



TRINITY COLLEGE OF ENGINEERING AND TECHNOLOGY, PEDDAPALLI

(AUTONOMOUS)

(An UGC Autonomous Institution, Approved by AICTE and Affiliated to JNTUH Hyderabad,
Recognized under Section 2(f) of UGC Act 1956,
Accredited by NAAC with "B++" Grade (I Cycle)



**EAMCET
CODE:TCEK**

SERVICE AND CONDUCT RULES OF EMPLOYEES, 2024 (w.e.f. 2025-26)



TRINITY COLLEGE OF ENGINEERING AND TECHNOLOGY

RULES AND CONDITIONS GOVERNING APPOINTMENT OF STAFF

I. Preamble:

1. These rules shall be called as “Service and Conduct Rules of Employees, 2024 (Revised)”.
2. They shall come into effect from JAN, 2025 and shall apply to all the employees of the institute including those appointed prior to the issue of these rules.
3. The Managing committee is the Competent Authority to amend the rules from time to time depending on the need.

II. Definitions: Unless there is something repugnant in the subject or context.

1. '**College**' means The Trinity College Of Engineering and Technology .
2. '**Management**' means Trinity Society For Community Development, represented by its Founder Chairman.
3. '**CHAIRMAN**' means the Chairman of the Managing Committee of Trinity Society For Community Development.
4. '**SECRETARY**' means the Secretary of the Managing Committee of Trinity Society For Community Development.
5. '**Principal**' means the Head of the Institution authorized by the Management to discharge the duties and responsibilities.
6. '**Governing Body**' means The Governing Body of the college, constituted as per A.I.C.T.E. norms.
7. '**EMPLOYEE**' means a person who is employed by Trinity Society For Community Development for Trinity College Of Engineering And Technology (Autonomous).
8. '**University**' means J.N.T. University-Hyderabad, the affiliating University.
9. '**Vacation**' means any recess in an academic year which is a minimum of fifteen days.
10. '**Vacation Staff**' means employees who are allowed to avail vacation. All other employees are deemed to be 'Non-Vacation Staff'.
11. '**Teaching Staff**' cadres and strengths are in accordance with A.I.C.T.E. norms.

Definitions:

1. **Non-Teaching Staff (including contingent staff):** Pattern, cadres, and strengths in accordance with AICTE/Telangana Government norms.
2. **Competent Authority:** Secretary in the case of Principal and Principal in the case of other employees.
3. **On Duty (OD):** An employee is considered on duty in the following cases:
 - a) When performing the duties of the appointed post or undergoing training prescribed for the post.
 - b) When absent on authorized holidays, permitted vacation, or sanctioned leave.
 - c) When attending conferences, seminars, workshops, refresher courses, orientation courses, quality improvement programs, etc., with permission from the competent authority.
 - d) When engaged in work assigned by the competent authority in the interest of the College/Management.
4. **Leave:** Leave granted by the competent authority to an employee as per eligibility.
5. **Pay:** Basic pay in the time scale or basic pay with special pay/allowance, as applicable.
6. **Year:** Refers to calendar year, financial year, or academic year, as applicable.

III. Power to Interpret, Implement, and Amend the Rules:

The power to interpret, implement, and amend the rules and regulations vests with the Management, which is authorized to issue administrative instructions or orders as necessary. The Management has the absolute right to modify, alter, add to, repeal, or supersede any rules, provided the new rules do not adversely affect the interests of existing employees.

IV. Management's Powers to Delegate:

The Management may delegate any functions to the Secretary or other officers as necessary, temporarily or permanently, for the interpretation of these rules.

V. General Conditions of Services:

1. **Appointments:**
 - The Managing Body/Principal is the competent authority for appointing employees based on recommendations of the Staff Selection Committee.
 - Administrative appointments such as Heads of Departments are nominated by the Managing Body/Principal for a specific period based on qualifications, experience, and performance.
2. **Qualifications:**
 - Teaching staff: AICTE/UGC norms.
 - Non-Teaching staff: AICTE/ Telangana State Government/University norms.
3. **Selection:**
 - As per AICTE/University/Government of Telangana norms.
 - Selection through open advertisement or:
 1. Promotion from eligible internal candidates.
 2. Staff Selection Committee as directed by the University.

