

ADMINISTRATIVE MANUAL

RULES OF ADMINISTRATION

1.0 EXTENT, DATE OF APPLICATION, AUTHORITIES TO INTERPRET AND MODIFY THE RULES.

- 1.1 The rules given hereunder may be called the Kakatiya Institute of Technology and Science, Warangal Administrative Rules **1996**
- 1.2 The rules contained in this Administrative Manual shall be applicable to all employees of the institute, including those appointed prior to the adoption of these rules by the Governing Body of the Institute.
- 1.3 These rules shall come into force on such a date as the Governing Body may, by a resolution, decide.
- 1.4 In case any doubt arises about the interpretation of these rules, the matter shall be referred to the Administrative Committee and its decision shall be final.
- 1.5 The Governing Body of the Kakatiya Institute of Technology and Science shall have the authority to modify, amend, add and delete any of these rules.

2.0 DEFINITIONS

- 2.1 “Society” means the Ekasila Education Society, Warangal
- 2.2 “Institute” means the Kakatiya Institute of Technology and Science, Warangal.
- 2.3 “Authorities” and “Officers” respectively mean the Authorities and Officers of the Institute.
- 2.4 “Governing Body” means the Governing Body of the Institute.
- 2.5 “Administrative Committee” means the Administrative Committee of the Institute.
- 2.6 “Finance Committee” means the Finance Committee of the Institute.
- 2.7 “Building & Works Committee” means the Building and Works Committee of the Institute.
- 2.8 “Academic Council” means the Academic Council of the Institute.
- 2.9 “Chairman” means the Chairman of the Governing Body.
- 2.10 “Secretary & Correspondent” means the Secretary and Correspondent of the Institute.
- 2.11 “Treasurer” means the Treasurer of the Institute
- 2.12 “Principal” means the Principal of the Institute.
- 2.13 “Head of the Department” means the Head of an Academic Department of the Institute.
- 2.14 “Administrative Officer” means the Administrative Officer of the Institute.

3.0 AUTHORITIES OF THE INSTITUTE

3.1 GOVERNING BODY:

3.1.1 Composition:

The Governing Body shall have the following Composition, which is consistent with the guidelines prescribed by AICTE / UGC.

- 3.1.1.1 Chairman to be nominated by the Registered Society.
- 3.1.1.2 Secretary and Correspondent of the Institute - To be nominated by the Society - Ex-Officio.
- 3.1.1.3 Treasurer of the Institute - To be nominated by the Society - Ex-Officio.
- 3.1.1.4 Member - To be nominated by the Society.
- 3.1.1.5 Member - To be nominated by the Society.
- 3.1.1.6 Nominee of the All India Council for Technical Education-Regional Officer (Ex-Officio).
- 3.1.1.7 An Industrialist / technologist / educationist from the Region to be nominated by the concerned Regional Committee as nominee of the Council, out of the panel approved by the Chairman of the Council.
- 3.1.1.8 Nominee of the Affiliating Body/University/State Board of Technical Education.
- 3.1.1.9 Nominee of the State Government - Director of Technical Education (ex-officio).
- 3.1.1.10 An Industrialist / technologist / educationist from the Region nominated by the State Government.
- 3.1.1.11 Principal / Director of the concerned Technical Institution (as nominee of the Society / Trust) - Member Secretary.
- 3.1.1.12 Two Faculty members to be nominated from amongst the regular staff one at the level of Professor and one at the level of Assistant Professor.

The Secretary and Correspondent will act as the Member - Secretary of the Governing Body.

Whenever there may be any change with respect to the constitution of the Governing Body either in AICTE / UGC, the same may be adopted after obtaining approval from the Governing Body

3.1.2 Term of Office :

- 3.1.2.1 The term of office of the Chairman or any other Member of the Governing Body shall be 3 years from the date of his nomination.
- 3.1.2.2 The term of office of an Ex-Officio Member shall continue so long as he holds the office by virtue of which he is a Member.
- 3.1.2.3 The term of office of a Member nominated to fill a casual vacancy shall continue for the remainder of the term of the Member in whose place he has been nominated.
- 3.1.2.4 The Members of the Governing Body shall be entitled to such allowances and sitting fee, if any, from the Institute as may be prescribed by the Society from the time to time.

3.1.3 Functions of the Governing Body :

- 3.1.3.1 Subject to the provisions of the relevant acts of the Government of Andhra Pradesh and the AICTE / UGC Act of the Government of India, the Governing Body shall be responsible for the general superintendence, direction and control of the affairs of the Institute and shall exercise all the powers of the Institute not otherwise provided for by the relevant acts of the State and Central Governments and the statutes, ordinances and regulations of the university.
- 3.1.3.2 Without prejudice to the provisions of clause 3.1.3.1, the Governing Body shall,
- ◆ Take decisions on questions of policy relating to the administration and working of the Institute.
 - ◆ Take decisions regarding the new programme of study to be instituted at the Institute.
 - ◆ Institute various posts, both academic as well as others, and approve or reject the recommendations of the Selection Committees for all the posts other than Technical Supporting Staff, Ministerial staff and Class-IV staff.
 - ◆ Consider the annual reports, the annual accounts, the audit report, the budget estimates of the Institute and major developmental plans and approve them after giving a final shape.
 - ◆ Consider, modify, amend add to or repeal the administrative rules.

3.1.3.3 The Governing Body shall have the power to appoint such Committees, as it considers necessary for exercise of its powers and the performance of its duties.

3.1.4 **Meetings and quorum of the Governing Body.**

3.1.4.1 The Governing Body will meet as frequently as possible but such meetings shall not be less than 2 in a calendar year.

3.1.4.2 Meetings of the Governing Body shall be convened by the Chairman either on his own initiative or at the request of the Secretary and Correspondent or on a requisition signed by not less than four Members of the Governing Body.

3.1.4.3 Seven Members shall form the quorum for a meeting of the Governing Body. Provided that if a meeting is adjourned for want of quorum, it shall be held on the same day in the next week at the same time and place and if at such a meeting, a quorum is not present within half-an-hour from the time appointed for holding a meeting, the members present shall for the quorum.

3.1.4.4 All quotations considered at the meeting of the Governing Body shall be decided by a majority of the votes of the Members present including the Chairman. If the votes are equally divided, the Chairman shall have second or casting vote.

3.1.4.5 The Chairman, if present, shall preside at the every meeting of the Governing Body. In his absence, the Members present shall elect one from amongst themselves to preside at the meeting.

3.1.4.6 A written notice of every meeting shall be sent by the Secretary and Correspondent to every member at least 14 days before the date of the meeting. A notice shall state the place, the date and time of the meeting. Provided that the Chairman may call an emergency meeting of the Governing Body at short notice to consider urgent and pressing issues.

3.1.4.7 Agenda for a meeting shall be circulated by the Secretary and Correspondent to the Members at least five days before the meeting. The Chairman may, however, permit inclusion of any item, which is not in the circulated agenda.

- 3.1.4.8 The ruling of the Chairman in regard to all questions of procedure shall be final.
- 3.1.4.9 The minutes of the proceedings of a meeting of the Governing Body shall be drawn up by the Secretary and Correspondent and circulated to all members of the Governing Body. The minutes, along with any amendments suggested, shall be placed for confirmation at the next meeting of the Governing Body. After the minutes are confirmed and signed by the Chairman, they shall be recorded in a Minutes Book.
- 3.1.4.10 If a Member of the Governing Body fails to attend 3 consecutive meetings without leave of absence from the Governing Body, he shall cease to be a Member of the Governing Body.

3.2 ADMINISTRATIVE COMMITTEE:

3.2.1 Composition:

The Administrative Committee will have the following composition:

- 3.2.1.1 Chairman of the Governing Body .. Chairman
- 3.2.1.2 Secretary and Correspondent .. Convener
- 3.2.1.3 Treasurer .. Member
- 3.2.1.4 Principal (Ex-Officio) .. Member
- 3.2.1.5 One Member of the Governing Body to be nominated by the Society .. Member

3.2.2 Term of Office :

- 3.2.2.1 The term of office of the Chairman or any other Member of the Administrative Committee shall be 3 years from the date of his nomination.
- 3.2.2.2 The term of office of an Ex-Officio Member shall continue so long as he holds the office by virtue of which he is a Member.

- 3.2.2.3 The term of office of a Member nominated to fill a casual vacancy shall continue for the remainder of the term of the Member, in whose place he has been nominated.
- 3.2.2.4 The Members of the Administrative Committees shall be entitled to such allowances and sitting fee, if any, as may be prescribed by the Governing Body from time to time.
- 3.2.3 **Functions of the Administrative Committee:**
- 3.2.3.1 To advise the Governing Body on all matters of policy and procedure related to the administration and working of the Institute.
- 3.2.3.2 To advise the Governing Body regarding staff requirements of the Institute and the recruitment qualifications for different posts.
- 3.2.3.3 To approve or reject the recommendations of the Selection Committees for the posts belonging to Technical Supporting, Ministerial and Class - IV cadres.
- 3.2.3.4 To act as the Committee to screen the applications received for all categories of posts other than Technical Supporting Staff, Ministerial Staff and Class - IV Staff.
- 3.2.3.5 To take decisions regarding the promotion to different non-teaching staff cadres.
- 3.2.3.6 To act as the disciplinary authority in case of all posts other than Technical Supporting Staff. Ministerial Staff and Class - IV Staff; the appellate authority for such posts being the Governing Body.
- 3.2.3.7 To act as the appellate authority in case of Technical Supporting Staff, Ministerial Staff and Class - IV Staff for which the Secretary and Correspondent is the disciplinary authority.
- 3.2.3.8 To advise the Governing Body in the matter of appointment of Legal Adviser and retainers and suggest the fee payable to them.
- 3.2.3.9 To hold negotiations with staff unions and staff associations on all disputes and to make recommendations to the Governing Body.

- 3.2.3.10 To guide and assist the Secretary and Correspondent on all matters related to the administration and working of the Institute as and when required.
- 3.2.3.11 To perform such other functions which are specifically assigned to it by the Governing Body.

3.2.4 Meetings and Quorum of the Administrative Committee:

- 3.2.4.1 The Administrative Committee will meet as frequently as required but such meetings shall not be less than 4 in a calendar year.
- 3.2.4.2 Meetings of the Administrative Committee shall be convened by the Chairman either on his own initiative or on request of the Convener.
- 3.2.4.3 Three Members shall form the quorum for meeting of the Administrative Committee.
- 3.2.4.4 The Chairman, if present, shall preside at every meeting of the Administrative Committee. In his absence, the members present shall elect one amongst themselves to preside at the meeting.
- 3.2.4.5 A written notice of every meeting shall be sent by the Principal to every member at least seven days before the date of the meeting. The notice shall state the place, the date and time of the meeting, provided that the Chairman may call an emergency meeting of the Administrative Committee at short notice to consider urgent and pressing issues.
- 3.2.4.6 Agenda for a meeting shall be circulated by the Principal to the Members at least three days before the meeting. The Chairman may, however, permit inclusion of any item, which is not on the circulated agenda.
- 3.2.4.7 The ruling of the Chairman in regard to all questions of procedure shall be final.
- 3.2.4.8 The minutes of the proceedings of a meeting of the Administrative Committee shall be drawn up by the Principal and circulated to all members of the Administrative Committee. The minutes, along with

amendments suggested, shall be placed for confirmation at the next meeting of the Administrative Committee. After the minutes are confirmed and signed by the Chairman; they shall be recorded in a Minutes Book.

3.3. FINANCE COMMITTEE :

3.3.1 The Finance Committee will have the following Composition:

3.3.1 The Finance Committee will have the following Composition:

3.3.1.1 Principal of the Institute .. Chairman

3.3.1.2 One person nominated by the GB / Treasurer
.. Convener

3.3.1.3 Senior-most Teacher .. Member
Committee

3.3.2 Term of Office :

3.3.2.1 The term of office of the Chairman or any other Member of the Finance Committee shall be 3 years from the date of his nomination.

3.3.2.2 The term of office of an Ex-officio Member shall continue so long as he holds the office by virtue of which he is a Member.

3.3.2.3 The term of office of a Member nominated to fill a casual vacancy shall continue for the remainder of the term of the Member, in whose place he has been nominated.

3.3.2.4 The Members of the Finance Committee shall be entitled to such allowances and sitting fee, if any, as may be prescribed by the Governing Body from time to time.

3.3.3 FUNCTIONS OF THE FINANCE COMMITTEE:

3.3.3.1 To advise the Governing Body on all matters related to financial policies and management of the finances of the Institute.

3.3.3.2 To scrutinize the annual accounts of the Institute and make recommendations to the Governing Body.

- 3.3.3.3 To examine the audit report of the Institute and present it to the Governing Body with its observations and recommendations.
- 3.3.3.4 To finalise the annual budget of the Institute and present the same to the Governing Body for its approval.
- 3.3.3.5 To take decisions regarding the investment of the funds of the Institute.
- 3.3.3.6 To make recommendations to the Governing Body regarding the appointment of the Auditors and the remuneration payable to them.
- 3.3.3.7 To take decisions in respect of purchase orders exceeding Rs. 1.0 lakh in case of all items excepting those related to building construction and estate maintenance. In case of purchase orders either equal to or less than Rs. 1.0 lakh, the Secretary and Correspondent may take a decision on behalf of the Finance Committee and report such purchases in respect of capital items costing Rs. 20,000/- and above to the Finance Committee at its next meeting for ratification.
- 3.3.3.8 To make reappropriation of allocations under different heads within the overall budget approved by the Governing Body.
- 3.3.3.9 To perform such other functions which are specifically assigned to it by the Governing Body.

