

STAFF SERVICE RULES

(As Amended up to 13-11-2019)



**VAAGDEVI ENGINEERING COLLEGE
BOLLIKUNTA, WARANGAL – 506 005 (T.S)**

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The **Viswambhara Educational Society**,(VES) Nainnagar, Warangal, Telangana was formed and got registered under Societies Act of Andhra Pradesh with Registration No.1305 of 1993. Under the aegis of the Society, Vaagdevi Engineering College is established at Bollikunta, Warangal in the year 1998.

The following are the service rules of the College.

1.0. ACADEMIC DEPARTMENTS:

- 1.1 The Institute has certain B.Tech, M.Tech and MBA programmes as approved by the relevant statutory bodies in addition to the Administration wing (Office of the College) of the College:
- 1.2 The Governing Body shall have the authority to reorganize or abolish the existing departments or establish new academic departments under the rules of AICTE with concurrences from JNTUH.

The College will have the following cadres to assist the Principal in running the Administration.

1. Deans
2. Heads of the Departments
3. Faculty (Professor Associate Professor, Asst Professor)
4. Non Teaching Staff (Librarian, Physical Director, Office Superintendent, Assistant Registrar, Lab Assistants, Technical Assistants, Supervisors, Class IV employees etc)

All the above cadres are hitherto referred as Employees of the College.

2.0 DEANS:

The Deans will be appointed by the Principal as may be required from time to time. They perform the duties as prescribed to them.

2.0 HEAD OF THE DEPARTMENTS:

- 2.1 Each Department of the Institute will be operated through Head of the Department who shall be chosen by the Administrative Committee from amongst members of the faculty of the Department and selection of HEAD is sole discretion of Management.
- 2.2 The Head of the Department shall be responsible for the entire working of the departments, subject to the general control of the Principal.
- 2.3 It shall be the duty of the Head of the Department to ensure that the decisions of the Institute and of the Principal are faithfully carried out. He shall perform such other duties as may be assigned to him by the Principal

3.0 DUTIES AND RESPONSIBILITIES OF ACADEMIC STAFF (Faculty) AND Others:

3.1. Faculty includes Professors, Associate Professors and Asst Professors The following are the duties of the teaching staff

- 3.1.1 Class room and laboratory instruction, assessment of students, guiding under-graduate and Post Graduate student projects together with providing leadership in the specialization.
- 3.1.2 Curriculum Development including design and development of new programmes and providing leadership to the activity of learner-resource development and modernization of laboratories.
- 3.1.3 Interaction with industry and institution, leading to consultancy projects and extension activities and contributing to planning and organization education and research guidance.
- 3.1.4 Student counseling and career guidance.
- 3.1.5 Participation in policy planning as well as monitoring and evaluation of institutional activities including promotional activities when ever required and assigned by College Authorities.
- 3.1.6 Participation in administration and planning both at Departmental and Institutional levels when ever required and assigned by College Authorities.
- 3.1.7 Contribution to resource mobilization effort of the Institution.
- 3.1.8 Laboratory instruction comprising selection of experiments; Schedules of laboratory work; instructional manuals; working condition of the equipment; instruction; assistance and guidance; laboratory reports and their evaluation; Completion of all experiments and interaction with students.
- 3.1.9 Interaction with students involving supervision of hostels, sports, games, NCC, NSS and other co curricular activities; student counseling and career guidance.
- 3.1.10 Any other responsibility specifically assigned by the Management of the Institute.

Note: *It is obligatory for all faculty to participate in the essential academic activities viz , Class room and laboratory instruction, guiding under-graduate and post graduate students projects, examination work, assessment of students and any other work assigned by college authorities. However, every Professor will have some flexibility, subject to the overall needs of the other duties.*

3.2. LIBRARIAN

- 3.2.1 General administration of the Library of The College under the general supervision of the Director / Principal
- 3.2.2. Preparation of the annual budget of the Library as directed by the Director / Principal and make it ready every year by 31st December.
- 3.2.3. Securing the suggestions of the Academic Departments regarding the Books, periodicals and video tapes to be procured for the Library, obtain the approval of the Principal and take action to acquire the selected library resources.
- 3.2.4. Organizing and supervising the cataloguing and indexing the library books, periodicals and video tapes.
- 3.2.5. Organizing and managing the safety and upkeep of the library books periodicals, video tapes, furniture and other assets.
Maintaining Digital Library and any other responsibilities assigned by Management.

