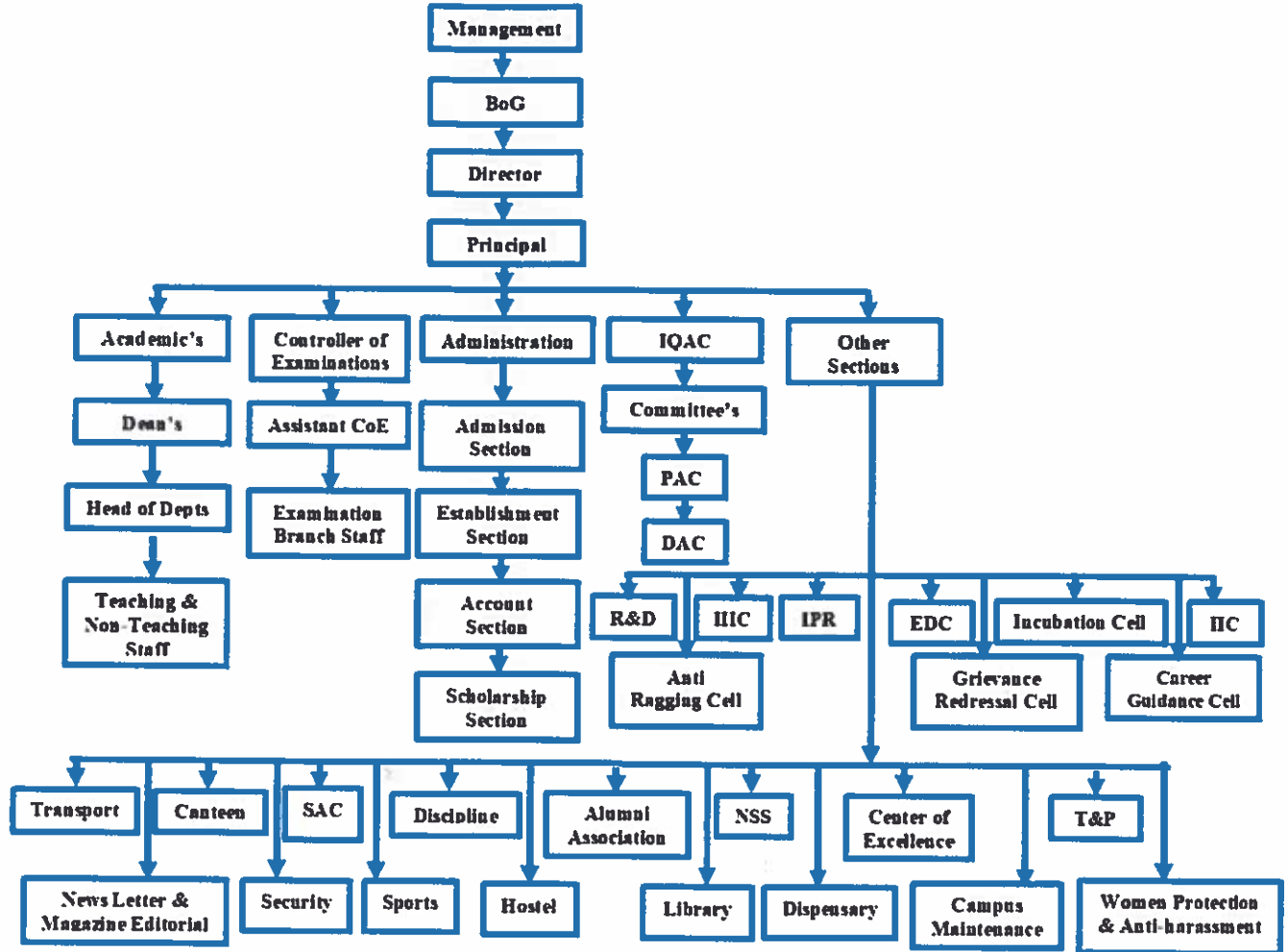





Institute Organogram




PRINCIPAL
Samskruti College of Engineering & Technology
Kondapur, Ghatkesar Municipality, Medchal (D)


