

SERVICE RULES

The Management of Amrita Sai Educational Improvement Trust has made the following rules and regulations, for administration, academic, appointment of faculty and staff working in ASIST under their control and approved by BOG members of ASIST

CHAPTER - I

PRELIMINARY

- 1. Short Title:** These regulations may be called the Amrita Sai Institute of Science & Technology (ASIST) Service Rules.
- 2. Application:** They shall come into force with effect from 1st January 2015 and shall apply to all regular employees i.e. teaching and non-teaching , provided that nothing in these rules and regulations shall apply to persons employed temporarily or on daily wages.
- 3. Definitions:** In these rules and regulations, unless and otherwise, there is anything contradictory in the subject or context:
 - a) Management** means the Governing Body duly constituted and that the overall management and day to day administration of the institution shall vest with the Secretary/ Executive Committee nominated by BOG
 - b) Employee** means a person employed by ASIST to discharge the duties for teaching and non-teaching purposes on remuneration basis.
 - c) Regular employee** means a qualified person employed in a regular post and kept on probation for a period of one year or six months, as the case may be.
 - d) Probationer** means an employee who is appointed against a regular post and kept on probation for a prescribed period of time pending confirmation in a regular post.
 - e) Salary** means basic pay, and other allowances, if any, where applicable or consolidated pay without any allowances payable to an employee.
 - f) Service** includes the period during which an employee on duty as well as on leave duly authorized by the Management but does not include any period during which an employee is absent from duty without pay and allowances.
 - g) Disciplinary authority:** The Secretary is the disciplinary authority for all the employees employed in the Institution. The Secretary may nominate any other person/employee to be the disciplinary authority for a certain class/category of employees. The person so nominated shall exercise the powers of the disciplinary authority in discharge of the duties.
 - j) Appellant authority:** Where the disciplinary authority is exercised by Secretary, the Executive Committee is the appellant authority.
 - k) Enquiry Officer:** Enquiry Officer is the person/committee appointed by disciplinary authority to enquire into the charges levelled against an employee of an institution.

4. Power to interpret, implement and to amend the rules:

The power to interpret, implement and to amend the rules and regulations vests with the Management who is empowered to issue such administrative instructions or orders as may be necessary to give effect and to carry out the provisions of these rules and regulations. The Management shall have absolute right, liberty and powers to withdraw, modify, amend, alter, add to, repeal or to supersede at its sole discretion any or all the rules contained herein or any rules and regulations framed and enforced by it from time to time, provided that the new rules or regulations or alterations or amendments so made shall not be detrimental or adversely affect the interest of the existing employees who are in regular service on the day new rules or regulations or alterations come into force.

5. Managements powers to delegate:

The Management means the BOG. It may delegate powers to the Secretary or to any officer or officers of the Institution under their control, any or all the functions wholly or partly, permanently or temporarily and such officers or officer shall be the Management for the purpose of interpretation of these rules to the extent and for the duration of the period as may be authorized by the Management.

CHAPTER - II

APPOINTMENTS, PROBATION AND TERMINATION OF SERVICE

1. CLASSIFICATION OF EMPLOYEES:

a) The employees of ASIST will be classified as follows:

- i. Teaching staff (faculty)
- ii. Non-Teaching staff includes administrative, technical and non-technical employees.

b) The Management shall fix the number of posts in each DEPARTMENT in all categories from time to time and also prescribe qualifications, mode of recruitment and the scales of pay etc., to each category of posts which may be reviewed and revised by the Management from time to time depending upon the exigency. The pay scales of the Teaching Staff (faculty) are covered under U.G.C/A.I.C.T.E. scales. Hence, their pay will be fixed in the appropriate grades and scales depending upon qualifications, experience, exposure and merit etc., as applicable and as amended from time to time except the staff recruited temporarily on a consolidated pay.

c) Notwithstanding anything contained in these rules and regulations, the Management may employ persons on a temporary basis to different posts in the organization under their control on a consolidated pay or on daily wages or contract basis whenever and wherever the necessity and circumstances so warrant.

