

# **SERVICE RULES / LEAVE RULES PROMOTION POLICIES**



**St. MARTIN'S ENGINEERING COLLEGE**  
**Dhulapally, Secunderabad - 500 014**  
**Telangana, India.**

# PROMOTION POLICIES



**St. MARTIN'S ENGINEERING COLLEGE**  
**Dhulapally, Secunderabad - 500 014**  
**Telangana, India.**

## LEAVE RULES

### 1. GENERAL

- a. These rules shall be called "St. Martin's Engineering College Leave rules".
- b. They shall be deemed to have come into force with effect from 1st June 2002. They shall be applied to all the employees of the College.
- c. "Employee" fits into any of the following categories.
  - i. Appointed on ad-hoc/temporary basis.
  - ii. Regular Employee appointed against an approved post and who is on probation.
  - iii. Regular employee, whose probation has been declared.
- d. 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 exigencies of service so demand.
- e. The sanctioning authority may recall an employee to duty before the expiry of his/her leave.
- f. Unauthorized absence from duty may be treated as misbehavior involving disciplinary action. An employee on leave shall not take up any service or accept any employment without the prior sanction of the appointing authority.
- g. Every application for leave on medical grounds shall be accompanied by a medical certificate given by a Registered Medical Practitioner/Asst. Civil Surgeon, in the panel of experts approved by the Governing Council. No Employee who has been granted leave on medical grounds may return to duty without producing a medical certificate of fitness.
- h. Leave on loss of pay, half pay leave, and earned leave cannot be availed for a period of less than three days.
- i. An employee who leaves his place of duty during vacation is liable to be recalled.
- j. The principal shall be the authority competent to grant leave to all employees. In the case of the Principal, Chairman of the Governing Council or his nominee will be the authority to sanction leave.
- k. An employee cannot return to duty before the expiry of leave sanctioned to him unless he is permitted by the competent authority to do so.

### 2. CASUAL LEAVE (CL)

- a. Casual leave will be admissible to an employee of the college for a total period not exceeding 12 days in a calendar year. If any employee joins the college in the middle of the calendar year, the quantum of casual leave admissible to him/her will be on prorated basis.
- b. It may be granted for a period not exceeding 10 days at a time including holidays. Any balance period of casual leave shall lapse with the calendar year.

- c. Casual leave should not be combined with any kind of regular leave discussed in the following sections or with vacation.
- d. Casual leave required advance sanction and the employee has to make alternative arrangements for his/her work.
- e. Casual leave for half day can be granted to an employee for the Forenoon or Afternoon.

### **3. SPECIAL LEAVES (SL)**

- a. Special leave for a total period not exceeding 14 days in an academic year may be granted to a Regular Employee of the college towards any of the following and lapses within the calendar year .
  - i. When an employee attends seminars/symposia/workshops etc., organized by institutions of national and international repute.
  - ii. When the employee is prevented from attending to his/her duties on account of prevalence of any infectious disease in his/her house. No SL is admissible when the employee is infected himself/herself.
  - iii. When the employee is prevented from attending his/her duties for want of transport facilities owing to a local or regional or state-wise "Bandh" or the like.
  - iv. When the employee undergoes sterilization operation under the family planning scheme, once during the service period, subject to the production of a medical certificate.
  - v. When a male employees wife undergoes a non-peripheral tubectomy operation under the family planning scheme.
- b. Special leave cannot be combined with ordinary casual leave or with any other leave or with vacation.

### **4. EARNED LEAVES (EL)**

- a. The teaching staff, whose services are regularized shall be eligible for vacation limited to 14 days in an academic year. In case of employees appointed in the middle of the academic year, they shall be eligible for vacation proportionately. Vacation may be declared for a minimum period of 07 days including holidays and Sundays.
- b. The teaching staff whose probation has been declared shall be credited with 3 days of Earned Leave for every year of completed service from the day of declaration of probation.
- c. When the employee is not allowed to avail a part or whole of vacation for the benefit of the college, additional Earned Leave shall be credited at the rate of one day for every three days of vacation that he/she was deprived of and lapsed in a calendar year.

- d. The Regularized Non-Teaching Staff may avail vacation limited to 07 days in not more than two stretches.
- e. In addition to the above, the Non-Teaching Staff, whose probation has been declared, shall be eligible for Earned Leave of one day for every 60 days of service from the day of declaration of probation.
- f. An employee will however, can have a maximum Earned Leave of 24 days to his/her credit at any given time.
- g. Vacation may be taken in combination with or in continuation of Earned Leave, half-pay leave and extra-ordinary leave provided that the total duration of vacation and leave shall not exceed 12 days.
- h. The grant of Earned Leave at a time shall not exceed 12 days. The competent authority shall however relax this limit for special reasons.
- i. Earned Leave cannot be availed for a period of less than three days.

#### **5. MEDICAL LEAVES (ML)**

- a. Medical Leave admissible to an employee, whose probation has been declared, will be 5 days for each completed year of regular service. However, the employee may avail twice as many days with half-pay.
- b. Medical Leave may be granted to an employee based on the Medical Certificate obtained from any of the doctors in the panel of doctors approved by the College Authorities. Medical Leave can be accumulated up to maximum of 120 days in the entire service.

