**TEEGALA RAM REDDY EDUCATIONAL SOCIETY**



SERVICE RULES

T.R.R. GROUP OF INSTITUTIONS

**T.R.R. COLLEGE OF TECHNOLOGY**

# (Engineering and Polytechnic)

&

**TEEGALA RAM REDDY COLLEGE PHARMACY**

**RULES AND GUIDELINES TO THE FACULTY**

# The success and growth of any educational Institution depends upon the performance of the students, achievements and laurels they bring to the Institution.

* The performance of the students depends upon the quality of teaching, guidance and moral support that the faculty imparts to the students.

# The performance of the faculty in turn, depends on the Principal/ Directors who is in-charge on various activities that are constantly framed and implemented to sustain the quality of education and good intuitional practice.

* The performance of institute in turn, depends on comfortable working atmosphere and encouragement given by the management.

# Management of Teegala ram reddy Educational Society . Is providing good facilities and supporting faculty in terms of timely paying salaries awarding increments.

* In order to strengthen academic curriculum and to reap good results and reputation to the institute the following rules and guidelines were framed.

# All faculties must follow the following rules and guidelines in order to maintain professional outlook, quality in teaching, moral relations and quality improvement of our institution.

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1. Service rules for Teaching
2. Service rules for Non-Teaching Faculties

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**PART - I SERVICE RULES**

**CHAPTER 1 - SERVICE RECORDS**

**1.1 RECORDS OF SERVICE**

1.1.1 A service book for keeping the record of service of staff shall be maintained by College Admin Department in respect of each employee of the College.

1.1.2 All activities of an employee in his/her official position shall be recorded in this service book, and each entry must be attested by the Admin Manager or his/her superior.

1.1.3 The Admin officer shall show the service book to each employee in the month of April every year and the employee shall sign in the service book after verification.

**1.2 SERVICE CONDITIONS FOR THE STAFF:**

1.2.1 Every member of the staff shall agree to abide by all the conditions herein stated and also such conditions as may be stipulated from time to time by the competent authority.

1.2.2 Every member of the staff shall employ himself/herself honestly, efficiently, and diligently under the orders and instructions of the Principal/Designated Authority or other officers under whom he/she shall, from time to time, be placed. He/she shall discharge all duties pertaining to the office and perform in such a manner which may be required of him/her or which are necessary to be done in his/her capacity as aforesaid.

1.2.3 Every member of the staff shall devote his/her whole time to the duties of the said employment and shall not, either directly or indirectly, carry on or be concerned/involved in any trade, business or canvassing/private consulting work, private tuition, or the like of a remunerative kind or of an honorary nature without the specific written permission of the Chairman or his nominee.

1.2.4 Notwithstanding anything contained above, whenever any consultation work for any private firm or institution is undertaken by the college, such members of the staff as are required will be commissioned by the college, with/without additional remuneration or honorarium as prescribed by the college, from time to time.

1.2.5 Any staff member, on appointment, except on contract, shall be on probation for a period of one year.

1.2.6 Staff attendance should be signed every day, 15 minutes before the commencement of regular class hours, and at the end of the working hours for the day unless they are on duty outside the campus, or on leave. Late-coming will be dealt with separately by the competent authority as per the regulations in force.

1.2.7 Staff should be available in the college premises during the entire period of office hours, on all working days.

1.2.8 If a staff member on any kind of leave has to be out of station, he/she should intimate the Principal/Designated Authority his/her exact out station address and phone numbers in his/her leave application.

1.2.9 No member of the staff shall apply, during the period of his/her service in this institution, for an appointment outside or send an application for study or training, except with the prior permission of the management and such application should be routed through the Principal/Designated Authority. Any breach of this rule will be viewed seriously and suitable disciplinary action will be taken. The management may permit not more than two such applications in an academic year, but reserves the right to refuse the forwarding of such applications in case there is any bond for the employee for a particular period of service in the college.

1.2.10 The Principal/Designated Authority shall have the right to place any staff under suspension on charges of misconduct.

1.2.11 In a case wherein a member of the teaching or non-teaching staff commits any misconduct in discharge of his/her duties, the Chairman has got discretion to award punishment such as warning, censure, withholding of increment with or without cumulative effect after conducting an enquiry by a committee constituted by the Chairman.

1.2.12 For the development and progress of the college/department, all members of the staff should work as a team and they should also maintain a cordial relationship with other departments.

1.2.13 In any meeting or assembly, decorum should be maintained and difference of opinion, if any, shall be expressed politely in diplomatic words without hurting the feelings of others.

1.2.14 Staff members should get prior permission from Management/ Principal/ Designated Authority to contact any outside agency or government departments for any matter related to the college.

1.2.15 Staff Members, if and when relinquishing their job, shall hand over their jobs and responsibilities and get the NOC from all departments concerned.

1.2.16 All members of the staff shall be governed by general rules / norms also practiced by college from time to time.

**1.3 TERMINATION OF SERVICE**

1.3.1 A member of the staff shall have his/her service terminated by giving TWO month notice or TWO month basic salary in lieu thereof, in case of temporary appointment or during probationary period. In case of permanent service, TWO months’ notice or TWO months’ salary must be given.

1.3.2 The Chairman shall have the power to terminate the services of a member of the staff of the college, for any of the following reasons:

a. Serious misconduct and willful negligence of duty;

b. Gross insubordination;

c. Physical or mental unfitness;

d. Participation in any criminal offence involving moral turpitude.