3.3. PHYSICAL DIRECTORS

- 3.3.1. General administration of all the Physical Directors of the Institute are under the overall super- vision of the Director/Principal.
- 3.3.2. Preparation of the annual budget of the Physical Education section consistent with the guidelines given by the Director/Principal and to prepare every year the annual budget by beginning of the academic year.
- 3.3.3. Undertake the work of laying new play fields and maintaining the existing play fields on a continuing basis.
- 3.3.4. Identification of the material required for the various sports items and games items, obtain the approval of the Director/Principal and procure them.
- 3.3.5. Preparation of the calendar for various games, sports, activities well spread over the entire academic year, secure the approval of the college administration for the same and implement them.
- 3.3.6. Conduct intramural matches in various games and sports activities and organize a Sports day function.
- 3.3.7. Identify competencies of students, provide coaching wherever required and organize participation of the Institute in Inter-Collegiate tournaments conducted by the University.
- 3.3.8. Organize tournaments or friendly matches with neighboring Institutions on a regular basis.
- 3.3.9. Safety upkeep and maintenance of the assets and other games & sports material of the Physical Education Section.
- 3.3.10. Assisting the Principal in preparing the developmental plans for the Physical Education Section.
- 3.3.11. Assisting the Director/Principal in the efforts to generate resources for the Physical Education Section and general maintenance of discipline of the students.
- 3.3.12. Any other responsibility specifically entrusted by the Management of the Institution.

3.4. LAB TECHNICIANS, PROGRAMMERS, NETWORK ENGINEERS AND LAB ASSISTANTS

- 3.4.1. Assisting the faculty members in selection of laboratory assignments, preparation of schedule of laboratory work, preparation of instruction manuals, and conduct of internal tests, University examinations and Undergraduate project works.
- 3.4.2. Participation in the instructional and students guidance work in the Laboratories.
- 3.4.3. To keep all the systems, software and peripherals and other Lab material in proper working condition for the class work and to assist the Head of the Department on all matters related to maintenance of the equipment in the department Laboratories.
- 3.4.4. Safety and upkeep of the various manuals, reference material and other data kept in the Laboratories as well as the various items of equipments, software, furniture and fittings of the Laboratories.
- 3.4.5. Participation in the planning of development and extension of the Laboratories, preparation of proposals for all types of development, correspondence for purchase of equipments and spares, receipt, testing and installation of new equipment and organizing new assignments in the Laboratories.
- 3.4.6. Participation in the conduct of part-time courses including offering of theory and laboratory courses and in the consultancy work undertaken by the Institute.
- 3.4.7. Participation in college administrative office, Library and stores and to provide training to the college staff in connection with required skills.

- 3.4.8. Any other responsibility entrusted by the Management of the Institute.

In addition to the above College will have Administrative staff who looks after Admissions, fees Collection and other clerical activities. They will be under direct control of the Principal and they have to work on the directions of Principal. Unless stated Employee of the college includes Faculty and Non- Teaching Staff.

4.0 APPOINTMENTS

- 4.1. All posts Administrative, Teaching, and Non Teaching at the Institute shall normally be filled by inviting applications through a press notification and by reporting to JNTUH. However, the Management of the Institute shall have the power to decide the posts of Principal, Professors, Deans, Heads and other administrative officers. Further, the Management shall have the power to decide that specific posts of Technical Supporting Staff members of the staff taking into consideration the qualification, seniority and efficiency.

