



SERVICE RULES
(As Amended up to 26.09.2017)

SRI VENKATESWARA EDUCATIONAL AND HEALTH TRUST

1/3 A River View Road , Kotturpuram , Chennai 600 085.

SRI VENKATESWARA COLLEGE OF ENGINEERING

Pennalur, Sriperumbudur 602 105.

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SRI VENKATESWARA EDUCATIONAL AND HEALTH TRUST

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SRI VENKATESWARA COLLEGE OF ENGINEERING

SERVICE RULES

PRELIMINARY

Preamble

1. It is desired to define and lay down terms and conditions of employment and to provide for functions, duties, conduct, discipline, remuneration and general benefits in Sri Venkateswara Educational and Health Trust and Sri Venkateswara College of Engineering.

Applicability

2. The Service Rules will be applicable to all employees of Sri Venkateswara Educational and Health Trust and of Sri Venkateswara College of Engineering.

Title

3. These Rules shall be called "Sri Venkateswara Educational and Health Trust & Sri Venkateswara College of Engineering Employees Service Rules".

Definitions

4. In these rules, unless there is anything repugnant to the subject or context;
- a) "Academic Year" means year beginning with 1st of June of a calendar year and ending with 31st May of the following year.
 - b) "Allowance" means an allowance granted to an employee to meet expenditure necessitated by the special circumstances in which duty is performed.
 - c) "Board" means Board of Trustees of Sri Venkateswara Educational & Health Trust who run the Sri Venkateswara College of Engineering.
 - d) "College" means Sri Venkateswara College of Engineering situated at Pennalur, Sriperumbudur.
 - e) "Emoluments" means basic pay, personal pay, special pay, leave salary, dearness allowance, house rent allowance and other allowances granted by the Executive Committee.
 - f) "Employee" means all persons in the whole time and part time employment of the Trust/College namely Teaching Faculty, Technical Supporting Staff, Administrative Staff and Maintenance Staff, - other than labour force and work charged and contingent staff - whether permanent, officiating or temporary and whether under a contract of service or not. Engineering faculty means faculty members belonging to departments of Engineering, Technology and Computer Applications.

(Amendment to Service Rule No.4 (f) vide Proceedings of XXXVII meeting of the Board of the Trustees held on 30.12.2008). These Rules come into force with effect from 01.11.2009.

- f) "Executive Authority" means Secretary for the employees of the Trust and Principal for the employees of the College.
- g) "Executive Committee" means a Committee consisting of the Secretary of the Trust, the Treasurer of the Trust and the Principal of the College.
- h) "he" means either he or she
- i) "Non-Vacation Staff" means all employees other than Vacation Staff.
- j) "Principal" means the Principal of the College.
- k) "Rules" means Service Rules of the Sri Venkateswara Educational and Health Trust & Sri Venkateswara College of Engineering.
- l) "Secretary" means the Secretary of the Trust.
- m) "Service" includes service as probationer, and period spent on any leave with pay and period spent on deputation, but excludes leave on loss of pay.
- n) "Treasurer" means the Treasurer of the Trust.
- o) "Trust" means Sri Venkateswara Educational and Health Trust.
- p) "Vacation Staff" means employees belonging to Teaching Faculty and Technical Supporting Staff.

Amendments to the Rules

5. Any amendment by way of addition, alteration or omission in these rules shall be made only under the authority of a Resolution by the Board.

Appointment of Executive Committee

6. The Board will appoint the Secretary, the Treasurer and Principal, who will be members of Executive Committee.

Interpretation of Rules

7. The power to interpret the Rules will be vested with the Executive Committee.

Executive Authority

8. For the purpose of implementing these Rules, the Secretary shall be the Executive Authority for employees of the Trust and the Principal shall be the Executive Authority for employees of the College. The Principal will exercise control over all matters related to personnel management, administrative, academic, disciplinary, finance and for making all payments and recoveries subject to the superintendence of the Secretary or Treasurer as the case may be.

Classification of Employees

9. The classification of various cadres of Teaching Faculty, Technical Supporting Staff, Administrative Staff and Maintenance Staff, shall be based on the guidelines given by the All India Council for Technical Education and Government of Tamilnadu.