3.3.4 **MEETINGS AND QUORUM OF THE FINANCE COMMITTEE:**

- 3.3.4.1 The Finance Committee will meet as frequently as required but such meetings shall not be less than 2 in a calendar year.
- 3.3.4.2 Meetings of the Finance Committee shall be convened by the Chairman either on his own initiative or on the request of the convener.
- 3.3.4.3 Three Members shall form the quorum for a meeting of the Finance Committee.

- 3.3.4.4 The Chairman, if present, shall preside at every meeting of the Finance Committee. In his absence the Secretary and Correspondent shall preside at the meeting.
- 3.3.4.5 A written notice of every meeting shall be sent by the Principal to every Member at least seven days before the date of the meeting. The notice shall state the place, date and time of the meeting. Provided that, the Chairman may call an emergency meeting of the Finance Committee at short notice to consider urgent and pressing issues.
- 3.3.4.6 Agenda for a meeting shall be circulated by the Principal to the Members at least three days before the meeting. The Chairman may, however, permit inclusion of any item which is not in the circulated agenda.
- 3.3.4.7 The ruling of the Chairman in regard to all questions of procedure shall be final.
- 3.3.4.8 The minutes of the proceedings of a meeting of the Finance Committee shall be drawn up by the Principal and circulated to all Members of the Finance Committee. The minutes, along with amendments suggested, shall be placed for confirmation at the next meeting of the Finance Committee. After the minutes are confirmed and signed by the Chairman they shall be recorded in a Minutes Book.

3.4 BUILDINGS AND WORKS COMMITTEE:

3.4.1 Composition:

The Buildings and Works Committee will have the following composition.

3.4.1.1	Chairman of the Committee to be Nominated by the Society	..	Chairman
3.4.1.2	Secretary and Correspondent	..	Convener
3.4.1.3	Chairman of the Finance Committee	..	Member
3.4.1.4	Treasurer	..	Member
3.4.1.5	Principal	..	Member
3.4.1.6	Nominee of the Society (from among the members of the Governing Body)	..	Member
3.4.1.7	Consulting Engineer appointed by the Governing Body if any	..	Member
3.4.1.8	Estate Engineer	..	Member

3.4.2 TERM OF OFFICE :

3.4.2.1 The term of office of the Chairman or any other Member of the Building and Works Committee shall be three years from the date of his nomination.

3.4.2.2 The term of office of an Ex-officio Member shall continue so long as he holds the office by virtue of which he is a Member.

3.4.2.3 The term of office of a Member nominated to fill a casual vacancy shall continue for the remainder of the term of the Member, in whose place he has been nominated.

3.4.2.4 The Members of the Buildings and Works Committee, shall be entitled to such allowances and sitting fee, if any, Institute as may be prescribed by the Governing Body from time to time.

3.4.2.5 In the absence of formation of Buildings & Works Committee, the Administrative Committee will execute the functions of the Buildings & Works Committee.

3.4.3 FUNCTIONS OF THE BUILDINGS & WORKS COMMITTEE:

3.4.3.1 To select the sites for all new constructions.

- 3.4.3.2 To work out all the details of acquisition of new land and complete acquisition proceedings after obtaining approval of the Governing Body.
- 3.4.3.3 To present proposals for construction of new buildings and other major works to the Governing Body for their approval.
- 3.4.3.4 To make recommendations to the Governing Body regarding the appointment of a consulting Engineer and an Architect, whenever required and also suggest the remunerations payable to them as well as the terms and conditions of such appointments.
- 3.4.3.5 To get the detailed plans and estimates prepared for all new construction works, present them and obtain the approval of the Governing Body.
- 3.4.3.6 To plan all minor modifications and maintenance works subject to the provision of the budget.
- 3.4.3.7 To take decisions whether an approved work is to be carried out departmentally or by awarding contract.
- 3.4.3.8 To issue tender notifications and receive tenders for the approved construction works.
- 3.4.3.9 To scrutinize the tenders, negotiate wherever necessary and award works provided the tender does not exceed the approved estimate by more than 10% and to make appropriate recommendations to the Governing Body in case of tenders exceeding the approved estimate by more than 10%.
- 3.4.3.10 To take decisions on the rates at which labour contracts are to be awarded.
- 3.4.3.11 To decide the procedure for purchase of materials required for new construction works as well as maintenance works.
- 3.4.3.12 To monitor and ensure effective supervision of all works and their completion within reasonable time frame.
- 3.4.3.13 Any other function specifically assigned to it by the Governing Body

3.4.4 MEETINGS AND QUORUM OF THE BUILDINGS & WORKS COMMITTEE:

- 3.4.4.1 The Buildings & Works Committee will meet as frequently as required but such meetings shall not be less than 2 in a calendar year.
- 3.4.4.2 Meetings of the Buildings and Works Committee shall be convened by the Chairman of the Committee either on his own initiative or on the request of the Convener.
- 3.4.4.3 Four Members shall form the quorum for a meeting of the Building and Works Committee.
- 3.4.4.4 The Chairman of the Committee, if present, shall preside at every meeting of the Buildings & Works Committee. In his absence, the members present shall elect one from amongst themselves to preside at the meeting.
- 3.4.4.5 A written notice of every meeting shall be sent by the Principal to every Member at least seven days before the date of the meeting. A notice shall state the place, date and time of meeting. Provided that, the Chairman of the Committee may call an emergency meeting of the Building and Works Committee at short notice to consider urgent and pressing issues.
- 3.4.4.6 Agenda for a meeting shall be circulated by the Principal to the members at least three days before the meeting. The Chairman of the Committee may, however, permit inclusion of any item which was not in the circulated agenda.
- 3.4.4.7 The ruling of the Chairman of the Committee in regard to all questions of procedure shall be final.
- 3.4.4.8 The minutes of the proceedings of a meeting of the Building and works Committee shall be drawn up by the Principal and circulated to all members of the Buildings and Works Committee. The minutes, along with the amendments suggested, shall be placed for confirmation at the next meeting of the Building and Works Committee. After the minutes are confirmed and signed by the Chairman they shall be recorded in a Minutes Book.

3.5 **ACADEMIC COUNCIL:**

3.5.1 **Composition:**

The Academic Council will have the following composition.

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| 3.5.1.1 | Principal | Chairman |
| 3.5.1.2 | All Heads of the academic Departments | Member |
| 3.5.1.3 | Four Teachers of the college representing <i>different categories</i> of teaching staff by rotation on the basis of seniority of service in the college | Member |
| 3.5.1.4 | Not less than four experts from outside the college representing such areas as Industry, Commerce, Law, Education, Medicine, Engineering, etc., to be nominated by the Governing Body | Member |
| 3.5.1.5 | Three nominees of the University | Member |
| 3.5.1.6 | A faculty member nominated by the Principal | Member - Secretary |

The Principal may invite any other Member/ Members of the faculty to attend the meetings to assist in taking decisions on specific issues.

3.5.2 **TERM OF OFFICE :**

- 3.5.2.1 The term of office of any other Member of the Academic Committee shall be three years from the date of his nomination.
- 3.5.2.2 The term of office of an Ex-officio Member shall continue so long as he holds the office by virtue of which he is a Member.
- 3.5.2.3 The term of office of a Member nominated to fill a casual vacancy shall continue for the remainder of the term of the Member, in whose place he has been nominated.
- 3.5.2.4 The Members of the Academic Committee shall be entitled to such allowances and sitting fee, if any, as may be prescribed by the Governing Body from time to time.

3.5.3 FUNCTIONS OF THE ACADEMIC COUNCIL :

- 3.5.3.1 To review the teaching effectiveness and examination results and to make appropriate recommendations to the Governing Body to improve the academic performance of the Institute.
- 3.5.3.2 To identify the curriculum changes desirable and to take appropriate action to effect such changes.
- 3.5.3.3 To identify new academic programmes to be established and present detailed reports to the Governing Body for their consideration and final decision.
- 3.5.3.4 To plan the development of the infrastructural facilities of the laboratories along with the improvement in the laboratories and to present suitable proposals to the Governing Body for their consideration and final decision.
- 3.5.3.5 To plan the development of the library facilities and advise the Governing Body wherever necessary.
- 3.5.3.6 To take decisions regarding the research and consultancy activities in the Institute and advise the Governing Body on matters related to the promotion of research and consultancy activities.
- 3.5.3.7 To plan short term and continuing education programmes for resource mobilization and conduct such programmes after securing the approval of the Governing Body.
- 3.5.3.8 To take decisions on the conduct of academic conferences, seminars, symposia and workshops after obtaining the necessary financial sanctions wherever necessary.
- 3.5.3.9 To plan and implement the Training & Placement activities of the Institute.
- 3.5.3.10 To plan the development of all games & sports, co-curricular and student welfare activities and advise the Governing Body wherever necessary.
- 3.5.3.11 To plan and implement students counselling and career guidance activity of the institute.
- 3.5.3.12 To finalise the academic calendar of the Institute for every academic year.

- 3.5.3.13 To advise and assist the Principal on all matters related to academic programmes, students discipline and students welfare activities.
- 3.5.3.14 Any other functions specifically assigned to it by the Governing Body.

3.5.4 MEETINGS AND QUORUM OF THE ACADEMIC COUNCIL :

- 3.5.4.1 The Academic Council will meet as frequently as required.
- 3.5.4.2 Meetings of the Academic Council shall be convened by the Chairman of the Committee either on his own initiative or on the request of the Member-Secretary.
- 3.5.4.3 Five Members shall form the quorum for a meeting of the Academic Committee.
- 3.5.4.4 The Chairman of the Committee, if present, shall preside at every meeting of the Academic Committee. In his absence the Members present shall elect one from amongst themselves to preside at the meeting.
- 3.5.4.5 A written notice of every meeting shall be sent by the Member - Secretary to every member at least seven days before the date of the meeting. A notice shall state the place, date and time of the meeting. Provided that, the Chairman of the Committee may call an emergency meeting of the Academic Committee at short notice to consider urgent and pressing issues.
- 3.5.4.6 Agenda shall be circulated by the Member - Secretary of the Committee to the members at least two days before the meeting. The Chairman of the Committee may, however, permit inclusion of any item which is not in the circulated agenda.
- 3.5.4.7 The ruling of the Chairman of the Committee in regard to all questions of procedure shall be final.
- 3.5.4.8 The minutes of the proceedings of the meeting of the Academic Committee shall be drawn up by its Member - Secretary and circulated to all members of the Academic Committee. The minutes, along with the amendments suggested, shall be placed for confirmation at the next

meeting of the Academic Committee. After the minutes are confirmed and signed by the Chairman they shall be recorded in a Minutes Book.

3.5 BOARD OF STUDIES:

3.5.1 Composition:

The Board of Studies will have the following composition.

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| 3.5.1.1 | Head of the Department | Chairman |
| 3.5.1.2 | All the faculty of each specialization | Member |
| 3.5.1.3 | Two experts in the subject from outside the college to be nominated by the Academic Council | Member |
| 3.5.1.4 | One Expert to be nominated by the Vice-Chancellor from a panel of six recommended by the College Principal | Member |
| 3.5.1.5 | One representative from Industry/ Corporate Sector / Allied area relating to the placement | Member |
| 3.5.1.6 | One Post Graduate Meritorious Alumnus to be nominated by the Principal. | Member |
| 3.5.1.7 | The Chairman, BoS, may with the approval of the Principal of the college, co-opt <ul style="list-style-type: none">▪ Experts from outside the college whenever special courses of studies are to be formulated▪ Other members of the staff of the same faculty | Member |

3.5.2 TERM OF OFFICE :

- 3.5.2.1 The term of office of any other Member of the Academic Committee shall be **two years** from the date of his nomination.
- 3.5.2.2 The term of office of an Member shall continue so long as he holds the office by virtue of which he is a Member.

3.5.2.3 The term of office of a Member nominated to fill a casual vacancy shall continue for the remainder of the term of the Member, in whose place he has been nominated.

3.5.2.4 The External Members of the Board of Studies are entitled for allowances as prescribed by the Governing Body

3.5.3 FUNCTIONS OF THE BOARD OF STUDIES :

3.5.3.1 To frame the Scheme of Instruction & Evaluation for the courses offered

3.5.3.2 To prepare the Syllabi for the courses offered

3.5.3.3 To recommend the Scheme of Instruction & Evaluation and Syallbi to the Academic Council for implementation

3.5.3.4 To revise or modify the Syllabi as per the requirements

3.5.3.5 Any other functions specifically assigned to it by the Governing Body.

3.5.4 MEETINGS AND QUORUM OF THE BOARD OF STUDIES :

3.5.4.1 The Board of Studies will meet at least once in a year.

3.5.4.2 Meetings of the Board of Studies shall be convened by the Chairman of the BoS either on his own initiative or on the request of the members.

3.5.4.3 Six Members shall form the quorum for a meeting of the BoS.

3.5.4.4 The Chairman of the BoS, if present, shall preside at every meeting of the BoS. In his absence the Members present shall elect one from amongst themselves to preside at the meeting.

3.5.4.5 A written notice of every meeting shall be sent by the Chairman to every member at least seven days before the date of the meeting. A notice shall state the place, date and time of the meeting. Provided that, the Chairman of the BoS may call an emergency meeting of the BoS at short notice to consider urgent and pressing issues.

- 3.5.4.6 Agenda shall be circulated by the Chairman of the BoS to the members at least two days before the meeting. The Chairman of the BoS may, however, permit inclusion of any item which is not in the circulated agenda.
- 3.5.4.7 The ruling of the Chairman of the BoS in regard to all questions of procedure shall be final.
- 3.5.4.8 The minutes of the proceedings of the meeting of the BoS shall be drawn up by Chairman and circulated to all members of the BoS. The minutes, along with the amendments suggested, shall be placed for confirmation at the next meeting of the BoS. After the minutes are confirmed and signed by the Chairman they shall be recorded in a Minutes Book.

