ANNAMACHARYA UNIVERSITY

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RAJAMPET, ANDHRA PRADESH

SERVICE RULES

ADMINISTRATIVE DOCUMENT



ANNAMACHARYA UNIVERSITY
New Boyanapalli, Rajampet, Annamayya District,
Andhra Pradesh – 516126

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PART I: GENERAL RULES

1.1 GENERAL

a) These rules shall be called "Annamacharya University, Rajampet, Service and Conduct Rules" and shall come into force from the date 12th May 2024 as approved by the Governing Body of Annamacharya University. These rules were framed as per statutes and ordinances of the University.

b) These rules apply to all categories of staff members (Teaching, Non-Teaching and Supporting Staff).

1.2 DEFINITION:

a) University means "Annamacharya University, Rajampet "

b) Trust means "Annamacharya Educational Trust, Hyderabad"

c) 'Teaching Post' means a post carrying a definite scale of pay / consolidated pay

d) 'Supporting Staff' means a person appointed in a non-teaching post to which no other person holds a lien.

1.3 SERVICE RECORDS

1.3.1 Records of Service

a) Service book for keeping the record of service of staff shall be maintained by the Office in respect of each employee of the University.

b) All activities of a staff member in his/her official position shall be recorded in this service book, and each entry must be attested by the Administrative Officer (AO) or his/her superior.

c) The AO shall show the service book to each staff member in the month of April every year and the employee shall sign in the service book after verification.

1.3.2 Service conditions for the staff (Regular/Ad-hoc)

a) Every staff member shall agree to abide by all the conditions herein stated and also such conditions as may be stipulated from time to time by the statutes of the university.

b) Every staff member shall employ himself/herself honestly, efficiently and diligently under the orders and instructions of the Vice Chancellor or other officers under whom he/she shall, from time to time, be placed. He/she shall discharge all duties pertaining to the office and perform in such a manner which may be required of him/her, or which are necessary to be done in his/her capacity as aforesaid.

c) Every staff member shall devote his/her whole time to the duties of the said employment and shall not, either directly or indirectly, carry on or be

concerned/involved in any trade, business or canvassing/private consulting work, private tuition or the like of a remunerative kind or of an honorary nature without the specific written permission of the Principal/Dean.

d) Notwithstanding anything contained above, whenever any consultation work for any private firm or institution is undertaken by the university, such members of the staff as are required will be commissioned by the university, with/without additional remuneration or honorarium as prescribed by the university, from time to time.

e) Any staff member, on appointment, except on contract, shall be on probation for a period of two years.

f) All the teaching staff on permanent basis shall be paid AICTE scale of pay and other allowances as per university norms. In addition, contributions shall be made by the management towards the employees' provident fund, at a rate fixed by the Government of Andhra Pradesh

g) Staff attendance should be signed every day in staff attendance register and swipe the attendance machine while he/she enters into institute and swipe while he/she leaves the university.

h) Staff should be available on the university premises during the entire period of office hours, on all working days.

i) If a staff member on any kind of leave has to be out of station, he/she should intimate the Principal/Dean/Head of the Department with his/her exact outstation address and phone numbers in his/her leave application.

j) No faculty member shall apply, during the period of his/her service in this university, for an appointment outside or send an application for study or training, except with the prior permission of the vice chancellor and such application should be routed through the Principal/Dean. Any violation of this rule will be viewed seriously, and suitable disciplinary action will be taken. The vice chancellor may permit not more than two such applications in an academic year but reserves the right to refuse the forwarding of such applications in case there is any bond for the employee for a particular period of service in the university.

k) The Principal/Dean shall have the right to place any staff under suspension on charges of misconduct after discipline committee report.

l) In a case wherein a member of the teaching or non-teaching staff commits any misconduct in discharge of his/her duties, the competent authority has got discretion to award punishment such as warning, censure, and withholding of

increment with or without cumulative effect after conducting an enquiry by a committee constituted by respective college / school Principal / Dean.

m) For the development and progress of the university/college/school/

department, all members of the staff should work as a team, and they should also maintain a cordial relationship with other departments.

n) In any meeting or assembly, decorum should be maintained and differences of opinion, if any, shall be expressed politely in diplomatic words without hurting the feelings of others.