In such termination cases, rule 1.3.1 will not be applicable, and the staff member will not be eligible for any terminal benefit.

**CHAPTER 2 - METHOD OF RECRUITMENT**

**2.1 SCREENING**

2.1.1 Recruitment is normally done once in a year during the month of May or June.

2.1.2 Number of vacancies is notified by Principal/Designated Authority based on student strength/resignations or terminations of staff members, to the management for approval/information.

2.1.3 Vacancies are advertised in leading newspapers – Telugu/ Urdu /Hindi and English.

2.1.4 Screening of applications is done by the respective screening committee.

2.1.5 Short-listed candidates are informed through call letters and over telephones by principal/Admin Department.

2.1.6 At times, Walk- in interviews are also conducted for immediate postings.

**2.2 INTERVIEW**

2.2.1 Interview Committee consists of Principal/Designated Authority, Academic Council members, and respective Heads of the department and subject experts.

2.2.2 A written test/Demo on selected topic is conducted for Assistant/Associate professors post and short-listed candidates shall be called for personal interview and selection be made on merit.

2.2.3 Direct interview is conducted for senior posts. Selection committee shall be constituted by the Chairman as per the guidelines approved by the Governing Council.

**2.3 PAY FIXATION**

2.3.1 Pay for the selected candidates is fixed by the selection committee as per the pay scale approved by the Governing Council for the respective post based upon the qualification and experience of the candidate.

2.3.2 Higher Pay Packages for exceptional and experienced candidates are fixed by the selection committee subject to the approval of the Chairman of the society.

**CHAPTER 3 - LEAVE RULES**

**3.1 LEAVE RULES:**

3.1.1 Leave shall not be claimed as a matter of right.

3.1.2 A member of the staff shall not normally or on any pretence absent himself/herself from his/her duties without prior permission of his/her superior officer authorized to give permission.

3.1.3 Leave letter is to be submitted in advance and approval must be obtained prior to availing the leave.

3.1.4 Leave of any kind will not be sanctioned when the services of the staff are needed for the college work or when there is an unfinished job involving the employee.

**3.2 CASUAL LEAVE (CL):**

3.2.1 All employees are eligible for 12 days of casual leave per year @ 1 day per month from the date joining during the first year of service.

3.2.2 Casual leave should be applied one day prior permission and suitable alternative from the same year faculty is necessary.

3.2.3 Telephonic intimations for casual leaves to the Principal / HOD is permitted only in an emergency (rarely) and even in emergencies, telephonic intimations must be limited to 3 times in a semester, exceeding which is considered as LOP.

3.2.4 Intimating the same day is treated as an absent and without intimation/suitable alternative is treated seriously. It will lead to departmental action.

3.2.5 One hour late permission or one hour early permission is permitted as per the genuine requirement and based on the performance and contribution to the institution.

3.2.6 If the number of permissions for short absence exceeds 2 in a month, it shall be considered as half a day CL for 3 permissions and one day CL for 5 permissions.

3.2.7 One month paid maternity leave is given to faculties who have 2 complete years of service in the institution (However, the final decision is in compliance with the management).

3.2.8 Kindly follow the change in CL as per latest documents (2024.01.01).

**3.3 VACATION LEAVE (VL) FOR TEACHING STAFF**

3.3.1 Vacation (summer) leave is not a matter of demand, it depends upon the Management decision based on the situation during those periods (may/June).

3.3.2 A staff member becomes eligible for VL only after rendering a continuous service of one full academic year from the date of joining. (consider only in this college service)

3.3.3 However, vacation leave shall be availed as per the circulars issued then and there in this regard.

3.3.4 Indicating the slots in the period identified for summer vacation, to ensure smooth functioning of the institution.

3.3.5 While calculating the number of days of vacation leave, all intervening declared holidays and Sundays will be included.

3.3.6 Any unused part of VL cannot be carried over to the next academic Year.

3.3.7 The vacation will be cancelled if the situation demands; it will not be claimed later.

3.3.8 Faculty should report to the duty on the next day of the end of the summer vacation, failing to which the summer vacation period will be considered as LOP.

**3.4 LEAVE WITH LOSS OF PAY**

3.4.1 Any Leave availed in excess of the prescribed limit shall be deemed to be Leave on Loss of Pay (LOP).

3.4.2 If any staff member is absent from duty without prior or later permission, such period of absence will be considered as LOP.

3.4.3 Absence with or without permission and without making alternative arrangement for class or other important duty will also be treated as LOP.

3.4.4 Two such breaks in service within a period of one year will make the staff member ineligible for increment in pay and also for availing VL in the semester in which the second break in service occurs.

**3.5 OUT-STATION DUTY (OD)**

3.5.1 OD will be granted when staff members are required to go out on official duties or to participate in seminars, etc. as approved by the Principal/Designated Authority. When staff members go for Examination work for other than affiliated university on their own, OD will not be granted.

3.5.2 2-on-duties (O.D’s) for external practical examinations and 5 on-duties (O.D’s) for attending/participating in conferences per semester is permitted.

