

Jayaprakash Narayan College of Engineering  
Dharmapur, MAHABUBNAGAR – 509 001.  
Telangana State



# JPNCE SERVICE RULES – 2018

Revision No. : 1.1

Effective from 1<sup>st</sup> January 2018

(It supersedes all earlier versions)



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## 1.0 Preamble

1. The rules shall be called "**JPNCE - Service Rules-2018**" and come into force from January 2018 as approved by Management. These rules supersede all previous rules in force. These rules shall apply to all categories of employees.
2. The rules shall be deemed to have come into effect and shall apply to all the employees of the college as per their joining date.

## 2.0 Definition

1. "**Competent authority**" means Chairman / Correspondent in case of Management and Principal in case of all other employees.
2. "**Institute**" means "Jayaprakash Narayan College of Engineering, Dharmapur, Mahabubnagar, Telenagana State".
3. "**Management**" means "Management of Jayaprakash Narayan College of Engineering".
4. "**Board of Governors**" means Board of Governors of (Institute) Jayaprakash Narayan College of Engineering, Dharmapur, Mahabubnagar, Telenagana State" as per AICTE norms.
5. "**Governing Body**" means Governing Body (Society) of Jayaprakash Narayan College of Engineering, Dharmapur, Mahabubnagar, Telenagana State" as per Management norms.
6. "**Chairman**" means "Chairman of Governing Council or any person authorized by management Jayaprakash Narayan College of Engineering to discharge the duties and responsibilities of the Chairman".
7. "**Secretary**" means "Secretary of Governing Council of Jayaprakash Narayan College of Engineering".
8. "**University**" means "Jawaharlal Nehru Technological University, Hyderabad, Telangana State".
9. "**Degree**" means "Awarded by the University after completion of specified course study". B.Tech, M.Tech and MBA are degrees offered by JNTUH.
10. "**Diploma**" means "State Board of Technical Education Telanagana, Hyderabad, Telanga State.
11. "**Academic Programme**" means "A course of study leading to a Degree / Diploma". All academic programmes are delivered by the respective departments.

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12. **"Course"** means "Prerequisites for award of Degree / Diploma specified by University / SBTET for the specified programme". There are various courses specified by the university / SBTET, for each academic programme.
13. **"Principal"** means "Head of the Institute or any person authorized by the management to discharge the duties and responsibilities of the Principal".
14. **"Department"** means "Organization unit of the Institute conducting academic activities of the specific programmes."
15. **"Head of Dept - HoD"** means "Head of the Department or any person authorized by the management to discharge the duties and responsibilities as the head of the department."
16. **"Employee"** means "A person who is employed by the institute, excluding those who are engaged on part time basis or daily wages".
17. **"Staff"** means "All employees".
18. **"Teaching Staff"** means "Staff engaged in teaching, viz. HoDs, Professors, Associate Professors, Assistant Professors, Research Assistants, Teaching Assistants, any other post declared by the management".
19. **"Technical Staff"** means "Staff engaged in Laboratory viz. Foreman, Lab Instructor, Assistant Instructor, Lab Technician, Mechanic, Supervisor, System Analyst & Programmer, any other post declared by the management".
20. **"Non-Teaching"** means "Staff engaged in administrative work viz Librarian / Asst Librarian, Library Assistant, Physical Director, Administrative Officer, Assistant Administrative Officer, Special Officer, Accounts Officer, Senior or Junior Assistant, Office Assistant, Typist any other post declared by the management".
21. **"Support staff"** means "Staff engaged in support work viz. Driver, Attender, Helper, Watchman, Security Guard, Gardener, Sweeper, Scavenger, any other post declared by the management".
22. **"Duty"** means "An employee discharging the duties of the position to which he / she is appointed."
23. **"On Official Duty"** means "an employee on duty discharging work outside institute on behalf of the institute."
24. **"Leave"** means "An employee absent to duty with permission from competent authority"
25. **"Pay"** means "Basic pay in the prescribed pay scale or Basic pay with a special pay / allowance as the case may be."
26. **"Year"** means "Calendar year, Financial year, Academic year as the case may be."

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## 3.0 General Guidelines and Code of Conduct

All the employees are subjected to the general disciplinary & conduct rules of JPNCE.