4.0 OFFICERS OF THE INSTITUTE:

4.1 CHAIRMAN OF THE GOVERNING BODY :

- 4.1.1 The Chairman of the Governing Body shall be appointed by the Ekasila Society and shall hold the office at the pleasure of the Society.
- 4.1.2 The Chairman shall ordinarily preside at the meetings of the Governing Body.
- 4.1.3 The Chairman shall exercise such other powers and perform such other duties as may be assigned to him by the society and which are consistent with the relevant acts of the State and Central Governments, the statutes and ordinances of the University.
- 4.1.4 In emergent cases the Chairman may exercise the powers of the Governing Body and inform the Governing Body the action taken by him for its ratification.

4.2 SECRETARY AND CORRESPONDENT OF THE INSTITUTE :

- 4.2.1 The Secretary and Correspondent of the Institute shall be appointed by the Ekasila Education Society and shall hold the office at the pleasure of the Society.
- 4.2.2 The Secretary and Correspondent shall be the custodian of the funds and other properties of the Institute.
- 4.2.3 It shall be the duty of the Secretary & Correspondent to ensure that the decisions taken by the Governing Body are implemented.

- 4.2.4 The Secretary & Correspondent shall be the authority to issue appointment orders on behalf of the Governing Body for which the Governing Body accords approval to the recommendations of the concerned Selection Committee.
- 4.2.5 The Secretary and Correspondent shall be the authority to issue appointment orders on behalf of the Administrative Committee for which the Administrative Committee accords approval to the recommendations of the concerned Selection Committee.
- 4.2.6 The Secretary & Correspondent shall be the disciplinary authority in respect of the Technical Supporting Staff, Ministerial Staff and Class - IV staff.
- 4.2.7 The Secretary and Correspondent shall have the authority to employ Temporary and Adhoc Assistant Professors, part-time faculty members and Non-Teaching supporting staff paid from contingencies and prescribe the emoluments payable in such appointments.
- 4.2.8 The Secretary and Correspondent will sanction all kinds of leave, vacation and permission to leave head quarters to the Principal.
- 4.2.9 The Secretary and Correspondent will accord sanction in respect of capital expenditures approved by the Governing Body.
- 4.2.10 The Secretary and Correspondent shall have the power to re-appropriate funds with respect to different items constituting the budget up to a limit of Rs. 1000/- for each item. Every such re-appropriation shall, as soon as possible, be reported to the Finance Committee.
- 4.2.11 The Secretary and Correspondent shall have the power to write off irrecoverable losses upto Rs. 1500/- and of irrecoverable value of stores lost or rendered unserviceable due to fair wear and tear upto Rs. 5000/- in any individual case subject to such stipulations as may be made by the Governing Body from time to time.

- 4.2.12 The Secretary and Correspondent shall be one of the co-signatory along with the Treasurer for operating the Bank accounts of the Institute.
- 4.2.13 The Secretary and Correspondent shall discharge such other functions as specifically assigned to him by the Governing Body.

4.3 **TREASURER**

- 4.3.1 The Treasurer will be the custodian of all the books of accounts of the Institute.
- 4.3.2 The Treasurer shall supervise and examine the accounts maintained by the Institute.
- 4.3.3 The Treasurer shall supervise preparation of the accounts including balance sheet of the Institute and submit them for audit every year latest by 31st December.
- 4.3.4 The Treasurer on receipt of the audit report shall scrutinize it and present it to the Secretary and Correspondent with his remarks and suggestions.
- 4.3.5 The Treasurer shall prepare the annual budget of the Institute in consultation with the Principal, wherever necessary, and present it to the Secretary and Correspondent not later than 31st December of every year.
- 4.3.6 The Treasurer shall be responsible to invest the Institute funds as decided by the Finance Committee from time to time.
- 4.3.7 The Treasurer shall be the joint signatory of all loans borrowed and Over Drafts taken in the name of the Institute as decided by the Governing Body along with the Secretary and Correspondent.
- 4.3.8 The Treasurer shall operate the Bank accounts of the Institute with either Secretary & Correspondent or the Principal as the Co-signatory.
- 4.3.9 The Treasurer shall discharge such other functions as specifically assigned to him by the Governing Body.

4.4 PRINCIPAL OF THE INSTITUTE

- 4.4.1 The Principal shall be the Chief Academic and Executive Officer of the Institute and shall be responsible for the proper administration of the Institute and for the imparting of instruction and maintenance of discipline.
- 4.4.2 The Principal shall be the custodian of all records of the Institute.
- 4.4.3 The Principal shall assist the Secretary and Correspondent in implementing all the decisions of the Governing Body and other Committees constituted by the Governing Body; and in planning the development of the Institute.
- 4.4.4 The Principal shall be prepare the annual report of the Institute by 31st December of every year and present the same to the Secretary and Correspondent.
- 4.4.5 The Principal shall be responsible for planning the academic schedule, conduct of the class work as well as the examinations as prescribed by the University.
- 4.4.6 The Principal shall have the authority to regulate the working of all the employees of the Institute and ensure that they perform the duties assigned to them in an effective manner.
- 4.4.7 The Principal shall have power to sanction vacation, leave and permission to leave the head quarters in respect of all the employees. However, he may delegate these powers in respect of Technical supporting, Ministerial and Class - IV staff
- 4.4.8 The Principal shall have the power to depute members of staff for training or for a course of instruction or attending technical conferences, etc. inside India subject to such terms and conditions as may be laid down by the Governing Body from time to time.
- 4.4.9 Subject to the provisions made for specific purposes in the recurring budget, the Principal shall have the power to incur expenditure in accordance with the procedure as may be laid down by the Governing Body from time to time.

- 4.4.10 The Principal shall be one of the co-signatories along with the Treasurer for operating the Bank accounts of the Institute.
- 4.4.11 The Principal, during the period of his absence, may temporarily delegate any of his powers to a senior faculty member with the approval of the Secretary and Correspondent.
- 4.4.12 The Principal shall exercise such other duties as may be assigned to him by the Governing Body from time to time.

5.0 CLASSIFICATION OF THE MEMBERS OF THE STAFF OF THE INSTITUTE:

Except in case of employees paid from contingencies, the members of staff of the institute shall be classified as follows:

- 5.1 Academic and Administrative staff, comprising:
 - 5.1.1 Principal
- 5.2 Academic Staff, comprising:
 - 5.2.1 Professors
 - 5.2.2 Associate Professors
 - 5.2.3 Assistant Professors
 - 5.2.4 Teaching Assistant
 - 5.2.5 Other Posts, if any, created by the Governing Body from time to time.
- 5.3 Administrative Officers, comprising:
 - 5.3.1 Professor of Training and Placement
 - 5.3.2 Administrative Officer
 - 5.3.3 Librarian
 - 5.3.4. Director of Physical Education
 - 5.3.5 Computer Programmer
 - 5.3.6 Estate Engineer (Project Engineer)
 - 5.3.7 Foreman, Workshops and Laboratories
 - 5.3.8 Medical Officer

- 5.4 Technical Supporting Staff – Comprising :
 - 5.4.1 Supervisors
 - 5.4.2 Computer Operator – cum – Technician
 - 5.4.3 Laboratory Assistants
 - 5.4.4 Senior Mechanics
 - 5.4.5 Mechanics
 - 5.4.6 Electricians
 - 5.4.7 Plumbers
 - 5.4.8 Tracer
 - 5.4.9 Drivers
 - 5.4.10 Technical Maistry
 - 5.4.11 Compounder
 - 5.4.12 Other posts, if any, created by the Governing Body from time to time.

- 5.5 Ministerial Staff, Comprising :
 - 5.5.1 Superintendents
 - 5.5.2 Senior Assistant – cum – Stenographer
 - 5.5.3 Senior Assistants
 - 5.5.4 Junior Assistants – cum – Typists
 - 5.5.5 Junior Assistants
 - 5.5.6 Other posts, if any, created by the Governing Body from time to time.

- 5.6 Class – IV Staff, Comprising :
 - 5.6.1 Attenders
 - 5.6.2 Watchmen
 - 5.6.3 Malies
 - 5.6.4 Scavenger – cum – Sweeper
 - 5.6.5 Other posts, if any, created by the Governing Body from time to time.

6.0 DUTIES AND RESPONSIBILITIES OF ACADEMIC STAFF AND ADMINISTRATIVE OFFICERS :

6.1 Professor:

- 6.1.1 Class room and laboratory instruction, assessment of students guiding under-graduate / post-graduate student projects together with providing leadership in the conduct of course work in the relevant field of specialization.
- 6.1.2 Curriculum Development including design and development of new programmes and providing leadership to the activity of learner-resource development and modernisation of laboratories.
- 6.1.3 Interaction with industry and institution, leading to consultancy projects and extension activities and contributing to planning and organisation of continuing education programmes.
- 6.1.4 Research and research guidance.
- 6.1.5 Student counseling and career guidance.
- 6.1.6 Participation in policy planning as well as monitoring and evaluation of institutional activities including promotional activities.
- 6.1.7 Participation in administration and planning both at Departmental and institutional levels.
- 6.1.8 Contribution to resource mobilization effort of the Institution.
- 6.1.9 Any other responsibility specifically assigned by the Principal / Management of the Institute.

Note: It is obligatory for all Professors to participate the essential academic activities viz., class room and laboratory instruction, guiding under-graduation student's projects, examination work and assessment of students.

6.2 Associate Professor :

- 6.2.1 Class room and laboratory instruction, guiding under-graduate / post-graduate student projects, participation examination work and assessment of students.
- 6.2.2 Participation in curriculum development work including innovations in instructional work, development instructional aids and learner resource material.
- 6.2.3 Development of laboratories.
- 6.2.4 Research and Research guidance.
- 6.2.5 Interaction with industry, participation in industrial training of students and contributions to consultancy projects and extension services.
- 6.2.6 Interaction with students, involvement in co-curricular activities of students, students counseling and career guidance.
- 6.2.7 Participation in continuing education activities.

- 6.2.8 Participation in the administrative, planning and developmental activities at the departmental level and assisting at Institutional level.
 - 6.2.9 Self - development involving acquisition of higher academic qualifications, research publications, and participation in professional conferences and attending continuing education programme.
 - 6.2.10 Any other responsibility specifically assigned by the Principal / Management of the Institute.
- Note: It is obligatory for all Assistant Professors to participate in the essential academic activities viz., class room and laboratory instruction, guiding undergraduate student projects, examination work and assessment of students.

6.3 Assistant Professor:

- 6.3.1 Class room instruction involving systematic organization of course material and presenting it, stress on concepts and applications, tutorial assignments, promotion of students participation, use of effective techniques including media, complete coverage of syllabus, class room discipline, promotion of self -learning and library reference work.
- 6.3.2 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.
- 6.3.3 Guiding under-graduate student projects involving help in selection of projects and defining its objectives; assistance in identification of different activities, resource needs and time schedules; involvement in securing the resources; continuous guidance in completing the projects and finalization of the project reports.
- 6.3.4 Examination work and assessment of students consisting of conduct of class tests; setting question papers with proper coverage, choice of appropriate instruments, and ensuring standards; evaluation, ensuring proper range, distribution and average of awards; participation in examination work like preparation of examination schedule, invigilation, tabulation, and finalization of awards.
- 6.3.5 Participation in curriculum development work like development of structure for new programmes; formulation of new syllabi and preparation of new assignments, charts, models, transparencies, laboratory instructional manuals and lecture handouts.
- 6.3.6 Participation in laboratory development involving planning of a new laboratory or extension of existing laboratory; preparation of proposals for modernization of laboratory; preparation of proposals for modernization of laboratory; modification of existing experimental set-ups and setting up of new experiments.

- 6.3.7 Interaction with industry involving working in industry for short periods, assisting in consultancy projects, supervision of practical training of students during vacation and organizing industrial visits.
- 6.3.8 Interaction with students involving supervision of hostels, sports, games, NCC, NSS and other co-curricular activities; student counseling and career guidance.
- 6.3.9 Assisting the internal administration in activities like preparation of time-tables, formulation of examination schemes, tabulation and finalization of sessional awards and attendance, charge of laboratory, supervision of the work of laboratory supporting staff, purchases and preparation of developmental proposals.
- 6.3.10 Self - development involving acquisition of higher academic qualification, personal research; publications; participation in professional conferences, workshops and seminars; attending continuing education programmes and involvement in the activities of professional organisations.
Any other responsibility specifically assigned by the Principal /
- 6.3.11 Management of the Institute.
- Note: It is obligatory for all Lecturers to participate in the essential activities viz. Class room and laboratory instruction, guiding undergraduate students projects, examination work and assessment of students.

6.4 Professor of Training & Placement:

- 6.4.1 Development and continuous updating of data banks on:
- ◆ Industries and other employing agencies with details of their professional activities, recruitment procedures, officers responsible for recruitment, nature of posts, recruitment qualifications, staff development practices and salary structures.
 - ◆ Organisation which offer training facilities, their professional activities, procedures and policies for inducting trainees, training programmes and officers responsible for training.
 - ◆ Alumni holding responsible position in industry and other organisation.
 - ◆ Experts available in industry and other professional organizations together with details of their specialization and experience.
- 6.4.2 Continuous collection of information of technical posts advertised and recruitment tests notified and dissemination of this information to the students.
- 6.4.3 Dissemination of information regarding the avenues available for in-plant training for the benefit of students and faculty.
- 6.4.4 Planning and conduct of career development programmes with assistance of the academic departments and external experts.
- 6.4.5 Continuous interaction with the Board of Apprenticeship Training, Madras or any other training organization and assisting the final year students in securing apprenticeship placement.