For the posts of Director/Principal, Professors, Associate professors and Assistant Professors the recruitment qualifications shall be the same as prescribed by the A.I.C.T.E. from time to time in consultation with JNTUH. In respect of all other posts the Management of the Institute shall have the authority to prescribe the recruitment qualifications.

- 4.2. If the post is to be filled by open advertisement, it shall be advertised by the Secretary & Correspondent.
The applications received for the posts belonging to the categories Academic staff and Administrative officers in response to an advertisement shall be screened by the Administrative Committee to select the candidates and after due process will be presented to the concerned Staff Selection Committee of JNTUH.
The applications received for the posts belonging to the categories of Technical Supporting Staff, Ministerial staff and class-IV staff in response to an advertisement or by spot shall be screened by the Secretary & Correspondent with the assistance of the Director/Principal.
- 4.2.1. For Faculty Positions (Professors, Associate Professors and Assistant professors): Selection Committee is as directed by JNTUH.
- 4.2.3. The posts of Technical Supporting Staff, Ministerial Staff and Class-IV Staff will be selected by Secretary & Correspondent of the institute or his nominee in consultation with Director/Principal, respective Heads of the departments.
- 4.3. Where a post is to be filled temporarily for faculty and lower cadres, the Secretary & Correspondent may, at his discretion, constitute such adhoc committee whenever required. However the faculty recruited has to undergo JNTUH selection process.

5.0 TERMS AND CONDITIONS OF SERVICE OF EMPLOYEES:

Employees of the Institute shall be governed by the following terms and conditions:

- 5.1. Every appointment shall be subject to the condition that the appointee is certified as being in sound health and physically fit for service by a Medical authority nominated by Management. In case of any appeal against the decision of such a Medical authority, the Management may refer the case to a Medical Board constituted by it for the purpose. The decision of such a Board shall be final.
Provided that the Management may, for sufficient reasons, relax the medical requirements in any particular case or class of cases, subject to such conditions, if any, as may be laid down by the Management.
- 5.2. Subject to the provision of these rules, all appointments to posts under the Institute shall ordinarily be made on purely temporary basis. The appointing authority shall have the power to extend the period of employment of any employee of the Institute for such periods as may be found necessary. His services may be terminable on a month's notice or on payment of a month's salary in lieu thereof.
- 5.3. When an employee completes the period of probation or the extended period of probation, the appointing authority shall assess his performance during the said period, decide whether the probation can be extended.
- 5.4. The appointing authority shall have the power to terminate the services of any employee during the period of probation without assigning any reason.
In the case of termination of the services of a probationer not holding a substantive post in a lower cadre one month's notice may be given in writing or one month's salary may be paid in lieu thereof.
Unless otherwise stated specifically in the terms of appointment, an employee on probation can resign and leave the service of the Institute by giving one month's notice in writing to the appointing authority. However, the appointing authority may in specific cases waive the requirement of one month's notice or part thereof.
- 5.5. The probation of the employee will be declared only after assessing his performance by the duly constituted committee by the Management. The appointing authority shall have the power to terminate the services of any member of the staff whose probation is approved by giving 3 months' notice in writing or on payment of 3 months' salary in lieu thereof.
- 5.6. An employee may resign and terminate his engagement with the Institute by giving the appointing authority 3 months notice or on payment of 3 month's salary in lieu thereof, provided that vacation or leave availed by the employee during the notice period will not be counted.
However, the appointing authority may for sufficient reasons either reduce this period or accept payment of lesser amount in lieu of the notice period.
- 5.7. An employee of the institute shall route his applications for appointment in any external organization through the Principal of the Institute.
- 5.8. If a member of the staff who had executed an agreement applies for appointment in any other organization his application may be forwarded and if he is selected for appointment in the external organization he will be relieved only after the conditions with the college are complied with. However, more than 2 applications shall not be forwarded in a calendar year.
- 5.9. The age of an employee is subject to the rules of AICTE.
- 5.10. The Management shall have the power to terminate the services of any member of the staff if the course is closed or intake is reduced or for economy by giving 3 months notice in writing or on payment of 3 month's salary in lieu thereof and after obtaining the approval of the authority.