### 3.1 General Guidelines

1. Every employee shall be deemed to have the knowledge of the rules, regulations, directions, guidelines and instructions issued by the Management from time to time. Ignorance of these will not be an excuse for any lapse.
2. All correspondence with higher authorities and members of the College Management should be routed through the Principal.
3. Staff members while in service are prohibited from engaging themselves in any kind of tuition or taking employment elsewhere.
4. Every employee is required to behave with students, other employees, superiors, members of the Management and the public in a manner worthy of the position they hold in the Institution and consistent with the stated aims and objectives of the Institution and the society.
5. Staff members should take active interest in organizing co-curricular, extra curricular activities and value addition courses for the over all development of the skills and competencies of the students.
6. The college working hours will be from 9:00 am to 5:00 pm for all staff except sweepers and attenders.
7. For attenders and menial staff the timings will be from 8.45am onwards.
8. For sweepers the timings are 8:00 am to 4:00 pm.
9. There will be 15 minutes of short break and 45 minutes interval for lunch.
10. All employees should sign the Attendance Register twice daily, before the commencement of duty in the forenoon session and after the stipulated duty hours in the afternoon session.
11. Staff who are on half day leave will sign the Attendance Register before commencing duty and before leaving duty.
12. Teaching and Technical staff members should engage their classes/ Laboratories and other academic activities as per the approved schedule and classes should be conducted till the end of the period (entire duration of 1 hour). At any rate, classes should not be let off before the bell.
13. Teaching and Technical staff members should be inside the classroom / laboratories before the scheduled time. Staff members handling first hour classes should be inside the classrooms before the college starts.

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14. Classes and Labs should not be rescheduled to the convenience of staff members and if any rescheduling becomes necessary due to administrative necessity, the same should be done with the prior permission of the HoD / Principal. This shall be documented.
15. When a staff member is on leave, classes and labs should be adjusted so that no class / lab is let free.
16. University Examination work is mandatory to all teaching , technical and administrative staff. All examination work should be carried out strictly as per the rules and guidelines of the University.
17. Members of teaching staff should update their knowledge by attending seminars and workshops. They should acquire higher qualifications as stipulated by University / AICTE / SBTET within the time frame stipulated by these agencies.
18. Every member of teaching staff will maintain a work diary in which details like classes handled, topics dealt, labs conducted, co- curricular and extra curricular activities conducted must be briefly mentioned date wise. The diary should be initialed by the HoD or person in charge once a fortnight and by the Principal once in two months or at specified times.
19. No employee of the Institution shall partake in politics or in any political demonstrations without the specific permission of the Management.

### 3.2 Code of Conduct

1. Every employee shall be punctual, decently dressed and faithful in discharging the duties assigned.
2. Wearing of jeans, T- shirts, shorts etc. inside the college campus is strictly prohibited.
3. For ladies-staff Saree is the dress code prescribed.
4. Playing of indoor games inside staff rooms, laboratories, library etc. is strictly prohibited.
5. Use of Mobile phone in the classroom, laboratory during academic schedule is prohibited.

### 4.0 Disciplinary Action

1. Any employee found guilty of any misconduct may be punished by awarding any one of the punishments taking into consideration the gravity of the case.
  - a) Warning or censure.
  - b) Stoppage of increments with or without cumulative effect.
  - c) Dismissal from service.



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2. For the purpose of this rule, the following shall be considered as acts of misconduct.
  - a) Dereliction of duty.
  - b) Noncompliance of reasonable and lawful orders of the superiors.
  - c) Engaging in any trade or profession falling outside the scope of the duties allotted by the Management.
  - d) Irregularities in attendance and absence without leave.
  - e) Any misconduct / malpractice committed in the conduct of Internal / University / SBTET Examinations.
  - f) Rendering assistance for committing of any malpractice by students in University Examinations.
3. Punishment will be imposed only after giving sufficient opportunity to the employee to defend during the conduct of an impartial enquiry.
4. If an employee is kept under suspension pending enquiry such employee will be eligible for fifty percent of the salary till the enquiry is completed and the case is disposed off either by awarding punishment or by reinstating the employee in case the punishment is under rule (1) (2) or (3) mentioned above. If the employee is exonerated after the enquiry and is reinstated, the employee will be paid full salary for the period of suspension after adjustment for the salary already paid.

## 5.0 Recruitment Process

1. Recruitment Process is an organization-specific activity / model of how the appointment of new employees is undertaken. Recruitment at JPNCE involves the following stages;
2. Staff Requirement Analysis, Advertisement, Screening, Interview, Evaluation, Selection, Pay Fixation, Approval, Appointment Offer, Acceptance, Induction.