- 6.4.6 Organizing entrepreneurship training programmes in collaboration with the academic departments.
 - 6.4.7 Organizing extension and special lecturers by professionals in co-operation with the academic departments.
 - 6.4.8 Organizing and supervising in-plant training of pre-final year B.Tech. students with active participation of faculty.
 - 6.4.9 Organizing professional training for faculty members in consultation with departments.
 - 6.4.10 Organizing campus interviews for placement of students.
 - 6.4.11 Collection and dissemination of information regarding Master Degree programmes in Foreign and Indian Institutions and their procedures for admissions.
 - 6.4.13 To generally assist the students in overcoming their difficulties.
 - 6.4.14 Any other responsibility specifically assigned by the Principal / Management of the Institute.
- 6.5 Administrative Officer:
- 6.5.1 He will directly report to the Principal and will be assisting him in all matters related to the college administration.
 - 6.5.2 He will assist the Principal in compilation of different statistical data required to prepare the reports to be submitted to the Government and other authorities, preparation of the annual reports and formulation of various development plans of the Institute.
 - 6.5.3 He shall assist the Principal in the work related to the meeting of the Governing Body, Administrative Committee, Buildings & Works Committee, Academic Committee, Selection Committee, etc. like preparation of agenda, notes and minutes as well as in the implementation of the decisions of all such bodies.
 - 6.5.4 He will be overall in-charge of the office of the Institute and employees belonging to different cadres and working in the office will report to him. All papers to be put up to the Principal for orders or a policy decision shall normally be examined by him and presented to the Principal with his comments and suggestions.
 - 6.5.5 He shall be responsible for the discipline as well as the smooth and efficient functioning of the office and the Institution.
 - 6.5.6 Any other responsibility specifically assigned by the Principal / Management of the Institute.

POWERS DELEGATED TO ADMINISTRATIVE OFFICER

1. The powers of the Principal to sanction Casual Leave, Earned Leave, Medical Leave, Permission for late arrival / early departure in respect of the subordinate staff up to and including Office Superintendents and Laboratory Assistants are delegated to the Administrative Officer subject to the provision that the Administrative Officer shall seek orders of the Principal in all abnormal cases. For the rest of the employees the Principal will be the competent authority.
 2. He shall circulate various notifications under his signature after obtaining the approval of the Principal.
 3. He shall assign works and duties to various seats in the office of the college.
 4. He shall issue the identity cards of the students and subordinate staff under his signature and seal of the college
 5. In addition to the Principal, the Administrative Officer is empowered to sign the bus passes and railway concessions to the students.
 6. He shall issue salary certificates to all categories of employees under his signature.
 7. He shall issue study certificates to the students.
- 6.6 Librarian:
- 6.6.1 General administration of the Library of the Institute under the general supervision of the Principal.
 - 6.6.2 Preparation of the annual budget of the Library as directed by the Principal and makes it ready every year by 31st December.
 - 6.6.3 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.
 - 6.6.4 Organizing and supervising the cataloguing and indexing the library books, periodicals and video tapes.
 - 6.6.5 Planning and arrangement for the repairs of the Library resources.
 - 6.6.6 Organizing and managing the safety and upkeep of the library books, periodicals, video tapes, furniture and other assets.
 - 6.6.7 Assisting the Principal of the Institute in planning and development of the Library.
 - 6.6.8 Assisting the Principal in the effort to generate the resources for the Library.
 - 6.6.9 Any other responsibility specifically entrusted by the Principal / Management of the Institution.

- 6.7 Director of Physical Education:
- 6.7.1 General administration of the Physical Education Section of the Institute under the overall supervision of the Principal.
 - 6.7.2 Preparation of the annual budget of the Physical Education section consistent with the guidelines given by the Principal and to prepare every year the annual budget by 31st December.
 - 6.7.3 Undertake the work of laying new play fields and maintaining the existing play fields on a continuing basis.
 - 6.7.4 Identification of the material required for the various sports items and games items, obtain the approval of the Principal and procure them.
 - 6.7.5 Preparation of the calendar for various games and sports activities well spread over the entire academic year, secure the approval of the college administration for the same and implement them.
 - 6.7.6 Conduct intramural matches in various games and sports activities and organize a Sports Day function.
 - 6.7.7 Identify competencies of students, provide coaching wherever required and organize participation of the Institute in Inter-collegiate tournaments conducted by the University.
 - 6.7.8 Organize tournaments or friendly matches with neighbouring Institutions on a regular basis.
 - 6.7.9 Safety, upkeep and maintenance of the assets and other games & sports material of the Physical Education Section.
 - 6.7.10 Assisting the Principal in preparing the developments plans for the Physical Education Section.
 - 6.7.11 Assisting the Principal in the efforts to generate resources for the Physical Education Section.
 - 6.7.12 Any other responsibility specifically entrusted by Principal / Management of the Institution.
- 6.8 Computer Programmer:
- 6.8.1 Assisting the faculty members in selection laboratory assignments, preparation of schedule laboratory work, preparation of instruction manual conduct of internal tests, University examinations and Under-graduate / Post-graduate project works.
 - 6.8.2 Participation in the instructional and students guidance work in the computers.
 - 6.8.3 To keep all the systems, software and peripherals 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 computer centre.
 - 6.8.4 Safety and upkeep of the various manuals, reference material and other data kept in the computer centre as well as the various items of equipment, software, furniture and fittings of the computer centre.

- 6.8.5 Participation in the planning of development and extension of the computer centre, 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 computer centre.
 - 6.8.6 Participation in the conduct of part-time courses including offering of theory and laboratory courses and in the consultancy work undertaken by the Institute.
 - 6.8.7 Participation in the computerization of the college administrative office, Library and Stores and to provide training to the college staff in connection with such computerization work.
 - 6.8.8 Self-development involving acquisition of higher qualifications, participation in continuing education and professional training camps.
 - 6.8.9 Any other responsibility specifically entrusted by the Principal / Management of the Institution
- 6.9 Estate Engineer (Project Officer):
- 6.9.1 Custodianship of all the immovable assets of the Institution like the land, buildings, roads, drains, sewage, water supply system, electrical power system and other utilities as well as the furniture and maintenance of the necessary records of these assets.
 - 6.9.2 Identification of the maintenance requirements of the immovable assets and furniture of the Institute and assisting the Principal in the preparation of the annual budget for the maintenance of the immovable assets and furniture by 31st December.
 - 6.9.3 Participation in the preparation of the detailed estimates for the budgeted maintenance and minor modifications and securing the approval of the competent authority for the same.
 - 6.9.4 To assist the Principal in the preparation of the proposals for new buildings and services required for the Institution and in securing the approval for such proposals from the competent authority.
 - 6.9.5 Preparation of detailed plans and estimates for all new constructions and to assist the Principal in securing the approvals from the competent authority.
 - 6.9.6 Execution of all approved maintenance works after calling for tenders or quotations wherever necessary, maintain the necessary accounts and furnishing completion reports together with expenditure statements.
 - 6.9.7 Supervision of all approved new constructions ensuring quality control, progress of work and adherence to approved estimates together with submission of progress reports and expenditure statements.
 - 6.9.8 Participation in the process of purchase of various items of material required for Estate Section, satisfying the procedures prescribed for the same.

- 6.9.9 Inchargeship of the stores of the Estate Section together with maintenance of stock registers, record of issues and Measurements Books.
 - 6.9.10 Assignment of work and duties to the staff of the Estate Section which includes gardening and security staff and supervision of their work.
 - 6.9.11 Engagement of casual labour with the approval of the competent authority, supervise their work and process their wage bills.
 - 6.9.12 Any other responsibility specifically entrusted by the Principal / Management of the Institution.
- 6.10 Foreman, Workshops and Laboratories:
- 6.10.1 Assisting the faculty member - in - charge of workshops in planning the schedules, organizing, co-coordinating and monitoring workshop related class work.
 - 6.10.2 Participation in the instructional and students assessment work of workshop related courses.
 - 6.10.3 Assisting the department in designing experiments and projects, developing instructions, procurement of materials and carry out other tasks to develop skills in students.
 - 6.10.4 Participation and providing guidance in erection, installation and commissioning plant and equipment in the workshops and all laboratories of the institute.
 - 6.10.5 Identification of raw materials, consumables, tools and instruments required for the workshops, verification of items procured and their storage.
 - 6.10.6 Advising the students and faculty, assisting and organizing the fabrication work in all departments in connection with projects and laboratory experimental setups.
 - 6.10.7 Advising, guiding and organizing maintenance of equipment, instruments and tools of all laboratories.
 - 6.10.8 Supervision of the work of the subordinate staff of the workshop, assigning work to them, control their time and maintain discipline.
 - 6.10.9 Any other responsibility specifically entrusted by the Principal / Management of the Institution.

7.0 APPOINTMENTS:

7.1 All posts at the Institute shall normally be filled by inviting applications through a press notification. However, the Governing Body of the Institute shall have the power to decide that the posts of Principal, Professors, Professor of Training & Placement and Administrative Officer be filled by invitation. Further, the Governing Body shall have the power to decide that specific posts of Technical Supporting Staff and Ministerial Staff be filled by promotion from amongst the members of the staff taking into consideration the qualifications, seniority and efficiency.

For the posts of Principal, Professors, Assistant Professors and Lecturers the recruitment qualifications shall be the same as prescribed by the AICTE from time to time. In respect of all other posts the Governing Body of the Institute shall have the authority to prescribe the recruitment qualifications.

7.2 If the post is to be filled by open advertisement, it shall be advertised by the Secretary and Correspondent.

The applications received for the posts belonging to the categories of Academic and Administrative Staff; Academic staff and Administrative Officers, in response to an advertisement shall be screened by the Administrative Committee to select the candidates to be presented to the concerned staff selection committee.

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 shall be screened by the Secretary & Correspondent with the assistance of the Principal.

7.3 Selection Committees for recruitment against the post under the Institute either by advertisement or by promotion from amongst the members of the staff of the Institute (excluding posts on contract basis) shall be constituted in the manner laid down below. However, composition of these committees shall be modified whenever such modifications are called for due to directives received from AICTE / State Government / Kakatiya University.

7.3.1 For the post of Principal

- Vice Chancellor
- Chairman of the Governing Body
- Director of Technical Education
- One eminent educationist in the field of Technical Education, to be nominated by the Vice-Chancellor of the University
- One eminent professional engineer or industrialist with technical qualification to be nominated by the State Government
- Secretary & Correspondent of the Institute.

The Vice-Chancellor shall be the Chairman of this selection committee and in his absence the Chairman of the Governing Body of the Institute shall be in the chair at the meetings of the committee.

7.3.2 For faculty positions (Professor, Asst. Professors and Lecturers)

- Vice Chancellor of the University
- Chairman of the Governing Body
- Secretary & Correspondent of the Institute
- Principal of the Institute
- Head of the University Department or Chairman, Board of Studies of the concerned discipline
- Two experts to be nominated by the Vice-Chancellor of the concerned university
- Director of Technical Education, Andhra Pradesh or his nominee

The Vice-Chancellor shall be the Chairman of the Selection Committee and in his absence the Chairman of the Governing Body shall be the chairman of this selection committee. Further, whenever Vice-Chancellor is unable to attend the Staff Selection Committee meetings the nominee of the university on the Governing Body will be a member of the Selection Committee.

7.3.3 For the cadres of Administrative Officers

- Chairman, Governing Body of the Institute
- Secretary & Correspondent of the Institute
- Principal of the Institute
- One expert member to be nominated by the Chairman, Governing Body
- Director of Technical Education or his nominee

The Chairman, Governing Body, shall be the chairman of this committee and in his absence the Secretary & Correspondent shall be the chairman of the committee.

7.3.4 For the posts of Technical Supporting Staff, Ministerial staff and Class – IV staff

- Chairman, Governing Body of the Institute or his nominee
- Secretary & Correspondent of the Institute
- Principal of the Institute
- one nominee of the Chariman, Governing Body
- Director of Technical Education or his nominee

The Chairman, Governing Body, shall be the chairman of this committee and in his absence the Secretary & Correspondent shall be the chairman of the committee.

7.4 No act or proceeding of any selection committee shall be called in question on the ground merely of the absence of any member or members of the selection committee subject to the condition that the Expert Members have attended the meeting.

Provided that the Secretary & Correspondent shall give notice of the meeting to the Members of the Committee at least 10 days before the date of the meeting.

7.5 Where a post is to be filled on contract basis or by invitation the Chairman of the Governing Body may, at his discretion, constitute such adhoc Selection Committees as circumstances of each case may require.

7.6 Where a post to be filled temporarily for a period not exceeding 12 months in the cadres of Assistant Professor or equivalent and lower cadres the Secretary & Correspondent may, at his discretion, constitute such adhoc committee as circumstances may require.

8.0 ACADEMIC DEPARTMENTS

8.1 The Institute shall have the following academic departments:

- 8.1.1 Civil Engineering
- 8.1.2 Mechanical Engineering
- 8.1.3 Electronics & Instrumentation Engineering
- 8.1.4 Computer Science & Engineering
- 8.1.5 Electrical & Electronics Engineering
- 8.1.6 Electronics & Communication Engineering
- 8.1.7 Information Technology
- 8.1.8 Physical Sciences
- 8.1.9 Mathematics & Humanities
- 8.1.10 Management

8.2 The Governing Body shall have the authority to reorganize or abolish the existing departments or establish new academic departments.