- 5.11. Terminate any employee, both teaching and nonteaching, on the complaints/grounds of indiscipline/misconduct/immoral behaviour/inefficiency or insincerity/indecent or unbecoming attitude or derogatory activity.

6.0 RULES OF CONDUCT OF THE EMPLOYEES OF THE COLLEGE:

- 6.1. An employee of the College shall devote his whole time to the service of the College shall execute such duties and functions and holds such responsibilities as allotted to him by the authorities of the College and the Principal from time to time.
- 6.2. Unless otherwise stated specifically in the terms of appointment, every employee is a whole time employee and perform such duties as may be assigned to him by the competent authority beyond the scheduled working hours and on holidays and Sundays.
- 6.3. An employee shall be required to observe the scheduled hours of work, during which he must be present at the place of his work in the College.
- 6.4. Except for valid reasons or unforeseen contingencies an employee shall not be absent from duty without prior permission of the controlling officer.
- 6.5. No employee shall leave the head quarters except with the previous permission of the controlling officer, even during leave or vacation. Whenever leaving the station, and employee should inform the Principal through the Head of the Department or the section the address where he would be available during the period of his absence from the head quarters.
- 6.6. Every employee of the College shall be devoted to his duty and shall maintain absolute integrity, discipline, impartiality and a sense of propriety.
- 6.7. No employee shall act in a manner which is unbecoming of such employee or derogatory to the prestige of the College or place his official position under any kind of embarrassment.
- 6.8. Every employee should, at all times, be courteous in his dealings with other members of the staff, students and members of the public.
- 6.9. No employee of the College shall participate in any strike or similar activities like absence from duty or work without permission; neglect of duty with the object of compelling the College to take or omit to take any official action and any demonstration or fast like 'hunger strike' with the object of compelling action, or incitement thereto.
- 6.10. No employee shall speculate in any business nor shall he make or permit his wife or any member of his family to make any investment likely to embarrass or influence him in the discharge of his official duties.
- 6.11. No employee shall lend money for interest to any person nor shall he borrow money at interest from any person with whom he is likely to have official dealings.
- 6.12. An employee shall so manage his private affairs as to avoid habitual indebtedness or insolvency. An employee who is involved in legal proceedings for insolvency shall forthwith report the full facts to the College.
- 6.13. An employee, who is detained in police custody, whether on criminal charges or otherwise for a period longer than 48 hours, shall not join his duties in the College unless he has obtained written permission to that effect from the principal.
- 6.14. No employee shall, except with the previous permission of the competent authority, engage directly or indirectly, in any trade or business or any private tuition or undertake any employment outside his official assignments. Provided that the above restrictions shall not apply to academic work and consultative practice undertaken with the prior permission of the competent authority which may be given subject to

such condition as regards to acceptance of remuneration as may be laid down by the Management.

