of Engineering Service Rules.
2. **Application:** They shall come into force with effect from **15th December 2025** and shall apply to all regular employees i.e. teaching and non-teaching, provided that nothing in these rules and regulations shall apply to persons employed temporarily or on daily wages.
3. **Definitions:** In these rules and regulations, unless and otherwise, there is anything contradictory in the subject or context:
 - a) **Management** means the Governing Body duly constituted and that the overall management and day to day administration of the institution shall vest with the Secretary/ or Person nominated by BOG
 - b) **Employee** means a person employed by Vaageswari College of Engineering to discharge the duties for teaching and non-teaching purposes on remuneration basis.
 - c) **Regular employee** means a qualified person employed in a regular post and kept on probation for a period of two years.
 - d) **Probationer** means an employee who is appointed against a regular post and kept on probation for a prescribed period of time pending confirmation in a regular post.
 - e) **Salary** means basic pay, and other allowances, if any, where applicable or consolidated pay without any allowances payable to an employee.
 - f) **Service** includes the period during which an employee on duty as well as on leave duly authorized by the Management but does not include any period during which an employee is absent from duty without pay and allowances.
 - g) **Disciplinary authority:** The Secretary is the disciplinary authority for all the employees employed in the Institution. The Secretary may nominate any other person/employee to be the disciplinary authority for a certain class/category of employees. The person so nominated shall exercise the powers of the disciplinary authority in discharge of the duties.

- j) **Appellant authority:** Where the disciplinary authority is exercised by Secretary, the Executive Committee is the appellant authority.
- k) **Enquiry Officer:** Enquiry Officer is the person/committee appointed by disciplinary authority to enquire into the charges levelled against an employee of an institution.

4. Power to interpret, implement and to amend the rules:

The power to interpret, implement and to amend the rules and regulations vests with the Management who is empowered to issue such administrative instructions or orders as may be necessary to give effect and to carry out the provisions of these rules and regulations. The Management shall have absolute right, liberty and powers to withdraw, modify, amend, alter, add to, repeal or to supersede at its sole discretion any or all the rules contained herein or any rules and regulations framed and enforced by it from time to time, provided that the new rules or regulations or alterations or amendments so made shall not be detrimental or adversely affect the interest of the existing employees who are in regular service on the day new rules or regulations or alterations come into force.

5. Managements powers to delegate:

The Management means the BOG. It may delegate powers to the Secretary or to any officer or officers of the Institution under their control, any or all the functions wholly or partly, permanently or temporarily and such officers or officer shall be the Management for the purpose of interpretation of these rules to the extent and for the duration of the period as may be authorized by the Management.

CHAPTER - II

HR POLICY: APPOINTMENTS, PROBATION AND TERMINATION OF SERVICE

1. CLASSIFICATION OF EMPLOYEES:

- a) The employees of Vaageswari College of Engineering will be classified as follows:
- i. Teaching staff(faculty)
 - ii. Non-Teaching staff includes administrative, technical and non- technical employees.
- b) The Management will recruit the faculty in each Department in all categories from time to time as per guidelines stipulated in GO MS No.14 of Govt. of Telangana State and as per the affiliating JNTUH University regulations-2017. Recruitment is normally done twice in a year during May and November or whenever necessary. The number of vacancies is notified Secretary/Principal based on requirement in the department. Vacancies are advertised in leading Telugu/English news papers or in digital new papers. Screening of the applications shall be done by the respective Department committee. Short listed candidates are informed through call letter/telephone call/ email by the college office. For immediate requirement walk-in are also conducted. Selection committee constituted as per the rules and regulations of AICTE/UGC/JNTUH.

- c) The qualifications and experience and other norms like API score for the teaching faculty shall be as per the AICTE/JNTUH norms.
- d) The teaching faculty selection process shall be done through university ratification called as Selection Committee Minutes (SCM). It is the mandatory that all the faculty to be ratify by the SCM. If any faculty not been ratified their services shall be given another chance in next six months of time. Even if he/she not ratified in second SCM, then the concern faculty shall be terminated from the services with due notice.
- e) The university selection process SCM consists of college Secretary as chairman of committee, two university nominees and two subjects experts who are ratified by the university, the subject experts must be in the designation of Assoc.Prof. for recruiting Asst.Prof., and Professor for recruiting Assoc.Prof., where as for Professor cadre subject experts for recruiting Professor candidates.. In the committee atleast one member shall be from BC/SC/ST/Minority/Women.
- f) Based on the SCM list, Principal shall issue ratified orders to all the individual faculty members, Secretary shall issue appointment orders to the individual faculty members
- g) Recruitment of Principal shall be done as per the norms of AICTE/JNTUH
- h) The pay scales of the Teaching Staff (faculty) are covered under U.G.C/A.I.C.T.E. scales. Hence, their pay will be fixed in the appropriate grades and scales depending upon qualifications, experience, exposure and merit etc., as applicable and as amended from time to time except the staff recruited temporarily on a consolidated pay.
- i) Not with standing anything contained in these rules and regulations, the Management may employ persons on a temporary basis to different posts in the organization under their control on a consolidated pay or on daily wages or contract basis whenever and wherever the necessity and circumstances so warrant.