## 5.1 Staff Requirements

1. Staff recruitment is done usually once, twice a year or as and when requirement arises.
2. Staff requirement under various cadres are determined as per the prevailing statutory norms - like AICTE, University, State Government and Accreditation norms.
3. Vacancies arise due to increased student intake, promotions, retirements, resignations, terminations, natural attrition or change in statutory norms.

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4. Vacancies in the departments are determined based on Workload and statutory norms - like AICTE, University, State Government and Accreditation norms.
5. Vacancies are prepared by Departments, Discussed and Approved by Principal in consultation with Management / Governing Council.
6. Vacancies are advertised in local & national news papers. Some times, applications may be submitted by candidates directly to institute.

## 5.2 Screening

1. The received applications are screened by Department Screening committee. For Teaching and Technical staff, the screening committee consisting of HoDs and Senior staff. For non-teaching staff the screening committee consists of HoD and Administrative Officer, Assistant Administrative officer or Special Officer.
2. All shortlisted candidates are informed to appear before Staff Selection Committee (SSC). The SSC specifies a process for staff selection.

## 5.3 Selection Committee

1. Staff Selection Committee consists of Management, Principal, HoD, and Senior staff and need be, external experts are also included. It may be necessary to include university nominees if mandated by University.
2. A Written test, Class demo, Personal interview and HR interview are conducted.
3. Evaluation is based on the parameters; 1. Appropriateness of the Branch, 2. Academic performance (30), 3. Subject Knowledge-SK (30), 4. Communication Skill-CS (20), 5. Classroom Delivery-CD (20), 6. Personal Interview and 7. HR Interview.
4. A Personal interview and HR interview are conducted for senior positions.
5. Recommendation is based on the overall performance of the candidate.
6. The merit list is prepared based on overall performance and placed before the management for finalization.

## 5.4 Pay Fixation

1. Pay is fixed based on the performance, norms and experience of the selected candidates.
2. Higher salary may be fixed in exceptional cases.

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3. The candidates are informed & acceptance obtained from willing candidates.
4. The candidates willing to join will be given time to join, based on the need.

## 5.5 Probation period

1. Permanent employee after appointment, will be on a probation period for 1 year.
2. After satisfactory performance, the services of the said employee will be confirmed and become regular employee.

## 6.0 Cadres and Qualifications

1. Qualifications are determined as per statutory norms of AICTE, University, State Govt and Accreditation.

### 6.1 Teaching Staff:

The qualifications for the following positions:

Professors, Associate Professors, Assistant Professors, Visiting Faculty, Adjunct Faculty, Research Assistant, Teaching Assistant, Librarian, Physical Director and any other post specified by statutory body are as per AICTE norms.

### 6.2 Technical Staff:

The qualifications for the following positions:

Foreman, Instructor, Assistant Instructor, Technician, Mechanic, Supervisor, System Analyst & Programmer specified by statutory body are as per state govt norms.

### 6.3 Non-Teaching Staff:

The qualifications for the following positions:

Asst Librarian, Library Assistant ; Administrative Officer, Assistant Administrative Officer, Special Officer, Accounts Officer, Senior or Junior Assistant, Office Assistant, Typist specified by State Govt are as per state govt norms.

### 6.4 Support Staff:

The qualifications for the following positions:

Attender, Helper, Watchman, Driver, Security Guard, Gardener, Sweeper, Scavenger as specified by management as per institute norms.

## 7.0 General Service Rules

### 7.1 Probation

1. Permanent and Full time employees after joining will be kept under 2 year probation period. Their services will be confirmed after the performance evaluation and the completion of probation period.

### 7.2 Resignation

1. Employees to submit their resignation at the end of the academic term to avoid disruption in academic work.
2. Employees have to give one month prior notice before relieving, else one month salary to be paid.

### 7.3 Termination

1. Management can terminate the services any employee giving a month notice and sufficient reasons.
2. Any employee found guilty of any misconduct may be punished by serving termination letter taking into consideration the gravity of the case.

### 7.4 Service Record

Service records of all full time permanent employees will be maintained and updated at regular intervals in the specified format.

### 7.5 Annual confidential report

All HoDs should submit a yearly confidential report of employees coming under their purview for yearly increment.