#### **6. MATERNITY LEAVES**

- a. Maternity Leave is admissible only to women employees appointed on regular basis.
- b. The leave may be sanctioned up to 30 days on full pay and half-pay for another 60 days.
- c. The leave is not admissible in case of an employee, who has two or more surviving children.

#### **7. ON DUTY**

- a. The principal shall be the authority competent to grant leave to all employees. In the case of the Principal, Chairman of the Governing Council or his nominee will be the authority to sanction leave

#### **8. COMPENSATIVE CASUAL LEAVE (CCL)**

- a. The principal shall be the authority competent to grant leave to all employees under important work conducted on public holidays. In the case of the Principal, Chairman

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of the Governing Council or his nominee will be the authority to sanction leave whenever necessary for the Employee.



# St. MARTIN'S ENGINEERING COLLEGE

Dhulapally, Secunderabad – 500014

## SERVICE RULES

### 1. PREAMBLE

- a. The following rules shall regulate the service conditions of all Teaching and Non-teaching staff of St. Martin's Engineering College, either regular or probationary / Adhoc appointed in the vacancy of an approved post.
- b. The Rules shall come into force with effect from 1-7-2002.
- c. The Managing Body of St. Martin's Engineering College is the final authority relating to the appointments, service conditions, fixing or adoption of pay scales of all employees of the College.
- d. The Managing Body of St. Martin's Engineering College may exclude wholly or partly, from the operation of these rules to the holder of any post or the holders of any class of posts, and prescribe separate rules for such persons(s).
- e. The Managing Body of the college may add, amend, alter or change these Service Conditions as and when it deems it necessary.

### 2. DEFINITIONS

- a. College/Institution means St. Martin's Engineering College, Survey No. 98 & 100, Dhulapally 'X' Roads, Quthbullapur Mandal, R.R. District, Secunderabad.
- b. Managing Body means the Governing Council of the college / St. Martin's Engineering College.
- c. University means the Jawaharlal Nehru Technological University, Hyderabad or any other university to which the college / course is affiliated.
- d. Principal means Principal of the College or any other person authorised by the Management to discharge the duties and responsibilities of the Principal, whatever be his designation.
- e. Year means a calendar year, unless qualified otherwise.
- f. Month means a Calendar Month.
- g. Pay means Basic Pay with full allowances excluding House Rent Allowance. Half-pay means Half of Basic pay with full allowances.
- h. Duty: A person is said to be "on duty"
  - i. When he is performing the duties of a post to which he is appointed or undergoing the probation or training prescribed for such post, provided that the performance of such duties is followed by confirmation.
  - ii. When he is absent from duty on authorized holidays or on leave taken in accordance with instructions regulating such leave issued by the Managing Body / Governing Council having been on duty immediately before and immediately after such absence or

- iii. When he is absent during vacation, or When he is attending Conferences of learned societies on deputation by the College, or While he is on joining time.
- iv. When he is absent from headquarters or from his routine work attending to other University work not connected with his usual routine to which he has been specifically deputed in his official capacity either by the Principal or by the Managing Body.
- v. When he is absent from head quarters or routine work in connection with College duties either remunerative or non-remunerative, provided the duties have been assigned by the Principal or by the Managing Body.
- i. Employee means a person borne on the Teaching or Non-Teaching Staff of the St. Martin's Engineering College, Dhulapally 'X' Roads, Secunderabad and wherever the word "he" is used to refer to a male employee. The word "she" is to be read in relation to the female employee, as applicable.

### **3. GENERAL CONDITIONS OF SERVICE**

- a. Appointments: The Managing Body of the College shall be the authority competent to appoint any members of teaching and non-teaching staff on the recommendation of the Staff Selection Committees/ Principal described under rules "d" and "e". The order of appointment shall specifically state whether the member of staff has been appointed on Probation or in a Temporary capacity.
- b. The appointments on probation can be made only to the posts approved by the Managing Body. For this purpose, the Managing Body has the right to fix, add, alter or delete any post or posts at any time depending on the requirements of the college.
- c. All teaching staff appointed in the cadre of lecturer and above shall be filled in by open competition. The selection should be based on the recommendation of a Staff Selection Committee, duly constituted as per the norms prescribed by the Government/ University/AICTE.
- d. Appointments to all other of teaching and non-teaching posts, temporary and adhoc shall be made by the Managing Body / Principal.
- e. All administrative appointments such as Heads of the Departments will be through nomination by the Principal for a specific period, based on the candidate's relevant academic qualifications, relevant experience, performance in college, and administrative capabilities.
- j. The qualifications, experience and pay scales for various teaching posts shall be as decided by the Managing Body/Governing Council from time to time and shall generally be as per the AICTE guidelines.
- k. The services of Non-Teaching staff shall be regularized by the Managing Body based on the recommendation of the Principal.