RECRUITMENT, PROBATION, CONFIRMATION AND PROMOTION

Recruitment

10. The Vacancies in various cadres will be filled either by direct recruitment or by promotion from a lower cadre, by the Executive Committee.
11. In case of direct recruitment of employees, the Executive Committee may advertise the vacancies or may invite application from suitable persons.
12. Persons already in the employment of the College, who possess the requisite qualifications and experience and who aspire for the posts advertised shall apply through proper channel for consideration at the sole discretion of the Executive Committee.
13. The educational qualifications and experience, age required for each category of posts and the methods of recruitment of staff shall be stipulated by the Executive Committee.
14. The minimum age limit for direct recruitment shall be 18 years and the maximum age limit for faculty members will be 58 for engineering faculty and humanities and science departments and 58 years for others. Professors may be appointed on a yearly basis till the age of 65 years. Exceptions may be made in special cases at the sole discretion of the Executive Committee.

(Amendment to Service Rule No.14 vide Proceedings of XXXVII meeting of the Board of the Trustees held on 30.12.2008). These Rules come into force with effect from 01.11.2009.

(Amendment to Service Rule No.14 vide Proceedings of 59th meeting of the Board of the Trustees held on 26.09.2017). These Rules come into force with effect from 26.09.2017.

The amendment comes into force with effect from 26.09.2017.

15. No candidate will be eligible for appointment and no employee will be entitled to continue in the service of the Trust/College if he has been convicted by a Court of law for an offence involving moral turpitude.
16. No person who has been dismissed from the service of the Trust/College or has otherwise ceased to be in the employment of the Trust/College shall be re-employed in the service of the Trust/College. Exception can be made only at the sole discretion of the Executive Committee. In the case of such employee who resigns from the service of the Trust/College with a bonafide intention of pursuing higher studies and applies for employment in the Trust/College on acquiring higher qualification.
17. The Executive Committee can enlist the services of competent persons in the respective fields from Educational Institutes like Indian Institute of Technology or Research Laboratories or Reputed Industries, specially for recruitment to senior posts, and if so appoints, the early employees have no right to raise any doubts.

Medical fitness

18. Every candidate offered employment shall have to undergo medical examination as prescribed by the Trust/College before joining duty and the offer of employment is subject to the candidate being found medically fit. The Executive Committee has the right to refer any employee at time for medical examination so as to ascertain medical fitness for contract employment.

Fixation of pay and Scale of Pay

19. The Executive Committee on the recommendation of the competent committee or otherwise, may grant initial advance increments of pay to specially qualified or experienced candidates selected for appointment and reserves its right to appoint a candidate on a higher or lower category at its discretion.

Temporary appointment

20. Notwithstanding any thing contained in these Rules, the Executive Committee may employ suitable candidates to vacant posts in any cadre as a temporary measure, on a consolidated pay.

Probation

21. The first appointment to a post other than a temporary post shall be made on probation for a period of two years. If the work of the probationer is not satisfactory, he will be warned at the end of the sixth month and his services will be terminated if his work continues to be unsatisfactory, at the end of one year. When an employee is promoted to a higher post, he shall be on probation for a period of one year for the new post. If the Executive Committee is not satisfied with the performance of employee, he should be returned to the original post.

(Amendment to Service Rule No.21 vide Proceedings of 53th meeting of the Board of the Trustees held on 04.06.2015). These Rules come into force with effect from 04.06.2015.

The amendment comes into force with effect from 04.06.2015.

Confirmation

22. On satisfactory completion of the period of probation, the employee will be confirmed in service of the Trust/College for the post for which he was recruited.

Promotion

23. Promotion of an employee shall be based on qualifications, experience past service record, seniority and performance in the interview/test at the sole discretion of the Executive Committee. *The employee shall report to next promotion.*

Record of service

24. The Secretary shall maintain in respect of each employee record of service, record of pay and allowances, confidential report and personal files in the appropriate forms prescribed by the Executive Committee from time to time.

Deputation

25. The above rules do not preclude the right and jurisdiction of the Executive Committee to obtain services of competent people from outside to fill in vacancies by way of deputation and fix suitable compensation. Similarly, the Executive Committee may also depute its employees to other organizations.