### 7.6 Performance appraisal

All Principal, Teaching and Technical staff are evaluated for their academic and administrative performance through performance appraisal system.

### 7.7 Incentive

Appropriate incentives / reward will be given to better performing employees for academic performance.

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## 8.0 Roles & Responsibilities

Each employee appointed in JPNCE is assigned specific roles and they discharge the specified responsibilities under the appropriate authorities.

*The contribution of each employee is vital for the growth of JPNCE.*

Each employee is expected to have the sense of belongingness and feel that they are part of JPNCE and their sense of involvement is essential.

Seeking the advice / instructions from the appropriate authorities and accomplish the given tasks in time.

Each employee is expected to take part in all the programmes / activities taken up on the campus.

### 8.1 Teaching Staff

HoDs, Professors, Associate Professors, Assistant Professors, Research Assistants, Teaching Assistants, any other post declared by the Management.

Teaching staff are the backbone of JPNCE and they are into moulding the career of our students.

#### 1. Principal

Role : Head of the Institution

Reporting to : BoG

Responsibility:

1. Academic and administrative management of the institution.
2. Policy planning and providing academic and administrative leadership.
3. Monitoring and Evaluation of academic and research activities.
4. Promotion of industry-institution interaction and R&D work.
5. Providing consultancy & services.
6. Participation in policy planning at the regional / National level for development of technical / management education.
7. Managing the Quality Management System of the Institution.
8. Teaching.
9. Student and stakeholders' satisfaction.

Authority: Approval of Quality System Procedures and changes to the same.

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## 2. HoD / Professor

Role: Head of the Department / Teaching

Reporting to : Principal

Responsibility:

1. Academic and administrative management of the department.
2. Providing leadership in both post-graduate and undergraduate courses in relevant field of specialization.
3. Teaching, Research and Research guidance.
4. Consultancy services.
5. Policy planning, Monitoring and Evaluation and Promotional activities both at departmental and institutional level.
6. Participating in developing resource materials.
7. Continuing education activities.
8. Interaction with industry and society.
9. Assisting in training and placement activities.
10. Students counseling and interaction.
11. Administration both at Departmental and institutional levels.
12. House keeping .
13. Maintaining leave accounts of staff.
14. Student and stakeholders' satisfaction.

Authority: Approval of Course plans, Laboratory Plans.

## 3. Professor / Associate Professor

Role: Teaching & Research

Reporting to : Reporting to HoD

Responsibility:

1. Teaching including Laboratory work.
2. Research activities and research guidance.
3. Leading consultancy projects and extension services. Developing resource materials.
4. Innovation in teaching laboratory work and instructional materials.
5. Continuing education activities.
6. Assisting in training and placement activities.
7. Academic and administrative planning and development work at departmental level and assisting at institutional level.
8. Students counseling and interaction.
9. Co-curricular and extracurricular activities.
10. Students' satisfaction.

Authority: Preparation of Course plans and Laboratory plans

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#### 4. Assistant Professor

Role: Teaching

Reporting to: HoD

Responsibility:

1. Teaching.
2. Students' assessment and evaluation.
3. Developing resource material, laboratory development and Instruction in laboratory.
4. Identify and support slow learners and take corrective measures.
5. Student Counseling.
6. Plan and implement Co-curricular and extracurricular activities.
7. Assisting in training and placement activities.
8. Assisting in consultancy and R&D services.
9. Assisting in departmental administration.
10. Support admission cell.
11. Taking part, forming and running clubs / associations.
12. Ensure Students' satisfaction.

Authority: Preparation of Course plans and Laboratory plans.

#### 5. Placement, Training, Higher education & Entrepreneurship Cell

Role: Liasoning Officer

Reporting to : Principal

Responsibility:

1. Identification of Placement opportunities.
2. Identification and implementation of placement training.
3. Facilitate in conducting campus interviews.
4. Maintain student and employer database.
5. Liasoning between department and CSC.
6. Other responsibilities delegated by the Principal / CSC.
7. Students' and stakeholder satisfaction.

Authority: Approval of Placement plan.

#### 8.2 Technical Staff:

Foreman, Lab Instructor, Assistant Instructor, Lab Technician, Mechanic, supervisor, System Analyst & Programmer.