- i. The qualifications, experience and pay scales for various non-teaching posts shall be as decided by the Managing Body of the College from time to time and shall generally be as per the guidelines of State Government.
- m. An employee appointed on probation shall be on probation for an uninterrupted period of two years on duty. However, an employee whose probation has been declared on a lower post and is subsequently selected and appointed to a higher post, the uninterrupted period of probation shall be one year on duty.
- n. The Chairman of the Managing Body / Governing Council upon the recommendation of the Managing Body in the case of Teaching Staff and Non-teaching Staff, by order may terminate the probation of a probationer, and discharge him from service without assigning reasons giving one month's notice or one month's salary in lieu of such a notice.
- o. The Chairman, upon the recommendation of the Principal, without assigning any reason may extend the period of probation of an employee by a maximum period of one year.
- p. Upon the recommendations of the Principal, the Chairman will issue an order / authorize the Principal to issue order declaring the probationer to have satisfactorily completed his / her probation. On the issue of such order, the probationer shall be declared to have satisfactorily completed his probation on the date of the expiry of the prescribed or extended period of probation.
- q. Unless the order declaring the satisfactory completion of probation is issued, the employee on probation shall be deemed to be probationer even after the expiry of the prescribed or extended period of probation.
- r. All uninterrupted service shall count for increments in the time scale applicable to the post. An increment shall be granted by the Principal, based on satisfactory conduct and work performance during the year. The increment of an employee may be withheld by the Principal if his conduct has not been good or if his work performance has not been satisfactory. The employee whose increment is withheld may appeal to the Managing Body for redressal.
- s. The services of all employees on probation and all temporary appointments are terminable with one month's notice or one month's salary in lieu of such a notice. However, that as a disciplinary measure, the competent authority i.e., the Managing Body may discharge the employee without any notice.
- t. The employee who has once tendered his resignation is not entitled to withdraw it unless permitted to do so by the Chairman.
- u. No employee shall undertake any work, remunerative or otherwise, apart from that falling within ambit of his job in the St. Martin's Engineering College without the prior permission in writing of the Principal under intimation to the Chairman.

- v. No employee shall apply for appointments elsewhere except through the Principal of the College and the College may forward not more than two applications in a year.

#### **4. RESIGNATION, TERMINATION & RELIEF**

- a. The services of teaching staff who have satisfactorily completed their period of probation are on probation are liable to be terminated by the College by giving three months notice or three months salary in lieu of such notice.
- b. The service of teaching staff on temporary / adhoc appointments are liable to be terminated by the College by giving one month notice or one month salary in lieu of such notice.
- c. The services of all non-teaching staff who are on regular basis are liable to be terminated by the College by giving one month notice or one month salary in lieu of such notice.
- d. Teaching staff who have completed their period of probation or who are on probation can resign from service by giving either three months notice or by paying three months salary in lieu of such notice to the College. If their resignation is for the purpose of higher studies the notice period is reduced to 45 days instead of three months. (The timing of resignation should be such that the incumbent will be relieved at the end of the academic year / semester.)
- e. Teaching staff who are on temporary/adhoc appointments can resign from service by giving either one month notice or by paying one month salary in lieu of such notice to the employer or till completion of academic work whichever is later.
- f. All the Non-Teaching Staff who are on regular basis can resign from service by giving one month notice or by paying one month salary in lieu of such notice to the employer.
- g. In the case of teaching staff, who have completed probation and are seeking employment elsewhere two applications per year will be forwarded subject to the condition that they will be relieved at the end of the academic year / semester only. In addition all applications for admission to higher studies and for All India Service Examinations (such as IAS, IES etc.,) will also be forwarded. However, the Management has discretion to relax the rule in appropriate case basing on the merits and demerits of the case.
- h. In the case of teaching staff, who are on probation no application seeking employment elsewhere will be forwarded. However, all applications for admission to higher studies and All India Service Examinations (such as IAS, IES, etc) will be forwarded.
- i. In the case of teaching staff, who are appointed on temporary / adhoc basis and are seeking employment elsewhere two applications per year will be forwarded, subject

to the condition that they will be relieved at the end of the academic year/semester only. In addition, all applications for admission to higher studies and All India Services Examinations (such as IAS, IES, etc.) will be forwarded.

- j. In the case of non-teaching staff no application seeking employment elsewhere will be forwarded during probation period. After completion of probation two applications per year will be forwarded subject to the condition that they will be relieved at the end of academic year/semester only.
- k. In the case of non-teaching staff (whether they are on probation or on regular basis) all applications for admission to higher studies will be forwarded.
- l. If the employee resigns after giving due notice and works for part of the notice period and then wishes to be relieved immediately he/she can do so by paying for the remaining part of the notice period.
- m. If the College issues termination notice to any employee and wishes to terminate the employee within the notice period, the employer can do so by paying for remaining part of the notice period.
- n. In all the above sub clauses of this article, notice period does not include vacation or earned leave or leave on loss of pay granted to the employee

#### **5. DISCIPLINARY ACTION**

- a. All employees are liable for disciplinary action for disobedience, misconduct and dereliction/ negligence of duty. However, such disciplinary action is initiated and after a fair opportunity has been provided to the employee to defend himself.
- b. As part of the disciplinary action, the following penalties / punishments for valid and sufficient reasons may be imposed upon the employees.
  - i. Censure.
  - ii. Fine.
  - iii. Withholding of Increment.
  - iv. Recovery from pay of the whole or part of any pecuniary loss caused to the college by negligence or breach of orders.
  - v. Reduction to a lower rank in the seniority or to a lower post or to a lower stage in the time scale.
  - vi. Suspension.
  - vii. Removal from the college service.
  - viii. Dismissal from the college service.