o) Staff members should get prior permission from respective college / School Principal/Dean to contact any outside agency or government departments for any matter related to the institute/hostels.

p) If a staff member draws advance from the university to meet financial expenses for official tour or for arrangement of a university event, he/she shall settle the account within 10 days from the date of withdrawal of advance, failing which the advance shall be adjusted from his/her salary.

q) Staff Members, if and when relinquishing their job, shall hand over their jobs and responsibilities and get the NOC from all departments concerned.

r) All members of the staff shall be governed by general rules / norms also practiced by university from time to time.

s) The appointing authority shall have the power to terminate the service of any member of the staff by 3 months' notice if on medical grounds, certified by a medical authority nominated by the Governing Body; his retention in service is considered undesirable by such authority.

t) The registrar shall have the power to terminate the service of any member of the staff on grounds of retrenchment or economy by giving to the person concerned 3 months' notice in writing.

1.3.2 Termination of Service/Resignation

a) If in the opinion of the appointing authority, the efficiency of an employee has been impaired due to any infirmity, due to which his retention in service is considered undesirable, by such appointing authority, his services may be terminated.

b) Faculty member, when he/she resigns, has to give the following information.

i. Nature of appointment at this university (Consolidated or on scale)
ii. Notice period (2 Months /3 Months)
iii. Reasons for resignation (unless it is confidential)
iv. Date of relief, before the end of the notice period

c) The members will be relieved on any day before the end of the notice period as decided by the principal /dean of the respective College/ School. However, the Principal /dean of the respective college /school has the right to detain the member beyond the notice period till the end of the semester or academic year.

d) The decision regarding the date of relief will depend on a number of factors like the appointment of a substitute, completion of the responsibilities like covering the syllabus, valuation of the answer scripts, completion of a particular assignment entrusted to the member, etc.

e) The other terms and conditions of such employment shall be specified by the appointing authority in the letter of appointment.

PART- II - METHOD OF RECRUITMENT

2.1 SCREENING

a) Recruitment is normally done twice in a year.
b) Number of vacancies is notified by registrar based on student strength/resignations or terminations of staff members, to the Governing body for approval.
c) Vacancies are advertised in leading newspapers – both Telugu and English.
d) Screening of applications is done by the respective screening committee.
e) Short listed candidates are informed through call letters
f) At times, Walk-in interviews are also conducted for immediate postings.

2.2 INTERVIEW

a) Interview Committee consists of Chancellor, Pro Chancellor, Vice Chancellor, Registrar, respective college / school principal / dean, Head of the department, subject expert from outside the university and one or two senior subject experts.

b) In case of large number of applications, a written test is conducted for assistant professor post and short-listed candidates shall be called for personal interview and selection be made on merit.

c) Direct interviews are conducted for senior posts. Selection committee shall be constituted by the Registrar as per the guidelines approved by the Governing body of the university.

2.3 PAY FIXATION

a) Pay for the selected candidates is fixed by the selection committee as per the pay scale approved by the Governing Body for the respective post based upon the qualification and experience of the candidate.

b) Higher Pay Packages for exceptional and experienced candidates are fixed by the selection committee subject to the approval of the chancellor of the university.

2.4 PROMOTION POLICY

a) Person entering the teaching profession with PG Degree shall be designated as Assistant Professor and shall be placed in the Pay Band of Rs.15000 with AGP of Rs.6000 or consolidated pay with fixed salary.

b) Assistant Professors with Ph.D. having 5 years of experience or Assistant Professor with completed service of 10 years can be promoted as Associate Professor and shall be in the Pay Band of Rs.37400- 67000 with AGP of Rs.9000

c) Associate Professors completing Ph.D. having 15 years of Experience shall be promoted as Professor and can be in Pay Band of 37400-67000 with AGP of Rs.10,000

2.4 RETIREMENT

a) The age of retirement of teaching faculty member shall be as per statutes of the university.

b) The age of retirement of other non – teaching staff shall be as per State Government Rules or as may be decided by statutes of the university.