- 6.15. No employee shall, except in accordance with any general or special order of the competent authority or in the performance in good faith of the duties assigned to him, communicate, directly or indirectly, any official document or information to any person to whom he is not authorized to communicate such document or information.
- 6.16. No employee shall take part in politics or be associated with any party or organization which takes part in political activity, nor shall he subscribe to aid or assist in any manner any political movement or activity.
No employee shall canvass or otherwise interfere or use his influence in connection with or take part in any election to legislative body or local authority.
Provided that an employee of the College qualified to vote at such election may exercise his right to vote but where he does so, he shall give no indication of the manner in which he proposes to vote or has voted.
- 6.17. No employee shall, except with the previous sanction of the competent authority, or in the bonafide discharge of his/her duties, participate in a radio/television broadcast or contribute any article or write any letter either anonymously or in his own name or in the name of any other person to any print/electronic media.
Provided that no such sanction shall be required if such broadcast or such contribution is of a purely literary, artistic or scientific character and free from all political views.
- 6.18. No employee shall, in any radio/television broadcast or in any document published in his own name or in the name of any other person or anonymously or in any communication to the press/electronic media or in any public utterance, make any statement of fact or opinion which has the effect of an adverse criticism of any current or recent policy or action of the Institute; between the Institute and the Central Government or any State Government or any other Institution or organization or members of the public.
- 6.19. No employee shall, except with the previous sanction of the competent authority, give evidence in connection with any enquiry conducted by any person, committee or authority.
Where such sanction has been accorded, no employee giving such evidence shall criticize the policy or any action of the Institute or the Central Government or any state Government.
Provided that these restrictions shall not apply in regard to evidence given at any enquiry before any authority appointed by the Institute, by Parliament or by State Legislature; or evidence given in any judicial enquiry; or evidence given in any departmental enquiry ordered by the Institute.
- 6.20. No employee shall, except with the previous sanction of the competent authority, have recourse to any court of law or to the press for the vindication of any official act which has been the subject matter of adverse criticism or an attack of defamatory character.
Provided that nothing in this rule shall be deemed to prohibit an employee from vindicating his private character or an act done by him in his private capacity.
- 6.21. No employee of the Institute, shall bring or attempt to bring any political or other external influence to bear upon any superior authority for the furtherance of his interest.
- 6.22. If an employee, while on duty, evades attending to the class work or any other work or assigned work to him/ her, the same shall be treated as a misdemeanor on the part of the employee.
- 6.23. If an employee causes any dislocation of any class work, the same shall be treated as misdemeanor on his/ her part.

- 6.24. No employee, who has wife living shall contract another marriage without first obtaining the permission of the Management notwithstanding that a subsequent marriage is permissible under the personal and religious law, for the time-being applicable to him and violation of this rule will lead to immediate dismissal from the service of the Institute.
- 6.25. Whenever an employee wishes to putforth any claim or seeks redressal of any grievances or of any wrong done to them, he must forward his case through proper channel, and shall not forward such advance copies of his application to any higher authority, unless the lower authority has rejected the claim or refused relief, or the disposal of the matter is delayed by more than 3 months.
No employee shall be signatory to any joint representation addressed to the authorities for redressal of any grievance or for any other matter.
- 6.26. The decision of the Management of the Institute on all questions relating to the interpretation of these rules shall be final.

7.0 CLASSIFICATION, CONTROL AND APPEAL RULES:

- 7.1. A member of the staff of the Institute may be placed under suspension by the Secretary & Correspondent of the Institute where,
- A disciplinary proceeding against him is contemplated or is pending.
 - A case against him in respect of any criminal offence is under investigation, inquiry or trial.

Provided that where a member of the staff is detained in custody for a period exceeding 48 hours, whether in connection with a criminal offence or under any law for time being in force providing for preventive detention, such member of the staff shall be deemed to have been placed by the Secretary & Correspondent under suspension with effect from the date on which he was so detained.

- 7.2. During the Period of suspension, no allowance or salary will be paid. Notwithstanding the above provision, it shall not be necessary to follow the procedure mentioned above in the following case.
- Where an employee is dismissed or removed or compulsorily retired or reduced in rank on the ground of conduct which has led to his conviction on a criminal charge.

8.0 PROVIDENT FUND AND OTHER TERMINAL BENEFITS:

The College is governed by the Employees Provident Fund & Miscellaneous Provisions and the employees of the College shall be entitled for the terminal benefits as prescribed in the Act.

9.0 PERFORMANCE APPRAISAL:

The Management shall be vested with the authority to prescribe a scheme of appraisal of the performance of the employees of the Institute and every employee is bound by the same.

**VAAGDEVI ENGINEERING COLLEGE
BOLLIKUNTA, WARANGAL – 506 005**

LEAVE RULES

1.0 GENERAL.

1.1 These rules shall be called the Vaagdevi Engineering College, Warangal Leave Rules-2008

1.2 These rules shall be applicable to all the employees of the Institute.

1.3 An employee shall be entitled for the following kinds of leave.

- Maternity Leave
- Casual Leave.
- Special Casual leave.
- Medical leave.

