



Estd. 2008

# UNIVERSAL COLLEGE OF ENGINEERING & TECHNOLOGY

## SERVICE RULES



## UNIVERSAL COLLEGE OF ENGINEERING TECHNOLOGY

Approved by AICTE, New Delhi, Affiliated to JNTUK, Kakinada.  
(Promoted by The Diocese of Guntur Society)

Dokiparru (V), Perecherla, NRT Road, Medikonduru (M), GUNTUR - 522 438  
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### 1. Appointments:

- The Management / Principal is the competent authority to appoint any employee based on the recommendations of the Staff Selection Committee. The appointment orders shall be issued by the Principal.
- All administrative appointments such as Head of the Departments will be through nomination by the Management / Principal for a specific period, based on the candidate's relevant academic qualifications, relevant experience, performance in college, and administrative capabilities.

### 2. Qualifications:

- The qualifications, age, experience etc., shall be as per AICTE/UGC norms in respect of teaching staff. For Non-Teaching Staff AICTE/ Andhra Pradesh State Government / University norms will be followed.

### 3. Selection:

- The rules prescribed for selection of employees from time to time by AICTE/University/APSCHE shall be followed.
- A post shall be filled up by direct recruitment through open advertisement or by:
  1. Promotion among qualified and eligible internal candidates by a selection.
  2. Staff Selection Committee as directed by University.
- The Management / Governing Body may in special circumstances appoint qualified Persons by invitation/deputation/ contract basis year after year up to a maximum of Five years.

### V. Seniority:

- The matters related to seniority is finalized by the Governing Body of the college as per the procedure laid out by Andhra Pradesh Government / Affiliating University

### VI. Pay, Allowance, Increments:

#### 1. Pay:

- AICTE/UGC scales of pay as applicable from time to time shall be adapted to the posts classified as teaching staff. Andhra Pradesh State Govt. / University scales of pay as applicable from time to time shall be adapted to the posts classified as non-teaching staff.

#### 2. Allowances:

- Dearness allowance, House Rent and other allowances as per AICTE norms for teaching staff and Andhra Pradesh State Govt. norms for non -teaching staff are extended by Management from time to time to all regular employees of the college.

#### 3. Sanction of Increments:

- Principal / Staff Selection committee is the competent authority to recommend advance increments to the candidates selected based

on their qualification / specialization /Research contributions / previous salary drawn and experience at the time of appointment.

### 4. Regular Increments:

- The regular increments shall be given by the Principal / Management as per the provision of the scale. . as recommended by the Head of the Department in the prescribed Performa.

### VII. General Service Conditions:

- All the employees of the college shall be subject to the general disciplinary and conduct rules of the college.
- All the employees of the college are required to be present in the college throughout the working hours of the college on all working days.
- An employee of the college shall devote his/her whole time to the service of the college and not to engage directly or indirectly in any trade or business or private tuition or any other work which is likely to interfere with the proper discharge of his/her duties. This provision shall not apply to academic work relating to university examinations, question paper setting, delivering Guest
- Lectures and any other work undertaken with the prior permission of the Principal.
- An employee may be placed under suspension by the appointing authority pending enquiry into framed charges by giving the employee a fair chance to represent his / her case. The Principal is empowered to suspend any employee in the interest of the college and report his action to the Management and the university as the case may be.
- The services of an employee are liable to be terminated on grounds of fraud, gross indiscipline, negligence of duties, prolonged illness, disability to discharge his / her official duties satisfactorily etc., giving one month notice or one month salary in lieu thereof for regular employee. The employee concerned however shall be given full and fair opportunity to represent his / her case before effecting such termination. In all such cases the final decision is based on the discretion powers of the Principal / Management of the Institution.
- An employee shall have to give two months notice in case he / she desire to be relieved on resignation or alternatively he / she shall pay one month salary in lieu thereof. The resignation shall come into force from the date of accepting the resignation by the Management / Principal or date of his / her relief whichever is earlier.
- For all employees in the College, an individual personal file and Service Register shall be maintained with regular updating as per Andhra Pradesh State Government / affiliating university norms.

- All persons appointed to regular posts in the Institute shall be on probation for a period of one year. The Appointing Authority shall have the power to extend the period of probation of any Employee of the Institute for such period as may be found necessary.

## VIII. Leave Rules:

### 1. General Leaves:

- Leave cannot be claimed as a matter of right. The sanctioning authority has full discretion to refuse or revoke leave of any kind when the exigencies of service so demand.
- A leave account shall be maintained for each employee in an appropriate form.
- An employee shall not take up any service or accept any employment, while on leave.
- Casual leaves are sanctioned to the employees by the Principal based on the recommendations of concerned Head of the department/sections.
- Any kind of leave may be granted in combination with or in continuation with any other kind of leave except C.L. with prior approval.

