



MALLA REDDY UNIVERSITY

(As per Telangana State Private Universities Act No.11 of 2018 and
G.O.Ms.No.14 dt 15.06.2020)

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EMPLOYEES SERVICE RULES

SERVICE RULES

I. Preamble

1. The Service Rules shall be called as “**The Malla Reddy University Service Rules**”.
2. They shall be deemed to have come into effect and shall apply to all the employees of the University as per their date of joining.

II. Definitions

3. **‘University’** means The Malla Reddy University, Maisammaguda (V), Dhulapally (Post Via Kompally), Secunderabad – 500 100, Telangana State.
4. **‘Management’** means The Management Committee of the University constituted as per UGC Norms
5. **‘Governing Body’** means The Governing Body of the University’ constituted as per UGC Norms.
6. **‘Chairperson’** means the chairperson of the Managing Committee/The Governing Body of the University.
7. **‘Secretary & Correspondent’** means “The Secretary & Correspondent of the University”.
8. **‘University’** means Malla Reddy University, Hyderabad.
9. **‘Vice-Chancellor’** means ‘The Vice-Chancellor of the University or any other person authorized by the Management to discharge the duties and responsibilities of the Vice-Chancellor. Whatever may be his/her designation, otherwise”.
10. **‘Employee’** means A person who is employed by the University including Vice-Chancellor and Registrar excluding those who are engaged on part time basis or daily wages”.
11. **‘Teaching Staff’** Comprises the following categories:
 - a. Vice-Chancellor
 - b. Registrar
 - c. Director/Dean
 - d. Professor
 - e. Associate Professor
 - f. Assistant Professor
 - g. Any other category of post declared so by the Management.
12. **‘Technical Staff’** Comprises the following categories:
 - a. Foreman
 - b. Programmers, Assistant Programmers, System Administrations/Analyst and Computer Operators.
 - c. Technicians and Lab Assistants
13. **‘Non-Teaching Staff’** means Those staff that are categorized as follows:
 - a. Office
 - i. Manager/Administrative Officer/Finance Officer
 - ii. Deputy Registrar/Assistant Registrar
 - iii. Superintendent

- iv. Senior Assistant
 - v. Junior Assistant
 - vi. Steno-Cum-PA to Principal
 - vii. Typist
 - viii. Record Assistant
 - ix. Attender
 - x. Transport Staff
 - b. Contingent Staff
 - i. Watchman/Attenders
 - ii. Gardener
 - iii. Sweepers etc.,
14. **'Competent Authority'** – Chairman/Secretary & Correspondent in the case of Vice-Chancellor and Vice-Chancellor in the case of the employees.
15. **'Duty'** – An employee is said to be on duty for the purpose of service
- a. When the employee is discharging the duties of the post to which he/she is undergoing training prescribed for the post.
 - b. When the employee is absent from duty on authorized holidays, on permitted vacation or when availing any leave sanctioned by the Competent Authority.
 - c. When the employee is attending Conferences, Seminars, Summer Schools, Workshops, Refresher Courses, Orientation Courses, Winter Schools, Quality Improvement Programs etc., duty permitted by Competent Authority, and
 - d. When the employee is attending to the work assigned by the competent Authority in the interest of University /Management.
16. **'Leave'** means Leave granted by Competent Authority to an employee for which he/she is eligible.
17. **'Pay'** means Basic Pay in the time scale or Basic Pay with a Special Pay/Allowance as the case may be.
18. **'Year'** means Calendar year/Financial Year/Academic Year as the case may be.

III. Appointment

The management is the Competent Authority to appoint any employee. The Management or Vice-Chancellor on behalf of the Management shall issue the Appointment Orders.

Staff Strength

- a) The Teaching Staff shall be as per AICTE/UGC Norms
- b) The Non-Teaching Staff Strength shall be as per Telangana State Government/University Norms

Qualifications

The Qualifications age, experience etc., shall be as per AICTE/UGC/Other regulatory agencies Norms in respect of Teaching Staff and as per Telangana State Government/University Norms in respect of Non-Teaching Staff.

Selection

The rules prescribed for selection of employees from time to time of AICTE/University/Government of Telangana State shall be followed.

- a) Staff Selection Committee shall be constituted as per the G.O. MS No. 525 Edn (n) Dept., dt. 29.11.1983 and subsequent notifications for filling up Teaching and Non-Teaching Posts.
- b) A post shall be filled up by direct recruitment through open advertisement or by promotion from among qualified and eligible internal candidates, as directed by Governing Body.
- c) The Management/Governing Body may in special circumstances appointed persons by invitations/deputation/contract basis year after year up to a maximum of Five years or up to maximum age of Sixty-Five years.

