

ANDHRA MAHILA SABHA
ARTS & SCIENCE COLLEGE FOR WOMEN
(Autonomous) NAAC Re-Accredited
Osmania University campus
Hyderabad - 500 007

SERVICE MANUAL

K. H. S. S.
Principal
ARTS & SCIENCE COLLEGE
FOR WOMEN
ANDHRA MAHILA SABHA
UNIVERSITY CAMPUS, HYD.

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Andhra Mahila Sabha,
Arts & Science College for Women
(Autonomous)
O.U Campus, Hyderabad

SERVICE MANUAL

-1. **Short Title:** These rules are called "AMS, Arts & Science College for Women Service Rules, 2011" and are subordinate to the Bye laws of Andhra Mahila Sabha. They shall come into force with effect from the date of the approval by the Governing Body of AMS, Arts & Science College for Women.

-2. **Applicability:** These rules shall apply to all the unaided, both teaching and non-teaching employees of AMS, Arts & Science College for Women.

-3. **Definitions:** In these rules, unless the context otherwise requires, the following expressions have the meanings as indicated here under, that is to say;

1. **-AMS** means Andhra Mahila Sabha,

2. **-AMS College** means Andhra Mahila Sabha, Arts & Science College for Women

3. **-Appointing Authority** means the authority competent to make the appointment to the particular post as per these rules.

4. **-Appointment on contract** means appointment on terms mutually agreed to between the employee and the Appointing Authority.

5. **-Adhoc employment** means an appointment made for completion of a specified work/project.

6. **-Casual employment** means an appointment on daily wages basis.

7. **-Central office:** Main Office of Andhra Mahila Sabha

8. **-Chairman / person** is Head of the Governing Body of this College

9. **-Delinquent** means the employee against whom the disciplinary action is initiated under these rules.

10. **-Duty** means and includes the time spent at the AMS, Arts & Science College for Women or at any other place as per the orders of the authority of this College for discharging the functions entrusted to him/her by such an authority.

11. **-Employee** means any worker, employed in the establishment whose name is entered in the rolls of the establishment of AMS,
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-4 (a) Appointing, and disciplinary authority: The Secretary of AMS Arts & Science College for Women shall be the Appointing Authority for all categories of appointments with the approval of the Chairperson also disciplinary authority for all categories of employees of AMS Arts & Science College for Women

-(b) Appellate Authorities: The employees can go for an appeal on the decisions taken by the disciplinary authority first to the Chairman/person of AMS Arts & Science College for Women, then to the Governing Body and finally to the President AMS. within 30 days of the receipt of the orders from disciplinary authority in question.

-5. Classification of Employees: Based on the nature of duties the employees are classified into two categories A. Teaching: and B Non-Teaching.

-A. Teaching category: - Lectures, and Part Time Lectures

-B Non-Teaching category:- Administrative Office,(A.O), Accountant, Office Assistant, Computer Programmer Computer Assistant, Librarian, Library Assistant, Lab Assistant, Record Assistants, Attenders, House Keeping Staff.(Ayas)

-Temporary Employee is an employee who has been engaged to work, on temporary basis for a specified period or to work temporarily in a permanent vacancy for a specified period. By merely working in a permanent vacancy such an employee cannot claim herself /himself to be a permanent employee.

1. -The employees are appointed on temporary basis and their performance will be under observation by the Chairperson / Secretary / Principal. If their performance is not satisfactory they are liable to be terminated from service without notice

2. -The Management shall appraise the performance of employee in the manner solely decided by the management and the conclusion of such appraisal shall be final and shall be binding on all concerned.

6. -Appointment / Promotion: The temporary teaching staff recruited by the duly constituted Selection committee as prescribed by the O.U Hyderabad after a notification of the vacancy in the daily news paper.

-The Selection Committee consists of the following members. The Secretary & Correspondent is the appointing authority. The posts are filled with the approval of Chairman/person.

