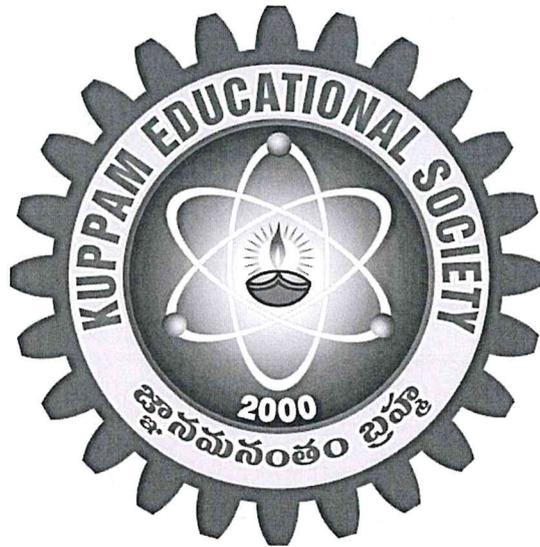


KUPPAM ENGINEERING COLLEGE
KUPPAM - 517 425



SERVICE RULES

SERVICE RULES

1. AUTHORITY:

The college is wholly administered by Kuppam Educational Society and its Board of Management reserves its right to alter or amend or repeal or annul any or all of the rules and regulations.

2. APPOINTMENT:

- a) Qualifications for various posts shall always be in accordance with the norms prescribed by the Management from time to time; norms generally in accordance with AICTE norms for Faculty Members, Librarian and Physical Director.
- b) Employees appointed shall be on probation for a period of 2 years and only on the satisfactory completion of probation, their services will be confirmed.
- c) Employees appointed shall deposit all original certificates of their academic qualification and Experience with the management on the date of joining duty. In cases, where original certificates cannot be deposited due to the reasons beyond their control, a security deposit equivalent to three months' salary and allowances will have to be made on the date of joining. The deposit will be refunded on the date when they submit all their original certificates.
- d) The seniority in a particular cadre of service shall be determined as follows.
 - All persons confirmed shall be deemed to be senior to all others not confirmed in that cadre.
 - The seniority of persons, who are confirmed, shall be according to their date of confirmation. When the date of confirmation of any two or more employees is the same, the one who is older in age shall be treated as senior.
 - When persons are recruited to a post both by internal promotion and direct recruitment, the internally promoted candidate shall rank higher than those recruited directly.
 - When two or more employees are promoted at the same time, the seniority shall be in the order in which the names of candidates are arranged in the order of merit.
 - Seniority of direct recruitment shall be determined as follows.
 - (i) When the recruitment is made through the process of written test and interview, the seniority shall be in the order of position in the merit list.

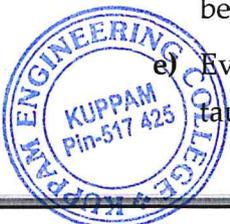



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- (ii) If the appointments are made without written test and or interview, the date joining of the candidate shall be the date for reckoning seniority.
- e) When an external body requires the original certificates of the employee, the Principal of the college will issue attested copies of the certificates along with the letter informing the external body that the original certificates are kept in deposit by the employee in the Kuppam Engineering College.
- f) When the employee has to necessarily produce the original to the external body, the employee shall produce the proof of such a requirement and deposit a sum equivalent to 3 months' salary and allowances of the employee and collect the originals from the college. The holding of the certificates by the employee in such cases shall not exceed 21 days from the date of such withdrawal. The deposit amount will be refunded on surrendering all the certificates to the college.
- g) The Governing Council may appoint an employee on contract basis for a fixed period on such terms and conditions, which the Governing Council deems proper and fit as per the requirement of the Institution.