- c.
  1. The discharge of a person appointed on probation, during the period of probation or of a person engaged under contract in accordance with the terms of his contract or a person appointed otherwise than under contract to hold a temporary appointment on the expiry of the period of the appointment, does not amount to removal or dismissal within the meaning of this rule.
  2. The penalty under 5.1 may be imposed in addition to any other penalty, which may be inflicted in respect of the same negligence or breach of orders.
  3. The removal of an employee from the college service shall not disqualify him from future employment but the dismissal of a person from the college service shall ordinarily disqualify him from future employment in the college.
- d. Following are the valid reasons for which the penalties may be imposed on an employee:
  - i. Irregularity in observing the college timings.
  - ii. Irregularity and/ or irresponsibility in attending to duties in the college.
  - iii. Unauthorized absence from work.
  - iv. Irregularity and/or irresponsibility in attending to duties like examination duty, etc. assigned from time to time.
  - v. Insubordination including failure to follow the specific instructions of the superior.
  - vi. Instigation of staff/students against the administration and / or management.
  - vii. Participation in the strike, meetings or rallies directed against the administration and/or management.
  - viii. Misappropriation of college funds.
  - ix. Conviction in the Court of law.
  - x. If the employee is suffering from any incurable infectious disease or is declared insane by a panel of doctors approved by the competent Authority.
  - xi. Participation of the employee in any act or movement calculated to bring the college into disrepute.
  - xii. If the employee indulges in any public criticism of the College administration or Management amounting to defiance and insubordination or causes or is likely to cause embarrassment to the administration in its relation to the staff or students or in its relation to the Government or the University.

- e. The competent authority, which may impose any of the penalties prescribed in 5.a, shall be the Chairman (on the recommendations of the Principal) and Appellate authority shall be the Governing Council.
- f. In ordering the withholding of an increment, the withholding authority shall state the period for which it is withheld and whether it shall have the effect of postponing future increments. It shall be further stated in the order that the period for which increment has been stopped will be exclusive of any interval spent on leave before the period is completed.
- g. Procedure: Before any of the penalties specified under 5.a(vi) to (viii) above is imposed against an employee of the college it is necessary to give him a reasonable opportunity to show cause against the disciplinary action which is proposed to be taken against him. This can best be done by intimating to the person concerned the grounds on which it is proposed to impose the penalty and by directing him to show cause why it should not be imposed.
  - i. Enquiry relating to any disciplinary action may be made by a Committee of three members appointed by the Chairman and consisting of the Principal and two other members. No teacher (other than the Principal) of the college shall be on the Committee.
  - ii. No order of dismissal, removal or reduction shall be imposed on any employee of the college (other than an order based on facts which have led to this conviction in a criminal court) unless he has been informed in writing of the grounds on which it is proposed to take action and has been afforded an adequate opportunity of defending himself. The grounds on which it is proposed to take action shall be reduced to the form of a definite charge or charges, which shall be communicated to the person charged together with a statement of allegations in passing order in the case. He shall be required within a reasonable time to put in a written statement of his defense and to state whether he desires an oral enquiry to be conducted or only to be heard in person. If he desires an oral enquiry or if the authority concerned so directs, an oral enquiry shall be held. At that enquiry, oral evidence shall be heard as to such of the allegations as are not admitted, and the person charged shall be entitled to cross examine the witnesses and to give evidence in person. If no oral enquiry is held and if he desires to be heard in person, a personal hearing shall be given to him. The proceedings shall contain a sufficient record of evidence and a statement of the finding and the grounds thereof.
  - iii. The requirement of rule "5.g.2" shall not apply where the person concerned has absconded, or where it is for other reasons impracticable to communicate with him.