1. -Secretary & Correspondent
2. -Principal
3. -Subject expert nominated by Osmania University
4. -Representative of Osmania University on the Selection Committee.
5. -O.U Member on Governing Body for the Selection committee
- I. The teaching posts exist based on the work load in the particular subject. The surplus persons working over and above the work load will be removed.
- II. -The Non teaching staff is appointed as per the requirement of the work load in the college office. If any found surplus such person will be removed.
- III. -In case of removal of employees from service he/she shall be given one month notice. If employee wants to quit the job he/she has to submit one month notice or to forego one month salary.
- IV. -Every employee, at the time of appointment, promotion shall be given a written order.
- V. -All the terms of appointment, except to the extent specifically mentioned in the appointment letter will be subject to these Service Rules as mentioned in the manual of AMS Arts & Science College for Women, as amended from time to time.

7. -Performance Appraisal:

i.-The management shall appraise and maintain the performance record of employees periodically in the prescribed format. This is maintained along with confidential reports. If there are any adverse remarks they shall be communicated to the employee, at the earliest.

ii) The employees, both Teaching and non teaching, above the rank of office assistants shall maintain self appraisal reports.

8. -Record of Age: An Employee is required to produce satisfactory proof of age at the time of joining the Service. Only authentic documents such as original School Leaving Certificate, Birth Certificate issued by competent authority, like hospital where employee was born, any MRO or any other competent authority shall be accepted as proof of age.

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Principal

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9. **-Residential Address and Change of Address:** (Applicable to Aided and unaided employees) Every employee shall give his/her correct postal, local as well as permanent addresses and telephone number and shall there after intimate in writing in case of any change. In the absence of such information, the last known address on record will be considered as the address of the employee for all communications. Any communication required, to be served on the employee shall either be delivered personally or posted under certificate of posting. The communication sent by the office shall be deemed to be served on the employee if the office sends the same by certificate of posting to the residential address given by the Employee.

10. **-Identity Card:** Every (both aided and unaided) employee may be provided with an identity card or badge signed by the Principal, containing all or any of the following or any other particulars that the Management may deem proper from time to time.

1. Name; 2. Designation; 4. Local Address; 5. Blood Group; 6., Photograph of the employee; 7. Date of Appointment. and 8. signature Of the Issuing Authority

ii. The Identity card is not transferable.

iii. The employee shall not tamper with the Identity Card.

12. **-Working on public holidays:** (Applicable to Aided and unaided employees)The Management has the right to utilize the services of all or any employee to attend the office or to attend to any work outside the office on any Public holiday declared by the office. Such employee shall be eligible for compensatory leave.

13. **-Fidelity and Security Bond:** Employees (both aided and unaided) dealing with cash, stores and or property of the establishment may be called upon to execute fidelity/security bonds.

14. **-Secrecy Protocol:** (Applicable to Aided and unaided employees)No information under their charge, professional or otherwise pertaining to the office shall be leaked to others. Such an act will be considered to be breach of trust and serious action shall be initiated as per service rules.

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15. -Working Hours: (Applicable to Aided and unaided employees) The normal working hours of the office are from 10 am to 4:30 pm on all working days. However, as and when needed they should be prepared to stay back and complete urgent work as considered necessary. However, attenders and ayahs (House keeping staff) shall report to duty 30mts before the scheduled time and leave the office 30 minutes after the closing time. In case of requirement the employees shall attend the office as per the instructions of the Principal/Secretary, AMS Arts & Science College for Women.

16. -Attendance & Late An employee who does not report for duty within 15 minutes of the scheduled time shall be considered as late. If an employee comes late for more than three days in a month one casual leave shall be deducted from his/her leave account for the year. The habitual late comers will be removed from service.

If the aided employee is habitual late comer the disciplinary action will be initiated according to State Govt. rules.

No employee shall leave the office during the working hours without obtaining permission from the Principal, suitable disciplinary action will be taken on erring employees.

17. -General Service Conditions: (Applicable to Aided and unaided employees) Every employee of the College shall, at all time: Maintain absolute integrity, commitment and devotion towards the work allotted to him/her.

ii. --Does not indulge in any act which is detrimental to the interests of the Central Office in general and Arts & Science College for Women in particular and unbecoming of an employee of the AMS in general. The management reserves the right to take any action in the event of violation of this rule.