9.0 HEAD OF THE DEPARTMENT:

- 9.1 Each Department of the Institute shall be placed in charge of a Head who shall be chosen by the Administrative Committee from amongst members of the Administrative Committee from amongst members of the faculty of the Department. Provided that when in the opinion of the Administrative Committee the situation so demands the Department may be placed under the charge of the Principal or a faculty member of another Department.
- 9.2 The Head of the Department shall be responsible for the entire working of the Department, subject to the general control of the Principal.
- 9.3 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.

10.0 TERMS AND CONDITIONS OF SERVICE OF A PERMANENT EMPLOYEE:

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

- 10.1 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 the Governing Body. In case of any appeal against the decision of such a Medical authority, the Governing Body 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 Governing Body 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 Governing Body.
- 10.2 Subject to the provision of these rules, all appointments to posts under the Institute shall ordinarily be made on probation for a period of 2 years after which period the appointee, if confirmed, shall continue to hold his office subject to the provisions of the relevant rules, till the end of the month in which he attains the age of superannuation.
Persons in the employment of the institute and appointed to higher posts by either selection or promotion shall also be on probation for 2 years.
- 10.3 The appointing authority shall have the power to extend the period of probation of any employee of the Institute for such periods as may be found necessary, provided that if, after the period of probation, the employee is not confirmed, and, his probation is also not formally extended, he shall be deemed to have continued on a temporary basis and that his services may then be terminable on a month's notice or on payment of a month's salary in lieu thereof.

- 10.4 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 is completed satisfactorily, and if it is so decided, it may confirm him in the post in which he has completed the probation satisfactorily.
- 10.5 The appointing authority shall have the power to terminate the services of any member of the staff during the period of probation without assigning any cause.
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 and not holding any substantive post in the institute 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 accept one month's notice pay and waive the requirement of one month's notice or part thereof.
- 10.6 The appointing authority shall have the power to terminate the services of any member of the staff by giving 3 months notice in writing or on payment of 3 months salary in lieu thereof, if, on medical grounds, certified by the medical authority nominated by the Governing Body, it is decided that his retention in service is considered undesirable.
- 10.7 The Governing Body shall have the power to terminate the services of any permanent member of the staff on grounds of retrenchment or economy by giving 6 months notice in writing or on payment of 6 months salary in lieu thereof.
- 10.8 A permanent employee of the Institute may resign and terminate his engagement with the Institute by giving the appointing authority 3 months notice or on payment of 3 months salary in lieu thereof. Provided that vacation or leave availed by the employee during the notice period will not count towards the notice period.
However, the appointing authority may for sufficient reasons either reduce this period or accept payment of lesser amount in lieu of the notice period.
- 10.9 An employee of the Institute shall route his applications for appointment in any external organisation through the Principal of the Institute.
- 10.10 A member of the staff who is on probation and not holding any substantive post shall be permitted to apply for appointment in any other organisation only if he resigns before making such an application.

- 10.11 If a member of the staff who had executed an agreement applies for appointment in any other organisation his application may be forwarded provided his probation is declared with the condition that if he is selected for appointment in the external organisation subject to the condition that he will be relieved only after the period of service specified in the agreement executed by him. However, more than 2 applications shall not be forwarded in a calendar year.
- 10.12 A permanent employee of the Institute who has not obligation to serve the Institute for a certain minimum period may be permitted to apply for appointment in an external organisation not more than 2 times in a calendar year.
- 10.13 In the case of posts against which recruitment is to be made by open selection, if two or more candidates are selected for appointment in particular cadre in the same Department by a selection committee, the inter-se seniority of the candidates so selected shall be decided by the merit order in which the candidates are placed by the selection committee.
- 10.14 In case of posts to which appointments are made by promotion, if two or more candidates are promoted to the same cadre on the same day, the inter-se merit shall be determined by the seniority in the feeding cadre.
If on the same day an internal candidate is promoted and an external candidate is selected for the same cadre, the internal candidate shall be considered to be the senior.

10.15 Subject to these rules employees of the Institute in different cadres shall retire on attainment of the age of superannuation as given below:

Academic and Administrative Staff	..	End of the month in which the incumbent attains the age of 60 yrs.
Academic Staff	..	End of the month in which the incumbent attains the age of 60 yrs.
Administrative Officer	..	End of the month in which the incumbent attains the age of 58 yrs.
Technical Supporting Staff	..	End of the month in which the incumbent attains the age of 58 yrs.
Ministerial Staff	..	End of the month in which the incumbent attains the age of 58 yrs.
Class - IV Staff	..	End of the month in which the incumbent attains the age of 60 yrs.

10.16 Notwithstanding the clause 10.15 the Governing Body shall have the power to retire an employee on completing either 25 years of service or on attaining the age of 50 years if in the opinion of the Governing Body the employee had outlived his utility or is not fit to continue in the service of the Institute for one reason or the other. Provided that such an employee shall be given 3 months notice or paid 3 months salary in lieu thereof.

10.17 An employee may retire either on completion of 25 years of service or on attaining the age of 50 years by giving 3 months notice in writing to the Institute. Provided that the appointing authority for valid and sufficient reasons can either reduce or waive the said notice period.

11.0 RULES OF CONDUCT FOR THE EMPLOYEES OF THE INSTITUTE:

- 11.1 An employee of the Institute shall devote his whole time to the service of the Institute and shall execute such duties and functions and holds such responsibilities as allotted to him by the authorities of the Institute and the Principal from time to time.
- 11.2 Unless otherwise stated specifically in the terms of appointment, every employee is a whole time employee of the Institute and may be called upon to perform such duties as may be assigned to him by the competent authority beyond the scheduled working hours and on holidays and Sunday.
- 11.3 An employee shall be required to observe the scheduled hours of works, during which he must be present at the place of Institute.
- 11.4 Except for valid reasons or unforeseen contingencies an employee shall not be absent from duty without prior permission of the controlling officer.
- 11.5 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, an 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.
- 11.6 Every employee of the Institute shall be devoted to his duty and shall maintain absolute integrity, discipline, impartiality and a sense of propriety.
- 11.7 No employee shall act in a manner which is unbecoming of such employee or derogatory to the prestige of the Institute or place his official position under any kind of embarrassment.
- 11.8 Every employee should, at all times, be courteous in his dealings with other members of the staff, students and members of the public.
- 11.9 No employee of the Institute 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 Institute to take or omit to take any official action and any demonstrative or fast like "hunger strike" with the object of compelling the Institute to take or omit to take any official action.
- 11.10 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.

- 11.11 No employee shall lend money at interest to any person nor shall be borrow money at interest from any person with whom he is likely to have official dealings.
- 11.12 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 Institute.
- 11.13 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 Institute unless he has obtained written permission to that effect from the Principal.
- 11.14 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 assignment.
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 Governing Body.
- 11.15 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 authorised to communicate such document or information.
- 11.16 No employee shall take part in politics or be associated with any party or organisation 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 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 Institute 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.
- 11.17 No employee shall, except with the previous sanction of the competent authority, or in the bonafied discharge of his duties, participate in a radio 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 newspaper or periodical.

- 11.18 No employee shall, in any radio 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 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; or which is capable of embarrassing the relations between the Institute and the Central Government or any State Government or any other Institution or organisation or members of the public.
Provided that nothing in this rule shall apply to any statements made or views expressed by an employee in his official capacity or in the due performance of the duties assigned to him.
- 11.19 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 a State Legislature; or evidence given in any judicial enquiry; or evidence given in any departmental enquiry ordered by the institute.
- 11.20 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 any act done by him in his private capacity.
- 11.21 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.
- 11.22 If an employee, while on duty, evades to attend to the class work assigned to him / her, the same shall be treated as a misdemeanor on the part of the employee.
- 11.23 If an employee causes any dislocation of any class work, the same shall be treated as a misdemeanor on his / her part

- 11.24 No employee who has a wife living shall contract another marriage without first obtaining the permission of the Governing Body 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.
- No female employee of the Institute, whether unmarried or widowed or divorced, as the case may be shall marry any person who has a wife living without first obtaining the permission of the Governing Body, though the parties are governed by the personal law which otherwise permits contracting more than one marriage while the prior marriage is subsisting.
- 11.25 Whenever an employee wishes to put forth any claim or seeks redressal of any grievance or of any wrong done to him, 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.
- 11.26 An employee shall be governed by the provisions of the relevant rules regarding imposition of penalties and preference of appeals against any such action taken against him. The affected party may appeal against the orders of the punishing authority within 15 days of receipt of such orders and the decision of the appellate authority shall be final.
- 11.27 The decision of the Governing Body of the Institute on all questions relating to the interpretation of these rules shall be final.

12.0 CLASSIFICATION, CONTROL AND APPEAL RULES:

12.1 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 and Correspondent under suspension with effect from the date on which he was so detained.

12.2 During the period of suspension, the employee shall be entitled for the following payments :

12.2.1 A subsistence allowance at an amount equal to the leave salary which the employee would have drawn if he had been on leave on half average pay or on half pay and in addition, dearness allowance, if admissible on the basis of such leave salary.

Provided that where the period of suspension exceeds six months, the Secretary and Correspondent shall be empowered to vary the amount of subsistence allowance for any period subsequent to the period of the first six months as follows :

- The amount of subsistence allowance may be increased by a suitable amount, not exceeding 50% of the subsistence allowance admissible during the period of the first six months, if, in the opinion of the Secretary and Correspondent, the period of suspension has been prolonged for reasons to be recorded in writing not directly attributable to the employee.
- The amount of subsistence allowance may be reduced by a suitable amount, not exceeding 50% of the subsistence allowance admissible during the period of first six months, if, in the opinion of the Secretary and Correspondent, the

period of suspension has been prolonged due to reasons to be recorded in writing, directly attributable to the employee.

- The rate of dearness allowance will be based on the increased or, as the case may be, the decreased amount of subsistence allowance admissible under above two sub-clauses.

- However, no payment shall be made unless the staff member furnishes a certificate that he is not engaged in any other employment, business, profession or vocation.

12.3 The following penalties may, for good and sufficient reasons, and as hereinafter provided, be imposed on any employee of the Institute.

12.3.1 Censure

12.3.2 Withholding of promotion.

12.3.3 Recovery from his pay of the whole or part of any pecuniary loss caused by him to the Institute by negligence or breach of orders.

12.3.4 Withholding of increments of pay.

12.3.5 Suspension, where a person has already been suspended under Rule 12.1 to the extent considered necessary.

12.3.6 Reduction to a lower rank in the seniority list or to a lower stage in the time scale of pay or to a lower time scale of pay not being lower than that to which he was directly recruited or to a lower grade or post not being lower than that to which he was directly recruited.

12.3.7 Compulsory retirement

12.3.8 Removal from service which shall not be a disqualification for future employment under the Institute.

12.3.9 Dismissal from service which shall ordinarily be a disqualification for future employment in the Institute.

No order imposing on any member of the staff any of the penalties specified at 12.3.6 to 12.3.9 above shall be passed by an authority subordinate to the Secretary and Correspondent and except after an enquiry has been held and the employee has been given a

reasonable opportunity of showing cause of the action proposed to be taken in regard to him.

No order imposing on any employee any of the penalties specified at 12.3.1 to 12.3.5 above shall be passed by any authority subordinate to the Secretary and Correspondent and unless the employee concerned has been given an opportunity to make a representation to the Secretary and Correspondent.

Notwithstanding the above provision, it shall not be necessary to follow the procedure mentioned above in the following cases.

- 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.
- Where the authority empowered to dismiss or remove or compulsorily retire or reduce in rank is satisfied that, for reasons to be recorded by that authority in writing, it is not reasonably practicable to give that person an opportunity of showing cause.

If any question arises whether it is reasonably practicable to give any employee an opportunity of showing cause under the above sub-clause, the decision thereon of the concerned appellate authority shall be final.

12.4 An employee aggrieved by any order imposing penalty passed by the Secretary and Correspondent against him shall be entitled to prefer an appeal to the Governing Body if he belongs to the cadres of Academic and Administrative Staff, Academic Staff and Administrative Officers, and to the Administrative Committee if he belongs to the cadres of Ministerial staff, Technical Supporting Staff and Class-IV staff, against the decision of the Secretary and Correspondent and the decisions of these appellate authorities shall be final.

No appeal under this sub-clause shall be entertained unless it is submitted within a period of 3 months from the date on which the appellant receives a copy of the order-appealed against, provided that the appellate authority may entertain the appeal after the expiry of the said period, if it is satisfied that the appellant has sufficient cause for not submitting the appeal in time.

12.5 The authority to whom an appeal against an order imposing penalty lies under Rule 12.4 may, of its own motion or otherwise, call for the records of

the case in a disciplinary proceeding review any order and pass such orders as it deems fit as given hereunder.

- 12.5.1 Confirm, modify or set aside the order.
- 12.5.2 Impose any penalty or set aside, reduce, confirm or enhance the penalty imposed by the order.
- 12.5.3 Remit the case to the authority which made the order or to any other authority directing such further action or enquiry as considered proper in the circumstances of the case; or
- 12.5.4 Pass such other orders as it deems fit.

Provided that

- An order imposing or enhancing a penalty shall not be passed unless the employee concerned has been given one reasonable opportunity of making any representation which he may wish to make against such enhanced penalty.
- If the appellate authority proposes to impose any of the penalties specified in 12.3.6 to 12.3.9 in a case where proper enquiry has not been held and thereafter, on consideration of the proceedings of such enquiry, and after giving the employee concerned a reasonable opportunity of making any representation which he may wish to make against such penalty, pass such orders as it may deem fit.

However, no action under this rule shall be initiated more than six months after the date of the order to be reviewed.