- iv. All or any of the provisions of rule "5.g.2" may, in exceptional cases, and for special and sufficient reason to be recorded in writing, be waived, where there is a difficulty in observing exactly the requirements of the rule and those requirements can be waived without injustice to the person charged.
  - v. Where the authority holding the enquiry is not competent to award a penalty, his or its duty ends with the recording of his or its findings on the charges and it is not part of the function to make any suggestion regarding the penalty to be awarded or the further disposal of the case.
  - vi. Any member in the college service may be placed under suspension by the competent authority pending enquiry into grave charges, where such suspension is deemed to be necessary in the interests of the college.
- h. During the period of suspension, pending enquiry he may be paid subsistence allowance of 1/2 of his salary including allowances during the first six months and not exceeding three-fourths of the salary after six months.
  - i. Every employee of the college shall be entitled to one appeal as hereinafter provided, from an order passed by an authority -
    - i. Imposing upon him any of the penalties specified in rule 5.1.
    - ii. Discharging him in accordance with the terms of his contract if he has been engaged on a contract for a fixed or for an indefinite period and has rendered, under either form of contract, continuous service for a period exceeding five years at the time when his services are terminated.
  - j. In the case of an appeal under rule 5.i.i, the appellate authority shall consider
    - i. 'Whether the facts on which the order was based have been established
    - ii. 'whether the facts established afford sufficient ground for taking action and
    - iii. 'Whether the penalty is excessive, adequate or inadequate, and after such consideration, shall pass such order as it thinks proper.
  - k. In the case of an appeal under rule 5.i.i, the appellate authority shall pass such order as appears to it just and equitable having regard to all circumstances of the case.
  - l. Every person preferring an appeal shall do so separately and in his own name to the appellate authority specified in rule 5.c.
  - m. Every appeal preferred under these rules shall contain all material statements and arguments relied on by the appellant, shall contain no disrespectful or improper language and be complete in itself. Every such appeal shall be addressed to the authority to which the appeal is preferred and submitted through the Head of the

Department to which the appellant belongs or belonged and through the authority against whose order the appeal is preferred.

- n. An appeal may be withheld by an authority not lower than the authority against whose order it is preferred if,
  - i. It is an appeal in a case in which under these rules no appeal lies, or
  - ii. It does not compare with the provisions of rule 5.m
  - iii. It is not preferred within sixty days after the date of the service of the order appealed against and no reasonable cause is shown for the delay, or
  - iv. It is a repetition of a previous appeal and is made to the same appellate authority by which such an appeal has been decided and no new facts or circumstances are adduced which afford grounds for a reconsideration of the case, or
  - v. It is addressed to an authority to which no appeal lies under the provision of rule 5.c.
- o. The authority by which an order imposing a penalty specified in 5.1 may be reversed or altered in cases in which no appeal is preferred, shall be the appellate authority prescribed in rule 5.c.
- p. The rules shall apply mutatis mutandis to the Principal, as Managing Body may, from time to time, declare that they shall be applicable.
- q. Every appeal which is not withheld under these rules shall be forwarded to the appellate authority by the authority against whose order the appeal is preferred with a reasonable statement.
- r. An appellate authority may consider for any appeal admissible under these rules which has been withheld by a subordinate and he may pass such orders thereon as he considers fit.
- s. Nothing in these rules shall operate to deprive any employee of any right of appeal, to which he is otherwise entitled in respect of any order passed before they come into force. An appeal pending at the time, these rules came into force or preferred thereafter, shall be deemed to be an appeal under these rules, and rule 5.h shall apply as if the appeal is against an order appealable under these rules.

## **6. CONDUCT RULES**

- a. Every employee shall be governed by these rules and is liable for consequences in the event of any breach of rules by him/her.
- b. Every employee shall at all times, maintain integrity, be devoted to his duty and be honest and impartial in his/her official dealings. An employee shall, at all times be courteous and polite in his/her dealings with the Management, with other members

of staff, students and with members of the public. He shall exhibit utmost loyalty and shall, always act in the interests of the College.

- c. An employee shall be required to observe the scheduled hours of working during which he/she must be present at the place of his/her work. No employee shall be absent from duty without prior permission. Even during leave or vacation, no employee shall leave head-quarters except with the prior permission of proper authority. Whenever leaving station, an employee shall inform the Principal in writing through the respective HOD or the Principal directly if the employee happens to be a HOD, the address at which he/she would be available during the period of his/her absence from the head-quarters.
- d. No employee shall take part in politics or be associated with any party or organization which takes part in political activity, nor shall subscribe in the aid or assist in any manner any political movement or activity.
- e. No employee shall make any statement, publish or write through any media which has the effect of an adverse criticism of any policy or action of the College or detrimental to the interests of the College.
- f. No employee except with the prior permission of the competent authority engages directly or indirectly in any trade or any private tuition or undertakes employment outside his official assignment, whether for any monetary gain or not.
- g. An employee against whom an Insolvency Proceedings commenced in the Court of law shall forthwith report full facts thereof to the College.
- h. An employee against whom Criminal Proceedings are initiated in a Court of law shall immediately inform the competent authority of the College regarding the details thereof.
- i. No employee shall, except with prior permission of the competent authority, has recourse to any court of law or to the press for the vindication of any official act of the College which has been the subject matter of adverse criticism or attack of defamatory character.
- j. Whenever an employee wishes to put forth any claim or seeks redressal of any grievance he/she must forward his / her case in writing through proper channel to the competent authority and shall not forward any such advance copies of his/her application to any higher authorities unless the competent authority has rejected his claim or refused redressal of the grievance or has delayed the matter beyond a reasonable time.
- k. No employee who has a living spouse shall contract another marriage without first obtaining the permission of the Governing Council notwithstanding that a subsequent marriage is permissible under personal and religious law for the time



being applicable to him/her and violation of this rule will lead to the removal from the service of the college.