2. CERTIFICATE OF HEALTH AND OTHER CERTIFICATES

Every employee shall be required to produce the following certificates on being appointed in Vaageswari College of Engineering.

- Medical certificate of fitness issued by any Registered Medical Officer
- Original certificates of the qualifications.
- Three copies of recently taken pass-port size photographs.

3. EMPLOYEE WELFARE POLICY

Vaageswari College of Engineering welfare policy is to ensure the benefits, facilities given to the employees to work in a better environment. It helps to develop and implement conventional working environment and other facilities. VGSE extends the following facilities to its employees.

- PF (for eligible staff)
- Subsidized transport facility
- Subsidized food facility
- Maternity leave to female employees
- Sick Leaves , Late/Early Permission
- Accidental insurance
- Special leaves to Research scholars
- Facilitating OD to Faculty for participation in Training / Seminar / Workshop / R&D

4. COMMENCEMENT OF SERVICE

Except as otherwise provided by or under these regulations, service of an employee shall be deemed to commence from the working day on which an employee reports for duty in an appointment covered by these regulations at the place and time intimated to him by the Management provided that if he or she reports before forenoon, otherwise his/her service shall commence from the following day.

5. PROBATION

- a) Employees who are appointed to the posts in the organizations shall be required to be on probation for a period of two years.
- b) The probationary period can be extended by the Management if his service during the period prescribed in the appointment order is found to be not satisfactory.
- c) If the probation is not declared within three months from the date of completion of the prescribed period, the probation is deemed to have been completed satisfactorily and he/or she becomes a regular employee.
- d) The services of an employee on probation may be terminable by either party giving three months notice to the other party.

6. TERMINATION OF SERVICE

- a) If an employee at any time after completion of the probation intends to resign, he or she shall give three months' notice period in writing or pay three months' salary in lieu thereof. Similarly, the management shall be competent at its discretion to terminate the service of any employee by giving three months' notice or by paying three months' salary in lieu thereof.
- b) The Management shall also be competent to terminate the services of an employee in case of abolition of post or posts, due to closure of an Institution/department or reduction in the number of cadre strength, sections of a class or discontinuance of a teaching subject by giving three months' notice in writing or paying three months' salary in lieu thereof.
- c) The Management shall also be competent to terminate the services of an employee who is incapacitated to discharge his official duties or for misconduct in discharging his/her official duties, by giving three months' notice or by paying three months' salary in lieu thereof.

7. RETIREMENT

Every employee shall retire from service on attaining the age of superannuation i.e. 60 years in case of teaching staff and 58 years of age in case of others. Provided that the management in the interest of the organizations under their Management may extend the period of service of the employee concerned by such period as determined depending on the requirement to the institution subject to the physical condition.

- a) The employee in all categories of posts shall retire from service after attaining the age of superannuation with effect from the afternoon of the last day of the month in which their date of retirement falls under the operation of the existing rules.

- b) However, the employees whose date of birth is first of a month shall retire on the last working day of previous month after attaining the age of superannuation i.e. 60 years in case of teaching staff and 58 years in case of others.

Guidelines for employees seeking reemployment after attaining the age of superannuation

- i. If an employee, after attaining the age of superannuation, desires to serve the Institute, he may apply, in writing, to the management to continue him in the service.
- ii. After assessing the mental and physical condition of such an employee and the need to continue him in service and on receipt of the recommendation of the Head of the Institution where the employee is working, the Management can continue him in service will be reviewed on year on basis on contract basis duly indicating the:
 - a) Tenure of appointment
 - b) Consolidated salary to be paid per month
 - c) Annual increment payable in case the appointment is for more than a year
 - d) Eligibility of the employee for benefits like leave other than casual leave.

