

## Service Rules for Samskruti College of Engineering and Technology

### 1. General Provisions

1.1 These service rules apply to all employees (teaching and non-teaching staff) of Samskruti College of Engineering and Technology.

1.2 The rules are designed to ensure smooth functioning, transparency, and professional integrity within the institution.

1.3 Every employee is expected to adhere to the rules and policies of the institution and maintain decorum in their duties.

1.4 The institution reserves the right to amend, revise, or introduce new rules as deemed necessary for the effective functioning of the organization.

### 2. Employment Terms and Conditions

#### 2.1 Appointment and Joining:

- Employees are appointed based on qualifications, experience, and merit in accordance with guidelines issued by AICTE, UGC, JNTUH, and the institution's governing body.
- An appointment order specifying the terms of employment, salary, designation, and probation period will be issued to every employee.
- All new employees are required to submit original certificates for verification and copies for record purposes. A signed copy of the appointment letter should be submitted to HR as acknowledgment.

#### 2.2 Probation:

- Newly appointed employees will be on probation for a period of one year, which may be extended based on performance and behavior.

- During the probationary period, the employee's work, conduct, and suitability for the role will be assessed.
- Confirmation of employment will be communicated in writing upon successful completion of the probationary period.

### 2.3 Resignation and Termination:

- Employees must submit a written resignation with a minimum notice period of three months. In lieu of notice, they may pay an equivalent amount of their gross salary.
- The institution reserves the right to terminate an employee for misconduct, non-performance, or violation of institutional policies, following due process.
- An exit interview and clearance process must be completed before the final settlement of dues.

## 3. Working Hours and Attendance

### 3.1 Working Hours:


- Teaching staff: 9:00 AM to 4:30 PM, Monday to Saturday.
- Non-teaching staff: 8:30 AM to 5:00 PM, Monday to Saturday.
- Faculty and staff are required to report on time and sign the attendance register or use the biometric system for daily attendance.

### 3.2 Overtime and Compensatory Leave:

- Non-teaching staff may be required to work overtime as per institutional requirements. Compensatory leave or overtime payment will be granted as per institutional policy.

## 4. Leave Policy

### 4.1 Types of Leave:

  
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- **Casual Leave (CL):** 12 days per year, subject to prior approval from the reporting authority.
- **Earned Leave (EL):** 15 days per year for non-teaching staff, accumulated as per institutional rules.
- **Medical Leave (ML):** Up to 10 days per year with valid medical documentation. Extended leave may be granted on a case-by-case basis.
- **Maternity Leave:** Female employees are entitled to 6 months of leave as per government regulations.
- **Paternity Leave:** Male employees are entitled to 7 days of leave within 3 months of childbirth.
- **Vacation Leave (VL):** Applicable for teaching staff during semester breaks, subject to institutional requirements.

#### 4.2 Leave Application Process:

- Leave must be applied for in advance through the official leave application form or online portal. Emergency leave must be informed to the reporting authority at the earliest opportunity.
- Unauthorized absence will be treated as leave without pay and may result in disciplinary action.

### 5. Duties and Responsibilities

#### 5.1 Teaching Staff:

- Deliver lectures, tutorials, and practical sessions as per the academic timetable.
- Prepare lesson plans, teaching materials, and assessments in alignment with the syllabus.
- Conduct research, publish papers, and participate in professional development activities.
- Actively engage in student mentorship, guiding students academically and professionally.
- Participate in departmental meetings, curriculum design, and institutional committees.

#### 5.2 Non-Teaching Staff:

Ghatkesar, Medchal Dist, Hyderabad-501 301, Telangana.  
Ph: 93968 72497, 93968 72496, 97013 68992, 95055 18259

Email: [info@samskruti.ac.in](mailto:info@samskruti.ac.in)



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- Provide administrative and technical support to ensure smooth institutional operations.
- Maintain laboratories, libraries, and infrastructure as per institutional standards.
- Assist in examination-related duties and other academic support activities.

### 5.3 General Expectations:

- All staff must maintain professionalism, punctuality, and ethical conduct.
- Employees are required to adhere to institutional policies, including those related to confidentiality, anti-discrimination, and workplace safety.

## 6. Code of Conduct

### 6.1 Professional Behavior:

- Employees must uphold the values and reputation of the institution at all times.
- Any form of harassment, discrimination, or unethical behavior is strictly prohibited and will lead to disciplinary action.

### 6.2 Conflict of Interest:

- Employees must avoid situations where personal interests conflict with institutional responsibilities. Disclosure of potential conflicts is mandatory.

### 6.3 Use of Resources:

- Institutional resources, including IT facilities, must be used responsibly for official purposes only. Unauthorized use is prohibited.

## 7. Appraisal and Promotions

### 7.1 Performance Appraisal:

- Employees will undergo an annual performance review based on key performance indicators (KPIs) related to their roles.

- Feedback from peers, students, and reporting authorities will be considered during the appraisal process.

## 7.2 Promotions:

- Promotions will be awarded based on merit, qualifications, experience, and contributions to the institution's growth.
- Teaching staff are encouraged to pursue higher qualifications and participate in professional development programs to enhance their eligibility for promotions.

## 7.3 Increments:

- Annual salary increments will be based on performance evaluations and the institution's financial policies. Exceptional performance may result in additional rewards or recognition.

## 8. Grievance Redressal

### 8.1 Grievance Mechanism:

- Employees can submit grievances to the Grievance Redressal Committee, which will ensure a fair and unbiased resolution.
- Complaints related to workplace harassment, unfair treatment, or policy violations will be investigated promptly.

### 8.2 Appeals:

- Employees dissatisfied with grievance resolutions may appeal to higher authorities, including the Principal or Governing Body.

## 9. Retirement and Superannuation

### 9.1 Retirement Age:

- Teaching staff: 65 years.
- Non-teaching staff: 60 years.

## 9.2 Benefits:

- Retired employees are entitled to gratuity, provident fund, and other retirement benefits as per government regulations and institutional policies.

## 9.3 Post-Retirement Engagement:

- Retired teaching staff with exceptional experience may be re-employed on a contract basis, subject to institutional needs.

## 10. Miscellaneous Provisions

### 10.1 Amendments:

- The institution reserves the right to amend these service rules periodically in alignment with regulatory changes and institutional requirements.

### 10.2 Disciplinary Action:

- Violation of these service rules will attract disciplinary action, which may include warnings, suspension, or termination based on the severity of the misconduct.

### 10.3 Training and Development:

- Regular training programs, workshops, and Faculty Development Programs (FDPs) will be conducted to enhance the skills and knowledge of employees