The Technical Staff of JPNCE are expected to have an in-depth knowledge and understanding of all the equipments and the experiments conducted in the labs. They should be able to demonstrate and give necessary information to the students

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## 1. Lab Foreman / Lab Instructor

Role: The Foreman / Instructor is responsible to the workshop superintendent in all matters connected with the workshop instruction, proper utilization of man, materials and machines and maintenance of shop / trade assigned to him.

Reporting to: Lab Teacher / HoD

Responsibility:

1. Erection / Installation / Commissioning of plant and equipments.
2. Procurement / Storage, Accounting of raw materials tools and instruments.
3. Planning, scheduling, organizing, coordinating and monitoring workshop tasks.
4. Arranging for the issue of raw materials, tools and equipments for the workshop jobs.
5. Plan, deliver and evaluate theoretical, and workshop instruction.
6. Guide the students in the performance of practical tasks and skill exercises and evaluate their performance.
7. Arrange for preventive and breakdown maintenance.
8. Assist students and faculty members in the fabrication of their projects.
9. Participate in professional development activities.
10. Assist the workshop superintendent in certain functions as and when necessary.
11. Students' satisfaction.

Authority: Preparation of work instructions.

## 2. Lab Assistant Instructor

Role: The Assistant Instructor is responsible to the Foreman / Instructor in all matters connected with instruction, utilization, and maintenance of tools, equipment and materials in the workshop allocated to him.

Reporting to : HoD / Lab Teacher

Responsibility:

1. Procurement / Storage / Accounting of raw materials tools and instruments.
2. Issue of materials / tools / equipment for shop / trade jobs.
3. Plan, deliver and evaluate shop instruction.
4. Guide the students in the performance of practical tasks and skill exercises.
5. Inculcate safety procedures and safety practices among students.



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6. Supervise the maintenance of tools and equipment including preventive and breakdown maintenance.
7. Assist students and faculty members in the fabrication of their projects.
8. Students' satisfaction.

Authority: Preparation of work instructions.

### 3. Lab Technical Assistant / Lab Technician / Lab Mechanic

Role: The Technical Assistant shall be responsible to the faculty member in charge of the laboratory in all matters connected with running, maintenance and upkeep of laboratory equipment.

Reporting to : HoD / Lab Teacher

Responsibility:

1. Arranging materials, samples, tools instruments and equipments for laboratory / field work.
2. Receive material and issue materials, samples, specimens, tools, instruments and equipment required for laboratory / field work.
3. Prepare samples, specimens, circuits, etc. for conducting experiments.
4. Maintain the tools, equipment and instruments in working condition.
5. Assist students in conducting experiments or project work.
6. Students' satisfaction.

### 4. Workshop Attendant / Helper

Role: The workshop attendant shall assistant instructor / foreman / workshop superintendent.

Reporting to : HoD / Lab Teacher

Responsibility

1. Assist the Instructor / Foreman in the performance of their duties.
2. Routine maintenance of tools and equipment.
3. Students' satisfaction.

### 8.3 Non-Teaching Staff:

Librarian / Asst. Librarian, Library Assistant, Physical Education Director, Administrative Officer, Special Officer, Accounts Officer, Senior or Junior Assistant, Office Assistant, Typist, Driver.

For the effective functioning of JPNCE, the involvement and support of Non-Teaching Staff is essential. They help for the smooth administration.

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## 1. Librarian

Role: Library Head

Reporting to: Principal

Responsibility

1. General administration of library.
2. Budgeting, Planning and developing the library.
3. Books, periodicals, videotapes selection and acquisition.
4. Supervising of cataloguing and indexing.
5. Maintenance of library books, periodicals, videotapes, catalogues etc.
6. House keeping.
7. Students' satisfaction.

Authority: Approval of departmental requirements.

## 2. Assistant Librarian

Role: Assisting the Librarian

Reporting to : Librarian

Responsibility:

1. Assisting the librarian in his work.
2. Cataloguing and classification of books and periodicals.
3. Students' satisfaction.

## 3. Library Assistant

Role: The library assistants are responsible to the assistant librarian and the librarian.

Reporting to : Librarian

Responsibility:

1. Issue and receiving of books.
2. Restoring the books and periodicals.
3. Students' satisfaction.

## 4. Library Attenders

Role: The library attenders are responsible to the librarian.

Reporting to : Librarian

Responsibility:

1. Checking at the entrance.
2. Control at property / student luggage counter.
3. Maintaining and upkeep of library.
4. Labeling and pasting.
5. Students' satisfaction.