- l. An employee who commits any offense or dereliction of duty or does an act detrimental to the interests of the college is subject to an enquiry and punishment by the competent authority. However, any employee aggrieved with the decision of the competent authority may appeal against such punishment or decision within 15 days of the receipt of the orders of the decision to the Governing Council and the decision of the Governing Council thereon, is final and binding on the employee
- m. No employee shall engage in strike or incitement there to or in similar activities such as absence from work or neglect of duties or participate in hunger strike etc., Violation of this rule will amount to misconduct and attract deterrent punishment.
- n. The staff members shall not involve themselves in activities not related to their work, during working hours. The habit of reading irrelevant magazines, papers, books etc. during working hours is to be avoided.
- o. Staff members are strongly encouraged to take up consultancy projects but only with the permission of the Management.
- p. The staff members are prohibited from accepting valuable gifts in any form from the students/ parents/companies having business transactions with the College.
- q. The staff members shall not interfere in any matter not connected to their job requirement.
- r. The details of students' feedback forms and performance appraisal reports given by the superiors shall be treated as confidential.



# St. MARTIN'S ENGINEERING COLLEGE

Dhulapally, Hyderabad - 500 014

## ELIGIBILITY CRITERIA FOR SELECTION OF FACULTY TO HIGHER POSTS

### ELIGIBILITY CRITERIA:

- All promotions are by SELECTION only.
- Eligible candidates shall be considered for promotion on the recommendation of the selection committee.
- Number of posts at various levels in each discipline shall be as deemed necessary by the college Authorities.

### 1. POLICIES FOR FRESH APPOINTMENT

| S. No | Present Designation               | To the position aspired            | Eligibility criteria   | Basic scale fixation as on date | Remarks / suggestions  |
|-------|-----------------------------------|------------------------------------|--|---------------------------------|--|
| 1     | Asst. Professor<br>AGP Rs. 6000   | Fresh appointment                  | BE/B.Tech with First class and ME/M.Tech/M.Phil first class  | 15600-39100 with AGP Rs 6000    | Deserving candidates are entitled for two non compounded increments at entry level   |
|       |                                   |                                    | BE/B.Tech with First class; ME/M.Tech/M.Phil First class and obtained Ph.D degree recognized by UGC* in relevant discipline  | 15600-39100 with AGP Rs 6000    | Entitled to five non compound increments at entry level  |
| 2     | Asst. Professor<br>AGP<br>Rs 6000 | Asst Professor with AGP of Rs 7000 | Completed 5 years of service as Asst. Prof. with BE/B.Tech with First class and ME / M.Tech / M.Phil First class qualifications at entry   | 15600-39100 with AGP Rs 7000    | Should have attended minimum Three weeks of FDP / STTP during Asst Professor with AGP of Rs. 6000  |
|       |                                   |                                    | Completed 4 years of service as Asst. Prof. with BE/B.Tech with First Class; ME / M.Tech / M.Phil First class and obtained Ph.D degree recognized by UGC* in relevant discipline qualifications at entry | 15600-39100 with AGP Rs 7000    | Should have attended minimum Two weeks of FDP / STTP during Asst Professor with AGP of Rs 6000+minimum one research paper in peer reviewed journal |

|   |                                     |                        |  |                            |   |
|---|-------------------------------------|------------------------|--|----------------------------|---|
| 3 | Asst. Professor with AGP of Rs 7000 | Associate Professor    | Should possess Ph.D degree recognized by UGC + Minimum of five years of teaching experience of which two years of post Ph.D experience is essential  | 37400-67000 + AGP Rs 9000  | Should be guiding minimum one Ph.D student and possess minimum one post Ph.D publication in international journal of repute in the relevant field                       |
| 4 | Associate Professor                 | Professor AGP Rs 10000 | Qualifications as required of the post of Associate Professor + Minimum of 10 years teaching experience of which at least 5 years should be at the level of Associate Professor                          | 37400-67000 + AGP Rs 10000 | Should be guiding minimum one Ph.D student and possess minimum one post Ph.D publication in International Journal of repute in the relevant field during last one year. |
| 5 | Professor AGP Rs 10000              | Professor AGP Rs 12000 | Qualifications as required for the post of Professor + at least 10 years of teaching as Professor and post-doctoral work of a high standard + publications in peer reviewed / referred Research Journals | 37400-67000+AGP Rs 12000   | Should be guiding minimum one Ph.D student and possess minimum one post Ph.D publication in International Journal of repute in the relevant field during last one year  |

\* UGC Norms: Process of registration, Course Work & External Evaluation.