IV. Seniority

In the case of two or more persons selected for appointment at the same time to a category of post, the appointing authority shall fix the order of seniority among them as per the merit order fixed by the selection committee or as per the time and date of joining.

V. Pay, Allowance, Increments

- a) **Pay:** AICTE/UGC scales of pay as applicable from time to time shall be adapted to the posts classified as Teaching Staff.
Telangana State Government/University scales of pay as applicable from time to time shall be adapted to the posts classified as Non-Teaching Staff.
- b) **Allowances** – Dearness, House Rent and other allowances as per Telangana State Government rates and rules as extended by Management are adopted from time to time to all regular employees of the University.
- c) **Sanction of Increments**
 - a) The University Staff Selection Committee is the Competent Authority to recommend advance increment to the candidates selected based on their qualifications/specialization and experience.
 - b) Regular Increments- Increments shall be sanctioned by the Vice-Chancellor only on satisfactory performance of the employee as recommended by the Dean/Head of the Department. In the case of Dean/HOD, Vice-Chancellor is the sanctioning Authority. In the case of Vice-Chancellor, Chairman/Secretary & Correspondent is the sanctioning authority. In the case of employee in the office and other Supporting Staff, Administrative Officers is the Sanctioning Authority as recommended by the Concerned In charges.
The management shall have the authority to withhold an increment for a certain period not exceeding One Year as a disciplinary measure on sufficient and valid reasons, and after the employee has been given a fair opportunity to defend oneself.
 - c) The Governing Body/Management shall be the Competent Authority to implement

Career Advancement Scheme as per the relevant UGC/University/Telangana State Government Norms.

VI. General Service Conditions

1. All the employees of the University shall be subject to the general disciplinary and conduct rules of the College.
2. All the employees of the University are required to be present in the University timings the working hours of the University on all working days.
3. An employee of the University shall be devoting his/her whole time to the service of the University and Shall not engage directly or indirectly in any trade or business or private tuition or any other work, which is likely to interfere with the proper discharge of his/her duties. This provision shall not apply to academic work relating to University examinations, question papers setting, delivering Guest Lectures and any other work undertaken with the prior permission of the Vice-Chancellor/Management.
4. An employee may be placed under suspension by the appointing authority pending enquiry into framed charges by giving the employee a fair chance to represent his/her case. Vice-chancellor is empowered to suspend any employee if it is in the interest of the University and report his action to the Management and the University as the case may be.
5. The service of an employee, is liable to be terminated on ground of fraud, gross indiscipline, negligence of duties, prolonged illness, disability to discharges his/her official duties satisfactorily etc., giving 3 months notice or 3 months' salary in lieu thereof for regular employee. The employee concerned however shall be given full and fair opportunity to represent his/her case before effecting such termination. In all such cases the Telangana State Government Rules in force shall be applicable.
6. No application of any employee seeking employment elsewhere shall be forwarded till completion of one year of service at Malla Reddy University.
7. Any employee may resign from his/her post with three months' notice or on payment of three months' gross salary in lieu thereof. However, it would be appreciated if the employee does not leave the service during any ongoing semester as it leads to disruption of academics and the three months' notice period is applicable to the University also.

VII. Leave Rules

(a) General

- i. Leave cannot be claimed as a matter of right. The sanctioning authority has full discretion to refuse or revoke leave of any kind when the exigencies of service so demand.
- ii. A leave account shall be maintained for each employee.
- iii. An employee shall not take up any service or accept any employment, while on leave.
- iv. For casual leaves, recommending authority is the Dean/Head of the Department for Teaching/Non-Teaching Staff. Vice-Chancellor shall be the

competent authority to grant all kinds of leaves on the recommendation of HOD/AO as the case may be. In case of Vice-Chancellor, Chairman/Secretary & Correspondent shall be the authority to sanction leave.

- v. Either prefixing or suffixing of any kind of leave with vacation is allowed only on prior approval by the Principal.
- vi. Any kind of leave may be granted in combination with or in continuation with any other kind of leave except C.L. with prior approval.
- vii. Employees when deputed on official duty or on University Work, the period of their absence shall be treated as '**On Duty**'.

(b) Casual Leaves

- i. All employees of the University shall be entitled to Twelve (12) days of Casual Leave and Five Optional Holidays to be decided before the beginning of Calendar Year of proportional to the service put in by an employee during the year of his/her initial employment.
- ii. Casual Leave in and one stretch shall not exceed seven days in total period of ten days prefixing, suffixing or sandwiching with public holidays.
- iii. Casual Leaves for half day can be granted to an employee for the Forenoon or Afternoon Session.
- iv. In normal circumstances, casual leave requires advance sanction. The employee has to make alternate arrangements for his/her work.