12.6

- 12.6.1 When an employee of the Institute who has been dismissed, removed or suspended is reinstated, the authority competent to order the reinstatement shall consider and make a specific order :
 - Regarding the pay and allowances to be paid to the member of the staff of the Institute for the period of his absence from duty ;
 - Whether or not the said period shall be treated as a period spent on duty.

12.6.2 Where such competent authority holds that the employee of the Institute has been fully exonerated, or in the case of suspension, that it was wholly unjustified, the employee shall be given the full pay to which he would have been entitled had he not been dismissed, removed, compulsorily retired or suspended, as the case may be, together with any allowances of which he was in receipt prior to his dismissal, removal, compulsory retirement or suspension, and the period of absence from duty shall be treated as period spent on duty for all purposes.

12.6.3 In other cases the employee of the Institute shall be given such proportion of such pay and allowances as such competent authority may prescribe. The period of absence from duty shall not be treated as a period spent on duty, unless such competent authority specifically directs that it shall be so treated.

13.0 PROVIDENT FUND AND OTHER TERMINAL BENEFITS :

- The Institute is governed by the Employees Provident Fund & Miscellaneous Provisions Act, 1952 and the employees of the Institute shall be entitled for the terminal benefits as prescribed in the said Act.

14.0 TRAVELLING ALLOWANCES :

- The employees of the Institute shall be entitled to travelling and daily allowances according to the rules laid down by the Governing Body from time to time.

15.0 LEAVE :

- The employees of the Institute shall be entitled to leave in accordance with the provisions prescribed by the Governing Body in this behalf.

16.0 VACATION STAFF :

- The Governing Body shall be vested with the authority to decide as to the class of employees of the Institute who shall be entitled to vacation.

17.0 PERFORMANCE APPRISAL :

- The Governing Body shall be vested with the authority to prescribe a scheme of appraisal of the performance of the employees of the Institute.

18.0 TERMS AND CONDITIONS OF SERVICES OF TEMPORARY AND ADHOC EMPLOYEES :

18.1 The service of a temporary or adhoc employee shall be liable to termination at any time by notice of one month in writing given either by the employee to the appointing authority or by the appointing authority to the employee, or by paying one month's salary by the party which is giving a notice in lieu of the notice period.

However, the appointing authority may, for sufficient reasons, either reduce this period or accept a lesser amount in lieu of the notice period.

18.2 A temporary or an adhoc employee, may be permitted to apply for appointments in external organizations without any restriction provided no constraint in applying for outside appointment is made in the appointment order.

However, temporary and adhoc employees of the Institute shall route their applications for appointment in external organizations through the Principal of the Institute.

18.3 The temporary and adhoc employees of the Institute shall be governed by the conduct rules as laid down under clause 11 (11.1 to 11.25)

18.4 The temporary and adhoc employees of the Institute shall be entitled to leave and vacation in accordance with the provision prescribed by the Governing Body in this behalf.

19.0 APPOINTMENTS ON CONTRACT :

19.1 Notwithstanding anything contained in these rules, the Governing Body may, in special circumstances, appoint a suitable, qualified and experienced person on contract for a period not exceeding 5 years, with a provision of renewal for further period.

19.2 The Governing Body may prescribe either a consolidated salary in case of such contract appointments and lay down the terms and conditions applicable to such appointees. The Chairman, Governing Body, at his discretion may constitute a committee for negotiating the salary and terms and conditions of service with the candidates and consider its recommendations for contract appointments.

19.3 The contract appointees of the Institute shall generally be governed by the conduct rules as lay down under clause 11 (11.1 to 11.25), except as otherwise provided for in the appointment contract.

**KAKATIYA INSTITUTE OF TECHNOLOGY AND SCIENCE
WARANGAL - 506 015**

LEAVE RULES

1.0 GENERAL

- 1.1 These rules shall be called the “Kakatiya Institute of Technology and Science, Warangal Leave Rules - 1996”.
- 1.2 These rules shall come into effect from the date, the Governing Body may, by a resolution, decide.
- 1.3 These rules shall be applicable to all the employees of the Institute except,
 - 1.3.1 Employees appointed on contract, or on temporary basis or on adhoc basis for a period less than one calendar year.
 - 1.3.2 Part-time employees who are engaged to do certain work without prejudice to the regular exercise of their professions in other respects.
 - 1.3.3 Work charged staff and persons paid from contingencies.
- 1.4 An employee shall be entitled for the following kinds of leave.
 - 1.4.1 Earned Leave
 - 1.4.2 Half Pay Leave
 - 1.4.3 Commuted Leave
 - 1.4.4 Leave not due
 - 1.4.5 Maternity Leave
 - 1.4.6 Extraordinary Leave
 - 1.4.7 Casual Leave
 - 1.4.8 Special Casual Leave
- 1.5 A leave account shall be maintained for each employee in the format given in Annexure - I & II
- 1.6 No leave shall be granted to an employee beyond the date on which he/she must compulsorily retire or must be relieved on resignation.
- 1.7 No leave, other than casual leave, shall be granted during the notice period when an employee tenders resignation for his/her post.

- 1.8 Leave is earned by "Duty only". Duty includes gazetted holidays, other holidays declared to be holidays by the Principal, vacation and all types of leave excepting Extraordinary leave sanctioned to the employee.
- 1.9 Casual Leave can neither be prefixed nor suffixed to Earned Leave, Half Pay Leave, Commuted Leave, Leave Not Due and Maternity Leave and vacation.
- 1.10 Leave can not be claimed as a matter of right. When the exigencies of service 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 as one of such exigencies of services.
- 1.11 The nature of leave due and applied for by an employee can not be altered at the discretion of the sanctioning authority.
- 1.12 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.
- 1.13 An employee who remains absent after the end of his leave, is entitled to no leave salary for the period of such absence, and that period will be debited against his leave account as though it were leave on half pay, unless his leave is extended by the Principal. Willful absence from duty after the expiry of the leave may be treated as misbehaviour and dereliction of duty.
- 1.14 Every application for commuted leave or leave not due shall be accompanied by a Medical Certificate issued by a Registered Medical Practitioner, specifying as clearly as possible, the nature and probable duration of the illness. It will be within the powers of the sanctioning authority in any case to call for a second medical opinion by sending the employee either to the Medical Officer of the Institute or any other Registered Medical Practitioner or the Superintendent of Mahatma Gandhi Memorial Hospital, Warangal.
- 1.15 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.

- 1.16 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 periods of absence.
- 1.17 Employee 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 of the Institute and in such cases the employees returning from an outstation will not be eligible for any T.A.
- 1.19 If an employee of the Institute, belonging to a cadre of vacation staff, does duties during vacation and separately remunerated therefor, he should not be considered as having been deprived of vacation.
- 1.20 The 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 Principal, Secretary and Correspondent shall be the authority to sanction leave.

2.0 VACATION

- 2.1 The following posts in the service of the Institute shall belong to the vacation cadre.
 - Principal
 - Professor
 - Associate Professor
 - Assistant Professor
 - Asst. Director of Physical Education

NOTE : The post of Professor of Training & Placement does not belong to the vacation cadre.

2.2 Employees of the Institute belonging to the vacation cadre shall be eligible for the following vacation in an academic year :

2.2.1 An employee who had been in continuous service of the Institute for 12 months or more, shall be eligible for 60 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 earned leave at the rate of 1/3rd of the period by which the vacation actually availed falls short of the entitled vacation.

However, for the purposes of determining the compensatory earned leave entitlement the vacation period during which the employee undertakes 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 60 days in an academic year for the period he was in service during the year provided the employee had served the Institute for more than 6 months in the 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 earned leave at the rate of 1/3rd of the period by which the vacation actually availed falls short of the entitled vacation.

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 Principal of the Institute may at his discretion, permit such employee to avail vacation not exceeding 14 days.

2.2.4 The Principal of the Institute shall be the competent authority to decide the vacation periods and vacation schedules of the employees belonging to the vacation cadres based upon the academic calendar of the Institute.

2.2.5 The Non-teaching employees who joined on or after 1.8.2016, will be covered under vacation staff. If vacation is denied, proportionate earned leaves will be credited to their account.

The Earned Leave admissibility to an employee belonging to the non-vacation cadres shall be governed as given under :

- 3.1 The leave account of an employee holding a substantive post or a temporary employee who completed two years of continuous service in the Institute shall be credited with 30 days of earned leave in two instalments each of 15 days on the 1st of January and 1st of July every year.
- 3.2 The leave account of a probationer or a temporary employee who had not completed 2 years of continuous service in the Institute shall be credited with 16 days of Earned Leave in 2 instalments, each of 8 days on the 1st of January and 1st of July every year.
- 3.3 The leave at the credit of an employee at the close of the previous half year shall be carried forward to the next half year, subject to the condition that the leave so carried forward together with the credit for that half year shall not exceed the maximum limit of **180** days.
- 3.4 The credit of Earned Leave as prescribed in Clauses 3.1 and 3.2 shall be reduced by 1/10th of the period of extraordinary leave availed during the previous half year, subject to a maximum of 15 days.
- 3.5 When an employee is appointed on probation or on temporary basis after 1st January or 1st July, Earned Leave should be credited at the rate of 1 1/3 days for each completed month of service which he is likely to render in the calendar half year in which he is appointed. When affording credit of Earned Leave under the rule, Fractions of a day will be rounded off to the nearest day.
- 3.6 Applications for Earned Leave for a period of less than 3 days shall ordinarily be not entertained.

4.0 The Earned Leave admissibility to employees belonging to vacation cadres shall be governed as given hereunder :

- 4.1 The leave account of an employee holding a substantive post or a temporary employee who completed 2 years of continuous service in the Institute shall be credited with 10 days of Earned Leave in two installments, each of 5 days on the 1st January and 1st July every year.

- 4.2 The leave account of an emergency probationer or a temporary employee who had not completed two years of continuous service in the Institute shall be credited with 6 days of Earned Leave in two instalments, each of 3 days on the 1st of January and 1st of July every year.
- 4.3 The leave account of an employee who is eligible for vacation, shall be credited with compensatory Earned Leave in lieu of vacation not sanctioned as prescribed in clauses 2.2.1 and 2.2.2 on the 1st of September every year
- 4.4 The leave at the credit of an employee at the close of the previous half year shall be carried forward with the next half year subject to the condition that the leave so carried forward together with the credit for that half year shall not exceed the maximum limit of **180** days.
- 4.5 The credit of Earned Leave as prescribed in the clauses 4.1 and 4.2 shall be reduced by 1/20th of the period of Extraordinary leave availed during the previous half year subject to a maximum of 5 days.
- 4.6 When an employee is appointed after 1st January or 1st July, Earned Leave should be credited at the rate of ½ day per each completed month of service which he is likely to render in the calendar half year in which he is appointed. When affording credit of Earned Leave under this rule fractions of a day will be rounded off to the nearest day.
- 4.7 Applications for Earned Leave for a period less than 3 days shall ordinarily be not entertained.
- 5.0** The Half Pay Leave entitlement of employees shall be governed as given hereunder:
- 5.1 Half Pay Leave is admissible to an employee holding a substantive post or an employee in temporary post who has completed 2 years of continuous service in the Institute.
- 5.2 An employee who is in a substantive post or who had completed 2 years of continuous service will be credited with 20 days of Half Pay Leave for every year of continuous service after gaining the eligibility for the Half Pay Leave.

- 5.3 The periods spent on duty as well as on leave including Extra Ordinary Leave shall be considered to determine the Half Pay Leave entitlement.
- 5.4 Half Pay Leave due may be granted to an employee either on a Medical Certificate or on private affairs.
- 5.5 During the period of availment of Half Pay Leave the employee is eligible to half the substantive pay including any other emoluments classed as pay on the day before the leave commences.
- 6.0 The Commuted Leave entitlement of employees shall be governed as given hereunder:
- 6.1 Commuted Leave on full pay, not exceeding half the amount of Half Pay Leave due, may be granted only on production of a Medical Certificate to an employee holding a substantive post.
- 6.2 Commuted Leave during the entire service of an employee shall be limited to a maximum period of **180** days.
- 6.3 When Commuted Leave is granted, twice the amount of such leave shall be debited against half pay leave due.
- 6.4 Commuted Leave may not be granted under this rule unless the authority competent to sanction this leave has reasons to believe that the employee will return to duty on its expiry.
- 6.5 Employees holding substantive posts may be sanctioned eligible half pay leave, subject to other conditions of grant of such leave, and permitted to draw full pay upto a maximum period of **six months** in lieu of six months half pay leave, if they are suffering from leprosy, tuberculosis, cancer, mental illness, heart attack or renal failure if certified by the Superintendent of Mahatma Gandhi Memorial Hospital, Warangal.
- 7.0 The grant of leave not due to an employee shall be governed as given hereunder:
- 7.1 Leave not due on half pay may be granted to an employee holding a substantive post only on medical grounds provided the need for such leave is duly certified by the Superintendent of Mahatma Gandhi Memorial Hospital, Warangal.
- 7.2 Leave not due sanctioned to an employee shall be limited to 180 days during the entire service.

- 7.3 Leave not due shall be sanctioned only when no other leave is admissible according to the rules.
- 7.4 Leave not due sanctioned shall be debited against the half pay leave the employees earns subsequently.
- 7.5 Leave not due may be granted only if the authority empowered to sanction such leave is satisfied that there is reasonable prospect of the employee returning to duty on the expiry of the leave and it should be limited to the half pay leave he is likely to earn thereafter.
- 8.0** The grant of Maternity Leave to a married woman employee of the Institute shall be governed as given hereunder.
- 8.1 Maternity Leave on full pay may be granted to a married woman employee of the Institute in case of confinement for a period which may extend **upto 90 days** provided she has less than two surviving children.
- 8.2 Maternity Leave on full pay upto 6 weeks may be granted 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.
- 8.3 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.
- 8.4 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.
- 8.5 Maternity Leave is not debited against the leave account but a note of this shall be recorded in the service record of the concerned employee.