Outside Work

26. All the employees of the Trust/College will be full time employees and no employee will be allowed to do any part-time work outside either directly or indirectly, carry on or to be concerned in any trade, business or canvassing work, private tuition or the like, of a remuneration nature without the specific sanction of the Executive Committee in writing.

CESSATION, DISCHARGE, TERMINATION & DETERMINATION OF SERVICE, SUPERANNUATION, RETIREMENT, RETRENCHMENT AND RESIGNATION

Cessation

27. In case of termination or determination of service or discharge or dismissal or retirement from service, an employee shall cease to be in the employment of the College from the date of such termination or determination of

service or discharge, dismissal or retirement from service. In case of death, an employee shall cease to be in the employment of the College with effect from the date following the day on which the death took place.

Discharge or termination of Service during probation

28. At any time during the period of probation or at the end of such period if the employee's work or conduct has not been found satisfactory, his services may be terminated without assigning any reason by giving one-month notice/one-month basic salary in lieu of the notice period.

Discharge or termination after confirmation

29. After confirmation, an employee in the teaching cadre may be discharged or terminated from the service of the College for **sufficient reason** by payment of 3 months salary.

30. An employee not belonging to teaching cadre may be discharged or terminated from service for sufficient reason by paying one month salary.

Superannuation and Retirement

31. The age of Superannuation/retirement shall be 58 years for Engineering, Non Engineering and other employees, on employee roll as on 26th September 2017. The executive committee may at its sole discretion, allow to serve a Superannuated/retired employee for a period not exceeding one year, on contract basis, Extension of contract shall not be done beyond 65 years of age of the employee.

(Amendment to Service Rule No.31 vide Proceedings of XXXVII meeting of the Board of the Trustees held on 30.12.2008). These Rules come into force with effect from 01.11.2009.

(Amendment to Service Rule No.31 vide Proceedings of 59th meeting of the Board of the Trustees held on 26.09.2017). These Rules come into force with effect from 26.09.2017.

The amendment comes into force with effect from 26.09.2017.

Retrenchment

32. In case of any exigency warranting retrenchment, the Executive Committee may give the employee 3 months notice or compensate in lieu of the notice period.

Resignation

33. An employee on probation may resign by giving notice of one month. A confirmed employee belonging to teaching cadre may resign by giving a notice of three months. A confirmed employee not belonging to teaching cadre may resign by giving notice of one month. However, an employee belonging to teaching cadre will be allowed to resign so that the effective date of his relief may fall between "1st April and 31st May" or between "1st October and 30th November"

(Amendment to Service Rule No.33 vide Proceedings of the XVI Meeting of the Board of Trustees held on 22.2.1997). These Rules come into force with effect from 22.2.1997.

The Executive Committee will examine the reasons for resignation and relieving order will be issued only after acceptance of the resignation by the Executive Committee.

PAY AND ALLOWANCES

Accrual and Cessation of Pay and allowances

34. Subject to the provisions of these Rules, pay and allowances of an employee shall accrue from the date of commencement of his service and shall cease from the date of cessation of his service.

Payment of Monthly Emoluments

35. Pay and allowances shall be paid to an employee or to his authorized agent on the last working day of the month during which the service is performed. However, the Executive Committee has the right to pay the salaries and allowances within 7 days from the end of the month.

Increment

36. The annual increments will be sanctioned on 1st January and 1st July depending on the date of joining of the employee. However, the first increment for the employees can be granted only after completion of probation. However, the 2nd and subsequent increments shall be granted on satisfactory performance certified by the Principal in the case of College employees and by the Secretary in the case of Trust employees.

Amendment

36. Increment shall normally accrue on satisfactory completion of service for one year. Increment will be reckoned on four days in a year viz., 13th January, 1st April, 1st July and 1st October. One of the four dates closest to his date of joining will be reckoned for increment. The increment shall be granted on the satisfactory performance certified by the Secretary in the case of employees of the Trust and by the Principal in the case of employees of the college. Withholding of the increments will be punishment for unsatisfactory performance.

Amendment to Service Rule No.36 vide Proceedings of XXXX III meeting of the Board of the Trustees held on 01/02/12). These Rules come into force with effect from 01.10.2011.

Additional Increments

37. The Executive Committee may grant additional increment to an employee. Such increments shall be given only in special cases in recognition of outstanding ability and performance of the employee.

