

NRI Institute of Technology

Service Rules

INTRODUCTION:

The Founders of M.N.K. Educational Society in Visadala Village, Medikonduru Mandal of Guntur district, committed to excellence, established the NRI INSTITUTE OF TECHNOLOGY in Gundlapalem (V), Visadala Post, Medikonduru Mandal of Guntur District. NRIIT is approved by AICTE and affiliated with JNTU Kakinada. The Institute boasts state-of-the-art facilities, a well-built infrastructure, and a serene, lush green, naturally landscaped sprawling campus far from the hustle and bustle of the town, providing a congenial environment for learning. The NRI Institute of Technology is a vibrant, forward-looking institution offering a high-quality learning experience in a welcoming and friendly environment. NRIIT aims at establishing academic credibility as an institution offering dynamic UG and PG engineering programs, Industry Interface, Research, and Consultancy.

The primary goal of this policy is to **inspire** missionary **enthusiasm** and retain **qualified and competent** staff in all disciplines, with the ultimate goal of **providing** quality education in engineering, technology, and management.

These service conditions are meant to encourage the employees to take true interest and pride in the Institute and its success and to apply their best abilities in the fulfilment of their tasks. The Institute intends to encourage its personnel to enhance their professional qualifications in order to keep up with the changing demands of engineering education as well as to grow in their capacities to serve the Institution. It also seeks to properly analyze, recognize, and reward excellent performance. The following service conditions are constructed with this in mind; nonetheless, these conditions and procedures will be evaluated frequently, and such adjustments will be made as experience shows.

These service standards concern only regular workers who are employed on the rolls of the institute or institutes and on ongoing employment. Some individuals may be engaged on a temporary, ad hoc, contractual, or part-time basis for a specified purpose and/or for a specific amount of time. Such personnel are not covered under the terms of these rules and policies detailed below, beyond the extent set forth in their separate letters of appointment or agreement. This also does not apply to day laborers or contract laborers.

In exercise of powers conferred by the articles of the society, the management/governing body of the MNK Educational Society made the following rules and regulations for the administration of the institution.

Definitions:

- 'Society' means MNK Educational Society.
- 'Management' means the Governing Body of the Society.
- 'Employee' means a regular employee employed by MNK Educational Society.
- 'Salary' means Basic Pay, Dearness Allowance and other allowances, if any, wherever applicable or consolidated pay without any allowances payable to an employee.
- 'Service' includes the period during which an employee is on duty as well as on leave duly authorized by the Management, but does not include any period during which an employee is absent without salary.
- Disciplinary Authority: The Secretary is the disciplinary authority for all the employees employed in the Institutions.
- Appellate Authority: Where the disciplinary authority is being exercised by the Secretary, the Management Committee along with the Secretary will constitute as Appellate Authority; in all other cases, the Secretary will be the Appellate Authority.

- Enquiry Officer: Enquiry Officer is the person/committee appointed by the disciplinary authority to enquire into the charges leveled against an employee of an Institution.

POWER TO IMPLEMENT AND TO AMEND THE RULES:

The management has the authority to adopt or change the rules and regulations, and is authorised to issue any administrative instructions or orders necessary to give effect to and carry out the terms of these rules and regulations. The management shall have the total right, liberty, and authority to withdraw, modify, amend, alter, repeal, or otherwise replace in its sole discretion any or all of the rules stated herein or other rules and regulations formulated and implemented by it from time to time.

CLASSIFICATION OF EMPLOYEES:

The employees will be classified as follows:

- a) Teaching staff (faculty)
- b) Non-Teaching staff includes administrative, technical and non-technical employees.

They are further classified as:

- a) Regular employee: indicates the qualified individual engaged in a regular post who has successfully completed the probationary period for a term of two years and whose regular service has been verified in writing.
- b) A probationary employee is someone who is hired temporarily in order to be considered for permanent employment with the institute. The duration of probation, however, shall be indicated in the letter of employment, which may be prolonged at the discretion of the management. Furthermore, prior to absorption, it is regarded as critical that the probationer's work be objectively reviewed and evaluated in the required format by the HOD or principal, who advises his/her service to confirm, extend, or even terminate probation if found unsuitable.