**2. REVISED PAY FIXATION FOR IN-SERVICE FACULTY (FOR EXISTING FACULTIES ON ROLL AS ON 01-01-2015)**

| S. No | Present Designation  | Designation under Sixth pay-scale   | Eligibility criteria  | Revised pay-band in sixth pay scale | Remarks / suggestions |
|-------|--|-------------------------------------|---|-------------------------------------|-----------------------|
| 1     | Lecturer   | Asst. Professor                     | BE / B.Tech and ME / M.Tech / M.Phil with first class at UG / PG  | 15600-39100 with AGP Rs 6000        |                       |
| 2     | Lecturer (Sr. Grade)   | Asst. Professor (Sr. Grade)         | BE / B.Tech and ME / M.Tech / M.Phil with First Class at UG / PG  | 15600-39100 with AGP Rs 7000        |                       |
| 3     | Lecturer (Selection Grade) / Asst. Professor (Less than three years) | Asst. Professor                     | BE / B.Tech and ME / M.Tech / M.Phil with First Class at UG / PG  | 15600-39100 with AGP Rs 8000        |                       |
| 4     | Lecturer (Selection Grade) / Asst. Professor (More than three years) | Associate Professor + AGP Rs 9000/- | BE / B.Tech and ME / M.Tech / M.Phil with First Class at UG / PG + should have minimum three years of experience in the cadre of Lecturer (Selection Grade) / Asst. Professor + confirmed registration of Ph.D degree recognized by UGC | 37400-67000 + AGP Rs 9000           |                       |

|   |   |                                |  |                               |  |
|---|---|--------------------------------|--|-------------------------------|--|
| 5 | Professor   | Professor +<br>AGP Rs<br>10000 | BE / B.Tech with First class<br>ME / M.Tech / M.Phil First<br>Class and obtained Ph.D<br>Degree recognized by UGC*<br>in relevant discipline   | 37400-67000 +<br>AGP Rs 10000 |  |
| 6 | Senior<br>Professor<br>(Minimum 10<br>years of<br>Services) | Professor<br>AGP Rs<br>12000   | Qualification as required for<br>the post of Professors + at<br>least 10 years of teaching as<br>Professor and post-doctoral<br>work of a high standard +<br>publications in peer reviewed<br>/ referred Research Journals | 37400-67000 +<br>AGP Rs 12000 | Should be guiding<br>minimum two PhD<br>student and possess<br>minimum one post<br>PhD publication in<br>International<br>Journal of repute in<br>the relevant field<br>during last one year |

\* UGC Norms: Process of registration, Course Work & External Evaluation.

### 3. POLICIES FOR CAREER ADVANCEMENT

| S. No | Present Designation            | Designation under Sixth pay-scale       | Eligibility criteria   | Pay-band in sixth pay AICTE scale | Remarks / suggestions   |
|-------|--------------------------------|---|--|-----------------------------------|---|
| 1     | Asst. Professor<br>AGP Rs 6000 | Asst. Professor<br>AGP Rs 7000          | BE / B.Tech and ME /<br>M.Tech / MPhil with First<br>class at UG/PG + should<br>have 3 years of teaching<br>experience as<br>Lecture/Asst. Professor<br>AGP Rs 6000  | 15600-39100 with<br>AGP Rs 7000   | Should have attended<br>minimum three<br>weeks of FDP/STTP<br>during Asst Professor<br>with AGP of Rs 6000<br>+ minimum one<br>research paper in<br>peer reviewed<br>journal/ international<br>conference of repute.  |
| 2     | Asst. Professor<br>AGP Rs 7000 | Asst. Professor<br>AGP Rs 8000          | (Qualification as required<br>for the post of Asst<br>professor AGP Rs 6000 +<br>should have 3 years of<br>teaching experience as<br>Lecturer (Senior scale)/<br>Asst. Professor AGP Rs<br>7000) OR (3 years of<br>teaching experience as<br>Lecturer (Senior Scale )/<br>Asst. Professor AGP<br>Rs 7000 and confirmed<br>PhD registration in<br>relevant field) | 15600-39100 with<br>AGP Rs 8000   | Should have attended<br>minimum Two<br>weeks of FDP/STTP<br>during Asst.<br>Professor with AGP<br>of Rs 7000+<br>minimum two<br>research paper in<br>peer reviewed<br>journal/ international<br>conference of repute. |
| 3     | Asst. Professor<br>AGP Rs 8000 | Associate<br>Professor +<br>AGP Rs 9000 | Qualifications are required<br>for the post of Asst<br>Professor AGP Rs 6000+<br>Should have 3 years of<br>teaching experience as<br>Lecturer (selection grade) /<br>Asst Professor AGP<br>Rs 8000 and PhD in<br>relevant field  | 37400-67000 + AGP<br>Rs 9000      | Should be guiding<br>minimum one PhD<br>student and possess<br>minimum two post<br>PhD publication in<br>international journals<br>of repute in the<br>relevant field   |