Fixation of pay on promotion

38. On promotion from one grade to another, the basic pay of an employee will be fixed in the higher grade at a stage, next higher to his basic pay in the previous grade.

Scales of Pay

39. The Executive Committee will decide the scales of pay for various cadres on the basis of norms of the All India Council for Technical Education for Teaching Faculty, and of Government of Tamilnadu for Technical supporting staff, Administrative Staff and Maintenance Staff.

Allowances

40. The Executive Committee will decide allowances for various basic pays from time to time.

Allowances while on Tour

41. Any employee undertaking travel on authorized official duty will be entitled to travel by the mode and class of accommodation hereunder mentioned.

- | | |
|---|---------------------------------|
| (i) Professors, Associate Professors & Asst. Professors - | I class/AC 2 Tier by train |
| (ii) Other employees - | II class/Sleeper class by train |

He will be reimbursed for the train fare actually incurred. Where train journey is not available, he will be reimbursed the bus fares actually incurred.

(Amendment to Service Rule No.41 vide Proceedings of XXXVII meeting of the Board of the Trustees held on 30.12.2008). These Rules come into force with effect from 01.11.2009.

42. In addition he is also entitled to Room Rent per day for his accommodation and daily allowance at the following rates:

Rs..

Place	Professors and Assistant Professors	For others
1. Delhi, Mumbai, Kolkata, Hyderabad, Bangalore	1,500/-	800/-
2. Remaining all State Capitals	1,200/-	600/-
3. Others	800/-	400/-

(Amendment to Service Rule No.42 vide Proceedings of XXXVII meeting of the Board of the Trustees held on 30.12.2008). These Rules come into force with effect from 01.11.2009.

43. Deleted

(Amendment to Service Rule No.43 vide Proceedings of XXXVII meeting of the Board of the Trustees held on 30.12.2008). The deletion of this Rule come into force with effect from 01.11.2009.

44. An employee is also entitled to claim reasonable incidentals to take care of portage, laundry expenses etc.

45. Besides the above, an employee is also entitled to claim allowances for local conveyance as per actual. The place visited, distance and mode of travel are to be furnished in the claim.

46. Travel by higher mode should have prior approval of Principal/Secretary.

(Amendment to Service Rule No.46 vide Proceedings of XXXVII meeting of the Board of the Trustees held on 30.12.2008). These Rules come into force with effect from 01.11.2009.

47. Travelling allowance will be admissible on the basis of the journey by the shortest route.

48. An employee travelling in a conveyance provided by the Trust/College shall not be eligible to receive Travelling Allowance.

Advance for Tour

49. The Secretary/Principal grant advance to employees, deputed to travel on official duty a reasonable sum to meet the expenses for travel and stay. This will be limited to travelling allowance and daily allowance for a maximum period of 10 days.

50. All tour advances should be settled within 7 days of returning to Headquarters.

Employees Travelling within City Limits

51. Employees will be entitled to receive reimbursement of expense on journeys made within the city limits of the City of Madras as follows.

Travel : Actual Taxi fare for professors and actual bus fare or auto rickshaw fare for other employees in case of exigency.

Out of pocket: Rs.30/- for half a day and Rs.60/- for full day.

(Amendment to Service Rule No.51 vide Proceedings of XXXVII meeting of the Board of the Trustees held on 30.12.2008). These Rules come into force with effect from 01.11.2009.

Medical Reimbursement & Medical Benefits

52 All the employees will be covered by an Accident Insurance Policy. Premium will be paid by the Trust/College for such cases as may be decided by Executive Committee from time to time.

53. Medical facility will be available at the college for the benefit of the employees by way of consultation, emergency treatment and first aid.

Reimbursement of expenses under the 'SVCE Employees Medical Benevolent Fund Scheme' is also available to the employees as defined under this scheme.

(Amendment to Service Rule No.53 vide Proceedings of XXXVII meeting of the Board of the Trustees held on 30.12.2008). These Rules come into force with effect from 01.11.2009.

Provident Fund

54. Employees Provident Fund Scheme, as enunciated by the Government, will be applicable to all employees.

Advance

55. The Principal/Secretary may at their discretion grant advances to permanent employees from their salary for celebration of festivals. These advances will be repayable over a year in easy installments. In extraordinary cases, advance from salary may also be granted for meeting urgent needs of the employee at the discretion of the Principal/Secretary. However, no two advances will run concurrently

(Amendment to Service Rule No.55 vide Proceedings of XXXVII meeting of the Board of the Trustees held on 30.12.2008). These Rules come into force with effect from 01.11.2009.