18. -(a) Holidays: (Applicable to Ai and unaided employees). A notice specifying the list of Public holidays and optional holidays shall be circulated to the employees in the month of January every year based on the list of public holidays published by the Government of Andhra Pradesh.


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(b)- Optional Holidays: The Principal shall convene a general staff meeting in the first week of January every year and identify five optional holidays from the list of optional holidays published by the government giving due representation to all the religious groups.

19. -Types of Leave:

- A. Casual Leave
- B. Medical Leave
- C. Maternity Leave
- D. Family planning
- E. Compensatory Leave
- F. Earned leave,
- G. Leave on loss of Pay
- H. Academic leave.

A- i) -Casual Leave:

15 days of Casual Leave shall be granted to the employees for every calendar year after completion of 1 year of service in this office. The newly appointed employees shall be eligible for one day casual leave for every completed month of service during the first year of service in this office. After completion of 2 years of service 15 days CLs shall be granted. The total period of absence on casual leave shall not exceed 10 days including public holidays and other types of leave at a time. The unutilized casual leave for the year shall not be carried forward to the subsequent year.

ii)-Late Attendance: Three times of late attendance in a month shall be treated as one casual leave and it will be accordingly deducted from the casual leave account for the year.

B) -Medical Leave:

i) 20 days of medical leave, with half pay shall be granted per year after completion of 1 year service in this College. This leave is granted on production of Medical Certificate from a qualified and registered medical practitioner. Medical leave on half pay can be commuted to full pay leave by deducting double the number of days from the Medical leave account of the employee.

ii) -Unutilized Medical Leave for the year can be carried forward to the subsequent years. This leave can be accumulated to a maximum of 90 days.

iii) -Medical Leave shall be granted for a period of more than 3 days on production of medical certificate from a qualified and registered medical practitioner. However the employees can avail leave on medical grounds for a period of less than 3 days 'without producing medical certificate'. This will also be deducted from the medical leave account of the employee.

-C) i) Maternity Leave:

a) The employee shall be eligible for maternity leave after completion of one year of service in this institution. The period of maternity leave shall be for a period of not more than 90 days including all holidays. This shall be granted on production of a Medical Certificate from a qualified registered medical practitioner and is granted with half pay.

b) The maternity leave shall be granted only for two times in the entire service to those who do not have more than two living children. The employees are eligible for pay for this leave.

ii)-Miscarriage:

The leave for miscarriage shall be treated as medical leave and the period of such leave shall be debited to the medical leave account. It shall be granted on production of a certificate from a registered medical practitioner.

D) Family Planning: The leave for undergoing family planning operation shall be granted, on production of a certificate from a qualified medical practitioner as mentioned below;

- 1) 14 days to the female employees and 2) 10 days to the male employees.

The employees shall be eligible for this leave after completion of 1 year of service in this College

E) Leave on Loss of Pay (LOP): In case of emergency the employee can avail leave on loss of pay, if he/she has exhausted all other types of leave. The grant of Leave on loss of pay shall be at the discretion of the Chairman / person, of this College. The duration of leave on loss of pay shall not exceed one month on any occasion, however the Chairman / person, this College has the discretion to permit extension of this leave. The period of leave on loss pay shall not be considered as active duty for the purpose of annual increments, calculation of service for service-related benefits.

F) Earned leave:- After completion of two years of service in this college, an earned leave for three days per year is admissible with accumulation for 30 days and no encashment is allowed. Employees


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can utilize earned leave for 10 days at a time and it cannot be clubbed with any other types of leave.

G) -Compensatory Leave- when an employee is officially called to work in the college or at any other place by the competent authority, the employee is eligible for a compensatory leave for that day, which cannot be accumulated.