PART III CONDUCT & DISCIPLINE

3. 1 CONDUCT

a) Every staff member shall, at all times, maintain absolute integrity and devotion to duty and do nothing which is unbecoming of an employee of university.

b) Every staff member shall abide by and comply with the rules and regulations of the university and all orders and directions of his/her superior authorities, under whose control, he/she is placed.

c) Every staff member shall extend utmost courtesy and attention to all persons with whom he/she is to deal with in the course of his/her duties.

d) Every staff member shall endeavor to promote the interest of the university and shall not act in any manner prejudicially thereto.

e) No staff member shall be a member, or be otherwise associated with, any political party or any organization which takes part in politics, nor shall he/she take part in, subscribe in aid of, or assist, in any other manner, any political movement or activity.

f) No staff member shall join or continue to be a member of an association the objectives or activities of which are prejudicial to the interests of the autonomy and integrity of India or public order or morality.

g) No staff member shall engage directly or indirectly in any trade or business or undertake any other employment. For undertaking honorary work of a social and charitable nature or work of a literary, artistic or scientific character the staff member shall obtain prior permission of the principal/dean of the respective college/school/department.

h) A staff member of this university shall strictly abide by any law relating to alcoholic drink or drug in force in any area in which he may happen to be for the time being and not to be under the influence of any alcoholic drink or drug during the course of his duty and shall also take due care that the performance of his duties at any time is not affected in any way by the influence of such drink or drug.

i) Obligation to maintain secrecy: Every staff member shall maintain the strictest secrecy regarding the university affairs and the affairs of its constituents and shall not divulge, directly or indirectly, any information of confidential nature either to a member of the public or of the university staff, unless compelled to do so by a judicial or other authority or unless instructed to do so by a superior officer in the discharge of his duties.

j) No staff member of the university shall enter into any partnership, accept any fees, endowment or commission whatsoever from any part other than the university, except with the prior permission of the Vice Chancellor.

k) Acceptance of gifts: A staff member shall not solicit or accept any gift from any subordinate employee, provided that such gifts, grants and donations shall be received by a staff member in the official discharge of his duties for the university.

3.2 DISCIPLINE

a) The Vice Chancellor or any other competent authority may place a staff member under suspension when disciplinary proceedings against him/her are contemplated or are pending or a case against him/her in respect of any criminal offence is under investigation, inquiry or trial.

b) A staff member who is detained in police or judicial custody, whether on a criminal charge or otherwise for a period exceeding 48 hours or is sentenced to a term of imprisonment exceeding 48 hours by a court of law and is not forthwith dismissed or removed or compulsorily retired consequent to such conviction, shall be deemed to have been suspended with effect from the date of his detention/conviction by an order of the Chairman/Secretary and shall remain under suspension until further orders.

c) An order for suspension made or deemed to have been made under this byelaw shall continue to remain in force until it is modified or revoked by the authority competent to do so.

PART IV – LEAVE RULES

4.1 General

a) Leave accounts shall be maintained for each staff member in appropriate forms.

b) Leave is earned by "Duty" only. Duty for the purpose of leave includes, in addition to the days on duty.

c) Leave cannot be claimed as a matter of right. The sanctioning authority has full discretion to refuse or revoke leave of any description when the service is demand or based on the reason for leave application.

d) A staff member who tenders resignation will not be eligible for any Leave excepting the casual leave for the proportionate period.

e) The sanctioning authority may recall a staff member to duty before the expiry of his leave or vacation.

f) Unauthorized absence from duty may be treated as misbehavior involving disciplinary action.

g) Staff members on leave shall not take up any service or accept any employment without the prior sanction of the sanctioning authority.

h) The principal/dean shall be the authority competent to sanction leave to all staff members.

i) Casual leave will be admissible to a staff member of the university for a total period not exceeding 15 days in a calendar year. It may be granted for a period not exceeding 10 days at a time, including holidays. It may also be granted for half a day. Any balance period of C.L. shall lapse with the Calendar year.

j) Casual Leave should not be combined with any kind of regular leave or vacation or with Special Casual Leave.

k) *Academic leave*: A faculty member is eligible for 15 days of academic leave in a calendar year, which can be sanctioned only for examination work (Spot valuation, observer, etc.). Staff members shall be permitted to avail themselves on duty for attending FDP/Workshop/Conference/Symposiums/

Seminars etc., in an academic year. ON DUTY shall be availed only with prior approval of the respective college / school principal /dean.

l) *Extra-ordinary Leave*: Extra–ordinary leave maybe granted in the special circumstances mentioned below:

1) When no other leave is admissible, or

2) When other leave being admissible, the employee applied in writing for extraordinary leave. Such leave is not debited against leave account.

m) Leave Salary:

1) A staff member on Leave is entitled to Leave Salary equal to the pay drawn in his/her post before the day leave commences.