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## 8.4 Support Staff:

Attender, Helper, Watchman, Security Guard, Gardener, Sweeper, Scavenger.

The Support Staff of JPNCE are responsible for making "Swach JPNCE". The maintenance of cleanliness and security lies in their hands.

### 1. Attender

1. Be available in college from 8.45 am onwards or as and when required.
2. Follow the instructions of HoD and higher authority.
3. Maintaining cleanliness of the Dept. and supervising the cleanliness of their respective classrooms.
4. Assisting PRO during college programmes.
5. Taking up additional responsibility as and when required.
6. Assisting PRO whenever required.

### 2. Cleaner

1. Maintenance of college buses and van.
2. Cleaning of buses and van.
3. Be available during emergency.
4. Assisting PRO whenever required.

### 3. Gardener

1. Cleaning and maintenance of garden/lawn inside and outside building.
2. Removing the weeds and maintenance of quadrangle and other areas in the campus.
3. Assisting PRO whenever required.

### 4. Sweeper

1. Be available in the college from 8 am to 4 pm.
2. Responsible for the cleanliness of the entire campus.
3. Cleaning of classrooms, labs, corridors of the allotted places.
4. Bringing lunch from the canteen for the guests and cleaning plates and utensils.
5. Assisting PRO whenever required.

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## 5. Watchman / Security Guard

1. Be vigilant all the time.
2. Check the identity of students, parents, visitors before entering the campus.
3. Staff vehicles are to be allowed inside the parking lot.
4. If students, staff leave the campus during the working hours on emergency, permission slips have to be obtained and produced to the authorities.
5. If outsiders are found on the campus, the same has to be brought to the notice of PRO / PD immediately.
6. Guiding the students to park their vehicles in an order in the parking area.
7. Assisting PRO whenever required.

## 6. Scavenger / Toilet cleaning

1. Cleaning of bathrooms / toilets.
2. Assisting PRO whenever required.

## 7. Drivers

1. Have valid driving license and have perfect driving practice.
2. Maintain punctuality.
3. Check for pollution certificate, Insurance Certificate, Fitness Certificate, Route permit and Vehicle Registration Documents.
4. Ensure fuel availability regularly and maintain meter reading daily and note down in book.
5. Verify student passes every day.
6. Take care of daily maintenance, service and repairs of the vehicle.
7. Take care safety and security of the vehicle.
8. Take care of cleanliness of the vehicle.
9. Close all windows and doors of the vehicle after duty.
10. Submit weekly report to Transport In charge.

## 9.0 Pay Scales

The pay scales of Teaching staff will be as prescribed by AICTE with appropriate DA and other allowances.

The pay scales of Technical staff will be as prescribed by state govt / Institute with appropriate DA and other allowances.

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The pay scales of Non-Teaching staff will be as prescribed by state govt / Institute with appropriate DA and other allowances.

The pay scales of Support staff will be as prescribed by Institute with appropriate allowances.

Pay fixation is based on the qualification and experience of the candidate in the the appropriate field.

## 10.0 Leave

### 10.1 General

1. All employees appointed in JPNCE are entitled to certain types of leaves and are notified by JPNCE from time to time.
2. The Principal of the institution will be the approving authority to sanction CL. All other types of leave will be sanctioned by the Management.
3. All leave requests should be submitted in the specified format only. There will be only one application format for all kinds of leave.
4. No leave can be claimed as a matter of right.
5. Discretion to grant leave, refuse or revoke the grant of leave lies with the Authority of JPNCE.
6. Leave rules are defined for two types of employees 1. Part time and 2. Full time employees and vacational and non-vacational staff.
7. Principal and Teaching staff are considered vacational staff. All others are non-vacational staff.
8. Calender year for Leave calculation is from the 1<sup>st</sup> of January to the 31<sup>st</sup> of December for all types of leave.
9. Generally leave should be availed only after it is sanctioned except in unforeseen circumstances.
10. Staff can avail themselves of half a day's CL except on Saturdays. CL on Saturday will be treated as full day, if Saturday is half working day.
11. Compensatory leave will be given if staff is called only for non-academic work.
12. Not reporting for duty after the expiry of leave shall entail loss of pay even if leave is at credit unless it is established to the satisfaction of the sanctioning authority that the employee was unable to rejoin duty for reasons beyond his / her control.
13. The defined leaves: 1. CL – Casual leave, 2. DL – Duty Leave, 3. PL – Privilege Leave, 4. MtL – maternity Leave, 5. PaL – Paternity Leave, 6. VL – Vacation Leave, 7. OtL – Other Leave, 8 LoP – Loss of Pay Leave.