3. DUTIES, ACCOUNTABILITY AND RESPONSIBILITIES:

- a) Normally the institute working hours is from 9.00am to 4.30pm with lunch break between 12.45pm to 1.45pm. The employees should report for duty by 8.50am in the morning and should not leave the department before 4.30pm. If required, by the management or the principal or the HODs, their presence after the working hours for official work, they should be available inside the department till the work is completed.
- b) If the employees want to leave the campus on personal work, they should obtain permission from the respective HODs and the principal before leaving the campus. The permission should not exceed more than an hour. In the case of teachers, if they have classwork during the requested permission period, alternate classwork arrangement should be made and this should not be a routine feature. If the number of such permissions exceeds two in a month, then half a day casual leave will be deducted from their casual leave account. Permission cannot be claimed as a right.
- c) Habitual late attendance or early leaving of the campus without permission from the authorities or absence from duty without prior sanction of leave, will amount to gross misconduct attracting summary termination of service.
- d) Every teacher shall complete the syllabus, as prescribed by the affiliating University, for the courses handled by them and should revise the syllabus before the commencement of the University examinations.
- e) Every teacher is totally responsible for the results of the students in the courses taught by him/her. Every teacher, in addition to the teaching assignment, should



take up administrative responsibility assigned to him/her by either HOD or Principal or Management with total commitment, attitude and dedication.

- f) No employee shall accept any other employment on part time or advisory basis in any company, other education institutions, mutual benefit societies or any other society or firm or act as an agent either on salary or commission basis
- g) No employee shall, except with the prior sanction of the management own, wholly or in part conduct or participate in the managing of any newspaper or other periodical publications or any business activities.
- h) Employees applying for higher education and employment in other institutions should route their application through the proper channel.
- i) In case where applications have been routed through the proper channel before attending any interview employee should obtain prior permission from the Vice Chairman, through the proper channel. A photo copy of such call letter shall accompany his request.
- j) In an academic year only 2 applications seeking employment elsewhere will be forwarded with a ceiling of 6 applications in his service in this college.
- k) Employees attached to the teaching faculty may take private tuition without affecting his/her academic and other duties, with the prior permission of the Principal.

4. SALARY:

- a) Salary payable to any employee is formulated by the management from time to time.
- b) Salary will be paid by cheque to the employee.

5. PROVIDENT FUND:

- a) Employees who have put in more than 10 years of experience are governed by Employees Provident Fund Miscellaneous Act 1952
- b) Group insurance for all employees is provided.

6. INCENTIVES:

a) Incentives for best teachers:

Teachers who adopt best teaching practices, good feedback from the students and produces more than 90% results in the courses handled by them will be awarded Rs:1000/- in the annual day celebrations in recognition of their quality teaching.

b) Incentives for research and development activities:

➤ **Journal publications:**

The faculty members are encouraged to publish their research works only in peer reviewed journals. Faculty members as first author and with Kuppam Engineering College Affiliation are eligible to get the incentive amount for their publications as follows.

(i) SCIE Journals:




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The faculty members who publish their research findings in SCIE journals will be paid a cash incentive of Rs.5000 (Rupees Five Thousand Only) in recognition of their contribution to research and development activities of the institute.

(ii) Scopus and Web of Science:

The faculty members who publish their research findings in Scopus and Web of Science journals will be paid a cash incentive of Rs.2,500 (Rupees Two Thousand Five Hundred Only) in recognition of their contribution to research and development activities of the institute.

(iii) Google Scholar:

The faculty members who publish their research findings in Google Scholar will be paid a cash incentive of Rs.500 (Rupees Five Hundred Only) in recognition of their contribution to research and development activities of the institute.

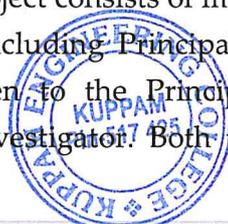
In case of second author, 50% of the benefits in the above three cases will be given to the faculty member, provided that the first author either does not belong to Kuppam Engineering College or the first author is a research scholar/student of KEC.

Note: Faculty members who apply for Journal publication incentive, have to submit the Journal online copy, payment details along with the request letter to the Principal through the R&D Cell. The incentive amount will be disbursed to the faculty member within 45 days from the day of their submission of publication details.