- c) Staff on contract, Staff who are employed on contract with the Institute fall into this category; their service conditions will be decided by mutual agreement between themselves and the Institute, as well as any probationary period they may undergo.
- d) Temporary/ad hoc employees, Temporary/Adhoc appointees: means employees who are employed for work which is essentially of temporary nature or who are employed in connection with the temporary increase in permanent work or are employed in a post of permanent or temporary employee or probationer who are temporarily absent due to any reason, including one permitted by the Institute to go on advanced studies.

Regardless of what is stated in these rules and regulations, management may hire people on a temporary basis on a consolidated pay, daily salary, or contract basis to fill various positions in the organization under their control whenever and wherever the requirement and circumstances justify.

EMPLOYMENT OF NEAR RELATIVES:

As a general rule, the MNK Educational Society avoids employing two or more members of the same family or close relatives. Any exception from this policy must be approved by the governing body and is typically permitted only if another individual similarly competent can be hired.

Age:

As per AICTE/UGC norms.

JOINING FORMALITIES:

At the time of joining, the new recruit would have to furnish the following to the Principal's office:

- Joining Report

- Aadhaar
- PAN
- Original Certificate supporting qualification/experience for verification with copies to be furnished.
- Two passport size photographs
- Names and addresses of two persons for contacting in case of any emergency.

PROBATION:

Employees who are appointed to the posts in the organization under the control of the Management directly on a regular basis shall be required to be on probation for a period of two years

The probationary period shall stand automatically extended until confirmation orders or otherwise re-issued in writing by the Management. The services of an employee on probation may be terminated either by giving one month's notice to the other party or one month's salary in lieu thereof.

RESIGNATION AND TERMINATION:

If an employee at any time after confirmation intends to resign, he/she shall give two months' notice in writing or pay two months' salary in lieu thereof. Similarly, the Management shall be competent at their discretion to terminate the services of any employee by giving one month's notice or one month's salary in lieu of notice.

The management shall also have the authority to terminate an employee's employment in the event that a position or positions are eliminated as a result of the closure of an institution, a reduction in the number of sections of a class, or the discontinuation of a teaching subject, with three months' written notice or payment in lieu of notice.

The management is also authorised to terminate an employee's employment if that employee is unable to perform his or her official duties or has engaged in misconduct while performing those duties. In such cases, the management must give one month's notice or pay the employee's salary in lieu of notice.

RETIREMENT:

At the age of superannuation, which is 65 for teaching personnel and 62 years for everyone else, each employee must retire from their position. With the caveat that the Management may, in the best interests of the organisations they oversee, extend the concerned employee's term of employment by the amount of time decided based on their physical and mental health.

WORKING HOURS/ HOLIDAYS / VACATION:

The Institute periodically determines and notifies the employees of their working hours based on the work/service requirements, the fulfilment of the Institute's duty to students, and other expediencies. Holidays that fall on a national or festival shall be observed by the Institute, as may be announced occasionally. Employees who have been informed are expected to work on the holidays in question will receive compensatory time off (as per the convenience of the Institute).

ATTENDANCE AND PUNCTUALITY:

They are, therefore, expected to be at their respective allotted places on time on each working day. Employees are expected to be present for duty on all working days, except on the days of authorized leave.

Each employee in the Institute has an important role in ensuring smooth and efficient handling of classroom and maintenance of discipline as well required for the smooth functioning of the Institute.

SERVICE RECORDS:

The Administration Department is where the employee's service records are kept, and they are only utilised legitimately by the Institute. The Administration Department makes it a policy to keep all pertinent employment-related information in strict confidence. Only when the Institute is convinced that the request is legitimate, when it is required by law, or when the employee has specifically asked for the information to be provided for reference reasons, is employee-related information made available to outsiders.

APPRAISALS:

There will be a system of annual performance appraisal of Institute's employees on a regular basis. The main objective of this scheme is to evaluate the performance of an employee systematically, so that at any point of time, it is possible to assess his/her capabilities without

being required to oral enquiries in different quarters. Obviously, the performance appraisal report will have an important bearing on the:

- a) Promotion as well as sanction of increments
- b) Confirmation of service.
- c) In respect of Ad hoc appointees, for taking them to regular rolls.
- d) Self-appraisal to appraise one's own on their goals/targets gives an opportunity to explain what he/she has done and factors that helped and / or hindered his/her performance.

Regarding the probationers, this report is a must to confirm his/her services; hence periodical appraisal will be done and deficiencies will be brought to his/her notice for necessary rectification.