|   |                                   |                               |   |                            |  |
|---|-----------------------------------|-------------------------------|---|----------------------------|--|
| 4 | Associate Professor + AGP Rs 9000 | Professor AGP Rs.10000        | BE / B.Tech and ME / M.Tech with first class at UG/PG and obtained PhD Degree recognized by UGC*in relevant discipline+ Minimum of 10 years teaching experience of which at least 5 years should be as Lecturer (Selection grade) / Asst. Professor (5 <sup>th</sup> AICTE pay Scale) / Asst. Professor AGP Rs 8000/- | 37400-67000 + AGP Rs 10000 | Should be guiding minimum two PhD students and possess minimum one post PhD publication in international journal of repute in the relevant field during last one year  |
| 5 | Professor AGP Rs 10000            | Senior Professor AGP Rs 12000 | Qualification as required for the post of Professor + at least 10 years of teaching as Professor and post – doctoral work of a high standard + publications in peer reviewed / referred research journals   | 37400-67000 + AGP Rs 12000 | Should be guiding minimum two PhD students and possess minimum one post PhD publication in international journals of repute in the relevant field during last one year |

\* UGC Norms: Process of registration, Course Work & External Evaluation.

#### 4. OTHER CRITERIA

1. M.E / M.Tech / M.Phil and Ph.D degree from IITs / NITs and reputed institution is desirable.
2. Annual increment (for teaching faculty)

For the grant of Annual increment the following are the essential conditions to be satisfied.

- a. Each faculty member should present a research paper in an International Conference (in India in abroad) and publication in peer reviewed journals (National / International) indexed in SCOPUS / SCI during that year.

In additional to above following activities are essential

- b. Guiding a student project is must for every faculty.
- c. Significant contribution to the development of Department / Institution.
- d. Acquiring expertise in any of the relevant software / course / laboratory.
- e. Development of digital course material.

Other factors that are considered while granting Annual increment.

- f. Academic results and student feedback.
- g. Workshops / seminars / Faculty development programs / STTPs attended.
- h. Workshops / seminars / Faculty development programs / STTPs organized.

The eligibility of the faculty member for Annual Increment will be decided by a committee constituted for the purpose.

## 5. MERIT INCENTIVES

The policy of merit incentive to faculty is amended and it reads as follows.

The faculty is honored with an incentive in the form of cash for various distinguished merit activities in the field of academics and research. The details are as follows.

### a) Merit Incentive to faculty for Research Projects from Funding agencies:

The policy of merit incentive to faculty for getting Research Projects from DST, AICTE, UGC, DRDO etc. or any other research organizations like OTRE, ELRDE, ISRO & DB, etc. is proposed. The breakup of the merit incentive in the form of cash is as follows:

|   |  |
|---|--|
| Principal Investigator                      | <p>a. <b>7.0%</b> of the sanctioned fund for the <b>first five projects</b> in each department of engineering. (First two projects in each department of science).</p> <p>b. <b>5.5%</b> of the sanctioned fund for the <b>next five projects</b> in each department of engineering. (First two projects in each department of science).</p> <p>c. <b>5.0%</b> of the sanctioned fund for the subsequent projects in each department of engineering and science.</p> |
| Supporting office staff including Principal | <b>0.5%</b> of the sanctioned fund.  |

Note:

- The principal investigator receives his share of merit incentive as and when the sanctioned amount is received by the Institute from the funding agencies with undertaking to complete the research work in stipulated period.
- The supporting staff receive their share, distributed annually depending upon the progress of the project as per the directions of the Principal investigator.

### b) Other merit activities:

|    |  |          |
|----|--|----------|
| 01 | For each Full Book / Monogram published with reputed publisher   | Rs 10000 |
| 02 | For each Book / Monogram (with <b>chapter or partial contribution</b> ) published with reputed publisher | Rs 10000 |
| 03 | For each patent  | Rs 50000 |
| 04 | For organizing each National Workshop / Seminar / refresher course (Organizing coordinator and team)     | Rs 10000 |

**All the policies of merit incentives will be decided by expert committee.**

### c) Publications:

| S. No | Field of activity   | Amount Rs. |
|-------|---|------------|
| 01    | For each paper published in peer reviewed National/International Journal <b>with Impact factor</b> and indexed in <b>SCOPUS/ SCI</b> (All authors of the Institute) | 20000.00   |

# The Institute will not bear the publication charges of papers published in **PAID JOURNALS**. Institute does not encourage the faculty to publish their research work in such Journals (National / International).

**d) Presentation of papers in Conferences:**

Faculties are encouraged to present papers in peer reviewed International Conferences. The faculties are supported for various categories of these activities as detailed below:

| <b>Type of Conference</b>   | <b>Nature of Support</b>    | <b>Frequency</b>                       |
|---|-----------------------------|--|
| For presenting papers in International Conferences organized in India, indexed by SCOPUS / Google scholar | TA, DA and Registration fee | Max. of <b>TWO</b> in an academic year |
| For presenting papers in International Conferences organized outside India                                | Maximum of Rs 30000         | Once in two years                      |

**NOTE:**

All faculties can avail the facility of merit incentive as per revised policy for their publications published from 01-05-2016 onwards.

**The Merit Incentive policies from serial number c to d shall be continued up to 01-01-2017 and all merit incentive policies reviewed thereafter.**

**PRINCIPAL**