3.5.3 OD’s will be given to those faculty members who are deputed for attending Duties assigned by Affiliated university for Spot valuation/External examiner / Observer for university examination, Faculty should take the responsibility to attend the assigned duty without fail by taking proper permission from the competent Authority of the institute. Number of days on OD for Exam duty is limited to 16 for a year at the rate of 8 days per semester and if availed in excess, the excess days shall be deducted from other eligible leave at the credit of the Staff.

3.5.4 The Principal/Designated Authority shall have the right to cancel the leave sanctioned earlier, for any emergency work in the college.

**CHAPTER 4: CONDUCT & DISCIPLINE**

4.1.1 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.

4.1.2 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 superintendence or control, he/she is placed.

4.1.3 Every employee shall extend utmost courtesy and attention to all persons with whom he/she is to deal in the course of his/her duties.

4.1.4 Every employee shall endeavour to promote the interest of the College and shall not act in any manner prejudicial thereto.

4.1.5 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 or activity.

4.1.6 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.

4.1.7 No employee shall engage directly or indirectly in any trade or 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 prior permission of the authority.

4.1.8 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 be under the influence of any intoxicating drink or drug during the course of his duty and shall also take due care that the performance of his duties at any time is not affected in any way by the influence of such drink or drug.

4.1.9 Obligation to maintain secrecy: 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’s 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.

4.1.10 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.

4.1.11 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 Chairman.

4.1.12 Acceptance of gifts: An employee shall not solicit or accept any gift from a constituent of the College or from any subordinate employee, provided that such gifts, grants, and donations shall be received by an employee in the official discharge of his duties for the College.

**4.2 DISCIPLINE**

4.2.1 The Chairman or any other competent authority may place an employee under suspension when disciplinary proceedings against him are contemplated or are pending or a case against him in respect of any criminal offence is under investigation, inquiry, or trial.

4.2.2 An employee who is detained in police or judicial custody, whether on a criminal charge or otherwise for a period exceeding 48 hours or is sentenced to a term of imprisonment exceeding 48 hours by a court of law and is not forthwith dismissed or removed or compulsorily retired consequent to such conviction, shall be deemed to have been suspended with effect from the date of his detention/conviction by an order of the Chairman and shall remain under suspension until further orders.

4.2.3 An order of suspension made or deemed to have been made under this bye-law shall continue to remain in force until it is modified or revoked by the authority competent to do so.

**CHAPTER 5 - ANNUAL CONFIDENTIAL REPORT / PROMOTION & INCREMENTS**

5.1.1 All the staff members are required to submit their Self Evaluation Report at the end of every academic year in the prescribed format.

5.1.2 The format of SER & ACR (Annual Confidential Report) for the teaching staff

5.1.3 The Head of the institution shall write a confidential report for all staff and submit to the Chairman for approval.

**CHAPTER 6 - PROMOTION & INCREMENTS**

6.1 The performance of the faculty will be evaluated in the following parameters:

* Students feedback on quality of teaching.
* Students performance in the subjects taught.
* Self appraisal.
* Feedback from HOD and Principal.

**CHAPTER 7 - APPEALS AND REVIEW**

7.1 The staff members of the College are welcome to submit their appeals or grievances if any to the PRINCIPAL / CHAIRMAN for review and redress.

**PART II - DUTIES AND RESPONSIBILITIES OF TEACHING FACULTY**

**CHAPTER 8 - GENERAL**

8.1 As the personal appearance makes the first impression, all the faculty members strictly insisted to follow a descent dress code viz…Men in formals with in-shirt and women in saree.

8.2 Faculty should interact with their superiors, colleagues, sub-ordinates, and students in a respectful and dignified manner with good body language. An unnecessary comment, chitchats, gossips on the colleagues, frequently shouting on the students for simple reasons is prohibited.

8.3 The Faculty Member should come to the college at least 15 minutes before the commencement of classes and should leave the college not earlier than 15 minutes after the end of the last hour.

8.4 All the Faculty Members are expected to follow the rules and regulations of the Institution as prevalent from time to time.

8.5 The workload of all the staff shall be fixed by the management. The workload of the teacher should not be less than 40 hours a week, of which teaching-contact hours should be at least as follows:

* Principal: 4 hours/week
* Dean/Professor: 8 hours/week
* Associate Professor: 12 hours/week
* Assistant Professor/SL/Lecturer: 16 hours/week

For Diploma Level Institution:

* Lecturers: 18 hours/week
* HoD: 16 hours/week
* Principal: 6 hours/week

8.6 For the above stipulations, two tutorial hours/two laboratory/Drawing hours will be counted as one teaching hour. (This is minimum workload per faculty). The work plan of teachers shall ensure, in the most productive manner, the utilization of stipulated 40 working hours per week, with regard to the roles, jobs, and targets assigned to them by the Department/Institution.

8.7 Faculty Members are expected to update their knowledge by attending seminars/workshops/conferences, after obtaining necessary permission from the Principal/Management.

8.8 Faculty Members should attempt to publish textbooks, research papers in reputed International/Indian Journals/Conferences.

8.9 Faculty must pay serious attention and commitment to the work and submit every academic and extracurricular task within the given time without frequent reminding.

8.10 Avoid giving extra lenience to the present or out gone students, do not give your personal works to them, do not interfere or show interest in their personal life.

8.11 The Faculty Member must strive to prepare himself/herself academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large. Every Faculty Member is expected to extend his/her beneficial influence in building up the personality of students and he/she should associate himself/herself actively with such extra-curricular activities which he/she is interested in or assigned to him/her from time to time.