1.4 A leave account shall be maintained for each employee.

1.5 No leave, other than casual leave shall be granted during the notice period when an employee tenders resignation for his/ her post.

1.6 Leave is earned by “Duty only”. Duty includes gazetted holidays, other holidays declared to be holidays by the Director/Principal.

1.7 Casual Leave can neither be prefixed nor suffixed to Maternity Leave and vacation.

1.8 Leave cannot be claimed as a matter of right. When the exigencies of services so require or when the authority empowered to sanction the leave is convinced that the employee is playing truant, discretion to refuse leave or revoke leave of any description is reserved with the leave sanctioning authority. Ensuring conduct of scheduled class work and examinations shall be treated shall be treated as one of such exigencies of services.

1.9 The nature of leave due and applied for by an employee can not be altered at the discretion of the sanctioning authority.

1.10 An employee on leave or on vacation shall not take up any service or accept any employment including consultancy or draw any scholarship without obtaining prior approval of the appointing authority.

1.11 An employee who remains absent after the end of his/her leave, is entitled to no leave salary for the period of such absence, and that period will be debited against his/her leave account on unless his/her leave is extended by the Director/Principal. Willful absence from duty after the expiry of the leave may be treated as misbehavior and dereliction on duty and employee will be removed from service without any service benefit. No notice will be served to such employees in such cases.

1.12 No employee of the Institute who has been granted leave on medical certificate may return to duty without first producing a medical certificate of fitness from the Registered Medical Practitioner. The sanctioning authority may require a similar certificate in the case of any employee who has been granted leave for reasons of health, even though such leave was not actually granted on medical certificate.

1.13 To sanction medical leave to the staff to the tune of 50% of the period of their hospitalization or 15 days per year, whichever is less.

1.14 To sanction a special leave of (6) working days in case of marriage of the staff member.

1.15 To sanction a special leave of 10 days in case of death of their kith and kin (Mother, Father and children, Husband and Wife) or as decided by the management.

- 1.16 An employee intending to leave the head quarters during the period of leave or vacation must inform the administration of the Institute in writing his/ her address for correspondence during such period of absence.
- 1.17 Employees associated with class work and examination duties, while proceeding on leave, are ordinarily required to make alternate arrangements for their class work and examination work.
- 1.18 Employees who are on vacation can be called for any work or the Institute will not be eligible for any T.A.
- 1.19 If an employee of the institute, belonging to cadre of vacation staff, does duties during vacation and separately remunerated there for or will be given separate leave, he should not be considered as having been deprived of vacation.
- 1.20 The Director/Principal shall be the authority competent to grant all types of leave to all categories of employees except to himself. However, the Principal may, at his discretion, delegate some of these powers to an officer of the Institute.
In case of Director/Principal, Secretary & Correspondent shall be the authority to sanction the leave.

2 VACATION:

- 2.1 The following posts in the service of the Institute shall belong to the vacation cadres.
- Director/Principal
 - Professor
 - Associate professor
 - Assistant professor
 - Teaching Assistant
- 2.2 Employees of the Institute belonging to the vacation cadre shall be eligible for the following vacation in an academic year as decided by Management only.
- 2.2.1 An employee, who had been in continuous service of the Institute for 12 months or more, shall be eligible for 30 days of vacation in an academic year. In case the employee is prevented from availing vacation due to him, either in part or full, the employee will be eligible for compensatory leave at the rate for 1/3rd of the period by which the vacation actually availed fails short of the entitled vacation.
However, for purpose of determining the compensatory leave entitlement the vacation period during which the employee undertaken assignments for which he is separately remunerated shall not be taken into account.
- 2.2.2 An employee who had not completed 12 months of continuous service in the Institute shall be eligible for vacation at the rate of as fixed by Management in an academic year for the period he/she was in service during the year provided the employee had served the Institute for more than 6 months in the academic year.
- 2.2.3 An employee whose continuous service in the Institute in the academic year falls short of 6 months is not eligible for any vacation.
However, the Director/Principal of the Institute may at his discretion, permit such employee to avail vacation and decide the number of days of vacation.