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14. Generally no college duty will be entrusted during vacation. However in case of exigencies the Principal may assign duties, which should be taken up by the employees. No compensatory leave will be given for the days of extra work.
15. If an employee is recalled on account of exigencies of work canceling the unexpired portion of the leave the employee should report for duty immediately.
16. When a staff member is on leave, classes and labs should be adjusted so that no class / lab is let free.

## 10.2 Leave Rules

### 10.2.1 Casual Leave - CL

1. Casual leave can be availed by employees for any personal work.
2. CL cannot be clubbed with any vacation or any other kind of leave.
3. CL cannot be carried forward to the next academic year.
4. Employee avail / apply CL and extends the leave by applying for other kinds of leave the entire period of leave will be considered as the other kind of leave and the CL already sanctioned will be cancelled. This is however is subject to conditions stipulated for availing the other kind of leave.

#### A. Permanent / Full time employees

1. During probation employees are entitled for 10 days of casual leave in a year.
2. CL will be credited at the rate of one day for every month of service or part there of.
3. Only CL at credit can be availed.
4. On confirmation of probation of service they are entitled for 15 days casual leave in a year.
5. The maximum casual leave that can be availed at a time is limited to 4 working days.
6. CLs can be clubbed with Sundays and other holidays provided the total duration of leave does not exceed 7 days.

#### B. Part time Employees

1. Part time employees / voucher payment employees are entitled to 10 days of casual leave in a year.
2. Casual leave will be credited to the leave account at the rate of one day per month.
3. Only leave at credit can be availed.

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### 10.2.2 Duty Leave - DL

#### Full time Employees

1. Any employee engaged in Institute work outside college are entitled for these leaves.

#### Part time employees

1. Any employee engaged in Institute work outside college are entitled for these leaves.

### 10.2.3 Privilege Leave - PL

#### A. Full time Employees

Applicable only to non-vacational staff as follows.

1. 20 days per one academic year for all employees .
2. Privilege leave will be credited to the leave account of the employees as follows.
  1. 10 days on 30<sup>th</sup> June
  2. 10 days on first of 31<sup>st</sup> December .
3. For a service of less than 6 months proportionate leave will be credited to the leave account.
4. Privilege leave can not be accumulated to a total of 60 days beyond which such leave will automatically lapse.
5. Privilege leave will be granted only during days when there is no regular teaching work. However this is not applicable in case of exigencies and unforeseen circumstances or medical grounds.
6. The minimum duration for which Privilege leave can be applied is 5 days and the maximum duration 10 days except on medical grounds. Also there should be a gap of 60 days between two privilege leave periods except on medical grounds.
7. The Staff after availing leave other than CL shall invariably submit Joining report while Joining for duty.

### 10.2.4 Vacation Leave - VL

#### Full time employee:

Applicable only to teaching staff

1. Teaching staff, vacation staff, are entitled for a vacation of 30 days in a year.
2. Principal has the right to grant the vacation in parts and in batches so to ensure smooth conduct of University Examination work or any other college work.

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### 10.2.5 Maternity Leave - MtL

#### Full time Employees

1. Women employees after confirmation of service are entitled for maternity leave for a maximum period of 30 days.
2. Such leave cannot be availed if the employee already has two children.

### 10.2.6 Paternity Leave – PaL

#### Full time Employees

1. Men employees after confirmation of service are entitled for paternity leave for a maximum period of 5 days.
2. Such leave cannot be availed if the employee already has two children.

### 10.2.7 Research Leave – ReL

#### Full time Employees

To promote enhancement of qualification and research, the following leave facility is provided;

1. Maximum duration of the leave period is 4 years from the date of registration.
2. 15 days for course work completion.
3. 15 days for comprehensive / colloquium.
4. 30 days for thesis submission.

### 10.2.8 Other Leaves – OtL

#### Full time Employees

1. Any other leaves can be sanctioned by chairman with permission from Board of Management.
2. These leaves will be Loss of Pay, where as there won't be break in service.
3. The number of Other Leaves can be 20 per year.