➤ **Funded Projects**

(i) Faculty members who obtain funding from external agencies like UGC-DST, DRDO, and ISRO etc. for Major/Minor research projects as Principal Investigator will be paid a cash incentive of not less than 1% of the sanctioned amount if it is less than or equal to one crore. or will be paid a cash incentive of not less than 2% of the sanctioned amount if it is above one crore. The first 50% of the incentive amount will be given to the faculty when the sanctioned amount is received by the College and the remaining 50% will be given after the successful completion of the project work. The principal investigator will not be relieved from his / her post till the successful completion of the project.

(ii) If the sanctioned project consists of more than one investigator (maximum of TWO investigators including Principal Investigator), then 60% of incentive amount will be given to the Principal Investigator and 40% of incentive amount to the Co-investigator. Both the principal and



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Co-investigators will not be relieved from their posts till the successful completion of the project.

c) Sponsorship to attend Conferences / Seminars / Workshops / Symposia

Faculty members will be provided with 50% of the registration fee by the management, if they are sponsored to attend referred National/International conferences (IEEE, Springer and Elsevier), Seminars, workshops and symposia. In addition they will be sanctioned on duty to attend the events. There is no restriction for the faculty members to attend the events during the vacation period. However, they have to inform the concerned HODs before they leave for attending the events. During regular working days, the faculty members have to take prior permission from the concerned HOD and the principal after making necessary class work arrangements for attending the events. The financial support to the faculty members is limited to either 5% of the faculty's annual gross salary or Rs.25,000/- whichever is less in an academic year.

d) Patent

Faculty members who obtain the patent rights as individual for their own innovation or as a part in the team will be paid a cash incentive of Rs.4,000/- along with appreciation letter by the management.

e) Book Chapter

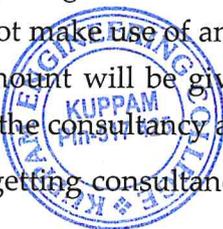
Books/ Books Chapters published with ISBN number by the faculty members on Kuppam Engineering College affiliation will be paid a cash incentive of Rs.4,000/- along with the appreciation letter by the management.

f) Hosting Events through funding agencies:

Faculty members who get funding from external funding agencies to host the events like national conference, seminar, Workshop and symposia will be paid a cash incentive of 10% of the sanctioned amount along with a letter of appreciation by the management, after the completion of the event.

g) Incentives for consultancy:

- The faculty member getting consultancy work on their own effort without the need for any resources from the College, then 60% of the consultancy amount will be given as cash incentive to the faculty and the balance 40% of the consultancy amount will go to the College.
- The faculty member getting consultancy work through the efforts made by the Institution but does not make use of any resources from the College, then 50% of the consultancy amount will be given as cash incentive to the faculty and the remaining 50% of the consultancy amount will go to the College.
- The faculty member getting consultancy work on their own effort and utilize



the resources from the College for its completion, then 40% of the consultancy amount will be given as cash incentive to the faculty and the remaining 60% of the consultancy amount will go to the College.

- The faculty member getting consultancy work through the effort made by Institution and utilizes the resources of the College, then 30 % of the consultancy amount will be given to the faculty and the remaining 70 % of the consultancy amount will go to the College.

7. PROMOTIONS AND INCREMENTS:

- a) Promotions and increments shall be made only on the basis of **MERIT**
- b) The qualifications for promotion of all faculty members will be as per AICTE norms or as prescribed by the Management.
- c) In order to assess the performance of employees, the Board of Management has the right to prescribe the mode which may include conducting periodical performance reviews and interviews etc... By a high level committee comprising of Management nominee, principal and the concerned HODs.

8. LEAVE:

Leave cannot be claimed as a matter of right.