3.0 The grant of Maternity Leave to a married women employee in the Institute shall be governed as given hereunder:

- 3.1. Maternity Leave on full pay may be granted to s married woman employee of the

Institute in case of confinement for a period which may extend up to 120 days provided she has less than two surviving children.

- 3.2. Maternity Leave on full pay up to 6 weeks may be granted to a married woman employee of the Institute in cases of miscarriage or abortion subject to production of a Medical certificate from a Registered Medical Practitioner provided she had less than two surviving children.
- 3.3. Maternity Leave may be combined with leave of any other kind, but any such leave applied for in continuation of the Maternity Leave may be granted only if the request is supported by a Medical Certificate from a Registered Medical Practitioner.
- 3.4. Any type of leave, in continuation of Maternity Leave, may also be granted in case of illness of the newly born baby, subject to the production of a Medical Certificate from a registered medical Practitioner to the effect that the condition of the ailing baby warrants mother's personal attention and her presence by the baby's side is absolutely necessary and all these facilities are at the discretion of the Management..

4.0 The following shall be the limitations on combinations of leave and continuous period of absence on leave:

- 4.1. Vacation can either be prefixed or suffixed to Casual Leave.
- 4.2. Subject to the restrictions specified hereinafter, any kind of leave and vacation admissible, except Casual Leave, can be granted in combination with any other kind of leave so admissible, or in continuation of leave taken, whether of the same and or any other kind.
- 4.3. The total duration of vacation shall not exceed 180 days.
- 4.4. In exceptional cases the Governing Body of the Institute may permit absence on different kinds of leave in conjunction for a continuous period up to a maximum of 3 years.

5.0 The Salary entitlement of an employee who is sanctioned leave shall be as given hereunder:

- 5.1. An employee, while on leave is eligible to leave salary equal to his/her substantive pay on the day before the commencement of leave together with the permissible allowances.

6.0 The grant of casual leave to employees shall be governed as given hereunder:

- 6.1 Casual Leave is a concession given to enable an employee in special circumstances to be absent from duty for short periods without such absence being treated as leave under the applicable leave rules.
- 6.2 No employee may, in any case, be absent on casual leave for more than 20 days in the course of one calendar year.
- 6.3 Casual Leave cannot be taken along with any leave or vacation.
- 6.4 Casual Leave may be combined with Sundays or other authorized holidays provided that the resulting period does not exceed 10 days.
- 6.5 The fact that a maximum number of days has been fixed for the amount of casual leave which may be taken within a calendar year does not mean that an employee is entitle to take the full amount of casual leave as a matter of courses.
- 6.6 In case of grant of casual leave to a newly recruited employee, the sanctioning authority shall use its discretion having regard to the length of service put in by such employee.
- 6.7 An employee may be granted casual leave for a half-a-day either from 9:00 A.M. to 1:00 P.M. or 1:00 P.M. to 4.30 P.M. on all working days.