### 10.2.9 Loss of Pay - LoP

1. Any leave other than specified above will be under this category.
2. No salary will be paid for leaves availed under this category.
3. There will be break of service.
4. These leave days will be not counted for increments.



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## 12.2.10 Leave Summary

Leave per Year										
Type	Cadre	CL	DL	PL	MtL	PaL	ReL	VL	OtL	LoP
Permanent	Teaching	15	*	-	30 **	5	15+15+30	30		+
Permanent	Non-Teaching	15	*	20	30 **	5	-	-		+
Temporary	Teaching	10	*	-	-	-	-	-		+
Temporary	Non-Teaching	10	*	-	-	-	-	-		+
Note :	* As required ; + As applied ; ** - Women Employees									

## 11.0 Staff Improvement

The Institute wish that all the faculty improve their qualifications to enhance performance and support is extended on the part of the college in the form of sanctioning special leave. The research experience of staff should be utilized in academics in giving the students practical exposure. R & D programmes are encouraged.

### 11.1 Higher education - PhD

Ph.D is the highest Degree. The faculty who have enrolled for Ph.D should submit the Progress Report from time to time, viz. Course Work, Pre-Ph.D, RM - 1, RM - 2 and other details.

### 11.2 Study leave, Leave salary

The faculty who register for Ph.D, after sufficient proof is submitted, are entitled to avail Study Leave as per the following:

- 15 Days during Course Work
- 15 Days during RM – 1, & RM – 2
- 30 Days for the preparation and submission of Dissertation

## 12.0 Research Incentive

### Publication

#### a. Journal, Conference

Each faculty is entitled to take part in one Conference / publication at National or International level in a year. However, the application for the participation / publication should be processed by the HoD and prior approval is to be obtained from the Principal.

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**b. Book**

The faculty members are encouraged to write books. Special Appreciation / Incentive will be given to the writers whose books are published through standard publications.

**13.0 Staff Welfare**

To promote welfare of the employees all eligible employees will be paid EPF and ESI contribution as per govt norms.

**14.0 Allowances**

Traveling and other allowance are sanctioned to attend institute work assigned by the institute outside the campus and to participate in academic activities like workshop, seminars, conference etc. The staff are eligible for the following allowances:

Cadre	Allowances per day				
	Travel	Local Conveyance	Out station allowance	Food charges	If late in the night
Teaching	2 <sup>nd</sup> Class Train /Bus	By Auto	Rs 200	Rs 300	Rs 150
Non-Teaching	2 <sup>nd</sup> Class Train /Bus	By Auto	Rs 150	Rs 200	Rs 100
Limit	Actuals	Actuals	Fixed	Actuals (Maximum)	Fixed
<i>Documents</i>	<i>Tickets</i>	-	-	<i>Bills</i>	-

All bills / receipts for expenditure are to be attached as listed above.

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## About JPNCE

Vahini Educational Society, registered in the year 1997 has established Jayaprakash Narayan College of Engineering (JPNCE) by experienced Academic Visionaries and Industrialists with a view to provide high quality education in the technical field and follow principles, morals, ethics and ideals of Bharat Ratna Lok Nayak Late Sri Jayaprakash Narayan. Hence the college is named after him.

This college is located in the rural area in Mahabubnagar District and it is the first college to be established in Mahabubnagar district. There are total 7 colleges in the district and this college is reckoned by all stake holders as one of the best colleges of the district.

The college is about 8 Kms from Mahabubnagar and 100 Kms from Hyderabad, & 75 Kms from Rajeev Gandhi International Airport, Hyderabad & is well connected by Rail, Road and Air.

### Our Inspiration:

*BHARAT RATNA LOKNAYAK LATE. SRI. JAYAPRAKASH NARAYAN  
(October 11, 1902 – October 8, 1979)*

Loknayak (leader of the masses), was an Indian independence activist and political leader, remembered especially for leading the opposition to Indira Gandhi in the 1970s and for giving a call for peaceful "Total Revolution". His biography, "Jayaprakash", was written by his nationalist friend and an eminent writer of Hindi literature, Ramakriksha Benipuri. In 1998, he was posthumously awarded the Bharat Ratna, India's highest civilian award, in recognition of his social work. Other awards include the Magsaysay award for Public Service in 1965. The airport of Patna is named after him. Jaya Prakash Narayan College of Engineering imbibes the ethics and principles of this great soul and is the only Professional Institute in the country named after him.