- a) Employees are permitted to avail 15 days of casual leave in a calendar year (January to December)
- b) For Employees on probation, Casual leave has to be earned i.e. one day after the completion of one month service.
- c) All Saturdays except second Saturday will be working days.
- d) Casual leave may be combined with Sundays and/or other prescribed holidays. However, the total period of absence from duty at a time shall not exceed six days.
- e) Casual leave availed of without prior sanction by the competent authority or refusal of sanction by the competent authority or leave extended beyond the sanctioned period shall be treated as leave on loss of pay.
- f) Special casual leave (SCL) may be sanctioned to employees to enable them to attend work assigned by the University like external examiner ship in other colleges, observer's duty, university exam answer script valuation in other centers, squad duty, university inspection committee, seminars, workshops, symposia etc. outside the campus. The maximum number of SCL is 20 days in a calendar year. Employees are to submit attendance certificate for having attended the work for entry to the SCL account.
- g) Employees shall be sanctioned duty leave by the head of the institution



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specifying purpose and the period of duty leave by a written order prior to the availing of the duty leave by the employee.

- h) Leave on loss of pay availed of by the teacher without prior sanction will be construed as misconduct and appropriate disciplinary action will be taken. The essence of the above stipulations is not to penalize the teachers but to inculcate in them a sense of responsibility for their effective and committed teaching to the students.
- i) Employees attending to teaching work are entitled to vacation leave which shall not exceed 15 days in an Academic year. The vacation can be availed during summer i.e. during May and June.
- j) Vacation leave can be availed during winter, if the teachers want to make use of the vacation for attending the FDP/ Workshop conducted by other reputed Institutions towards improving their subject knowledge.
- k) Employees joining the College during the course of an academic year will be entitled to vacation leave on a pro-rata basis.
- l) Employees of the teaching faculty can be granted study leave without pay and deputed for higher studies. However, the period of study leave will not be considered as service for the consideration of promotions. Such study leave shall not exceed 60 months in the whole of the employee's career. In such cases the employee has to execute an agreement as prescribed by the management, to serve the institution for a minimum period which will not be less than the period of leave availed of from the date of re-joining. Granting of study leave is at the discretion of management.
- m) The management can grant extraordinary leave at its discretion to any of its employee not exceeding 180 days during the whole of his service.
- n) Granting of leave other than casual to a probationer is purely at the discretion of the management.
- o) No employee shall remain absent after the expiry of his period of leave without obtaining prior sanction for extension of leave. Such overstay will be treated as dereliction of duty and attract penalty as per rules.

9. EXTRAORDINARY LEAVE:

Extraordinary leave (leave without salary) may be granted to employees in special circumstances given below:

- A Employee when getting married
- When no other leave is available or admissible.
- When the employee applies for such leave though other type of leave is




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available.

- When an Employee has to undergo long treatment on medical advice supported by medical certificate from a registered Medical Practitioner.

9.1.1 PhD Leave

- Employees are permitted to avail 15 days of casual leave in a calendar year (January to December)
- Documents for Attending the doctoral committee meeting, submission of documents to university, meeting with guide, any other proofs with the permission of Principal to be submitted for availing the leave.

9.1.2 Marriage Leave

Sanctioning of extraordinary leave is entirely at the discretion of the Head of the institution. The Head of the institution can refuse to sanction extraordinary leave without assigning any reasons.

10. MATERNITY LEAVE:

- A female employee may be granted maternity leave without pay for a maximum period of 90 days.
- Maternity leave is admissible only when the employee has completed five years of service in the college on the date of leave application.

11. PUBLICATIONS, PUBLIC UTTERANCES ETC.

- No employee shall without the prior permission of the management Publish any book or engage himself habitually in literary or artistic work of any kind. However employees may publish occasionally books of literature short stories, novels, dram essay and poems without obtaining the prior permission of the management subject to the condition that he/she does not choose to use his/her official position to influence for publication or the sale of such books and that such publication does not contain political aspersions, objectionable matter and documents.
- No Employee shall make any communication to the press or other outside communication media without prior permission of the management.