- 6.8 A Record of casual leaves taken by the employees shall be maintained.
- 7.0 The grant of Special Casual Leave to employee shall be governed as given hereunder.
(Applicable to employees whose probation period is declared or those who have put in at least 1 or more years of continuous service in the Institute)**
- 7.1 Special Casual Leave, not counting against casual leave, may be Granted to an employee in the following circumstances.
- 7.1.1 A male employee who undergoes sterilization operation under family welfare programme may be granted special casual leave not exceeding 6 working days commencing from the date of operation once during the service subject to the production of a Medical Certificate from the Doctor who performed the operation.
- 7.1.2 A Female employee who undergoes tubectomy operation under the family welfare programme may be granted special casual leave not exceeding 14 days commencing from the date of operation once during the service subject to the product of a Medical Certificate from the Doctor who performed the operation.
- 7.1.3 A regular male employee whose wife had undergone a tubectomy operation under the family welfare programme may be granted special casual leave not exceeding 7 days commencing from the date of operation subject to the production of a Medical Certificate from the Doctor who performed the operation to the effect that the presence of the employee is essential for the period of leave to look after his wife during convalescence of after operation.
- 7.2 Special Casual Leave, not counting against casual leave may be granted to an employee for a period not exceeding 30 days in a calendar year without detriment to the class work and examination duties for the following purpose:
- 7.2.1 To attend academic conferences, seminars and workshops to which he/she is sponsored by the Institute.
- 7.2.2 To attend summer schools, winter schools and other short term continuing education programmes to which he/she is deputed by the Institute.
- 7.2.3 To attend meetings of academic bodies of Universities and Institutions on which he/she is nominated as a member.
- 7.2.4 To attend meetings of committees constituted by Government of India, Government of a State, AICTE, UGC, Universities and other Central and State organizations on which he/she is a member.
- 7.2.5 To attend meetings of Staff Selection Committees of UPSC, State P.S.C., Universities, Institutions and Public Sector undertakings on which he/she is nominated as a member.
- 8.0. The grant of Compensatory Holiday shall be governed as given hereunder:**
- 8.1. An employee belonging to Technical Supporting Staff or Ministerial Staff or Class-IV staff, who is called on to attend office on a holiday, except as a punishment, may be granted another day in its place when opportunity offers.
- 8.2. Compensatory holiday shall not be admissible when an employee is called on to perform duties on a holiday in connection with university examination for which he is paid remuneration separately.
- 8.3. Compensatory holidays shall not be availed by employee without the previous permission of the authority who is competent to grant him Casual Leave.
- 8.4. Not more than 10 compensatory holidays in all may be taken in a calendar year and no such holiday will be taken after expiry of six months from the public holiday for which it is substituted.

- 8.5. Not more than 7 such holidays may be accumulated.
- 8.6. Compensatory holidays may be combined with Casual Leave or other authorized holidays provided that the total period of absence from duty does not exceed 10 days.
- 9.0 The leave entitlement of employees appointed on adhoc or temporary basis for a period of one year or less shall be as given hereunder:**
- 9.1 He/she may be granted casual leave proportionate to his period of appointment at the rate of 20 days per 12 months.
- 9.2 A probation employee belonging to the vacation cadre will not be eligible for any vacation. However, the Director/Principal of the Institute may, at his/her discretion, permit such employee to avail vacation not exceeding 15 days in an academic year.
- 10.0 Absence from normal duty of an employee shall be treated as 'on other duty' under the following circumstances:**
- 10.1 When an employee is required to give evidence on behalf of the Institute in a court case.
- 10.2 When an employee is deputed to attend the work of the Institute in a court case.
- 10.3 When an employee is required to conduct a practical examination of Jawaharlal Technological University, Hyderabad as an external examiner.
However, absence of faculty members in connection with the practical examinations of Universities other than Jawaharlal Technological University shall not be treated as absence on other duty.
- 10.4 When an employee is required to appear before a Staff Selection Committee of the Institute in connection with his application for a higher post in the Institute.
- 10.5 When an employee is deputed on the basis of a request received from a member of the Viswambhara Educational Society.
- 10.6 Absence on other duty of employees, other than those belonging to the Class-IV cadre, shall be limited to 15 days in a calendar year unless specifically permitted by the Secretary & Correspondent.
- 10.7 Free transportation to all the Non-Teaching staff who travel in the college buses.
- 10.8 Giving 50% concession to the faculty members in the transport charges who commute in the college buses. Those faculty members who do not avail the college buses for their commuting are paid a sum equivalent to 50% of the transport charges per year.
- 11.0 In case any doubt arises about the interpretation of these rules, the matter shall be referred to the Administrative Committee of the Institute and its decision shall be final.**
- 12.0 The Governing Body of the Vaagdevi Engineering College, Bollikunta, Warangal shall have the authority to modify, amend and delete any of these rules.**