H).- Academic Leave: This leave is for teaching staff of the college, working both in Aided and Unaided sections of the college, to attend the symposium, workshop/ Seminar/ and other such academic activities. This leave is granted on the following conditions:

a) The teacher should have been officially invited by the Organizers by extending invitation in writing and presenting a paper.

b) It is granted once in a semester.

c) It shall not be granted when there is serious academic or "Teaching staff -related" administrative work

d) This leave is granted without financial liability on the college.

i) General Procedure for Availing Leave: The Principal of the College is the leave sanctioning authority. Any leave above one month the Secretary of the College Sanctions the leave for all teaching staff and non teaching staff above the rank of office assistants and equivalent posts.

- 1) Under all normal circumstances prior approval for availing any type of leave shall be obtained from the Secretary / Principal of College. Only under unforeseen circumstances the application can be submitted immediately after availing the leave, the employee shall, however inform the Principal by telephone or any other means the information regarding availment of leave.

-2) Leave of any kind cannot be claimed as a matter of right. In case of emergency the leave requested for could be differed or refused. and the employee availing the leave shall also be recalled.

-3) An employee shall, before proceeding on leave intimate the Principal of the College; the leave address / telephone number and shall

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keep him/her informed of any change, in the address previously furnished. In case the employee is leaving the headquarters while on leave/or on ailment of vacation, shall essentially obtain head quarter leaving permission and intimate in writing his/her outstation address to the Office of, AMS Arts & Science College for Women.

- 4) Leave shall not be granted to an employee under suspension or when disciplinary proceedings are pending.
- 5) When an employee remains absent for duty for a continuous period of more than three days, without prior intimation or sanction of leave, suitable disciplinary action will be initiated against him/her.
- 6) If any employee proceeds on leave without getting the leave sanctioned it will be deemed to be the case of unauthorized absence and pay shall be deducted for the period of absence.
- 7) Movement registers: The Office shall maintain the Movement Register. When the employees go out of the office during the working hours they shall record the time of leaving the office and returning to the office and the purpose of leaving the office.

-20. Misconduct:

The term 'Misconduct' means and includes the following:

- 1. Insubordination or will full disobedience of the orders of the superiors.
- 2. Failure to carry out work in accordance with general or specific instructions given by the superiors.
- 3. Habitual late coming to the office and unauthorized absence from the duty.
- 4. Conviction for any criminal offence involving the moral turpitude.
- 5. Unbecoming conduct which brings down the reputation of Andhra Mahila Sabha, Arts & Science College for Women and AMS as a whole.
- 6. Causing nuisance in the college/office premises.
- 7. Coming to College in a drunken condition.
- 8. Any act of omission or commission that this College deems it to be an act of indiscipline. Where an employee is involved in the misconduct, which attracts criminal as well as domestic enquiry, this College is

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entitled to proceed with the domestic enquiry irrespective of the criminal cases, independently or simultaneously. Where an employee is involved in criminal case not connected with the employment and not attending the duty, it shall be deemed that he/she has absconded from the service and shall be discharged / terminated from the service.

-21. Procedure for Dealing with the cases of Misconduct: An employee who is alleged to have committed an act of misconduct shall be given a charge sheet in writing by the Secretary of this College calling for a written explanation, giving reasonable time. He / She may also be suspended from service pending further orders depending on the gravity of the misconduct. The delinquent employee shall give his/her explanation in writing for the charges leveled against him, before the stipulated time.

-ii. No domestic enquiry shall however be necessary, in the following cases:

- a. When the employee has been convicted by the court of law.
- b. When the charges are admitted by the employee.


This clause is, however governed by the discretion of the Chairman/Person.

-iii. Suspension: a) Pending contemplation of disciplinary proceedings for a major offence an employee may be placed under suspension from service and an enquiry may be ordered by the appointing authority. No appeal shall be entertained against the order of suspension. However, the appointing authority may revoke the suspension whenever it is deemed fit.

b) The period of suspension shall not normally exceed 4 months and in case the Period of suspension needs to be extended further, the appointing authority shall do so by recording the reasons for the said extension

c) The period of suspension after its revocation may be treated:

- (i) as on duty, at the discretion of the management
- (ii) as leave to which the employee is eligible or
- (iii) as on duty on loss of pay.