2. CERTIFICATE OF HEALTH AND OTHER CERTIFICATES:

Every employee shall be required to produce the following certificates on being appointed in the Society on regular basis:-

- a) Medical certificate of fitness issued by any Registered Medical Officer
- b) Original Degree/Diploma certificates of the qualifications possessed by them along with attested Photostat copies of the same.
- c) Three copies of recently taken pass-port size photographs.
- d) Two conduct certificates from educationalists or other responsible members not related to the candidate certifying his/her character and conduct is good.

3. AGE:

The age of a person at the time of his first appointment in the organizations under the control of Management shall be at the discretion of the Management.

- a) In case of Teaching Staff other than the staff covered under U.G.C./AICTE scales of pay the Management may take a decision based on the qualifications, experience and age of the person employed to the posts.
- b) In other cases, 30 years; provided that the management in deviation of the above, may also employ persons who possess even more than the age of 30 years, depending upon the qualifications, experience etc., possessed by them in the exigencies of service.

4. COMMENCEMENT OF SERVICE:

Except as otherwise provided by or under these regulations, service of an employee shall be deemed to commence from the working day on which an employee reports for duty in an appointment covered by these regulations at the place and time intimated to him by the Management provided that if he or she reports before forenoon, otherwise his/her service shall commence from the following day.

5. PROBATION:

- a) Employees who are appointed to the posts in the organizations under the control of Management directly or on regular basis shall be required to be on probation for a period of not less than one year and in case of employees on promotion/transfer appointed to higher posts shall be for a period of not less than six months period on duty.
- b) The probationary period can be extended by the Management if his service during the period prescribed in the appointment order is found to be not satisfactory.
- c) If the probation is not declared within three months from the date of completion of the prescribed period, the probation is deemed to have been completed satisfactorily and he/or she becomes a regular employee.
- d) The services of an employee on probation may be terminable by either party giving three months notice to the other party.

6. TERMINATION OF SERVICE:

- a) If an employee at any time after completion of the probation intends to resign, he or she shall give three months' notice in writing or pay three months' salary in lieu thereof. Similarly, the management shall be competent at its discretion to terminate the service of any employee by giving three months' notice or by paying three months' salary in lieu thereof.
- b)The Management shall also be competent to terminate the services of an employee in case of abolition of post or posts, due to closure of an Institution/department or reduction in the number of cadre strength, sections of a class or discontinuance of a teaching subject by giving three months' notice in writing or paying three months' salary in lieu thereof.
- c)The Management shall also be competent to terminate the services of an employee who is incapacitated to discharge his official duties or for misconduct in discharging his/her official duties, by giving three months' notice or by paying three months' salary in lieu thereof.

7. RETIREMENT:

Every employee shall retire from service on attaining the age of superannuation i.e. 60 years in case of teaching staff and 58 years of age in case of others.

Provided that the management in the interest of the organizations under their Management may extend the period of service of the employee concerned by such period as determined depending on the mental and physical condition of such an employee.

- a)The employee in all categories of posts shall retire from service after attaining the age of superannuation with effect from the afternoon of the last day of the month in which their date of retirement falls under the operation of the existing rules.
- b)However, the employees whose date of birth is first of a month shall retire on the last working day of previous month after attaining the age of superannuation i.e. 60 years in case of teaching staff and 58 years in case of others.

Guidelines for employees seeking reemployment after attaining the age of superannuation

- i. If an employee, after attaining the age of superannuation, desires to serve the Institute, he may apply, in writing, to the management to continue him in the service.
- ii. After assessing the mental and physical condition of such an employee and the need to continue him in service and on receipt of the recommendation of the Head of the Institution WHERE the employee is working, the Management can continue him in service on contract basis duly indicating the:
 - a)tenure of appointment;
 - b)consolidated salary to be paid per month;
 - c)annual increment payable in case the appointment is for more than a year; and

d)eligibility of the employee for benefits like leave other than casual leave.

iii. After the employee attains the age of 65 years, his case will be reviewed on year to basis and he may be continued on year to year basis taking into consideration, specially his mental and physical condition, solely at the discretion of the Management.

CHAPTER —III

RECORD OF SERVICE, SENIORITY AND PROMOTION

1. **Record of Service:** A record of service shall be maintained in respect of each employee in a service register or in such form as may be prescribed by the management from time to time.
2. **Seniority:** The seniority of the employee in the service shall be determined with reference to his/her date of regular appointment in the post held by his/her in the particular category.
3. **Promotion:** All appointments and promotions shall be made at the discretion of the Management and notwithstanding his seniority in a grade no employee shall have a right to be appointed or promoted to any particular post or grade.
4. **Reversion:** An employee transferred from one post to another or promoted from the lower post to the higher post shall be liable for reversion at any time without notice and without assigning any reason therefore by the Management.