CHAPTER —III

RECORD OF SERVICE, SENIORITY AND PROMOTION

1. **Record of Service:** A record of service shall be maintained in respect of each employee in a service register or in such form as may be prescribed by the management from time to time.
2. **Seniority:** The seniority of the employee in the service shall be determined with reference to his/her date of regular appointment in the post held by his/her in the particular category.

3. **Promotion Policy:**

The objective of the promotion policy is to recognize and reward, merit and competence. It improves the organizational and functional effectiveness. All promotions shall be subject to attaining required qualification, experience and API score. The promotion of an employee is purely based on the merit cum seniority basis. Career Advancement Scheme interviews shall be conducted once in every year. The norms that are followed in CAS shall be as per JNTUH.

Increment policy:

The institution follows an Annual Increment Cycle i.e. once in a year.

Employees are eligible for the increment along with the annual appraisal subject to his/her performance. Ad-hoc increment can also be applied subject to the Management discretion.

Appreciation Policy:

The institution has constituted an Appreciation Policy to encourage faculty for their Competencies extended in designing the students' career graph.

The Institute appreciates the faculty for outstanding performance in the curricular / co-curricular / extra-curricular activities.

The institute appreciates the faculty who got rewards / honours / prizes / medals by the Government / NGOs / any other organizations / for their contribution in R&D / Academics / Social Service.

CHAPTER - IV

CONDUCT RULES

Every employee shall, at all times, maintain absolute integrity and devotion to duty and do nothing which is unbecoming of an employee of an educational institution.

Every employee shall abide by and comply with the rules and regulations of the college and all orders and directions of his / her superior authorities, under whose supervision or control, he/she is placed.

Every employee shall extend the utmost courtesy and attention to all persons with whom he / she has to deal in with the course of his / her duties. Every employee shall endeavour to promote the interest of the college and shall not act in any manner prejudicial there to.

No employee shall be a member, or be otherwise associated with, any political party or any organization which takes part in politics, nor shall he/she take part in, subscribe in aid of, or assist, in any other manner any political movement activity.

No employee shall join, or continue to be a member of an association the objectives or activities of which are prejudicial to the interests of the sovereignty and integrity of India or public order or morality. If any question arises whether a party is a political party or whether any organization takes part in politics or whether any organization engages in activities prejudicial to the interests of the sovereignty and integrity of India or public order or morality, the college shall follow the decision taken by the State Government.

No employee shall engage directly or indirectly in any business or undertake any other employment. For undertaking honorary work of a social and charitable nature or work of a literary, artistic or scientific character the employee shall obtain the prior permission of the authority.

An employee of the college shall strictly abide by any law relating to intoxicating drink or drug in force in any area in which he may happen to be for the time being and not to be under the influence of any intoxicating drink or drug during the course of his duty and shall also take care that the performance of his duties at any time is not affected in any way by the influence of such drink or drug.

Every employee shall maintain the strictest secrecy regarding the college's affairs and the affairs of its constituents and shall not divulge, directly or indirectly, any information of confidential nature either to a member of the public or of the college staff, unless compelled to do so by a judicial or other authority or unless instructed to do so by a superior officer in the discharge of his duties.

An employee of the College shall not, without the prior permission of the Chairman, engage in any trade or business or adventure by himself or through any member of his family, undertake, accept, engage, solicit or seek any outside employment or office while on duty or on leave, whether stipendiary or honorary.

No employee of the College shall enter into any partnership, accept any fees, endowment or commission whatsoever from any part other than the college, except with the prior permission of the authority.

Every employee shall conform to and abide by such rules and shall observe, comply with and obey all orders and directions issued by the Management from time to time with utmost endeavor to promote the interests of the institution where at he/she is working by showing courtesy and attention in all transactions taken against him and calling upon to submit his/her representation if any in this regard within the specified time thereon against the proposed action. The disciplinary authority after examining the representation received from the delinquent employee or otherwise shall decide the penalty to be imposed and issue orders accordingly.

If the employee aggrieved with the penalty imposed on him, he/she may prefer an appeal with the appellate authority within 30 days of the receipt of the orders of punishment.

The appellate authority causing such enquiry as it deems fit and necessary, may pass orders either dismissing the appeal or allowing the appeal in full or in part or modify the punishment awarded.

The orders so passed by the appellate authority shall be final and binding on the delinquent employee as well as on the disciplinary authority.