WORKING HOURS AND HOLIDAYS

56. The working hours and holidays for the college will be decided by the Principal.

57. The working hours and the holidays for the Trust will be decided by the Secretary.

LEAVE

Kinds of leave for Confirmed Employees

58. The following kinds of leave may be granted to confirmed employees without prejudice to the normal work

- (i) Casual Leave: Available to all employees 12 days in a calendar year, spread throughout the year. The Casual leave cannot be availed for more than 3 days at a stretch, excluding intervening holidays. In the event of intervening holiday is availed Casual leave the intervening holiday will be added to the casual leave entitlement.

(Amendment to Service Rule No.58 (i) vide circular resolutions dated 16.12.2010) These Rules come into force with effect from 01.01.2011.

- ii) Earned Leave: Non vacation staff are entitled for one day of earned leave for every 15

days of service. Vacation staff are entitled for three days of earned leave in an academic year.

Earned leave cannot be combined with casual leave. Earned Leave cannot be accumulated for more than 60 days at a time. No Leave encashment is allowed.

(Amendment to Service Rule No.58 (ii) vide Proceedings of XXXVII meeting of the Board of the Trustees held on 30.12.2008). These Rules come into force with effect from 01.11.2009.

- iii) Study Leave: In deserving cases on the recommendation of the Heads of the Department, members of the Teaching faculty may be granted study leave in order to acquire higher qualification either on full pay or half pay or loss of pay, on executing a bond to serve the college on completion of study leave. The rules are given in appendix II as approved by the Governing Council.

(Amendment to Service Rule No.58 (ii) vide Proceedings of XXXVII meeting of the Board of the Trustees held on 30.12.2008). These Rules come into force with effect from 01.11.2009.

- iv) Leave on Loss of Pay : In extraordinary cases, employees who had exhausted all other leave may be permitted to take leave on loss of pay for a maximum of 15 days in a year.

The Principal/Secretary may at their discretion allow Leave on Loss of Pay for a longer duration in exceptional cases.

The period will not be counted for reckoning service but will not constitute break in service.

(Amendment to Service Rule No.58 (iv) vide Proceedings of XXXVII meeting of the Board of the Trustees held on 30.12.2008). These Rules come into force with effect from 01.11.2009.

- v) Medical leave: Medical Leave on Full Pay may be granted in deserving cases, on a case by case basis, to be certified by a Registered Medical Practitioner. This leave is limited to 10 days for every completed year of service reckoning credit for service with effect from 1st June, 1996. Fractions of the year are ignored. Medical leave cannot be accumulated for more than 30 days. Medical leave cannot be availed for more than 5 days at a stretch except in the case of illnesses which require longer treatment / hospitalization

(Amendment to Service Rule No.58 (v) vide Proceedings of XXXVII meeting of the Board of the Trustees held on 30.12.2008). These Rules come into force with effect from 01.11.2009.

- vi) Maternity Leave for Women Employees:

Maternity Leave for 6 weeks on Full Pay may be granted in the case of a woman employee to meet the situation of confinement for delivery, or miscarriage or abortion. Leave on Loss of Pay, if required by the employee may be granted in continuation to the Maternity Leave.

A woman employee is eligible for Maternity leave for the 1st and 2nd child only.

(Amendment to Service Rule No.58 (vi) vide Proceedings of XXXVII meeting of the Board of the Trustees held on 30.12.2008). These Rules come into force with effect from 01.11.2009.

- vii) Sabbatical Leave of one year may be granted to a member of the faculty who has completed six years of service in the College for gaining Industrial, Research experience or writing technical books. During the Period of leave, he will be paid only the Basic Pay drawn by him on the date of proceeding on such a leave. The sanction of this leave to a faculty member will be on a case to case basis and on merit, as recommended by the Principal.
The employee will have to sign a bond to serve the college for at least 2 years at the end of the sabbatical Leave.
There should be a minimum interval of 7 years between two successive sabbatical leave applications by an individual faculty member.