12. PARTICIPATION IN ENQUIRIES, POLITICS, ASSOCIATIONSETC.

- a) No employee shall accept without the sanction of the management to be a witness in any enquiry conducted by any person, committee or authority: however this rule shall not apply to the evidence given before an authority appointed by the government or parliament or state legislature or any judicial authority or in any department enquiry ordered by the management.
- b) No Employee shall be a member of, or be associated with any political party or

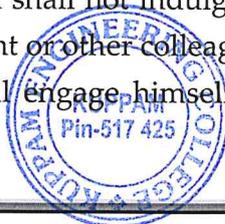


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any organization which takes part in politics nor shall he take or subscribe or associate or assist in any manner in political movements or activities.

- c) If any question arises as to whether any party is a political party or whether any movement or activity falls within the scope of this rule, the decision of the management shall be final and binding.
- d) No employee shall participate or otherwise use his/her influence in any manner or take part in an election to any legislature or parliament or local authority. Provided that the employee is qualified to vote at such an election he may exercise his franchise to vote but when he does so, he shall give no communication as to the way which he proposes to vote or persuaded to vote.
- e) Seditious propaganda or expressing of derogatory sentiments against the management by an employee shall be regarded as sufficient ground for such employee's termination of services.
- f) No employee can propose or second the nomination of a candidate at an election or act as a polling agent.
- g) No employee shall have, except with the prior permission of the management, recourse to the press for vindication of any official act which has the subject matter of adverse criticism or attack or defamatory matter.
- h) No employee shall accept without the prior permission of the management from any person compensation for any kind of any malicious prosecution brought against him or a defamatory attack against him unless such compensation has been awarded by a competent authority.
- i) No employee shall be a member, representative or office bearer of any association representative or purporting to represent the employee member unless such an association satisfies the following conditions.
 - Membership of the association shall be confined only to the employees working in the institution and open to all employees.
 - The association shall not communicate in any manner with any political party or organization or participate in any political activity.
 - The association shall not in any way be connected with or affiliated to any association or federation of associations.
 - The association shall not issue or publish or maintain any periodical publication except with the permission of the management.
 - The association shall not indulge in any activities detrimental to the interests, growth and functioning of the institution.
 - The association shall not indulge in any activities defaming the institution or the management or other colleagues or superiors.
- j) No employee shall engage himself or participate in any activity that is anti –



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secular or which tends to create disharmony in any society or in any demonstration which is prejudicial to the interest of the sovereignty and integrity of India security of the state and the relationship between state and the Centre relationship between the management and the Government both at the Centre and the state.

- k) Any employee involved in criminal /civil proceedings shall inform the management of such proceedings.

13. MORALITY :

- a) As KEC is an educational institution all employee are forbidden from consuming liquor or narcotics either in the campus or outside the campus while on duty or otherwise smoking inside the campus is totally and strictly prohibited.
- b) Every employee shall maintain absolute integrity and attention to duty at all times and shall do nothing which is unbecoming of an employee of the institution.
- c) Male / female employees have a bounden responsibility to protect the dignity and modesty of the male/ female employee and students. Any act moral turpitude reported on any employee shall entail summary termination after an in camera enquiry; the service certificate shall carry a due endorsement of such moral turpitude.

14. DISCLOSURE OF DOCUMENTS AND INFORMATION:

No employee shall in the performance of the duties assigned to him release or disclose directly or indirectly any official documents or any part there of information to any other person to whom he, is not authorized to communicate such information or documents.

15. PLAGIARISM/ INTELLECTUAL PROPERTY RIGHTS:

Employee indulging in plagiarism violation of intellectual property rights, copyrights and other unlawful activities will be referred to the law- enforcing authority simultaneously management may, also initiate disciplinary proceeding against the members.

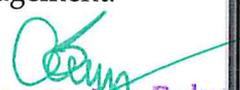
16. STRIKE AND DEMONSTRATIONS:

No employee shall associate and/ or participate in any strike or incitement thereto or in similar activities which shall also include absence from work or neglect of duties with the aim of getting a demand conceded by the superiors of the management.

17. PASSPORT:

- Any employee can apply for a passport or renewal of a passport only after obtaining




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a No objection Certificate from the management. While applying for such No objection Certificate information regarding the purpose of the visit duration of the stay and the name of the countries while he intends to visit, shall be furnished on obtaining the passport, a photocopy of the passport shall be submitted to the management.