8.12 Groupism (Groups’) of any kind should be absolutely avoided. Faculty Members found indulging in such activities will be subject to disciplinary proceedings.

**CHAPTER 9 - DEPARTMENT**

9.1 The Faculty Member should always first talk to the HOD and keep the HOD in confidence about the member’s professional and personal activities. See the Organization chart.

9.2 The teaching load will be allotted by the HOD after taking into account of the Faculty Member’s interests.

9.3 In addition to the teaching, the Faculty Member should take additional responsibilities as assigned by HOD/Principal in academic, co-curricular, or extracurricular activities.

9.4 Every Faculty Member must give a seminar on some topic at least once in each semester to other faculty.

9.5 Every Faculty Member should maintain student’s attendance records and the absentees' roll number should be noted every day in the Master attendance Register maintained in the Department as soon as the classes/laboratory hours are over.

9.6 Whenever a Faculty Member intends to take leave, the Faculty Member should get the leave sanctioned in advance and with proper alternate arrangements made for class/lab/invigilation. In case of emergency, the HOD or the next senior faculty must be informed with appropriate alternate arrangements suggested.

9.7 The Faculty Member should make himself/herself presentable. The Faculty Member should show no partiality to any segment/individual student.

9.8 The Faculty Advisor must update the student’s personal file regularly and put up for inspection by HOD/Principal as the case may be.

**CHAPTER 10 - CLASSROOM TEACHING**

10.1 Once the subject is allotted the Faculty Member should prepare the lecture hour-wise lesson plan.

10.2 The Faculty Member should get the lesson plan and course file approved by HOD and Principal. The course file consists of preface, previous year university question papers, notes, handouts, OHP sheets, test/exam question papers, two model answer scripts for each test/exam, Assignments (if any), minute paper, feedback analysis report, etc.

10.3 The Faculty Member’s Diary must be regularly updated and put up for inspection by HOD/Principal as the case may be.

10.4 The Faculty Member should refer to more books than textbooks and prepare his/her detailed lecture notes. These lecture notes are his/her aids. The Faculty Member should not dictate the notes in the class.

10.5 The Faculty Member should go to the class at least 5 minutes before and enter the class without delay when the bell rings.

10.6 The Faculty Member should engage the full 1hr and should not leave the class early. The Faculty Member should make use of OHP/LCD (PPT), Models, etc., as teaching aids.

10.7 The Faculty Member ideally should recapture for the first 5 minutes the lessons of the last lecture, tell what is going to be learned in another 2 minutes, then explain the lecture well up to 50 minutes and in the last 3 minutes conclude and say what we will see in the next class.

10.8 The Faculty Member should cultivate to include humor in the lecture, to break the monotony.

10.9 Should practice/rehearse the lecture well before going to the class.

10.10 Ensure that the blackboard is neat and the writing is clearly visible to the students. Should use the board properly and write the contents clearly. Do not forget to wipe off the board immediately after finishing your class to avoid inconvenience to your colleague.

10.11 The Faculty Member should encourage students asking doubts/questions.

10.12 The Faculty Member should get the feedback from students and act/adjust the teaching appropriately.

10.13 The Faculty Member should take care of academically backward students and pay special attention to their needs in special classes.

10.14 In problem-oriented subject, regular tutorials have to be conducted. The Tutorial problems have to be handed over to the students at least a week in advance of the actual class.

10.15 The Faculty Member shall give possible objective questions with answers for each unit.

10.16 The Faculty Member should sign in the class log book every day after he/she finishes the lecture.

10.17 The Faculty Member should interact with the class coordinator or counselor and inform him/her about the habitual absentees, academically backward student, objectionable behavior, etc.

10.18 The Faculty Member should always aim for 100% pass results in his/her subjects and work accordingly.

10.19 The Faculty member should regularly visit the library and read the latest journals/magazines in his/her specialty and keep oneself abreast of the latest advancements.

10.20 The Faculty Member should make himself/herself available for doubt clearance.

10.21 The Faculty Member should motivate the students and bring out the creativity/originality in the students.

**CHAPTER 11 - LABORATORY**

11.1 The Faculty Member going for laboratory class must perform the experiments personally and be satisfied with the results before asking the students to conduct the experiments.

11.2 Whenever possible, additional experiments to clarify or enlighten the students must be given.

11.3 The lab observations/records must be corrected then and there or at least by next class.

11.4 The faculty members should explain the procedure & demonstrate for the first half an hour & insist the students prepare the solution under your proper guidance & supervision.

11.5 The faculty members & lab in-charge should ensure that all the requirements for the lab practical are ready by the previous day itself.

11.6 Maintain the indent book properly by lab in-charge and duly signed by the faculty member and don’t transfer the instruments/chemicals to other laboratories without proper documentation and permission.

11.7 Faculty should divide the students into very small groups and ensure them that each one of them understands the experiments thoroughly, by conducting viva voce on a regular basis.

11.8 Faculty should sign the practical observations on the same day and ask to complete the record by the next practical class.

**CHAPTER 12 - TEST / EXAM**

12.1 While setting question paper, the Faculty Member should also prepare the detailed answer and marking scheme and submit to HOD for approval.