(Amendment to Service Rule No.58 (vii) vide Proceedings of XXXVII meeting of the Board of the Trustees held on 30.12.2008). These Rules come into force with effect from 01.11.2009.

Kinds of leave for Probationers

59. The following kinds of leave may be granted to Probationers for their first post only.

- (i) Casual Leave: Proportionate to their service at the rate of one day per month subject to a maximum of 12 days in a year.

(Amendment to Service Rule No.59 (i) vide circular resolutions dated 16/12/2010)
These Rules come into force with effect from 01.11.2011.

- (ii) Earned Leave: Non-vacation staff on probation will be entitled for one day of earned leave for every 30 days of service. Vacation staff on probation is not entitled for any earned leave.
- (iii) Leave on Loss of Pay: Probationers who have exhausted other leave may be permitted to take leave on loss of pay subject to a maximum of 10 days in a year. The period will not be counted for reckoning of the service but will not constitute a break in the service.

(Amendment to Service Rule No.59 (ii & iii) vide Proceedings of XXXVII meeting of the Board of Trustees held on 30.12.2008). These Rules come into force with effect from 01.11.2009.

Vacation and Earned Leave.

60. a) Vacation staff

- i. College works on a semester pattern, i.e. odd semester from 1st June to 30th November and even semester from 1st December to 31st May. If confirmed employees physically work for more than 90 days in a semester then they will be entitled to 30 days of vacation during vacation period declared for that semester. If, for any exigency, the employees are prevented from taking full or part of their vacation during odd semester, they may avail the unutilized period during the succeeding even semester vacation period.
- ii. Probationers will earn vacation on completion of 6 months of service and can avail 50% of

the vacation proportionate to their period of service.

iii Any period prevented from enjoying vacation, at the end of academic year, i.e. 31st May will be converted into Earned Leave at the rate of 50% of days prevented, subject to accumulation not exceeding 60 days.

(Amendment to Service Rule No.60 (i) (ii) (iii) vide Proceedings of XXXVII meeting of the Board of the Trustees held on 30.12.2008). These Rules come into force with effect from 01.11.2009.

(b) Non-vacation staff

- (i) Non-vacation staff have to avail of at least 12 days of earned leave in a year but not exceeding 6 days at a stretch. The balance of the un-availed earned leave, will be carried forward and credited to his account.
- (ii) Probationers have to avail of at least 6 days of earned leave in a year during the probation period.
- (iii) Any period of earned leave prevented from enjoyment will be carried forward subject to accumulation not exceeding 60 days.

(Amendment to Service Rule No.60 (b) (i) (ii) (iii) vide Proceedings of XXXVII meeting of the Board of the Trustees held on 30.12.2008). These Rules come into force with effect from 01.11.2009.

Authorities Empowered to Grant Leave/Vacation

61. An employee, before proceeding on leave/vacation shall intimate to the Executive Authority his address during the leave/vacation period, and shall keep the said authority informed of any change in his address.

62. The power to grant leave/vacation shall vest with the Executive Authority. Applications for leave/vacation shall be addressed to them.

Power to Refuse Leave/Vacation or Recall an Employee on Leave/Vacation

63. Leave/Vacation cannot be claimed as a matter of right by the employee. When the exigencies of service so require, discretion to refuse, reduce or revoke leave/vacation, of any description and recall, rests with the authority empowered to grant it.

CONDUCT, DISCIPLINE AND APPEALS

Scope of Employee's Service

64. The whole time of the employee shall be at the disposal of the Trust/College and the employee shall serve the Trust/College in such capacity and at such place as he may be directed from time to time.

Employees to Promote the Interest of the College

65. Every employee shall serve the Trust/College honestly and faithfully and shall use his utmost endeavour to promote the interest of the Trust/College and shall show courtesy and attention in all transactions and good behaviour with every person with whom he may come into contact. Every employee whether uniformed or not shall always dress properly, neatly and presentably and also present a cheerful and dignified appearance. Employees shall spend their time on work and shall avoid wasting time on gossip or wanton talk and shall go about as silently as possible with their duties. Trust/College may prescribe other rules to observe decorum and discipline which the employee shall follow.