- Special circumstances allow appointment by invitation/deputation/contract up to five years.

VI. Seniority:

Seniority is determined by the Governing Body as per Telangana Government/Affiliating University norms.

VII. Pay, Allowances, Increments:

1. Pay:

- Teaching staff: AICTE/UGC scales of pay.
- Non-Teaching staff: Telangana State Govt./University scales of pay.

2. Allowances:

- Dearness, House Rent, and other allowances as per AICTE/Telangana State Govt. norms.

3. Sanction of Increments:

- a) Advance increments based on qualification, research contributions, or previous salary.
- b) Regular increments based on satisfactory performance.

VIII. General Service Conditions:

1. Employees must adhere to the college's disciplinary and conduct rules.
2. Employees must be present during working hours on all working days.
3. Employees must not engage in external employment without permission.
4. Employees may be suspended pending an enquiry.
5. Termination requires a three-month notice or equivalent salary.
6. Resignation requires a three-month notice or equivalent salary.
7. Employees must maintain service records as per norms.
8. Probation:
 - New employees: Two years.
 - Promotions: One year.

IX. Leave Rules:

A. General:

1. Leave is subject to approval.
2. Leave records are maintained for each employee.

B. Casual Leave (CL):

1. Employees are entitled to 12 days of CL per year.
2. Maximum of 3 CL days at a stretch (exceptions apply).
3. Half-day CL is permissible.

C. Special Leave:

1. Teaching staff get up to 10 days for academic activities.
2. Special CL may be granted for emergencies.

D. Earned Leave (EL):

1. Vacation staff: 3 weeks per year.
2. Non-vacation staff: 30 days per year.
3. Maximum accumulation: 240 days.
4. Additional EL for vacation staff working during vacations.

E. Half Pay Leave (HPL):

1. Granted at 20 days per year for medical reasons.

F. Maternity Leave:

1. Women employees: 90 days for the first two pregnancies.

G. Faculty Improvement Program:

1. Faculty may pursue higher studies with partial salary.
2. A bond to serve double the study leave duration is required.

H. Extraordinary Leave:

1. Up to two years for study/improvement after five years of service.

X. Leave Rules for Contingent Staff:

1. Casual Leave: 10 days per year.
2. Other Leaves: 10 days per year.

XI. Travelling Allowance & Daily Allowance:

1. Employees on official duty are eligible for travel and daily allowances as per Telangana State Govt. rules.

XII. Allowances for Academic Activities:

1. Teaching staff sponsored for seminars/conferences get travel allowance and registration fee reimbursement.
2. No daily allowance is admissible.

XIII. Conduct Rules for All Employees:

1. Employees must maintain integrity, discipline, and professionalism.
2. Prior permission is needed for leave, absence, and travel.
3. Employees cannot engage in political activities.
4. Publishing or making public statements against the college is prohibited.
5. Engaging in private tuition or external employment without approval is prohibited.
6. Employees must report insolvency or criminal proceedings.
7. Disciplinary actions may be taken for misconduct.

XIV. Disciplinary Actions:

1. Employees are liable for disciplinary action for misconduct or negligence.
2. Punishments may include:
 - a) Censure
 - b) Withholding increments/promotions
 - c) Salary deductions for financial loss
 - d) Suspension
 - e) Termination/dismissal
3. An enquiry committee may be formed for disciplinary proceedings.
4. Employees may appeal disciplinary actions to the Management.

XV. General Benefits:

A. Employees' Provident Fund (EPF):

- Employees with three years of service are covered under EPF as per salary ceiling limits.

B. Health Insurance:

- Employees are not entitled to full reimbursement of medical expenses but may receive partial reimbursement for group health insurance premiums upon submission of documentary proof.