12.2 Faculty should follow the instructions of the exam cell from time to time.

12.3 Should mail 2 sets of subjective / One Set of Objective question paper for Mid Examinations to concerned mail I.D.

12.4 When invigilation duties are allotted, invigilators must report at least 15 minutes before the commencement of the examination in the exam cell.

12.5 During invigilation, the Faculty Member should be continuously moving around. He/She should not sit in a place for a prolonged time. He/ She should watch closely so that nobody does any malpractice in the exam/test.

12.6 Whenever any malpractice is noticed, the Faculty Member should get a written statement from the student and inform the University Representative / Chief Superintendent. (Class coordinator and HOD concerned in the case of cycle (mid) test / Model Examination).

12.7 The test papers must be corrected within three days from the date of examination and marks submitted to the HOD for forwarding to ACO / Principal with remarks.

12.8 The faculty members should be very fair and impartial in awarding internal marks to students or in selecting the outstanding students of the department/college and on similar occasions, it should be done strictly as per the prescribed norms. It should not have any bearing with region, language, religion, caste, status of parents, personal relations, etc.

12.9 The staff members should ensure/maintain the exam cell information as most confidential.

12.10 Entry is strictly restricted for other staff members.

12.11 The staff members should be alert and active and do not leak any information regarding the exam cell including external marks, etc.

12.12 Uploading and downloading process should be done immediately after receiving the instructions/notification from the university.

12.13 Maintain the separate computer for question paper download and do not use it for other purposes.

**CHAPTER 13 - INVIGILATION**

13.1 Staff members should report to the exam cell before half an hour to the commencement of the exam.

13.2 Mobile phones are strictly not permitted for invigilators in the exam hall.

13.3 Make sure that answer scripts are correct i.e. (date, page numbers, etc.) and then sign.

13.4 Staff members should check and sign the invigilation duties if any changes you want, it will be informed before signing only to the respective in-charges.

13.5 Faculty should submit the answer script to the exam cell, if exam in-charge is satisfied then you may leave the exam cell.

**CHAPTER 14 - STUDENT - FACULTY REPORT**

14.1 The Faculty Member should have good control of students.

14.2 As soon as the Faculty Member enters the class, He/She should take attendance. If anybody enters late, the student may be permitted to attend the class but marked absent. In case of repeaters or habitual late-comers, the teacher should try to correct the student through personal counseling and if it does not bring any change the student must be directed to meet the class coordinator, HOD.

14.3 The Faculty Member should act with tact and deal with insubordination by students maturely.

14.4 The Faculty Member should be strict but not harsh. Never use harsh words, which would hurt the feeling of the students.

**CHAPTER 15 - ADMINISTRATIVE WORKS**

15.1 Faculty are requested to extend their support in all the administrative works like inspection, organizing college functions, arranging guest lectures, conferences, workshops, etc., irrespective of which unit, all faculty are considered as faculty working under the group of institutes.

**CHAPTER 16 - CELL PHONES**

16.1 Use of cell phones in the classroom, laboratories, and corridors by the faculty is strictly prohibited.

16.2 Always cell phones should be maintained in silent mode only.

**CHAPTER 17 - PROFESSIONAL DEVELOPMENTS OF FACULTY MEMBERS**

17.1 Faculty who has registered for part-time Ph.D. under various University / Deemed to be university programs will be permitted to carry out their research activity without disturbing the academic schedule and make use of their free times. Prior permission should be taken from The Principal and HOD.

17.2 All the faculty will be allowed to a maximum of up to 3 days ODS in a semester for attending FDP/ QIP programs conducted by AICTE/ UGC/ PCI/ University / Institutes. The Principal/Designated Authority shall have the right to cancel the leave sanctioned earlier, for any emergency work in the college.

17.3 Eligible faculty will get the financial support for attending conferences/seminars/publication of research/conducting student programs, etc. The final decision will be made by the Principal/Designated Authority for financial support. Financial Assistant: Reg. Cost for FDP/QIP up to 5000 (70% MGT Contribution), More than 5000 (50% MGT Contribution). All approval is subjected to take pre-approval from the Management.

Note: ONE faculty can avail of the financial assistant/per department or prior approval from the authorities.

## CHAPTER 18: UNDERTAKING BY THE MEMBER:

Every member of the faculty should carefully read and understand the above *“****Duties and Responsibilities”*** and undertake to abide by them. As a mark of such commitment the member at the time of joining the service should sign and give and undertaking as below:

### I……………………………………………………….., Working as… ,

***from , have read and understood all the rules above and I hereby wilfully give***

### Undertaking that , I will follow the above rules and guidelines from time to time without fail and agree to abide by them without any lapse. I also understand that in case of non-compliance with any of the above I will be relieved from the employment of T.R.R. Group of Institutions.

**Signature:……………………………………………… Date:…………………………….**

**Principal Joint Secretary Secretary**

**Service rules for Non teaching staff**

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**Service rules for Non-Teaching staff**

## PART - I SERVICE RULES

**CHAPTER 1 - SERVICE RECORDS**

**1.2. RECORDS OF SERVICE**

* + 1. A service book for keeping the record of service of staff shall be maintained by College Admin Department in respect of each employee of the College.
    2. All activities of an employee in his/her official position shall be re-corded in this service book, and each entry must be attested by the Admin Manager or his/her superior.
    3. The Admin officer shall show the service book to each employee in the month of April every year and the employee shall sign in the ser-vice book after verification.