The employee shall not, at any time during his employment and for a period of five years from the date of leaving the employment for whatsoever reasons, divulge or disclose directly or indirectly to any one, any knowledge or information in respect of any invention, process, formula or secret method which he might have invented, acquired or learnt either in the course of his employment or otherwise.

(Amendment to Service Rule No.65 vide Proceedings of the XXV Meeting of the Board of Trustees held on 27.08.2002). This rule comes into force with effect from 27.08.2002.

Contribution to Society

66. Employee will be encouraged to organize professional forum or welfare or social association or join such external organization in order to develop themselves and/or contribute to society.

67. Merit rating of an employee's performance shall include his contribution to and participation in professional, health, social and welfare, art and other such activities outside office work.

College image

68. An employee by his distinguished performance, hard work, painstaking studies, research and development activities, good housekeeping, cultivating excellent personal relations, extra curricular activities, discipline, decorum and family feelings, can consolidate and improve the image of the Trust/College and feeling of oneness in the Trust/College and identify himself as a significant contributor to the image of the Trust/College.

Prohibition against Participation in Politics

69. No employee shall take an active part in politics, or other vocation which may hamper the interest of the Trust/College.

Prohibition against Seeking Outside Employment

70. No employee shall accept or seek any outside employment or office without the previous sanction of the Executive Committee. The Executive Committee may in suitable cases allow such employment or office.

Regularity and Punctuality

71. An employee shall not absent himself from duty without prior permission from the concerned authority except in special circumstances like sickness or accident. Even then he shall inform the concerned authority within 24 hours and shall produce a medical certificate to that effect or convince the concerned authority.

72. An employee who absents himself from duty without leave or overstays his leave without satisfactory explanation shall not be entitled to draw any pay and allowance for such periods of absence. Such absence shall also be treated as misconduct and be liable to such penalties as the Executive Committee may deem fit, including termination from the services of the College/Trust.

(Amendment to Service Rule No.72 vide Proceedings of XXXVII meeting of the Board of the Trustees held on 30.12.2008). These Rules come into force with effect from 01.11.2009.

Private Business

73. No employee shall engage in any commercial business.

Employees Arrested for Debt or on Criminal Charge

74. Any employee who is committed to prison for debt or is convicted for any offence involving moral turpitude shall be liable to dismissal without any further enquiry or proceedings.

Misconduct

75. Without prejudice to the general meaning of the word 'misconduct' and without being exhaustive, the following will amount to acts of misconduct.

- i) Unauthorised absence for more than 5 working days.
- ii) Repeated late coming to the Trust/College.
- iii) Malingering inside the Trust/College during working hours and indulging in gossiping or wanton talk etc.
- iv) Contribution to the media like press or radio or T.V. without the prior sanction of the Executive Committee or making public or publishing any document, paper or information of the Trust/College, which may come into his possession in his official capacity.
- v) Discuss publicly or make speeches against the interests of the Trust/College or any individual staff of the College or his superior.
- vi) Taking active part in politics or in other vocation which may hamper the interests the Trust/College.
- vii) Accepting outside employment without previous sanction of the Executive Committee.
- viii) Misappropriation of Trust/College funds, theft, dishonesty, any corrupt practice etc.
- ix) Wilful insubordination or disobedience, whether alone or in combination with others to any lawful and reasonable order of his superior.
- x) Taking or giving bribes or any illegal gratification whatsoever.
- xi) Breach of any rules provided under the Service Rules.
- xii) Drunkenness, Riotous or disorderly behaviour in the office premises.
- xiii) Any act of subversive or discipline.
- xiv) Negligence in work.
- xv) Wilfully, intentionally or negligently causing any loss or damage whether pecuniary or otherwise to the Trust/College or to any of its properties.
- xvi) Disclosing to any unauthorized person any information which are confidential in nature may come into the possession of the employee in the course of his employment.
- xvii) Wilful refusal to accept a charge-sheet, order or other communication served in accordance with the Service Rules.
- xviii) Deliberately making false vicious or malicious statements public or otherwise against the Trust/College or any officer or employee of the Trust/College in connection with the employment.
- xix) Collection of any money within the office premises for purposes not sanctioned by the Trust/College.
- xx) Gambling within the College premises.