2) A staff member on Extra-ordinary leave is not entitled to any leave salary.

4.2 Staff members appointed on Regular Basis (on scale)

a) **Earned Leave**: The earned leave admissible to a staff member will be computed by using the following formulae.

A. For staff member on scale of pay

Earned leave = $[\left[\frac{30}{N} * (N - n_1 - n_2)\right] - n_3]$

Where

$N = Number\ of\ calender\ days\ i.e., 365/366$

$n_1 = No. of\ days\ of\ Extra\ Ordinary\ leave\ (i.e., leave\ on\ loss\ of\ pay) + No.\ of\ calender\ days\ lost\ due\ to\ late\ joining\ in\ the\ year$

$n_2 = Number\ of\ days\ of\ earned\ leaves\ availed\ in\ the\ year$

$n_3 = Number\ of\ days\ of\ vacation\ availed\ in\ the\ year\ \div 2$

***Note**:* The earned leave calculated as above, on 31st December of the year, will be credited to the employee's Earned leave account on 1st January of next year.

b) **Vacation Leave:**

i. The Teaching staff and such other members of staff declared as vacation staff shall be eligible for 15 days to 30 days of vacation in a calendar year. The Earned Leave calculated as in '4.2(a)'

ii. Vacation may be taken in combination with any kind of leave excepting the Casual Leave provided the total duration of vacation and leave shall not exceed 60 days.

c) **Accumulation of earned leaves:** An employee will, however, cease to earn such leave when the earned leave due amounts to 240 days. Further, the grant of earned leave at a time shall not exceed 60 days. This limit may, however, be relaxed by the competent authority who may grant earned leave in excess of 60 days for special reasons.

d) **Maternity Leave**: Maternity leave on full pay may be granted to a woman employee for a total period of 60 days to be availed in the entire career. This will be granted subject to the production of Medical Certificate from the Doctor

specifying the period of leave recommended. Maternity leave may be combined with earned leave. Extraordinary leave may be granted if medical certificate supports the request. Maternity leave may also be granted in case of miscarriage including abortion subject to the condition that the total leave granted in respect of this to a woman employee in her career is not more than 90 days and the application for leave is supported by Medical Certificate. Maternity leave will be sanctioned only in case of woman employee with a minimum of three years' service at this Institute, once during the service period.

e) Special C.L. not exceeding 6 days commencing from the date of operation shall be granted to male employee when he undergoes sterilization operation under the family planning scheme, once during the service period. This will be granted subject to the production of a Medical Certificate from the Doctor who performs the operation to the effect that the operation has been performed on him.

f) The minimum period of leave under these categories is 3 days and must be applied at least 3 days before proceeding on leave. The employee can proceed on leave only after getting such leave sanctioned.

4.3 Staff members on Temporary and Ad-hoc Basis and on Consolidated Salary

a) Earned Leave

The earned leave admissible to an employee will be computed by using the following formulae.

A. For staff member on Adhoc scale of pay

Earned leave = $[\left[\frac{15}{N} * (N - n_1 - n_2)\right] - \frac{n_3}{2}]$

Where

$N = Number\ of\ calender\ days\ i.e., 365/366$

$n_1 = No.of\ days\ of\ Extra\ Ordinary\ leave\ (i.e., leave\ on\ loss\ of\ pay) + No.\ of\ calender\ days\ lost\ due\ to\ late\ joining\ in\ the\ year$

$n_2 = Number\ of\ days\ of\ earned\ leaves\ availed\ in\ the\ year$

$n_3 = Number\ of\ days\ of\ vacation\ availed\ in\ the\ year\ \div 2$

Note: The earned leave calculated as above, on 31st December of the year, will be credited to the employee's Earned leave account on 1st January of next year.

b) ***Vacation Leave***: The Teaching staff and such other members of staff declared as vacation staff shall be eligible for 30 days of vacation in a calendar year provided that the employee has been in service for more than a year. The Earned Leave calculated in 4.3(a) above will be reduced by ¼ of vacation days availed by the candidate.