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SERVICE RULES

1. COLLEGE TIMINGS AND WORKPLACE ORGANIZATION :

- 1.1 The college works from Monday through Saturday. The class timings are 9.15AM to 4:15 PM with a lunch break from 12:35 PM to 01:15 PM. The teaching staff are required to be present at their respective work places 15 minutes before the scheduled commencement of class work in the mornings and 10 minutes in the afternoons. The non-teaching staff that are attached to departments/ laboratories/ workshops or such other places pertaining to class work are required to be present 30 minutes before the scheduled commencement of classes in the mornings and 10 minutes in the afternoons. Everyday the non-teaching staff are required to keep their work places very clean and all the machines/ equipment/ tools for practicals in clean and good working condition. The usual timings of the college will be notified by the Principal from time to time.
- 1.2 No staff member (teaching and non-teaching) shall leave the work place earlier than the prescribed working hours. If, for any reason, one has to leave the work place, prior written permission on the prescribed format should be obtained from the Head of the Department and hand over the same in the Principal's Office.
- 1.3 The Principal will notify the holidays for important festivals/national holidays as per JNTU Calendar.
- 1.4 Attendance registers are maintained either in Principal's office or with HOD and all teaching and non-teaching staff shall sign the register before their reporting time on all working days. Non signing of attendance shall be treated as absence.

2. LATE ATTENDANCE WITHOUT PERMISSION:

- 2.1 The employees are allowed for one time late permission.
- 2.2 If he/she is late for more than one time , it is treated as half a day leave.
- 2.3 For late coming for the third time, it is treated as full day leave.
- 2.4 If any staff member is found to be late frequently, besides regulating the period as leave, disciplinary action will also be initiated.



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3. ON DUTY AND OTHER DUTY:

- 3.1 Any staff member will be permitted to go on 'Other duty' (work not directly related to the functioning of the College) or "On duty" (work directly related to the College functioning) by the Principal in writing on the prescribed format. No staff member shall claim the same as a matter of routine for any purpose. Attending practicals or other examinations or invigilation or meetings of Boards of Studies/ Academic Senate/University work and such other works notified from time to time will be treated as "on duty" or "other duty".
- 3.2 A teaching staff member can be permitted "on duty" / "other duty" for a maximum period of 20 days in any academic year by the Principal. Any request for leave beyond 20 days shall be made to the chairman/secretary in writing in advance for his approval. No staff member should proceed "on duty" / "other duty" unless permission is granted.

4. APPOINTMENTS:

Selection Procedure & Rules:

- 4.1 The qualifications required for filling a post shall be such as may be determined by the Governing Body from time to time taking into consideration the norms prescribed by the Government of Andhra Pradesh / Affiliating University/AICTE.
- 4.2 All regular teaching staff posts from Asst. Professor and above shall be filled by open competition. The selection & appointment will be based on the recommendations of the affiliating university Staff Selection Committee duly constituted for the purpose.
- 4.3 All other teaching staff posts (such as Asst. Professor) and non-teaching posts, all temporary and adhoc appointments shall be based on the recommendations of the College Staff Selection Committee duly constituted by the Governing Body from time to time. The College Staff Selection Committee interview the candidates invited for interview and make its recommendations, the names of the selected candidates being arranged in the order of merit. The appointment orders are issued in the order of merit, by the Chairman / Secretary.



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- 4.4 No act or proceedings of any selection committee shall be questioned on the grounds, by mere, of absence of any member of the selection committee. The procedure adopted by the selection Committee in selecting the candidates shall not be questioned.
- 4.5 Any other instruction given, or rule prescribed, from time to time, by Government of Andhra Pradesh/ Affiliating University/AICTE regarding selection procedure will automatically form part of the rules/ procedure of selection.
- 4.6. All the employees shall submit the original certificates of qualifying examinations prior to the receipt of appointment order. If an employees' Original Certificates are with University/ Educational Institution, they need to deposit 2 months' salary which will be deducted over a period of 4 months along with the Acknowledgement Receipt of certificates.
- 4.7. If any employee requests for the issue of original certificates for applying for higher studies/ for any other reason, they must deposit 2 months' salary which will be deduced over a period of 4 months along with the Acknowledgement Receipt of certificates.
- 4.8. Composition of internal Faculty Selection Committee.