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-22. Departmental Enquiry or Internal (Domestic) Enquiry: The Disciplinary authority shall appoint an Enquiry Officer from amongst the officers of the establishment or any outsider who is not a witness to the charges alleged against the employee. The employee shall be duly informed in writing, the date, the time and the place of enquiry. The charge sheeted employee shall be given the opportunity to answer the charges during the inquiry or permitted to be defended by a co-employee working in the AMS Arts & Science College for Women, except the employee who is accused of misconduct in some other case or against whom an enquiry is already pending. No other employee or outsider shall be permitted to assist, defend or represent the employee in the domestic enquiry.

-The enquiry officer shall submit his/her report to the Disciplinary Authority as early as possible.

- i. -If, after the enquiry, the employee is found guilty and punishment is imposed by the Disciplinary Authority, the period of suspension shall be treated as absence from duty and he/she shall not be entitled to any wages for such period
- ii. -If, in the enquiry the employee is not found guilty, no punishment is imposed, he/she shall be permitted to report to duty immediately and the suspension period shall be treated as on duty and the salary due to him for the period shall be paid to him
- iii. -If in the enquiry, it is found that the employee is found guilty of misconduct other than the charges, stated in the charge sheet, which is against the service rules of AMS Arts & Science College for Women, the management, in its discretion, may instead of issuing a fresh charge sheet, may amend the original charge sheet accordingly and the employee shall be given further opportunity for explaining and defending him/herself.
- iv. -In awarding the punishment, under these Rules, the Disciplinary Authority shall take into account the gravity of the misconduct, the previous record of the employee and any other extraneously or aggravating circumstances that may exist.


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23. -Procedure for Passing Final Orders:

- a) The domestic enquiry shall be based on the evidence and probabilities of the case. The Disciplinary Authority may or may not agree with the findings of the enquiry officer. In case he/she disagrees with the findings of the enquiry officer, he/she can do so by recording reasons for disagreement. The opinion of the Governing Body is final in the matter.
- b) A final show cause notice may be issued before awarding the penalty, if any.

24. Penalties: The following penalties may be imposed on the employee who is found guilty.

A. Minor punishments

1. Censuring or issuing warning.
2. Recovery of pecuniary loss caused to the AMS Arts & Science College for Women due to employee's negligence, exceeding Rs.1,000/-.
3. Stopping of increment without cumulative effect.

-B. Major punishments

4. Stopping of increments with cumulative effect.
5. Withholding of promotion.
6. Demoting to a lower grade post.
7. Discharge from service.
8. Dismissal from service.

25. Procedure for Appeal:

- a) Appeals are allowed both in respect of minor and major punishments.
- b) An employee aggrieved by an order of the penalty, may, as soon as possible, but within a period of 30 days appeal to the Appellate Authority in writing.
- c) The Appellate Authority may suo moto reject or consider such appeals based on merits of each case.

d) The Appellate Authority may consider such appeals and pass orders on them within a reasonable time not later than from one month date of appeal.

-26. Redressal of Grievances: All complaints relating to unfair treatment, wrongful application of these Service Rules by the disciplinary authority shall be submitted to the appellate authority as mentioned in clause 4(b) of these rules.

-27. Superannuation: i. Although all employees are working in non permanent/ temporary vacancies the management extends the benefit of compulsorily retire on the date of attaining the age of 58 years, or when he/she is declared medically unfit without any pensionary benefits. The Principal AMS Arts & Science College for Women shall be governed by the superannuation rules of the affiliating bodies.

-ii. The management may, in its discretion to re-employ an employee, who has retired on attaining the age of superannuation, if found medically fit, on such terms and conditions as may be mutually agreed up on. The reemployed person shall be treated as temporary employee and he/she shall not be entitled to any benefit, allowances and other statutory benefits as applicable to regular employees, except those expressly mentioned in the letter of appointment.


-28. Intimation of Service Rules: Copies of these Service Rules shall be made available to all the employees of AMS Arts & Science College for Women, in the College office.

-29. Amendments to Service rules All administrative regulations and instructions related to these Service Rules and all amendments to the service rules, issued from time to time, shall be intimated to the employees through a notice, under acknowledgement.

Compiled by

Dr. K.Lokender Rao Secretary

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