c) An employee will, however, cease to earn such leave when the earned leave due amounts to 120 days. Further, the grant of earned leave at a time shall not exceed 30 days. This limit may, however, be set by the competent authority who may grant earned leave in excess of 30 days for special reasons. In case an employee dies while in service, cash equivalent of leave salary that the deceased employee who had got, had he gone on earned leave but for death, due and admissible on the date immediately following the date of death subject to a maximum leave for 120 days shall be paid to the family.

d) The minimum period of leave under these categories is 3 days and must be applied at least 3 days before proceeding on leave. The employee can proceed on leave only after getting such leave sanctioned.

e) ***Maternity Leave***: Maternity leave on full pay may be granted to a woman employee for a total period of 30 days to be availed in the entire career. This will be granted subject to the production of Medical Certificate from the Doctor specifying the period of leave recommended. Maternity leave may be combined with earned leave. Extraordinary leave may be granted if medical certificate supports the request. Maternity leave may also be granted in case of miscarriage including abortion subject to the condition that the total leave granted in respect of this to a woman employee in her career is not more than 30 days and the application for leave is supported by Medical Certificate. Maternity leave will be sanctioned only in case of woman employee with a minimum of one year service at this Institute, only once in the total service period.

4.4 ON DUTY

a) Teaching staff who are deputed for specific purpose on "Other Duty" should submit a detailed report to the respective college /school principal/dean about the purpose for which they are deputed, on the next day without fail.

b) The staff members who are proceeding on "Other Duty" with the approval of respective college /school principal/dean should produce the "Attendance Certificate" immediately on the date of joining duty after availing "OD".

PART V: GENERAL REGULATIONS FOR STAFF MEMBERS

a) The Faculty Member should come to the university at least 10 minutes before the commencement of classes and should leave the university not earlier than 10 minutes after the end of the last hour.

b) All the Faculty Members are expected to follow the rules and regulations of the university as prevalent from time to time.

c)The workload of all the staff should be fixed by the vice-chancellor. The workload of the teacher should not be less than 42 hours a week, of which teaching contact hours should be at least as follows:

(i) Principal/dean 8 hours/week
(ii) Dean / Professor 14~16 hours / week
(iii) Associate Professor 18~20 hours / week
(iv) Assistant Professor/Senior Lecturer/Lecturer 24 hours/week

For the above stipulations, two tutorial hours, two or three laboratory/Drawing hours will be counted as one teaching hour.

The work plan of teachers shall ensure, in the most productive manner, the utilization of stipulated 42 working hours per week, with regard to the roles, jobs and targets assigned to them by the college/school/departments of university.

d) Faculty Members are expected to update their knowledge by attending seminars/workshops/conferences, after obtaining necessary permission from the principal/dean.

e) Faculty Members should attempt to publish textbooks, research papers in reputed International / Indian Journals / Conferences.

f) The Faculty Member must strive to prepare himself/herself academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large. Every Faculty Member is expected to extend his/her beneficial influence in building up the personality of students and he/she should associate himself/herself actively with such extracurricular activities which he/she is interested in or assigned to him/her from time to time.

g) Groupism of any kind should be absolutely avoided. Faculty Members found indulging in such activities will be subject to discipline proceedings.

PART VI: DEPARTMENT RULES

a) The Faculty Member should talk to the HOD and keep the HOD in confidence about the member's professional and personal activities.

b) The teaching load will be allotted by the HOD after considering of the faculty member's interests.

c) In addition to the teaching, the Faculty Member should take additional responsibilities as assigned by respective college / school Principal /dean / HOD in academic, co-curricular or extra-curricular activities.

d) Every Faculty Member must give seminars at least once in each semester to other faculty.

e) Every Faculty Member has to post the student attendance online on the CampX portal and simultaneously the absentees Hall Tickets should be noted every day in the Master attendance Register maintained in the college/ school/Department as soon as the classes/laboratory hours are over.

f) Whenever a Faculty Member intends to take leave, the Faculty Member should get the leave sanctioned in advance and with proper alternate arrangements made for class/lab/ invigilation duty. In case of emergency, the HOD or the next senior faculty must be informed with appropriate alternate arrangements suggested.

g) The Faculty Member should make him/her presentable. The Faculty Member should show no partiality to any segment / individual student.

h) The Faculty Advisor must update the student's personal file regularly and put up for inspection by HOD/Principal/dean as the case may be.