1. Department HOD
2. Dr.J.Govardhan Principal, Samskruti College of Engineering & Technology
3. Sri.A.V.Ramana Reddy Chairman, Samskruti College of Engineering & Technology
4. Sri.M Rajendra Krishna Secretary, Samskruti College of Engineering & Technology
5. Subject Expert1
6. Subject Expert2



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5. PROBATION & SENIORITY:

- 5.1 The Principal shall be the authority for issuing all appointment orders.
- 5.2 All initial appointments to teaching and non-teaching posts shall, ordinarily, be made on probation for a period of one year. All appointments of non-teaching staff, by promotion, shall be made on probation for a period of one year.
- 5.3 The rules governing probation will not apply to appointments made on Adhoc /Contract/Contingent basis.
- 5.4 The seniority of an employee in a post shall be determined by the date of commencement of Probation in that post. In case of two or more persons selected for appointment at the same time to a category of post, the appointing authority shall fix the order of seniority among them having regard to the merit order in which they have been placed by the Selection Committee, which has included them in the panel. However, seniority alone is not the sole criterion for promotion or for conferring any other benefit.

6. PAY & ALLOWANCES:

- 6.1 Scales of pay and other allowances, as applicable from time to time, shall be adopted to teaching staff & non-teaching staff, subject to approval of the Governing Body.
- 6.2 Unless otherwise stated in the appointment order of an employee on appointment shall be eligible to draw a pay at the minimum of time scale of pay for the post. However, in case of appointment by promotion from a lower post, his pay in the lower post at the time of promotion shall be protected in the time scale of pay of the higher post.
- 6.3 All services in a post on time scale of pay shall count for eligibility for increment.
- 6.4 Leave granted shall be counted as service for the purpose of eligibility for increment. But, leave granted on loss of pay, if it is for more than 30 days, shall not be counted as service for the purpose of eligibility of increment. If leave on loss of pay is granted for more than 30 days, the date of subsequent increment is postponed accordingly.


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7. ADVANCE INCREMENTS :

- 7.1 The Governing Body shall be the authority competent to sanction advance increments, in respect of new appointees taking into consideration the pay structure in the previous employment and additional qualification or experience. Advance increments to the existing employees may be sanctioned as an incentive in deserving cases.
- 7.2 Teaching staff possessing Ph.D. and M.Tech. degrees are eligible for two and one increments respectively at the time of joining the college, provided these qualifications do not form part of essential qualifications. The in-service teachers also are eligible for the above increments from the date of production of the relevant original certificate. They are eligible for this incentive only once during their entire service.

8. RESIGNATION, TERMINATION & RELIEF:

- 8.1 The services of teaching staff who have completed their period of probation or who are liable to be terminated by the Employer by giving three months notice.
- 8.2 The services of teaching staff on probation / temporary / adhoc appointment are liable to be terminated by the Employer by giving one month notice .
- 8.3 The services of all non-teaching staff are liable to be terminated by the Employer by giving one month notice.
- 8.4 Teaching staff who have completed their period of probation can resign from service by giving either two months notice or by paying two months salary in lieu of such notice to the Employer.
- 8.5 Teaching staff who are on probation / temporary / adhoc appointment can resign from service by giving either one month notice or by paying one month salary in lieu of such notice to the employer.
- 8.6 All non-teaching staff can resign from service by giving one month notice or by paying one month salary in lieu of such notice to the employer.
- 8.7 In the case of teaching staff who have completed probation and are seeking employment elsewhere two applications per year will be forwarded. In addition, all applications for admission to higher studies and All India Services Examinations (such as IAS, IPS, IFS etc.) will be forwarded. The Management has the discretion to relax the rule in appropriate cases