CHAPTER - IV

CONDUCT, DISCIPLINE AND APPEAL RULES

1. Scope of an employee's service: Unless in any case if it is otherwise distinctly provided, the whole time of an employee shall be at the disposal of the Management and he or she shall serve in the institution under its control.

2. Liability to abide by the rules and regulations: Every employee shall conform to and abide by such rules and shall observe, comply with and obey all orders and directions issued by the Management from time to time with utmost endeavour to promote the interests of the INSTITUTION where at he/she is working by showing courtesy and attention in all transactions.

3. Application for other employment:

a) No employee shall apply for other employment or signify his willingness to accept such employment or office whether stipendiary or honorary or otherwise without the prior written permission of the Management. However, the Management may, at its discretion, permit an employee to apply for an outside post not more than once in a year.

b) No employee whether on leave or in active service of the Institution shall undertake part-time job which is likely to embarrass or influence him/her in the discharge of his/her official duties for any consideration whether cash or kind. However, an employee with the written permission of the Management may undertake honorary work of a social or charitable nature or occasional work of a literary, artistic or scientific character subject to the condition that such work does not interfere with his official duties.

4. Obligation to maintain secrecy: Every employee shall maintain secrecy in regard to the affairs of the institution and its constituents and shall not divulge directly or indirectly any information of confidential nature either to a member of the public or the Institution staff unless compelled to do so by judicial or other legal authority or unless instructed to do so by the Management.

5. Absent from duty without permission: An employee shall not absent himself/herself from his or her duties without first obtaining the Permission of the competent authority. In case of unavoidable circumstances, message or a letter should be sent on the next working day giving the reasons of his absence for the previous days. If the employee absents himself continuously for a period of 10 working days or more without any leave letter or communication, the employee shall be deemed to have been deserted the post held by him/her from the date on which he/she abstained from duty.

6. Penalties

a) Minor penalties:

i. Censure

ii. Fine (may be imposed on the employees who are below the cadre of Attenders)

iii. Recovery from pay the whole or part of any loss caused to the Institution by negligence or breach of orders.

iv. Withholding of increments

v. Suspension

b) Major penalties:

i. Reduction in rank

ii. Removal from service

Explanation: The following shall not amount to a penalty within the meaning of this rule, namely:

i. Retirement of the employee in accordance with the provisions relating to superannuation, retirement.

ii. Replacement of an employee who has not qualified on the date of his/her appointment by a qualified one.

iii. Discharge of any employee appointed in a short term officiating vacancy caused by the grant of leave, suspension or the like of another employee.

PROCEDURE FOR IMPOSING PENALTY

7. In case of minor penalties, as mentioned in items a (i to v) of Rule 6, a show cause notice may be issued duly stipulating a time limit for submission of defence. After enquiry of the time limit a decision may be taken for imposing the punishment mentioned therein.

No order imposing a penalty specified in items b. (ii) i.e. major penalties of Rule 6 shall be passed except after an enquiry is held as far as possible in the manner specified below:

a)The disciplinary authority shall hold an enquiry either suomotu or on a direction from a higher authority and frame definite charges on the basis of allegations on which the enquiry is proposed to be held and a copy of the charge together with the statement of the allegations on which they are based shall be furnished to the employee.

b)The employee after receipt of the above charge memo shall submit his/her written statement of defence within the time limit as specified in the charge memo.

c)On receipt of the written statement of defence or where no written statement is received within the specified time, the disciplinary authority may appoint an enquiry officer to enquire into the charges.

d)The enquiry officer shall give all reasonable opportunity in conformity with natural justice to the delinquent employee to defend his case and after conclusion of the enquiry shall prepare a report on the findings on each of the charges together with the reasons and submit the report to the disciplinary authority.

e)The disciplinary authority after examining the report received from the enquiry officer give notice to the concerned delinquent employee duly indicating the tentative decision proposed to be

taken against him and calling upon to submit his/her representation if any in this regard within the specified time thereon against the proposed action.

f)The disciplinary authority after examining the representation received from the delinquent employee or otherwise shall decide the penalty to be imposed and issue orders accordingly.

g)If the employee aggrieved with the penalty imposed on him, he/she may prefer an appeal with the appellate authority within 30 days of the receipt of the orders of punishment.

h)The appellate authority causing such enquiry as it deems fit and necessary, may pass orders either dismissing the appeal or allowing the appeal in full or in part or modify the punishment awarded.

i)The orders so passed by the appellate authority shall be final and binding on the delinquent employee as well as on the disciplinary authority.