DISCIPLINE:

a) Every employee is expected to maintain a certain standard of discipline as envisaged by the Institute policies in force from time to time, failing which, he/she renders himself liable for such action as may be taken against him/her. Every employee shall take all possible steps as may be required of him/her to ensure and to protect the interests of the Institute and perform his/her duties with utmost integrity, honesty, devotion and diligence.

b) Every employee shall show courtesy in his/her interactions with other employees, students, parents of the students, suppliers and others having dealings with the Institute.

c) Every employee shall strive to develop and impart such an education to the students of the Institute to develop expertise in their respective fields and to groom them to be adaptable to

any environment requiring leadership qualities, positive attitudes, loyalty and integrity towards the organization wherever they are going to be employed.

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LIABILITY TO ABIDE BY THE RULES AND REGULATIONS:

Every employee shall conform to and abide by such rules and shall observe, comply with and obey all orders and directions issued by the Management from time to time, with utmost endeavor to promote the interest of the organization wherein he/she is working by showing courtesy and attention in all transactions.

EMPLOYEE'S APPLICATION FOR OTHER EMPLOYMENT:

a) No employee shall apply for other employment or signify his/her willingness to accept such employment or office, whether stipendiary or honorary or otherwise. Without the prior written permission of the Management.

b) No employee, whether on leave or in active service of the Institution. Shall undertake a part time job, which is likely to embarrass or influence him/her in discharge of his/her official duties, for any consideration of cash or kind. However, an employee, with the written permission of the Management, may undertake honorary work of a social or charitable nature or occasional work of a literary. Artistic or scientific character, subject to the condition that such work does not interfere with his/her official duties.

OBLIGATION TO MAINTAIN SECRECY:

Every employee shall maintain secrecy in regard to the affairs of the Institution and its constituents and shall not divulge directly any information of a confidential nature, either to a member of the public or of the Institution staff, unless compelled to do so by judicial or other legal authority or unless instructed to do so by the Management.

ABSENCE FROM DUTY WITHOUT PRIOR PERMISSION:

An employee shall not absent himself / herself from his/her duties without first obtaining the permission of the competent authority. In case of unavoidable circumstances, a message or a letter should be sent on the next working day, giving the reasons of his/her absence for the previous days. If the employee absents himself continuously for a period of 10 working days or more without any leave letter or communication, the employee shall be deemed to have deserted the post held by him/her from the date on which he/she abstained from duty.

EMPLOYEES PROVIDENT FUND SCHEME:

Employees whose wage amount is below Rs. 15,000.00 per month are covered under EPF.

LEAVE RULES

All service rules (except Casual Leaves) will apply to employees who completes two years of service in the institute.

Working Conditions:

- **Staff members will take instructions from the Principal and/or concerned Head of the Department.**
- **They shall adhere to college working hours as prevailing from time to time.**
- **They shall make their own arrangements for transport to and from institute for attending duties.**
- **Work load for individual staff will be as per AICTE norms and or as stipulated by management.**
- **Staff shall not leave the service in the middle of academic year.**

Leaves:

1. **Casual Leaves (CL): 12 per year. Employee cannot use more than 3 CLs continuously and not more than 3 in a month. Else they will be treated as**

2. Earned Leaves: 5 per year
3. Medical Leaves: 10 half pay Leaves. Subject to certification of qualified doctor for bed rest of hospitalization.
4. Maternity Leave: Maximum of 90 days without pay at the discretion of management. Study Leave: A maximum of two years at the discretion of
5. Governing Body. However, the employee has to execute a bond to the management that he will serve the institute for a period not less than two years after availing study leave. (with Loss of Pay)
6. Compensatory Leave: If employee works on holidays on the request of management, the same will be compensated on a regular working day without disturbing class work. However, if University or Government mandates working on holidays including inspections, no compensation is allowed.
7. Study Leave: A maximum of two years at the discretion of Governing Body. However, the employee has to execute a bond to the management that he will serve the institute for a period not less than two years after availing study leave. (with Loss of Pay)

VACATION:

All teaching faculty are eligible for summer and winter vacation as per university norms. If management uses their services during vacation, the same may be compensated at the discretion of management. For employees with less than one-year experience, proportionate vacation will be given. However, if their services are required either to complete syllabus or conduct of examination as per university schedule, no compensation is admissible.

SERVICE PROMOTION:

~~Promotions will be as per AICTE norms, satisfactory working in the institute~~
and at the discretion of management.

The management reserves the right to revise these rules from time to time.