



## **Service Rules for Staff**

In agreement with the Governing body, the college has set up rules for both teaching and non-teaching staff. These rules govern the following:

### **Probation and continuation rules:**

- The newly appointed staff will have a probation service period of two years during which his/her services will be evaluated by the Management and the HoD of the concerned Department. If the services of the staff are found satisfactory, the staff will be asked by the Management to go for University ratification for the same.
- An employee is expected to do his/her duty honestly, without moral turpitude, favouritism and bias. Any wilful violation of these will call for disciplinary action, including termination from service.
- If an employee causes any damage directly or indirectly to any equipment, infrastructure or property of the institute willfully, he/she may be terminated from service forthwith without prior notice.
- In compliance with the terms and conditions of the appointment, the staff may be terminated in case of underperformance of his/her duties under any circumstances.

### **Pay and incentives**

- The pay scale for the staff will be decided during the time of recruitment on the basis of experience, qualification, and other relevant requirements fulfilled by the candidates.
- The staff is promoted with the change of rank to either Associate Professor/ Professor after a careful assessment of his/her skill, length of experience and several other factors. However, they should also be ratified by the University for claiming the same post.
- Equal increment is provided for all the staff.
- Those who are doing their research, are given seed money by the management to carry out their research.

### **Training and progression**

- The new staff members have to attend the orientation program along with other staff in order to insert them into the already existing social structure and to familiarize them with the organization's culture.
- The staff members are also encouraged to take induction programs, refresher courses and FDPs in their respective branches.
- The staff can enroll for self-paced online courses offered on MOOC platform as part of a web-based design for training a large number of academicians.
- Based on the appraisal description of the staff, the need for training and development will be proposed by the management.



## ANDHRA LOYOLA INSTITUTE OF ENGINEERING AND TECHNOLOGY VIJAYAWADA – 520 008

### **Leave**

- The working hours for faculty members are from 9 am to 5 pm and for non-teaching staff members are from 8.30am to 6pm, with a one-hour break for lunch.
- All the staff members are eligible for 12 days of casual leave per year.
- Maternity leave is offered those who need confinement.
- No staff should be absent or take leave from duty without the written approval or prior intimation from higher authorities.
- If an employee desires to resign, he/she can do so with a prior notice of three months or a three months' salary in lieu of, or as specified in the appointment order.
- Faculty members who have completed two years of continuous service are eligible for two weeks of vacation and those who have completed more than two years of continuous service are eligible for three weeks of vacation during summer. Non-teaching staff, such as technicians and office clerks who have completed two years of service, are eligible for one-week of vacation.

### **Provident fund**

- All the employees are covered under the gratuity scheme.
- Employees whose wage amount is below Rs. 15,000.00 per month are covered under EPF.
- Non-teaching staff members are covered under ESI and EPF.

### **Extraordinary termination of service**

- A staff may be terminated from service without any prior notice or pay in lieu of one of the following grounds:
  - Absurdity reinforced by medical report.
  - Persuasion of criminal wrongdoing involving moral turpitude.
  - Violation of rules and regulations.
  - However, before the act of such termination, a thorough domestic enquiry will be conducted by a committee following the course of natural justice.