9.0 The grant of Extra Ordinary Leave to an employee shall be governed as given hereunder:

9.1 Extra Ordinary Leave without salary may be granted to an employee of the Institute holding a substantive post in special circumstances given below:

9.1.1 When no other leave is admissible under these rules.

9.1.2 When other leave is being admissible, the employee concerned applies in writing for the grant of Extra Ordinary Leave.

9.2 The authority empowered to grant leave may retrospectively commute the period of absence without leave into Extra Ordinary Leave.

9.3 Extra Ordinary Leave beyond one month at a time shall not be sanctioned unless when it is supported by a Medical Certificate from the Superintendent of Mahatma Gandhi Memorial Hospital, Warangal.

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

10.1 Earned Leave, Half Pay Leave, Commuted Leave, Extra Ordinary Leave and Vacation can neither be prefixed nor suffixed to Casual Leave.

10.2 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.

10.3 The total duration of Earned Leave, Half Pay Leave, Commuted Leave, Extra Ordinary Leave and vacation in conjunction shall not exceed 180 days.

10.4 In exceptional cases the Governing Body of the Institute may permit absence on different kinds of leave in conjunction for a continuous period upto a maximum of 5 years.

- 11.0 The salary entitlement of an employee who is sanctioned leave shall be as given hereunder:
- 11.1 An employee, while on earned leave, is eligible to leave salary equal to his substantive pay on the day before the commencement of leave together with permissible allowances.
- 11.2 An employee on Half Pay Leave is entitled to leave salary equal to half his substantive pay on the day before the commencement of leave together with the permissible allowances.
- 11.3 An employee, while on commuted leave, is eligible to leave salary equal to his substantive pay on the day before the commencement of leave together with the permissible allowances.
- 11.4 An employee while on Extra Ordinary Leave, is not entitled to any leave salary.
- 12.0 Encashment of Leave by surrender of Earned Leave shall be permitted as given hereunder:
- 12.1 An employee (**non-teaching staff**) of the Institute is eligible to encash leave salary in lieu of surrender of 15 days Earned Leave or Earned Leave to his credit whichever is less once in a calendar year. However, the employees (non-teaching staff) joined on or after 1.8.2016, they are not entitled for encashment for earned leave.
- 12.2 An employee of the Institute, before attaining the age of superannuation is expected to apply for grant of Earned Leave in his credit and shall avail the same on receipt of sanction. The Institute in case of exigency of service may refuse leave applied for either in part or in full and in such a case the employee on retirement shall be eligible to encash the leave refused to him.
- 12.3 In case an employee of the Institute dies while in service, the cash equivalent to the leave salary that the deceased employee would have got, had he gone on Earned Leave, but for death, due to admissible on the date immediately following the date of death, subject to a maximum of leave salary for 180 days shall be paid to his family.

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

13.1 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.

13.2 No employee may, in any case, be absent on casual leave for more than 20 days in the course of one calendar year.

13.3 Casual Leave cannot be taken along with any leave or vacation.

13.4 Casual Leave may be combined with Sundays or other authorized holidays provided that the resulting period does not exceed 10 days.

13.5 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 entitled to take the full amount of casual leave as a matter of course.

13.6 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.

13.7 An employee may be granted casual leave for a half-a-day either morning session (from 9.30 a.m. to 1.00 p.m.) or evening session (from 1.45 p.m. to 4.45 p.m.) on all working days except Saturdays.

13.8 A record of casual leave taken by the employees shall be maintained.

14.0 The grant of Special Casual Leave to employees shall be governed as given hereunder:

14.1 Special Casual Leave, not counting against casual leave, may be granted to an employee in the following circumstances.

14.1.1 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.

14.1.2 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 production of a Medical Certificate from the Doctor who performed the operation.

14.1.3 A 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.

14.2 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 purposes :

14.2.1 To attend academic conferences, seminars and workshops to which he is sponsored by the Institute.

14.2.2 To attend summer schools, winter schools and other short term continuing education programmes to which he is deputed by the Institute.

14.2.3 To attend meeting of academic bodies of Universities and Institutions on which he is nominated as a member.

14.2.4 To attend meetings of committees constituted by Government of India, Government of a State, AICTE, UGC, ISTE, Universities and other Central and State organizations on which he is a member.

14.2.5 To attend meeting of Staff Selection Committees of UPSC, State P.S.C., Universities, Institutions and Public Sector Undertakings on which he is nominated as a member.

- 15.0 The grant of Compensatory Holiday shall be governed as given hereunder:
- 15.1 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.
 - 15.2 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.
 - 15.3 Compensatory holiday shall not be availed by the employee without the previous permission of the authority who is competent to grant him Casual Leave.
 - 15.4 Not more than 10 compensatory holidays in all may be taken in a calendar year and no such holiday shall be taken after expiry of six months from the public holiday for which it is substituted.
 - 15.5 Not more than 7 such holidays may be accumulated.
 - 15.6 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.
- 16.0 The leave entitlement of employees appointed on adhoc or temporary basis for a period of one year or less shall be as given hereunder:
- 16.1 He shall not be eligible for any Earned Leave.
 - 16.2 He may be granted, on submission of Medical Certificate, leave on half pay at the rate of 15 days per 12 months for the period spent on duty.
 - 16.3 He may be granted casual leave proportionate to his period of appointment at the rate of 20 days per 12 months.
 - 16.4 An adhoc employee belonging to the vacation cadre will not be eligible for any vacation. However, the Principal of the Institute may, at his discretion, permit such employee to avail vacation not exceeding 14 days in an academic year.

17.0 Leave entitlement of employees appointed on contract basis shall be as given hereunder :

The leave and vacation entitlement of a contract appointee should normally be specified in the order of appointment. However, if the leave and vacation entitlement is not specified in the appointment order, the Secretary and Correspondent in consultation with the employee and the Principal may decide the leave and vacation entitlement of such an employee.

18.0 Absence from normal duty of an employee shall be treated as on Other Duty under the following circumstances :

18.1 When an employee is required to give evidence on behalf of the Institute in a court case

18.2 When an employee is deputed to attend to the work of the Institute.

18.3 When an employee is required to conduct a practical examination of Kakatiya University as an external examiner.

However, absence of faculty members in connection with the practical examinations of Universities other than Kakatiya University shall not be treated as absence on other duty.

18.4 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.

18.5 When an employee is deputed on the basis of request received from a member of the Ekasila Education Society.

18.6 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 and Correspondent.

19.0 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.

20.0 The Governing Body of the Kakatiya Institute of Technology and Science, Warangal, shall have the authority to modify, amend, delete any of these rules.

EARNED LEAVE ACCOUNT

Name of the Employee : _____

Designation : _____ Date of joining : _____

Period	Leave Earned	Leave taken	Balance	Remarks	Initial

**HALF PAY LEAVE ACCOUNT
(ON PRIVATE AFFAIRS AND/OR MEDICAL CERTIFICATE
INCLUDING COMMUTED LEAVE)**

Name of the Employee: _____

Designation: _____ Date of joining: _____

Period	Leave earned in days	Leave taken				Balance	Remarks	Initial
		Leave on private affairs or on medical grounds	Commutated leave on medical certificate on full pay	Commutated leave converted in to half pay leave	Total half pay leave taken			

**KAKATIYA INSTITUTE OF TECHNOLOGY AND SCIENCE
WARANGAL - 506 015**

TRAVELLING ALLOWANCE RULES

1.0 Extent and Date of Application

- 1.1 These rules given hereunder may be called the “Kakatiya Institute of Technology & Science, Warangal Travelling Allowance Rules 1997”.
- 1.2 These rules shall be applicable to all employees of the Institute including those appointed prior to the adoption of these rules by the Governing Body of the Institute for travel undertaken except for attending conferences, seminars, workshops and continuing education programmes.
- 1.3 These rules shall come into force on such a date as the Governing Body may, by a resolution, decide.
- 1.4 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.
- 1.5 The Governing Body of the Kakatiya Institute of Technology & Science shall have the authority to modify, amend and delete any of these rules.

2.0 Definitions

- 2.1 “Employee” means employee of Kakatiya Institute of Technology & Science, Warangal, other than those paid from contingencies.
- 2.2 “Head Quarters” means the Kakatiya Institute of Technology & Science, Warangal where the employee remains on duty.
- 2.3 “Controlling Authority” means the Secretary & Correspondent of the Institute.
- 2.4 “Day” means a calendar day beginning and ending at midnight. However, absence from head quarters, which does not exceed 24 hours is reckoned for all purposes as one day at whatever hour the period may begin.

- 2.5 “Period of absence from head quarters” means the period of absence beginning from the time when the employee leaves the head quarters till he actually returns to the head quarters, irrespective of the fact he halts there or not.
- 2.6 “Travelling Allowance” means an allowance granted to an employee to cover the expenses which he incurs in traveling in the interest of the Institutional work.
- 2.7 “Actual Travelling Expenses” means the actual cost of transporting an employee. They do not include charges for lodging, for refreshments or for the carriage of stores.
- 2.8 “Daily Allowance” means an allowance for each day of absence from the head quarters and is intended to cover the ordinary daily expenditure incurred by the employee as a consequence of such absence.
- 2.9 “Incidental Charges” means the charges incurred by the employee during the travel for refreshments, for the carriage of stores and other incidental expenses.
- 2.10 “Mileage Allowance” means an allowance calculated based on the distance travelled which is granted to meet the cost of the particular journey.
- 2.11 “Shortest Route” means the route by which the traveller can most speedily reach the destination by the ordinary mode of travel.

In case of doubt the Principal may decide which shall be regarded as the shortest of two or more alternate routes.

- 2.12 “Public Conveyance” means a train or other conveyance which plies regularly for the conveyance of passengers but does not include taxi, auto-rickshaw, hackney carriage or other conveyance which is hired for a particular journey.

3.0 Grades of Employee

- 3.1 For the purpose of determining the rates of T.A. to which they are entitled, employees of the Institute are grouped as hereunder:

Grade - I

Members of the Governing Body, Administrative Committee, Buildings & Works Committee, Finance Committee, Staff Selection Committees other than the employees of the Institute, External experts invited to the Institute, Director and Principal.

Grade - II

Professors, Professor of Training & Placement, and Associate Professors

Grade - III

Asst. Professor, Administrative Officer, Librarian, Asst. Director of Physical Education, Medical Officer, Programmer, Superintendents, Computer Operator-cum-Technician, Foreman, Supervisors and Laboratory Assistants.

Grade - IV

Rest of the employees

- 3.2 In case of an employee whose whole time is not retained for the service of the Institute, the respective grade shall be fixed by the Controlling Officer.
- 3.3 The grade of an employee, appointed on deputation terms, will be in accordance with the terms of his deputation.

4.0 Admissibility of Travelling Allowance :

- 4.1 Travelling Allowance shall be admissible for the following kinds of journeys undertaken by the employees:

4.1.1 Journey in connection with official business of the Institute.

4.1.2 Journey of the employee who is called from leave on any work of the Institute.

- 4.2 The Travelling allowance bill shall be presented in the office of the Principal by the concerned employees, in the prescribed form, within 2 months after completion of the journey.

- 4.3 T.A. claimed, after 2 months subsequent to the completion of journey, shall be treated as time barred and shall not be admitted. However, the controlling officer may condone at his discretion any such delay in the submission of T.A. claim based on justification of such delay submitted by the employees in writing.

4.4 An employee, who is required to undertake a journey in connection with official business of the Institute, may be granted advance travelling allowance to meet the expenses on submission of a statement of probable expenditure. Such advance shall be recovered from the detailed final T.A. Bill.

Provided that the detailed final T.A. Bill is not presented in the manner prescribed in rules 4.2 and 4.3, the advanced amount shall be recovered from the next month salary of the said employee.

Further, if an earlier advance T.A. is not adjusted or at least the claim is not filed, subsequent request for advance T.A. shall not be entertained.

4.5 On submission of a T.A. claim in accordance with Rules 4.2 and 4.3 it shall be pre-audited by the Accounts Section of the College and presented to the Principal for sanction.

5.0 Different components of Travelling Allowance :

The following are the different components of Travelling Allowance, which may be drawn in different circumstances.

5.1 Actual Travelling expense

5.2 Incidental charges

5.3 Mileage Allowance

5.4 Daily Allowance

5.5 Lodging charges

6.0 Actual Travelling Expense:

6.1 An employee who is required to undertake a journey for official business is required to travel by the shortest route. However, the Principal may at his discretion permit the employee to travel by an alternate route for valid reasons.

6.2 For journey between two stations unconnected by rail and connected only by road, actual bus fare will be admissible.

6.3 For journey between two stations connected by road as well as rail in part or full, the employee can choose the mode of travel and the actual bus fare or rail fare or a combination of bus and rail fare shall be admissible.

6.4 For journey between two stations connected by rail or bus for part of the distance only, actual bus fare or rail fare for the distance connected by either of them and full mileage for the remaining portion of the journey shall be admissible

6.5 Employees will be eligible to draw the actual railway fare for the journey performed by them by the following classes either by ordinary or express trains.

Grade - I : AC 1st Class. The surcharge for super fast trains as well as reservation charges shall be admissible. They are also eligible for travel by air.

Grade - II : 1st Class or AC 3 Tier or AC 2 Tier. The surcharge for super fast trains as well as reservation charges shall be admissible.