These rules are approved in the Governing Body Meeting held on 29th November 2014

Secretary and correspondent

APPENDIX

PROFORMA OF MEDICAL CERTIFICATE

ASIST

Dated:

I do hereby certify that I have examined Sri/Smt/Kumari..... a candidate for employment in ASIST, VIJAYAWADA, and has DISCOVERED/ not discovered that he/she has any disease, communicable or otherwise, constitutional affliction or bodily infirmity.

I do consider / do not consider this a disqualification for the employment she/she seeks.

His/Her age is according to his/her own statement years and by appearance about Years or the same.

I also certify that he/she has marks of smallpox/vaccination. Chest measure on full inspirationinches. on full expiration inches.

Height ft Inches :WeightKg.

His/her vision is normal/hypermropic () *

Astigmatic (simple or miroed) () **

Hearing is normal/defective (much or slight)

Urine: Does chemical examination show (i) albumen (ii) sugar stall specific gravity

Personal marks of identification

1.
2.

VIJAYAWADA

Signature of the Doctor with seal

*Here enter the degree of defect and strength of correction glasses.

** Atleast two should be mentioned.

LEAVE RULES

CHAPTER - I : PRELIMINARY

1. These rules may be called ASIST Leave Rules.

2. They shall apply to the holders of all posts both teaching and non-teaching staff of ASIST under its rule making authority.

3. (a) These rules shall come into force with effect from 1st January 2015.

b) These rules can be modified, amended or rescinded by the Management of from time to time at its discretion as deemed fit.

4. The following kinds of leaves are available to the employees of the institutions.

a)Half-Pay Leave

b)Maternity Leave

c)Special Casual Leave

d)Leave not due

e)Compensatory leave

f)Casual leave

g)Extraordinary leave

5. Definitions:

In these rules, unless there is anything repugnant in the subject or context, words used shall mean as defined hereunder:

a)Duty: Duty means the period during which an employee actually works and includes absence on casual leave, absence on holidays, absence during vacation and absence during authorized leave period.

b)Service: Service includes the period during which an employee is on duty as well as on leave duly authorized by the Management but does not include any period during which an employee is on unauthorized absence from duty without pay and allowances.

c)Pay: Pay in respect of regular employees will be the substantive pay on the date before the leave commences or the average monthly pay earned during the last ten completed months preceding the month in which the leave commences whichever is greater. The pay includes personal pay or any emoluments classified as pay.

d) Half-Pay: Half-pay means half of the amount specified in the definition of pay.

6.Right to leave: Leave cannot be claimed as of right. When the exigencies of the institution require, discretion to refuse or revoke leave of any description vested with the authority empowered to grant it.

7.Recall from leave: An employee on leave may be recalled to duty before the expiry of leave in case of urgency and necessity. The leave relating to the un availed period of leave will be credited to the account of the employee.

8. Return to duty before expiry of leave: An employee on leave is prohibited to return to duty before the expiry of leave granted to him unless he is permitted in writing to do so by the authority which granted him leave.

9. Sanctioning authority:

- i. The head of the institution is competent to sanction all types of leave to the employees working in the institution except maternity leave and extraordinary leave in which case the Secretary is the competent authority to sanction such leave on the recommendation of the Head of the Institution.
- ii. The Secretary is the competent authority to sanction all types of leave to the Head of the Institution.

CHAPTER — II

1. Half-Pay Leave:

All regular employees shall be entitled for 12 half pay leaves for every completed year of service. This may be commuted as full pay leave for half the period on medical grounds. Such leave application for availing these leaves should be accompanied by certificate from authorized and qualified medical officers. Half-pay leave can be clubbed with earned leave or vacation leave.