(c) Academic Leave

- i. All the teaching staff shall be eligible for maximum 5 days of Academic Leave for the purpose of attending workshops, Seminars, conferences, training courses and academic meetings outside Malla Reddy University with the approval by the Vice-Chancellor.

(d) Medical Leave

- i. The Male staff are eligible to avail Medical Leave up to maximum Four (4) days for medical treatment after approval by the Registrar/Vice-Chancellor.
- ii. The Female staff are eligible to avail Medical Leave up to maximum of Five (5) days for medical treatment after approval by the Registrar/Vice-Chancellor

(e) Compensatory off leave

- i. The Compensatory off leave shall be granted to those staff who attend duty on Sundays and holidays, subject to a maximum of 5 days in an academic year.

(f) Maternity Leave

- i. All women employees are entitled to a maternity leave of 90 days each for first two issues.

(g) Vacation

The faculty who have completed one year of service can avail summer vacation for a maximum of 4 weeks in an academic year. Others can avail proportionately. Vacation is sanctioned by the Vice-Chancellor subject to recommendation by the Dean/Heads of the Department.

Faculty Improvement Programme

- a. The faculty members may be permitted to improve their Academic Qualifications by attending Courses/Research work.
 - i. The faculty deputed must have served in this University for a minimum period of three consecutive years. Management is the Sanctioning Authority for such leave on the recommendations of the Vice-Chancellor, Dean and Head of the Department concerned.

VIII. Leave Rules for Contingent Staff

All the Contingent Staff of the University are eligible for a Casual Leave of 10 days in a Calendar Year and other leaves of 10 days.

IX. Travelling Allowance, Daily Allowance, Local Transport

Employees of the University when deputed to any out station shall be entitled to travelling allowances, daily allowances and other permissible expenses they incur. These shall be regulated as under:

Note: It is fundamental principle that allowance is not to be a source of profit and no allowance is granted to cover the expenses of family members accompanying them when travelling on duty.

Grades. All the staff, both Teaching and Non-Teaching are classified into two Grades as follows: -

- i. **Grades-I** The entire regular teaching staff of Asst. Professor cadre and above.
- ii. **Grade – II** All the non-teaching staff and all other employees.

Employees of Grade – I are eligible to travel by 1st Class/AC Two Tier Class. All the other employees are eligible to travel by AC Three Tier.

X. Daily Allowances

Daily Allowances admissible to different grades of employees shall be applicable as per the norms of the Institution/University/Telangana State Government.

For the purpose of claiming D.A the absence of the employee from the college is reckoned i.e., the time between the employee left the University and the time he returned to the University shall be taken.

(a) Allowance for presenting papers in Seminar/Conferences etc.,

The regular Teaching Staff who are sponsored for presenting papers in Seminars/Conferences are eligible to travel by 1st Class in addition to reimbursement of registration fee. No DA is admissible. This facility is limited to once in an Academic Year i.e., July-June.

(b) Allowance for Attending Seminars, Q.I.P. Courses, Refresher Courses etc.,

The regular Teaching Staff who are permitted to attend the Seminars as Delegates, and to undergo Q.I.P. Courses, refresher Courses etc., are eligible to travel by II Sleeper Class. No D.A. is admissible. This provision is not extended when the organizing agency is meeting the T.A.

CONDUCT RULES

DEFINITIONS

In this Schedule unless the context otherwise requires:

(a) "Competent Authority" means

- ❖ "The Board of Governors" in the case of the Vice-Chancellor.
- ❖ "The Vice-Chancellor" in the case of all other employees.

(b) "Members of the Family" in relation to an employee includes

- ❖ the spouse, child or step-child of such employees residing with and dependent on the employee, and
- ❖ any other person related, whether by blood or by marriage to the employee or to such employee's wife or husband and wholly dependent on such employee, but does not include a wife or husband legally separated from the employee or child or step-child who is no longer in any way dependent upon him or her, or whose custody the employee has been deprived of by law.

(c) "Service" means service under the University.

General

- ❖ Every employee shall at all times maintain absolute integrity and devotion to duty, and also be strictly honest and impartial in his official dealings.
- ❖ An employee should at all times be courteous in his/her dealings with other members of the staff, students and members of the public.
- ❖ Unless otherwise stated specifically in the terms of appointment, every employee is a whole-time employee of the University, and may be called upon to perform such duties, as may be assigned to him/her by competent authority, beyond scheduled working hours and on closed holidays and Sundays and during vacations. These duties shall inter-alia include attendance at meetings of committees to which he may be appointed by the University.
- ❖ An employee shall be required to observe the scheduled hours of work, during which he/she must be present at the place of his duty.
- ❖ Except for valid reasons and/or unforeseen contingencies no employee shall be absent from duty without prior permission.
- ❖ No employee shall leave station except with the previous permission of proper authority, even during leave or vacation.
- ❖ Whenever leaving the station, an employee shall inform the Head of the Department to which he/she is attached, or Vice-Chancellor if he/she is himself/herself the Head of a Department, the address where he would be available during the period of his/her absence from station.