- xxi) Gherao or surrounding or forcibly detaining or obstructing Executive Authorities, Officers, supervisory staff or other employees either inside or outside the Trust/College premises in connection with employment or conditions of service.
- xxii) Squatting or remaining anywhere inside the Trust/College premises with a view to intimidate, coerce or threaten the Executive Authorities of Trust/College.
- xxiii) Knowingly interfering with any attendance records of himself or of any other employee/student willful falsification, defacement or destruction of personal records or any records of the Trust/College or any other employee or students.
- xxiv) Smoking inside the Trust/College premises.
- xxv) Impleading the Trust/College as a party in any personal litigation including attachment of salary.

(Amendment to Service Rule No.75 vide Proceedings of the XXV Meeting of the Board of Trustees held on 27.08.2002). This rule comes into force with effect from 27.08.2002.

Penalties

76. An employee who commits willful breach of any of these Rules or any of his duties or who commits any of the above acts of misconduct or who causes loss or damage to the Trust/College or any of its properties willfully or otherwise, or who is guilty of disobedience to his superiors shall be liable to any one of the following penalties:

- a) Admonition.
- b) Withholding or postponement of increments or promotion including stoppage at efficiency bar, if any.
- c) Permanent stoppage of increment.
- d) Recovery from pay of the whole or part of any pecuniary loss caused to the Trust/College.
- e) Demotion to a lower post or grade and/or on a fixed pay.
- f) Fine.
- g) Termination of service.
- h) Discharge from service.

Disciplinary Action/Procedure

77. In the event of any misconduct or allegation against an employee, the Executive Authority shall at his discretion issue a Charge-Sheet to the employee against whom such misconduct or allegation is reported. The delinquent employee, within fifteen days from the date of receipt of the Charge Sheet, shall send his reply by way of explanation to the Executive Authority who issued the Charge Sheet. If the Executive Authority, upon receipt of the explanation by the employee, is not satisfied with the explanation so tendered by the delinquent employee or in the event the delinquent employee fails to give any reply within the said period, Executive Authority shall appoint an Inquiry Officer for conducting domestic inquiry against the delinquent employee.

The Executive Authority shall also appoint the self/representing officer for presenting the case before the Inquiry Officer in support of the charge(s). The delinquent employee may seek the assistance of one of the employees for representing him before the Inquiry Officer and he shall not be allowed assistance by a legal practitioner. The Inquiry Officer shall conduct the domestic inquiry with respect to the charge(s) leveled against the delinquent employee and shall submit his report to the Executive Authority not more than three months' time may be extended

by the Executive Authority. Under special circumstances report by the inquiry officer shall clearly mention whether the charge(s) are proved or unproved. The Executive Authority, based on the report so submitted by the Inquiry Officer, may relieve the employee from the charges leveled against him or award punishment against the employee in his sole discretion based on the facts and circumstances as the case may warrant.

(Amendment to Service Rule No.77 vide Proceedings of the XXV Meeting of the Board of Trustees held on 27.08.2002). This rule comes into force with effect from 27.08.2002.

Appeal

78. An appeal against the order of the Executive Authority in respect of the Employees of the College can be addressed to the Secretary or an authority to whom such powers are delegated by the Board. An appeal against the order of the Secretary, in respect of the employees can be addressed to the Chairman of the Governing Council.

Proper Channel

79. An employee aggrieved or otherwise not satisfied shall represent his case only through proper channel. Contacting higher authorities out of turn or bringing outside influence or canvassing or bringing pressure otherwise is a substantial breach of discipline.

Declaration

80. All employees of the Trust/College shall subscribe to a declaration in the forms prescribed in Appendix I.



APPENDIX I
(Vide : Rule 80)

SRI VENKATESWARA EDUCATIONAL AND HEALTH TRUST

&

SRI VENKATESWARA COLLEGE OF ENGINEERING

1. Name in full :
(in capitals)
2. Designation :
3. Permanent Address :
4. Present Address :
5. In case of emergency
to intimate :
6. Place of Birth :
7. Place of birth with
District and State :
8. Place of Domicile :

DECLARATION

I hereby solemnly declare that I have read and understood the Service Rules of Sri Venkateswara Educational and Health Trust and Sri Venkateswara College of Engineering and agree to be bound by the said Rules and any other Rules to be promulgated in future or revisions thereof.

Place :

Signature:

Date :

Witness's Signature :

Name :