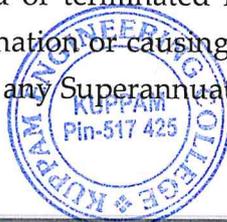
- Employees who are already having passport submit a photocopy of the passport to the management.

18. AGE OF SUPERANNUATION:

- The age of superannuation shall be 65 years and the member will be relieved from the services at the end of that academic year.
- The management reserves its right to extend the service of a superannuated employee on yearly basis and/ or appoint superannuated candidate on contract basis.

19. RESIGNATION AND TERMINATION:

- a) During the period of probation any member of staff can leave the service by giving two months' notice or on payment of two months' salary in lieu thereof to the college. Similarly the management shall also be at liberty to terminate the services of members of staff by serving 30 days' notice or on payment of 30 days salary in lieu thereof.
- b) Any confirmed employee can get relieved from services by serving 3 months advance notices to the management of his intention to leave the services or by remitting 3 months' salary in lieu thereof similarly the management shall also be at liberty to terminate the services of member of staff by serving 3 months' notice or paying 3 months' salary in lieu thereof.
- c) The notice given by any employee who intends to leave the service of the institution either during probation or after confirmation should continue till the end of the semester; the end of the semester being defined as either 30th November or 30th April of every academic year.
- d) No leave including leave on loss of pay is permissible during the notice period.
- e) Any employee who is desirous of leaving the services when the academic session is in progress (i.e. before 30th November or 30th April) will have to pay to the college a compensation amount of Rs.50,000/- in the case of probationer or Rs.1.00 lakh in the case of confirmed employee besides remittance of one month salary in case of probationer or 3 months' salary in the case of confirmed employee.
- f) Any employee dismissed or terminated from services for gross misconduct or for inefficiency or insubordination or causing loss of reputation or monetary loss to the institute is not entitled to any Superannuation benefits.




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20. MISCONDUCT, SUSPENSION AND PENALTIES:

a) MISCONDUCT :

The following acts and omissions shall be treated as misconduct:

- Theft, fraud and dishonesty in connection with the property of the institution.
- Demanding, accepting or offering bribe or any illegal gratification.
- Drunkenness, fighting and riotous, disorderly or indecent behavior within the premises of the Institution.
- Willful insubordination or disobedience, whether individually or in-group with others to any lawful and reasonable order of a superior.
- Sleeping while on duty.
- False statement made in the application for employment subsequently.
- Causing or threatening to cause mental and or physical pain or injury including sexual harassment to employees either individually or in collusion with others.
- Committing any act likely to harm or endanger the Institution's property.
- Sabotage.
- Conviction for any criminal offence including moral turpitude.
- Refusal to accept any communication or charge sheet from the authority of Institution.
- Abstaining from appearing before any enquiry authority/ committee.
- Failure to produce documents/ papers etc., when called for.
- Habitual neglect of work.
- Smoking, chewing tobacco, Gutka / Pan Masala / Chewing gum & any other prohibited material within the Institution.
- Habitual indiscipline or loitering.
- Refusal to work on any bonafied assignment.
- Habitual irregularity in attendance.
- Gambling within the premises of the Institution.
- Leaving the Institution before time without permission.
- Engaging or abetting in abusing and causing physical violence with another employee at any time in the Institution.
- Habitual absence without leave or overstaying when on leave.
- Holding of unauthorized meetings in the Institution.
- Discourteous behavior.
- Causing sexual harassment. Sexual harassment including any unwelcome sexually determined behavior (direct or by implication) and includes physical contacts and advances, or request for sexual favors, colored remarks showing pornography, any other unwelcome physical, verbal or nonverbal conduct of a sexual nature.
- Wearing objectionable dress and indecent exposure of the body.