PART VII: CLASSROOM TEACHING RULES

a) Once the subject is allotted the Faculty Member should prepare the lecture hour wise lesson plan.

b) The Faculty Member should get the lesson plan and course file approved by HOD and principal/dean. The course file consists of preface, previous year university question papers, notes, handouts, OHP sheets, test/exam question papers, two model answer scripts for each test/exam, Assignments.

c) The Faculty Member's Diary must be regularly updated and put up for inspection by HOD/Principal/dean as the case may be.

d) The Faculty Member should refer to more reference manuals than text books and prepare his/her detailed lecture notes. The Faculty Member should not dictate the notes in the class.

e) The Faculty Member should go to the class at least 5 minutes before and enter the class without delay when the bell rings.

f) The Faculty Member should engage the full 55 minutes and should not leave the class early.

g) For the first 5 minutes the faculty member should recall the lessons of the previous lecture, and brief for 2 minutes about what they are going to learn in this session, then go on lecture up to 45 minutes and in the last 3 minutes conclude and say what we will see in the next class.

h) The Faculty Member should cultivate to include humor in the lecture, to break the monotony.

i) Should practice/rehearse the lecture well before going to the class.

j) The Faculty Member should make use of OHP/LCD, Models etc., as teaching learning aids.

k) The Faculty Member should encourage students asking doubts / questions.

l) The Faculty Member should get feedback from students and act/adjust the teaching appropriately.

m) The Faculty Member should take care of academically backward students and pay special attention to their needs in special classes.

n) In problem-oriented subject, regular tutorials have to be conducted. The Tutorial problems have to be handed over to the students at least one week in advance of actual class.

o) The Faculty Member should sign in the class logbook every day after he/she completes the lecture.

p) The Faculty Member should interact with the class coordinator or counselor and inform him / her about the habitual absentees, academically backward student, objectionable behavior etc.

q) The Faculty Member should always aim for 100% pass results in his /her subjects and work accordingly.

r) The faculty member should regularly visit library and read the latest journals / magazines in his/her specialty and keep oneself abreast of latest advancements.

s) The Faculty Member should be available for doubt clearance.

t) The Faculty Member should motivate the students and bring out the creativity/originality in the students.

PART-VIII LABORATORY

a) The Faculty Member going for laboratory class must perform the experiments personally and be satisfied with the results before asking the students to conduct the experiments.

b) Whenever possible, additional experiments to clarify or enlighten the students must be carried out.

c) The lab observations must be corrected then and there and the records before the next class.

PART IX: TESTs / EXAMs

a) While setting question papers, the Faculty Member should also prepare a detailed answer and make scheme and submit it to HOD for approval.

b) During invigilation, the Faculty Member should be continuously moving around. He / She should not sit in a place for a prolonged time. He/ She should watch closely so that nobody resorts to any malpractice in the exam/test.

c) Whenever any malpractice is noticed, the Faculty Member should get a written statement from the student and inform the Chief Controller examinations / Controller of examinations.

d) The test papers must be corrected within three days from the date of examination and marks submitted to the HOD for forwarding to Academic Cell with remarks.

e) The faculty members should be very fair and impartial in awarding of internal marks to students or in selecting the outstanding students of the department and on similar occasions, it should be done strictly as per the prescribed norms. It should not have any bearing with region, language, religion, caste, status of parents, personal relations, etc.,

PART X: STUDENT - FACULTY REPORT

a) The Faculty Member should have good control of students.

b) As soon as the Faculty Member enters the class, He / She should mark attendance. If anybody enters late beyond 5 minutes, the student may be permitted to attend the class but marked absent. In case of repeaters or habitual latecomers the teacher should try to correct the student through personal counseling and if it does not bring any change the student must be directed to meet the student counselor / HoD.

c) The Faculty Member should act with tact and deal with students gently.

d) ***The Faculty Member should be strict but not harsh. Never use harsh words, which would hurt the feeling of the students***.

Interpretation:

Notwithstanding anything contained in these Rules, the Governing Body and statutes of the university shall have the power to decide on any matter when any difficulty arises, regarding the interpretation or implementation of any of the above Rules.