2. Maternity leave:

- i. Maternity leave on full pay is granted to regular women employees in married status in case of each confinement for ninety days provided she has less than two surviving children and should have put in a minimum of two years service.
- ii. Maternity leave can be combined with any other kind of leave but any such leave in continuation of the maternity leave is granted on the production of a medical certificate.

3. Special Casual Leave:

- i. Teaching staff may be permitted to avail 10 days of special casual leave in a calendar year without detriment to the class work and examination duties and at the discretion of the Head of the Institution in connection with examination work, spot valuation, invigilation or squad duties etc. of remunerative nature.
- ii. Teaching staff members are also entitled to special casual leave up to 5 days in a calendar year for the non-remunerative academic work such as attending Seminars, Board of Studies for Faculty Meetings etc. This will be granted only on production of invitation/attendance certificates from the concerned organizations.

iii. The special casual leave referred to in sub-rule (i) (ii) above can also be granted to attend M.Tech. and Ph.D. examinations by the Head of the Institution .

4. Leave not due:

i. The competent authority may at its discretion sanction advanced leave not exceeding 90 days at a time and 180 days during the entire service of the employee to undergo treatment for T.B., Leprosy, Cancer etc.

ii. The advance leave will be considered when no other leave is available and it shall be granted only by the Secretary.

iii. The advance leave shall be adjusted against the leave the employee earns subsequently.

5. Compensatory Leave:

Non-teaching staff are eligible for sanction of 5 days of compensatory leave in an academic year on the specific direction or recommendation of the Head of the Institution or Head of the Department in lieu of their working on a holiday/holidays with prior approval and such leave will have to be utilized during that year only and it cannot be accumulated.

6. Casual Leave:

i. Casual leave is a concession to absent from duty for short period without such absence being treated as regular leave. The maximum number of days that a regular employee can avail casual leave in an academic year i.e. from July to June is 10 days. In case any staff members resigns in the middle of the Academic Year after availing the above said leaves, such additional leaves will be treated as LOP by calculating eligible leaves on pro rata.

ii. Casual leave can be prefixed or suffixed to public holidays provided that the total period of absence does not exceed 3 days at a time.

iii. Casual leave cannot be taken along with any leave or vacation except compensatory leave.

iv. Temporary employees, probationers and employees appointed on contract basis can be granted casual leave on pro rata basis subject to the discretion of the sanctioning authority.

7. Extraordinary Leave:

Extraordinary leave may be granted to a regular employee, who has put in not less than 5 years service, in special circumstances:

i. When no other leave is admissible, if the employee concerned applies in writing for the grant of extraordinary leave; and

ii. For pursuing higher studies or for other purposes for a period not exceeding 3 years.

iii. This leave is permissible only one time during the entire service of an employee with the Institution.

iv. Employees on extraordinary/study leave are not entitled for pay and allowances.

8. Study Leave:

- a. In order to encourage the existing faculty with B.Tech. qualification to acquire PG degree under the SSS programme, regular employees who completed 2 years service can be sanctioned summer vacation of 4 weeks with full pay and the remaining period may be treated as leave to which they are eligible; and
- b. In the case of others, they may be sanctioned extraordinary leave without pay and allowances.

These rules are approved in the Governing Body Meeting held on 29th November 2014

Secretary and correspondent

T.A.RULES

ASIST T.A./D.A RULES

1. These rules may be called ASIST T.A./D.A Rules

2. Members of the Governing Body, Head of the Institution and employees of the Institute, when they are deputed by the Management to outstations on official duty, are entitled to Travelling Allowance and Daily Allowance.

3. Grades:

- a)Members of Governing Body and Head of the Institution
- b)Professors and Associate Professors
- c)Senior Assistant Professors and Assistant Professors
- d)All others

4. The following T.A. and D.A. is permissible to the above categories:

Grade	T.A.	Daily Allowance	
		Within the State	Outside the State
Grade I	Air Fare or AC I class if the travel is by train	Rs.150	Rs.200
Grade II	AC II class	Rs.100	Rs.150
Grade III	First Class or AC III Class	Rs. 75	Rs. 100
Grade IV	II Sleeper Class	Rs.40	Rs.60

5.Daily Allowance shall be paid if the absence from headquarters is 8 hours or more, inclusive of journey time.

6.If the absence is less than 8 hours, D.A. is not permissible.