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- Involving in any action or behavior that brings bad reputation to the institution.

b) SUSPENSION:

- The Governing Council or any other competent authority specified by the Governing Council may place an employee under suspension. The suspension can be effected if
 - i. A disciplinary proceeding against the employee is contemplated or is pending.
 - ii. A case against the employee in respect of any criminal offence is under investigation, inquiry or trial.
- The order of suspension shall be in writing and shall take effect from the date of the order or such other date as may be specified there in.
- An order of suspension made under this rule shall remain in force until it is modified or revoked by the authority, which made the order, or by any other superior authority.
- An employee under suspension should not leave the station without permission of the Head of the Institution.

c) PENALTIES

The following penalties may be imposed on an employee.

- Censure/ Warning.
- Withholding of increments of pay.
- Withholding of promotion.
- Recovery of the whole or part of any pecuniary loss caused by his/ her misconduct or negligence.
- Removal from service which shall not be a disqualification for future employment elsewhere.
- Dismissal from service.
- The following shall not amount to a penalty within the meaning of this rule, namely:
 - Stoppage of an employee at the efficiency bar in the time scale of pay on the ground of his/ her unfitness to cross the bar.
 - Non-promotion of an employee, to a grade or post for promotion to which he is otherwise eligible.
- Termination of service of
 - i. A temporary employee at any time before his/ her confirmation.
 - ii. An employee appointed under a contract or agreement or a contract for a fixed period in accordance with the terms of such contract or agreement.




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21. PROCEDURE FOR IMPOSITION OF PENALTIES:

- a) No order imposing any penalty shall be made except after an enquiry held in accordance with these rules.
- b) Where it is proposed to hold an enquiry against an employee, the disciplinary authority shall frame charges against such employee and communicate the charges to him/ her together with other material as may be necessary or relevant for the purpose of the enquiry and also inform him/ her of the appointment of an enquiring authority for conducting the enquiry, giving sufficient time for employee to register his reply.
- c) In case of sexual harassment, the institution shall establish a committee to deal with complaints of sexual harassment. The committee shall consist of three members – One female member as chairman of committee, one male member and one female member. The term of office of committee is two years and after the two years the committee will be reconstructed. The name of the committee members and their contact numbers / addresses shall be displayed on the Notice Board of the Institution.
- d) At the enquiry, the employee shall have the right to appear in person before the enquiry officer and defend himself / herself.
- e) The proceeding of the enquiry may be recorded either in Telugu or English, or in any other language acceptable to the employee and the enquiry officer, if essential.
- f) On the conclusions of the enquiry, the employee shall be given a copy of the report and findings of the enquiry officer and the employee shall be provided an opportunity to submit his/ her view on the findings of the enquiry officer. If the disciplinary authority is satisfied after considering the report of the enquiry officer and the records of the proceedings and submission of the employee on the findings of the enquiry officer that all or any of the charges against the employee have been proved, will award the appropriate punishment.
- g) In awarding any penalty to an employee under this rule, the authority imposing the penalty shall take into account the gravity of the misconduct, the previous record, if any, of the employee and any other extenuating or aggravating circumstances that may exist.
- h) The order imposing penalty shall be communicated to the employee in writing.
- i) An employee who is dismissed or removed from service in accordance with these rules shall not be entitled to any notice or pay in lieu of such notice.
- j) Any recommendations by Govt. / JNTU/ AICTE / UGC/ Tech. Board / Governing Council may be accepted and implemented by the Management without further enquiries.




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22. TRAVEL AND DAILY ALLOWANCE:

- Reimbursement of travel expenses including accommodation charges and Daily Allowances is granted in accordance with the rules laid down by the Governing Council from time to time.
- The following shall be the entitlement to various categories:

Category	Mode of Travel	Hotel stay/ day	Local travel	Food /day
Principal	Journey involving more than 12 hrs travel – Air Overnight – Ac 2 tier fare	Metros: not exceeding Rs. 4000/- Nin Metros :Not exceeding Rs.2000/-	Actual by taxi	Actual
Professors Associate professor, and placement officer, Administration, Accountant	Actual or not exceeding Ac 3 tire fare	Metros: not exceeding Rs. 1500/- Nin Metros :Not exceeding Rs.750/-	Auto	Actual not exceeding Rs. 400/-
Asst. Professor, Librarian and Office Superintendent	Actual or not exceeding II class(SL) fare	Metros: not exceeding Rs. 1500/- Nin Metros :Not exceeding Rs.750/-	Busfare	Actual not exceeding Rs.300/-
Others	Actual or not exceeding II class(SL) fare	Metros: not exceeding Rs. 1500/- Nin Metros :Not exceeding Rs.750/-	Busfare	Actual not exceeding Rs.300/-

Exemptions may be approved by the Director on a case to case basis.

For local travel using four wheelers, TA will be given as per the following rule:

$$(\text{Fuel Rate per liter} / 15) \times 1.5 \times \text{Distance travelled in km.}$$

For local travel using two wheelers, A will be given as per the following rule:

$$(\text{Fuel Rate per liter} / 15) \times 1.5 \times \text{Distance travelled in km.}$$

- An upgrade in the mode class of travel is permissible only when authorized by the Head of the Institution or by the Governing Council.
- When an employee is required to cancel his / her journey, the difference between the fare actually paid by him / her including reservation charges, if any, and the amount

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refunded by the transport on such cancellation may be reimbursed subject to the following conditions.

- Traveling advances may be paid to employees at their request in writing and the advance shall not be more than the approximate expenses likely to be incurred on performing the journey, if claimed. If the advance taken exceeds the claim amount when the bill is submitted, the balance shall be credited to the Institution.
- Daily allowance is admissible from the time of commencement of the journey till the time of return to the usual place of work.
- Daily allowance is granted while on travel to meet the cost of meals, refreshments, local conveyance, room rents, laundry charges and other incidental expenses. Therefore, these expenses are not separately reimbursed. However, in certain cases if any abnormal expenditure is incurred due to official exigencies under any of the heads, such expenditure can be reimbursed provided that such expenditure is claimed separately and is approved by the Management.
- When cost of meals and refreshments is included in the room rent of the hotel or included in the package (such as registration fee for a conference) or otherwise borne by the Institution the entitlement to daily allowance will be restricted to 50%.
- No daily allowance is admissible during the period when an employee goes on leave while on official itinerary.
- A claim is settled on the basis of the information available on the dates of admitting claim for reimbursement. Revision of a claim for daily allowance once admitted is not permissible. Accordingly, no arrears of daily allowance is payable where an employee is promoted or reverted or granted an increase in the basic pay or a change in the scale is made with retrospective effect.
- All T.A., D.A. bills of staff members shall be approved by the Head of the Institution. However, if any claim is not within the permitted guidelines, then such claims shall be forwarded to the Executive Body for approval.
- Following claims for T.A. / D.A. shall be approved by the TA&DA of Management.
 - a) All Head of the Institutions.
 - b) Foreign travel of any staff.
 - c) Participation in International / National Conferences, Seminars, Workshops etc.
- If the staffs get reimbursement of the expenditure by any other agencies for the journey undertaken by them, partly or fully, the claim amount shall be reduced by the amount reimbursed by other agencies.
- Each travel bill shall contain a brief tour report explaining the purpose for which the tour is undertaken.
- All T.A. / D.A. claims shall be made in writing in the prescribed format within a maximum period of 7 days from the date of return from the journey.




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23. RECREATION:

- Recreational activities shall be arranged through the staff club constituted for the purpose of recreation.
- A fund known as staff fund shall be mobilized by contribution from the employees to meet expenses incurred for family get together (both inside and outside the campus), gifts and mementoes on occasion of marriage of members and send off parties.
- Contributions: Rs 100 /- month by teaching faculty and Rs.50/ month by non-teaching admin. Staff and Drivers.
- Yearly once family get – together inside / outside of college.

24. SAVING CLAUSE

These rules framed for the conduct of the college shall supersede the earlier rules in so far as they are not in consonance with the rules presently framed.



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