## 1.2. SERVICE CONDITIONS FOR THE STAFF:

* + 1. Every member of the staff shall agree to abide by all the conditions herein stated and also such conditions as may be stipulated from time to time by the competent authority.
    2. Every member of the staff shall employ himself / herself honestly, efficiently and diligently under the orders and instructions of the Principal/Designated Authority or other officers under whom he/she shall, from time to time, be placed. He / she shall discharge all duties pertaining to the office and perform in such a manner which may be required of him / her or which are necessary to be done in his / her capacity as aforesaid.
    3. Every member of the staff shall devote his / her whole time to the duties of the said employment and shall not, either directly or indirectly, carry on or be concerned / involved in any trade, business or canvassing / private consulting work, private tuition or the like of a remunerative kind or of an honorary nature without the specific written permission of the Chairman or his nominee.
    4. Notwithstanding anything contained above, whenever any consultation work for any private firm or institution is undertaken by the college, such members of the staff as are required will be commissioned by the college, with/without additional remuneration or honorarium as prescribed by the college, from time to time.
    5. Any staff member, on appointment, except on contract, shall be on probation for a period of one year.
    6. Staff attendance should be signed every day, 15 minutes before the commencement of regular class hours, and at the end of the working hours for the day unless they are on duty outside the campus, or on leave. Late-coming will be dealt with separately by the competent authority as per the regulations in force.
    7. Staff should be available in the college premises during the entire period of office hours, on all working days.
    8. If a staff member on any kind of leave has to be out of station, he / she should intimate the Principal/Designated Authority his / her exact out station address and phone numbers in his / her leave application.
    9. No member of the staff shall apply, during the period of his / her service in this institution, for an appointment outside or send an application for study or training, except with the prior permission

of the management and such application should be routed through the Principal/Designated Authority. Any breach of this rule will be viewed seriously and suitable disciplinary action will be taken. The management may permit not more than two such applications in an academic year, but reserves the right to refuse the forwarding of such applications in case there is any bond for the employee for a particular period of service in the college.

* + 1. The Principal/Designated Authority shall have the right to place any staff under suspension on charges of misconduct.
    2. In a case wherein a member of the teaching or non-teaching staff commits any misconduct in discharge of his / her duties, the Chairman has got discretion to award punishment such as warning, censure, withholding of increment with or without cumulative effect after conducting an enquiry by a committee constituted by the Chairman.

1.2.13 For the development and progress of the college/department, all members of the staff should work as a team and they should also maintain a cordial relationship with other departments.

* + 1. In any meeting or assembly, decorum should be maintained and difference of opinion, if any, shall be expressed politely in diplomatic words without hurting the feelings of others.
    2. Staff members should get prior permission from Management/ Principal/ Designated Authority to contact any outside agency or government departments for any matter related to the college.
    3. Staff Members, if and when relinquishing their job, shall hand over their jobs and responsibilities and get the NOC from all departments concerned.
    4. All members of the staff shall be governed by general rules / norms also practiced by college from time to time.

## 1.4 TERMINATION OF SERVICE

* + 1. A member of the staff shall have his / her service terminated by giving ONE month notice or ONE month basic salary in lieu thereof, in case of temporary appointment or during probationary period. In case of permanent service TWO months’ notice or TWO months’ salary must be given.
    2. The Chairman shall have the power to terminate the services of a member of the staff of the college, for any of the following reasons:
       1. Serious misconduct and willful negligence of duty;
       2. Gross insubordination;
       3. Physical or mental unfitness; and
       4. Participation in any criminal offence involving moral turpitude.

In such termination cases, rule 1.3.1 will not be applicable and the staff member will not be eligible for any terminal benefit.

## CHAPTER 2- METHOD OF RECRUITMENT

* 1. **SCREENING**
     1. Recruitment is normally done once in a year during month of May or June.
     2. Number of vacancies is notified by Principal/Designated Authority based on student strength / resignations or terminations of staff members, to the management for approval / information.
     3. Vacancies are advertised in leading newspapers – Telugu/ Urdu /Hindi and English.
     4. Screening of applications is done by the respective screening committee.
     5. Short listed candidates are informed through call letters and over telephones by principal/Admin Department.
     6. At times, Walk- in interviews is also conducted for immediate postings.
  2. **INTERVIEW**
     1. Interview Committee consists of Principal/Designated Authority, and respective Heads of the department.
     2. Short listed candidates shall be called for personal interview and selection be made on merit.
     3. Direct interview is conducted for senior posts. Selection committee shall be constituted by the Chairman as per the guidelines approved by the Governing Council.

## PAY FIXATION

* + 1. Pay for the selected candidates is fixed by the selection committee as per the pay scale approved by the Governing Council for the respective post based upon the qualification and experience of the candidate.
    2. Higher Pay Packages for exceptional and experienced candidates are fixed by the selection committee subject to the approval of the Chairman of the Trust.

## CHAPTER 3 - LEAVE RULES

* 1. **LEAVE RULES:**
     1. Leave shall not be claimed as a matter of right.
     2. A member of the staff shall not normally or on any pretence absent himself / herself from his/ her duties without prior permission of his / her superior officer authorized to give permission.