Grade - III : 1st Class or AC 3 Tier or AC 2 Tier. The surcharge for super fast trains as well as reservation charges shall be admissible,

Grade - IV : II Class sleeper coach. The surcharge for super fast trains as well as reservation charges shall be admissible.

Provided that the controlling officer may, in specific instances, permit employees of Grade-II to travel by air. For all journeys performed by air, the claim must be substantiated by air ticket.

6.6 Employee, who performed a journey by a class lower than the one to which he is entitled, shall limit his claim to that class by which he actually travelled.

6.7 Employees, other than those belonging to the Grade-I, who travelled by either I class or AC 2 Tier or AC 3 Tier or Chair Car must submit a receipt or a certificate or atleast the ticket number in support of their claim, without such a proof their claim for upper class fare will not be admissible and they will be paid only II Class Sleeper Coach fare.

6.8 Reimbursement for cancellation of journey ticket may be allowed only when such a cancellation is necessitated due to official reasons.

7.0 Incidental Charges :

For journeys performed by road, rail or air, employees are entitled to draw 1/3rd of the corresponding eligible railway fare, for the distance travelled towards incidental charges.

If an employee is provided means of conveyance by the Institute he will be entitled to draw 1/3rd of the corresponding eligible rail fare, for the distance travelled, towards incidental charges.

8.0 Mileage Allowance :

8.1 Mileage allowance shall be admissible to meet the cost of fuel and oil when an employee performs the journey by road using own car or motor-cycle or scooter or moped.

8.2 Persons belonging to Grade - I and Grade - II may be paid if they use their own car, motor cycle, scooter and moped.

8.3 Employees belonging to Grade - III and Grade - IV may be paid mileage if they use their own motor cycle, scooter or moped.

8.4 Mileage allowance shall not be admissible in the following cases :

8.4.1 For journeys the employee performs daily to come to the Institute from home and return.

8.4.2 For journeys performed by the vehicles of the Institute.

8.4.3 For the journeys performed by a route which is not the shortest.

8.4.4 For journeys (one way) beyond 250 kilometres in case of Grade - II employees and beyond 125 KM in case of Grade - III and Grade - IV employees.

8.5 Mileage shall be paid at the rate of Rs. 5.00 per KM for travel by car and at the rate of Rs. 1.50 per KM for travel by motor cycle, scooter or moped.

9.0 Daily Allowance :

9.1 An employee shall be eligible to get Daily Allowance for absence from head quarters on official business of the Institute.

9.2 The period of absence in a calendar day from the head quarters of an employee, for being eligible to draw Daily Allowance irrespective of the mode of travel, shall be as given below:

- Absence of 12 hours or more .. Full D.A.
- Absence of 6 hours or more but less than 12 hours .. Half D.A.
- Absence for less than 6 hours .. No D.A.

Provided that the period of travel for which mileage or incidentals are claimed are not to be counted to determine the eligibility for D.A.

9.3 The rates of Daily Allowance admissible in respect of different Grades of employees for tours within the State and outside the State shall be as given below:

Grade of the Employee	D.A. within the State	D.A. outside the State
Grade - I	Rs. 300/-	Rs. 375/-
Grade - II	Rs. 300/-	Rs. 250/-
Grade - III	Rs. 125/-	Rs. 150/-
Grade - IV	Rs. 100/-	Rs. 125/-

9.4 No Daily Allowance shall be admissible in the following cases :

9.4.1 D.A. is not admissible for Sundays and other holidays unless the employee is actually in camp.

9.4.2 D.A. is not admissible for the period of any kind of leave taken by the employee when on tour.

10.0 LODGING CHARGES :

Employees visiting places outside the head quarters on official business shall be eligible for reimbursement of lodging charges subject to production of original receipt of the lodging house at the rates given below :

Grade of the employee	Lodging charges admissible per day			
	Within the state	Outside the State		
		A Class	B Class	Other Classes
Grade - I	Actual Lodging Charges			
Grade - II not exceeding	Rs. 250/-	Rs. 500/-	Rs. 350/-	Rs. 300/-
Grade - III not exceeding	Rs. 200/-	Rs. 300/-	Rs. 250/-	Rs. 200/-
Grade - IV not exceeding	Rs. 100/-	Rs. 200/-	Rs.150/-	Rs. 125/-

Provided that :

- In the case of Bombay and Calcutta the reimbursement of lodging charges shall be increased by 50% of the normal rates.
- In cases when lodging charges are claimed, the normal daily allowance applicable to the place shall be reduced by 25%.
- For purpose of determining lodging charges, the classification of places into A, B and other classes shall be as laid down by the Government

11.0 Conveyance Charges :

- 11.1 Persons belonging to Grade - I shall be extended the facility of hiring taxis on a daily basis and the expenditure on hiring of taxi shall be reimbursed to him.
- 11.2 Employees belonging to Grade - II will be eligible to claim while on tour actual taxi or auto fares subject to a maximum of Rs. 200/- per day for visiting various places in connection with official work on certification.
- 11.3 Employees belonging to Grade - III and Grade - IV will be eligible to claim while on tour actual auto fare or bus fare subject to a maximum of Rs. 60/- per day for visiting various places in connection with official work on certification.
- 11.4 There shall be no reduction in the admissible daily allowance when the conveyance charges are reimbursed.

12.0 Notwithstanding anything stated in these rules the controlling officer may, in specific cases, sanction fixed travelling allowances to such employees who are required to perform local journeys very frequently in the performance of their duties.

**KAKATIYA INSTITUTE OF TECHNOLOGY AND SCIENCE
WARANGAL - 506 015**

**RULES REGARDING DEPUTATION OF FACULTY MEMBERS TO ATTEND
ACADEMIC CONFERENCES, SUMMER AND WINTER SCHOOLS AND
UNDER QUALITY IMPROVEMENT PROGRAMME**

1.0 Academic Conferences :

A faculty member of the Institute may be deputed to attend academic conferences / seminars / symposia / workshops any where in India once in an academic year subject to the following conditions.

- 1.1 The faculty member must be either a permanent employee or a probationer who has completed atleast one year of service at the Institute.
- 1.2 The faculty member must have been invited to chair a session or is a member of the organizing committee or has a paper accepted for presentation.
- 1.3 In case of joint authorship of the paper, the faculty member must be either the first author or research student of the first author. Under no circumstances two faculty members of the Institute will be deputed to present the same paper.
- 1.4 The faculty member must make alternate arrangements for his / her class work and other duties to the satisfaction of his / her Head of the Department.
- 1.5 The faculty member deputed, subject to the conditions 1.1 to 1.4, is admissible for the following financial support and shall be eligible for special casual leave as per the clause 14.2 of the Kakatiya Institute of Technology & Science, Warangal Leave Rules 1996
 - 1.5.1 Actual expense for travel by either rail in 2nd class sleeper coach or by bus.
 - 1.5.2 Incidental charges at the rate of 1/3rd of the actual travelling expense.
 - 1.5.3 Daily Allowance as per the Travelling Allowance Rules of the Institute.

1.5.4 Registration fee or delegate fee limited to Rs.1000/- subject to the condition that he/she deposits the proceedings of the conference / seminar / workshop / symposium in the college library.

1.6 The faculty member shall have to submit a copy of the letter received from the organizers of the conference inviting him / her to present his/her paper along with his/her application for deputation and must also submit participation certificate after his/her return.

1.7 The faculty member deputed to an academic conference / seminar / symposium / workshop must deliver a lecture on his / her paper at a meeting to be arranged by the concerned Head of the Department.

1.8 The deputed faculty member may draw 50% of the financial assistance to be provided by the Institute according to Rule 1.5 before his / her departure. The remaining half of the financial assistance shall be released to him / her only after the Librarian certifies the receipt of the proceedings and the Head of the Department certifies that the deputed faculty member had delivered a lecture at a meeting convened by the Department.

2.0 SUMMER AND WINTER SCHOOLS :

A faculty member of the Institute may be deputed to attend summer schools / winter schools as well as other continuing education programmes subject to the following conditions.

2.1 Normally the deputation should not fall during the days of instruction. However, in exceptional cases, the Principal in consultation with the Head of the Department may permit the deputation provided the number of days of instruction the concerned faculty member misses, is limited to three.

2.2 The topic of the continuing education programme must be relevant to the broad area of the courses which are being assigned to the teacher concerned. In cases of new subject courses, included in the programme, as a result of revision of curricula, teachers may be identified to handle the courses and deputed to the relevant continuing education programmes.

- 2.3 In case of the general areas like educational technology, institutional management, planning for development, examination reforms, curriculum development, entrepreneurship development programme, etc., the Principal, in consultation with the Head of the Department concerned, may depute faculty members provided they are adequately senior in the service of the Institute.
- 2.4 Normally the number of deputations of a faculty member in an academic year shall be restricted to one only.
- 2.5 For a particular programme, Head of the Department will not recommend more than two applications.
- 2.6 A faculty member shall restrict his applications to two for the schools conducted in winter and two more for the schools conducted in summer.
- 2.7 After attending a continuing education programme, the faculty member shall give a seminar on the topics covered in the programme at a meeting of the concerned Departmental Association or a meeting of the faculty of the Department. The Head of the Department, in consultation with the concerned teacher, will arrange such seminars. The Head of the Department will also ensure that such a seminar is given before he recommends the next application for deputation.
- 2.8 Notwithstanding the above clauses, faculty members who qualify for placement in senior scales under the career development scheme but for the number of summer/winter schools attended, may be deputed to two continuing education programmes in an academic year provided the instructional work is not adversely affected.

3.0 QUALITY IMPROVEMENT PROGRAMME :

A faculty member of the Institute may be deputed for higher studies under the Quality Improvement Programme of the All India Council for Technical Education subject to the following conditions.

- 3.1 The faculty member should be holding a substantive post in the Institute and must have rendered a minimum of 3 years continuous service in the Institute not counting the periods of adhoc or contract or temporary appointments.
- 3.2 The faculty member must have a minimum of 10 years service before the time of superannuation at the time of deputation under the Quality Improvement Programme.
- 3.3 At any given time not more than 10% of the faculty sanctioned for the Department / Section can be on deputation under Quality Improvement Programme. There shall be no substitute temporary appointments when a faculty member is deputed under this programme.
- 3.4 The college administration will have the authority to select amongst the applications the candidates who can be deputed under Quality Improvement Programme taking into due consideration the length of service, the past record of service and the specialization needs. The Administrative Committee of the Institute shall be the final authority in this matter and there shall be no appeal against this decision.
- 3.5 When a faculty member is deputed for Ph.D. programme the Institute will pay him for a period of 36 calendar months salary at the rate of the last salary drawn by the incumbent prior to the deputation subject to the condition that the deputed faculty member once in every 6 months submits a satisfactory progress report issued by his / her supervisor.

For valid reasons based on the recommendations of his research supervisor, the Institute may extend the period of deputation up to a maximum of 4 years. However, during such period of extension the faculty member must make use of the Earned Leave to his credit or seek and obtain extraordinary leave on loss of salary. If the faculty member fails to complete the Ph.D. programme successfully and the penalty clause mentioned hereinafter shall become automatically applicable.

- 3.6 When a faculty member is deputed for Master's degree programme the Institute will pay him/her for a period of 18 calendar months salary at the rate of the last salary drawn by the deputed incumbent subject to the condition that the faculty member once in every 6 months submits a satisfactory progress report issued by his/her supervisor.

For valid reasons and based on the recommendations of the research supervisor, the Institute may extend the period of deputation upto a maximum of 2 years. However, during such period of extension the faculty member must make use of the Earned Leave to his credit or seek and obtain extraordinary leave on loss of salary. If the faculty member fails to successfully complete the Master's degree programme even in 2 years it shall be deemed that he/she is unable to complete the programme successfully and the penalty clause mentioned hereinafter shall become automatically applicable.

- 3.7 During the period of deputation the faculty member will be permitted to accept the fellowship / scholarship offered by the QIP authorities.

- 3.8 On return after successful completion of the Ph.D. programme the salary of the faculty member will be refixed by taking into account the 3 years period during which he was paid salary and the Earned Leave sanctioned to him while on deputation.

On return after successful completion of the Master's degree programme the salary of the faculty member will be refixed by taking into account the 18 months period during which he was paid salary and the Earned Leave sanctioned to him while on deputation.

During the period of deputation the faculty member will not earn either Earned Leave or Half Pay Leave.

Further, under no circumstances arrears accruing as a result of increases in D.A. and other allowances, pay revisions, etc. during the period of deputation shall be paid to the incumbent.

- 3.9 The faculty member deputed under QIP must serve the Institute after completion of the programme for a minimum period of 5 years if he/she had been deputed for Ph.D. programme and 3 years if he/she had been deputed for Master's degree programme. If the faculty member fails to fulfill this requirement he/she should return the entire amount paid to him/her as salary during the deputation period with an interest of 12% thereon. To ensure that this condition can be properly implemented the concerned faculty member should provide a bank guarantee for the said amount to the satisfaction of the Management of the Institution. The penalty for non-fulfilment of this condition shall not be reduced even if the incumbent serves the Institution for a part of the stipulated period.
- 3.10 In case a faculty member either discontinues the programme to which he/she was deputed midway or fails to complete the programme successfully within the stipulated periods mentioned in clauses 3.5 and 3.6, the Management of the Institute shall have the authority to terminate the services of the faculty member and also collect all the amounts paid to him by way of salary during the period of deputation along with an interest of 12% thereon. This aspect of the deputation shall also be covered by the bank guarantee mentioned in clause 3.9.
- 3.11 Since the QIP authorities select appropriate candidates from amongst the applicants the Institute may forward applications of double the number of candidates which the Institute wants to depute provided that the faculty member who had failed to secure admission twice will not be permitted to apply during the next two succeeding years.