CHAPTER - V

LEAVE RULE POLICY

1. These rules may be called Vaageswari College of Engineering Leave Rules.
2. They shall apply to all posts both teaching and non-teaching staff of Vaageswari College of Engineering.
3. These rules can be modified, amended or rescinded by the Management of from time to time at its discretion as deemed fit.
4. In these rules, unless there is anything repugnant in the subject or context, words used shall mean as defined hereunder:

Duty: Duty means the period during which an employee actually works and includes absence on casual leave, absence on holidays, absence during vacation and absence during authorized leave period.

Service: Service includes the period during which an employee is on duty as well as on leave duly authorized by the Management but does not include any period during which an employee is on unauthorized absence from duty without pay and allowances.

Pay: Pay in respect of regular employees will be the substantive pay on the date before the leave commences or the average monthly pay earned during the last ten completed months preceding the month in which the leave commences whichever is greater. The pay includes personal pay or any emoluments classified as pay.

5. The following kinds of leaves are available to the employees of the institutions.

a). Casual leave

The maximum number of days that staff can avail casual leave in Calendar year i.e. from January to December is 18 days. In case any staff members resign in the middle of the Academic Year after availing the above said leaves, such additional leaves will be treated as

LOP by calculating eligible leaves on pro rata. Casual leave can be prefixed or suffixed to public holidays provided that the total period of absence does not exceed 3 days at a time.

b) Maternity & Paternity Leave

Maternity leave on full pay is granted to regular women employees in married status in case of each confinement for ninety days provided she has less than two surviving children and should have put in a minimum of five years service. Maternity leave can be combined with any other kind of leave but any such leave in continuation of the maternity leave is granted on the production of a medical certificate. One week of paid paternity leave shall be granted.

c) Special Casual Leave

Teaching staff may be permitted to avail special casual leave in a calendar year without detriment to the class work and examination duties and at the discretion of the Head of the Institution in connection with examination work, spot valuation, invigilation or squad duties etc. of remunerative nature.

- i. Teaching staff members are also entitled to special casual leave up to 15 days in a calendar year for the non-remunerative academic work such as attending Conferences, Seminars, workshops, Guest Lectures, Faculty Development Program, Board of Studies for Faculty Meetings etc. This will be granted only on production of invitation/attendance certificates from the concerned organizations.
- ii. Teaching and non-teaching staff are entitled to avail special casual leaves of 11 days on the demise of his/her father/ mother/ wife/ son/ daughter.
- iii. All staff members are eligible to avail two weeks paid for training program to enhancing skill.

d) Compensatory Casual Leave

All staff are eligible for CCL if they perform non remunerative duty in the college on the public holidays including Sundays and Second/Fourth Saturday.

e). Study Leave

- a. In order to encourage the existing faculty pursue Ph.D in part time who has completed 5 years service in the institution can be sanctioned maximum of 60 days leave with full pay spread over the entire duration of the course. After completion of the course, the faculty should have to work in the institution for at least of 2 academic years.
- b. In the case of QIP or full time PhD with scholar ships, may be given as per the stipulated period leave without pay and allowances.

f). Extraordinary leave

Extraordinary leave may be granted who has put in not less than 5 years service, in special circumstances for the purpose of medical/personal reasons

- i. When no other leave is admissible, if the employee concerned applies in writing for the grant of extraordinary leave.
- ii. This leave is permissible only one time during the entire service of an employee with the Institution.
- iii. Maximum permissible leave is two years.
- iv. Extraordinary leave is typically granted without pay and allowances.

g) Marriage, Marriage anniversary and Birth day:

All the un married employees of the Vaageswari College of Engineering are entitled to avail five days of leave for their marriage function. All the staff shall avail One day leave either for their Marriage anniversary or Birthday

h). Early/Later permissions:

All the staff can avail EP/LP of 2 per month with one hour permission.

6. Right to leave: Leave cannot be claimed as of right. When the exigencies of the institution require, discretion to refuse or revoke leave of any description vested with the authority empowered to grant it.

7. Recall from leave: An employee on leave may be recalled to duty before the expiry of leave in case of urgency and necessity. The leave relating to the un availed period of leave will be credited to the account of the employee.

8. Return to duty before expiry of leave: An employee on leave is prohibited to return to duty before the expiry of leave granted to him unless he is permitted in writing to do so by the authority which granted him leave.

9. Sanctioning authority:

- i. The head of the institution is competent to sanction all types of leave to the employees working in the institution except maternity leave and extraordinary or study leave in which case the Secretary is the competent authority to sanction such leave on the recommendation of the Head of the Institution.
- ii. The Secretary is the competent authority to sanction all types of leave to the Head of the Institution.

General Secretary