3.1.3 Leave letter is to be submitted in advance and approval must be obtained prior to availing the leave.

* + 1. In case of absence on Medical grounds, intimation should be sent to the Principal/Designated Authority within 12 hours of start of medical attention and a Medical Certificate shall be produced at the time of joining after leave.
    2. Leave of any kind will not be sanctioned when the services of the staff are needed for the college work or when there is an unfinished job involving the employee.

## CASUAL LEAVE (CL):

* + 1. All employees are eligible for 12 days of casual leave per year @ 1 day per month from the date joining during the first year of service.
    2. Casual leave should be applied **one day** Prior permission and suitable alternative from the same year faculty is necessary.
    3. **Telephonic intimations** for casual leaves to the Principal / HOD is permitted only in an

emergency (rarely) and even in emergencies, telephonic intimations must be limited to **3 times in a semester, exceeding which is considered as LOP.**

* + 1. Intimating the same day is treated as an absent and without intimation /suitable alternative is treated seriously. It will lead for departmental action.
    2. One hour late permission or one hour early permission is permitted as per the genuine requirement and based on the performance and contribution to the institution.
    3. If the number of permissions for short absence exceeds 2 in a month, it shall be considered as half a day CL for 3 permissions and one day CL for 5 permissions.
    4. **One month paid maternity leave is given to faculties who have 2 complete years of service in the institution** (However, final decision is in compliance with the management).
    5. Kindly follow the change in CL as per latest documents (2024.01.01).

## VACATION LEAVE (VL) FOR NON-TEACHING STAFF

3.3.1 Vacation (summer) leave is not a matter of demand, it depends upon the Management decision based on the situation during those period (May/June) .

* + 1. A non- staff member becomes eligible for VL only after rendering a continuous service of one full academic year from the date of joining.(consider only in this college service)
    2. However, vacation leave shall be availed as per the circulars issued then and there in this regard.
    3. Indicating the slots in the period identified for summer vacation, to ensure smooth functioning of the institution.
    4. While calculating the number of days of vacation leave, all intervening declared holidays and Sundays will be included.
    5. Any unused part of VL cannot be carried over to the next academic Year.
    6. The vacation will be cancelled if situation demands; it will not be claimed later.
    7. Faculty should report to the duty on the next day of end of the summer vacation, failing to which the summer vacation period will be considered as LOP.
  1. **LEAVE WITH LOSS OF PAY**
     1. Any Leave availed in excess of the prescribed limit shall be deemed to be Leave on Loss of Pay (LOP).
     2. If any staff member is absent from duty without prior or later per-mission, such period of absence will be considered as LOP.
     3. Absence with or without permission and without making alternative arrangement or other important duty will also be treated as LOP.
     4. Two such breaks in service within a period of one year will make the staff member ineligible for increment in pay and also for availing VL in the semester in which the second break in service occurs.
  2. **OUT-STATION DUTY (OD’s)**
     1. Any additional work done during the needed situation for the institute on Holidays will be considered for ODs and any other work carried out for the college purpose.
     2. The Principal/Designated Authority shall have the right to cancel the leave sanctioned earlier, for any emergency work in the college.

## CHAPTER 4: CONDUCT & DISCIPLINE

|  |  |  |  |
| --- | --- | --- | --- |
| **4.2 CONDUCT** | | | |
| 4.1.13 | 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. | | | |
| 4.1.14 | 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 superintendence or control, | | | |
| he/she is placed. | | | |
| 4.1.15 | Very employee shall extend utmost courtesy and attention to all persons with whom he/she is to | | |
| deal in with the course of his/her duties. | | | |
| 4.1.16 | Every employee shall Endeavour to promote the interest of the College and shall not act in any | | |
| manner Prejudicial thereto. | | | |
| 4.1.17 | 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 or activity. | | | |
| 4.1.18 | 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. | | | |
| 4.1.19 | No employee shall engage directly or indirectly in any trade or 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 prior per-mission of the authority. | |
| 4.1.20 | 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 due | | | |
|  | care that the | | performance of his du-ties at any time is not affected in any way by the influence |
|  | of such drink or | | drug. |
| 4.1.21 | Obligation to maintain secrecy: 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’s 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.

* + 1. 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.
    2. 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 Chairman.
    3. Acceptance of gifts: An employee shall not solicit or accept any gift from a constituent of the College or from any subordinate employee, provided that such gifts, grants and donations shall be received by an employee in the official discharge of his duties for the College.

**5.3. DISCIPLINE**

* + 1. The Chairman or any other competent authority may place an employee under suspension when disciplinary proceedings against him are contemplated or are pending or a case against him in respect of any criminal offence is under investigation, inquiry or trial.
    2. An employee who is detained in police or judicial custody, whether on a criminal charge or otherwise for a period exceeding 48 hours or is sentenced to a term of imprisonment exceeding 48 hours by a court of law and is not forthwith dismissed or removed or compulsorily retired consequent to such conviction, shall be deemed to have been suspended with effect from the date of his detention / conviction by an order of the Chairman and shall remain under suspension until further orders.
    3. An order of suspension made or deemed to have been made under this bye-law shall continue to remain in force until it is modified or revoked by the authority competent to do so.

## CHAPTER 5 - ANNUAL CONFIDENTIAL REPORT / PROMOTION *& INCREMENTS*

* 1. All the non- teaching staff are eligible, those who have put a service more than ONE year and willing to continue with us will be considered for the promotion or increment based upon the HIS/ HER performance throughout the year
  2. A confidential report will be taken as a feedback from student/ Teaching staffs/ Department HOD.
  3. The Head of the institution shall write confidential report for all non- teaching staffs and submit to Principal to be forwarded to the Chairman for approval.
  4. The final dissension will be made by the competent authority based on the confidential Report submitted by Head of the institute.