Taking part in Politics and Election

- ❖ No employee shall take active part in politics in the campus of the University or exploit his official position for political ends or permit the use of University facilities for political purposes. In other cases where he stands for election, he must take leave of absence from the University.

- ❖ An employee may seek election to the local Municipal Board.

Vindication of acts and character of employees

- ❖ No employee shall, except with the previous sanction of the competent authority, have recourse to any Court of Law or to the Press for the vindication of any official act which has been the subject matter of adverse criticism or an attack of defamatory character.
- ❖ Provided nothing in this rule shall be deemed to prohibit an employee from vindicating his private character or any act done by him in his private capacity.

Representations

- ❖ Whenever an employee wishes to put forth any claim or seeks redress of any grievance or of any wrong done to him/her, he must forward his case through proper channel, and shall not forward such advance copies of his/her application to any higher authority, unless the lower authority has rejected the claim, or refused relief, or the disposal of the matter is delayed by more than three months.
- ❖ No employee shall be signatory to any joint representation addressed to the authorities for redress of any grievance or for any other matter.

Punishment, appeals etc.

- ❖ An employee shall be governed by the provisions of the relevant rules regarding imposition of penalties for breach of any of these rules, and preference of appeals against any such action taken against him/her.

Criticism of the University

No employee shall, in any radio broadcast or in any document published anonymously or in his/her own name or in the name of any other person or in any communication to the Press or in any public utterance, make any statement of fact or opinion: -

- ❖ which has the effect of an adverse criticism of any policy or action of the University; or
- ❖ which is capable of embarrassing the relations between the University and the Central Government or any State Government or any other Institution or organization or members of the public; or
- ❖ which exploits name of the University or his/her position therein.

Provided that nothing in this paragraph shall apply to any statements made or views expressed by an employee in his/her official capacity or in the due performance of the duties assigned to him/her.

Evidence before Committee or any authority

- ❖ Save as provided in sub-paragraph (iii) below, no employee shall, except with the previous sanction of the competent authority, give evidence in connection with any inquiry conducted by any person, committee or authority.
- ❖ Where any sanction has been accorded under sub- paragraph (i) no employee giving such evidence shall criticize the policy or any action of the University or the Central Government or any State Government.
- ❖ Nothing in this paragraph shall apply to
 - evidence given at any inquiry before any authority appointed by the University, by Parliament or by a State Legislature; or

- evidence given in any judicial inquiry; or
- evidence given at any departmental inquiry ordered by the University authorities.

Unauthorized communication of information

No employee shall, except in accordance with any general or special order of the competent authority or in the performance in good faith of the duties assigned to him/her, communicate, directly or indirectly, any official document or information to any person to whom he/she is not authorized to communicate such document or information.

Gifts

No employees shall, except with the previous sanction of the competent authority, accept or permit the spouse or any other member of his/her family to accept from any person any gift of more than trifling value. Interpretation of the term "Trifling Value" shall be the same as laid down in Central Government Servants Conduct Rules.

Private Trade or Employment

- ❖ No employee shall, except with the previous permission of the competent authority, engage directly or indirectly, in any trade or business or undertake any employment outside his/her official assignments.
- ❖ No member of academic staff shall offer private tuition in subjects offered by his/her own department.

Insolvency, Habitual Indebtedness and Criminal Proceedings

- ❖ An employee shall so manage his private affairs as to avoid habitual indebtedness or insolvency. When an employee is found liable to arrest for debt or has recourse to insolvency or when it is found that a moiety of his/her salary is continuously being attached, he/she may be liable to dismissal. An employee, who becomes the subject of legal proceedings for insolvency shall forthwith report full facts to the University.
- ❖ An employee who gets involved in some criminal proceedings shall immediately inform the competent authority through the Head of the Department to which he/she is attached, irrespective of the fact whether he has been released on bail or not.
- ❖ An employee who is detained in police custody whether on criminal charge or otherwise for a period longer than 48 hours shall not join his duties in the University unless he/she has obtained written permission to that effect from the Vice-Chancellor of the University.

National Interest

No employee shall participate in any activity or act in a manner or communicate or make a statement, which is anti-secular or which tends to create communal disharmony.

Interpretation

The decision of the Board on all questions relating to the interpretation of these provisions shall be final.