## CHAPTER 6. Employment provident Fund

All employees shall subscribe to the provident fund scheme at a rate stipulated by the Employees Provident Fund and the Miscellaneous Provision Act, 1952. As per the rules and regulation of EPF all the eligible non-teaching staffs are eligible for receiving EPF benefit as per the rules and any changes made, time to time if any…

## CHAPTER 7. APPEALS AND REVIEW

7.1 All the staff members of the College are welcome to submit their appeals or grievances if any to the PRINCIPAL / CHAIRMAN for review and redress.

## Part -II The Duties and Responsibilities of Non teaching staff:

**Personal Commitment:**

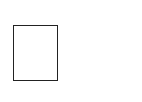
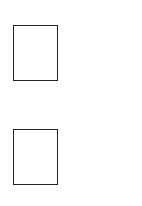
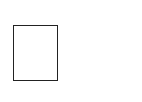
# As the personal appearance makes the first impression, all the non-teaching members strictly insisted to follow a descent dress.

1. Maintain the college timing strictly.
2. Non-Teaching staffs should interact with their superiors, colleagues, sub-ordinates and students in a respectful and dignified manner with good body language. An unnecessary comment, chitchats, gossips on the colleagues, frequently shouting on the students for simple reasons is prohibited.
3. All the Non-teaching staff members must pay serious attention and commitment to the work and submit every academic and extracurricular task within the given time without frequent reminding.
4. Avoid giving extra lenience to the present or out gone students, do not give your personal works to them, do not interfere or show interest in their personal life.

## Office Administration Staffs

Administrative assistants provide support for all types of organizations and businesses and their staff members. Their **duties** can include **general** clerical tasks, such as drafting documents and answering telephones, as well as administrative jobs, collection Fees and Fees dues, including scheduling and project management.

* Maintenance of all activity on a given day.



* Maintaining the Teaching / Non-teaching staffs’ attendance register, and other records. Office registers to be maintained and updated time to time.
* Update related to Student data and student admission records.
* Recording all the amount collected ie., FEEs and any other due amount collected.

## Lab assistants:

* Lab assistant must have to be very **punctual** and making Lab ready at least 1**5 minutes before** the commencement of the LAB.
* Lab assistants should be aware of experiments of concerned department.
* Should maintain list of chemicals, glassware, and job cards in your laboratory.
* Should maintain log books equipment costing above one lakh.
* Ensure that the concerned equipment is properly working prior to lab class.
* Should maintain register for glassware breakage.
* Maintaining clean environment in the Lab.
* Don’t leave the lab when student / are teaching faulty still in the lab. It is your responsibility to be till the end of the Lab experiment, cleaning the lab for the next day and switch off all the electrical supply to your lab.
* Must strictly **avoid assigning works to students** like on / Off of instrument, bringing chemicals, glassware, from other labs or stores etc.
* Any problem faced in the LAB should be brought to the notice of Teaching Faculty and

H.O.D immediately.

* Don’t indulge close movement with student / teaching staff members in your department.
* Any issues should be addressed through H.O. Department only.

**Library In charge**

# Librarian must have to be very **punctual** in maintaining the Library timings.

* Should maintain all the necessary thing required in the Library, ie., Library record, Registers, Books arrangements, Journals, New papers, syllabus copy, library student timetable , old question papers, Thesis books of students and time to time updating on digital library and any other library resources.
* Search standard reference materials, including on-line sources and the Internet, in order to answer patrons' reference questions.
* Analyse patrons' requests to determine needed information, and assist in furnishing or locating that information.
* Teach library patrons to search for information using databases.
* Keep records of circulation and materials.
* Supervise budgeting, planning, and personnel activities.
* Check books in and out of the library.
* Explain use of library facilities, resources, equipment, and services, and provide information about library policies.
* Review and evaluate resource material, such as book reviews and catalogs, in order to select and order print, audiovisual, and electronic resources.
* Issue of books to student, Teaching and non-teaching should be as per the rules.
* Don’t issue any materials from library until the authentic person receives martial personally.
* Don’t indulge in providing any material from library without proper entry in the record books.
* Any problem faced in the library should be brought to the notice of the Head of the institute imminently.
* At any given time during the library working hours, the discipline and decorum should be maintained.
* Don’t leave the library unattended when student / teaching faulty still in the library. It is your responsibility to be till the closing time of the library.
* Don’t miss us the library for your personal comfort.

## CHAPTER 8: UNDERTAKING BY THE MEMBER:

Every member of the faculty should carefully read and understand the above *“****Duties and Responsibilities”*** and undertake to abide by them. As a mark of such commitment the member at the time of joining the service should sign and give and undertaking as below:

### I……………………………………………………..Working as……………………………………….. from……………………….., have read and understood all the rules above and I hereby willfully give

### undertaking that I will follow the above rules and guidelines from time to time without fail and agree to abide by them without any lapse. I also understand that in case of non-compliance with any of the above I will be relieved from the employment of Teegala Ram Reddy Education Society .

**Signature:……………………………………………… Date:…………………………….**

**Principal Joint Secretary Secretary**