### 2. Casual Leaves:

- Every employee is eligible for 15 days of casual leave in a calendar year. They can avail 8 C.Ls in first 6 months and 7 C.Ls in next six months not more than 3 C.Ls in a month.
- C.Ls cannot be availed without obtaining prior approval. Sanction of C.L shall be subject to work adjustments.
- Casual leave up to three days shall be sanctioned by HoD subject to prior notice i.e. one day before.
- C.L for more than three days shall be sanctioned by principal subject to prior information of atleast one week.
- C.L on the same day will granted based on severity of reasons with discretion if HoD.
- Half day C.L in FN session is not permitted. In case of emergency half day C.L in FN session is permitted and in such a case the staff should report to AN session at 12:00 noon by signing the register in college office.
- Un availed C.Ls shall not be carried over to the next calendar year
- Three late comings or three one hour permissions per month will be considered as half day C.L
- Extension of C.L or staying back without prior permission will be considered as one extra C.L

### 3. Special Leave:

- All the teaching staff are entitled for special leave up to 7 days in a calendar year to take up examination work in our college or outside,

to attend conferences, seminars and workshops as per the discretion of the Principal/Management.

### 4. Half Pay Leaves:

- The half pay leave may be granted to regular employees on special medical grounds at the rate of 20 days per calendar year.

### 5. Maternity Leave:

- The women employees are entitled to maternity leave of 90 days each for first two issues.

### 6. Grant of Extraordinary Leave:

- Extraordinary Leave may be granted to all regular employees by Management for study and for improvement of qualifications / to work elsewhere for a period of two years on the recommendations of Principal, when an employee has put in 5 years or more continuous service in the Institution. During such leave, he / she shall not be entitled for any pay or allowances.

## IX. Faculty Improvement Programme:

- The faculty members may be permitted to improve their academic qualifications by attending courses / research work in higher institution of learning. The maximum number of faculty deputed is restricted to two member per department per semester. Management is the sanctioning authority for such leave on the recommendations of the Principal and Head of the Department concerned.

## X. Travelling Allowance, Daily Allowance, Local Transport etc.:

- The employees of the college when deputed to any out stations shall be entitled to Travelling Allowance, Daily Allowance and other permissible expenses they incur as per the rules of Andhra Pradesh State government in force from time to time.

## XI. Allowance for Presenting Papers in Seminar / Conferences etc. :

- The regular teaching staff who are sponsored (once in an academic year) for presenting papers in seminars / conferences are eligible to traveling allowance addition to registration fee. No D.A. is admissible.

## XII. Allowances for attending seminars, ISTE / AICTE / UGC refresher courses etc.

- The regular teaching staffs who are permitted to attend the seminars as delegates and to undergo refresher courses etc. as above are eligible to traveling allowance addition to registration fee. No D.A. is admissible.

# UNIVERSAL COLLEGE OF ENGINEERING & TECHNOLOGY



**CODE OF CONDUCT**

# UNIVERSAL COLLEGE OF ENGINEERING & TECHNOLOGY

(Sponsored By The Dioceses of Guntur Society)

## CODE OF CONDUCT

### **I. Preamble:**

- These rules shall be called as “Service and Conduct Rules of Employees.
- They shall come into effect from June, 2018 and shall apply to all the employees of the institute including those appointed prior to the issue of these rules.
- 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.

- “COLLEGE” means 'The Universal College of Engineering and Technology'
- “MANAGEMENT” means The Diocese of Guntur Society represented by its Chairman.
- “CHAIRMAN” means the Chairman of the Managing Committee of the The Dioceses of Guntur Society.
- “SECRETARY & CORRESPONDENT” means the Secretary & correspondent of the college appointed by the Dioceses of Guntur Society.
- “PRINCIPAL” means Head of the Institution authorized by the Management to discharge the duties and responsibilities.
- “GOVERNING BODY” means The Governing Body of the college constituted as per A.I.C.T.E. Norms.
- “EMPLOYEE” means a person who is employed by the college.
- “UNIVERSITY” means J.N.T University-Kakinada, the affiliating University.
- “VACATION” means any recess in an academic year which is a minimum of fifteen days.
- “VACATION STAFF” means employees who are allowed to avail vacation. All other employees are deemed to be “NON-VACATION STAFF”.
- “TEACHING STAFF” cadres and strengths in accordance with AICTE norms.
- “NON-TEACHING STAFF” (including contingent staff) pattern, cadres and strengths in accordance with AICTE/APSCE norms.
- “COMPETENT AUTHORITY” Secretary in the case of Principal and Principal in the case of other employees.
- “ON DUTY” an employee is said to be on duty (OD) in the case of following.
  - 1).When the employee is discharging the duties of the post to which he/she is appointed or he/she is undergoing training prescribed for the post.
  - 2).When the employee is absent from duty on authorized holidays, on permitted vacation or when availing any leave sanctioned by the competent authority.
  - 3).When the employee is attending conferences, seminars, summer schools, workshops, Refresher Courses, Orientation courses, winter schools, quality improvement programs etc., duly permitted by competent authority.
  - 4).When the employee is attending to the work assigned by the competent authority in the interest of College/Management.
- “LEAVE” means leave granted by competent authority to an employee to which he/she is eligible.
- “PAY” means basic pay in the time scale or basic pay with special pay/allowance as the case may be.
- “YEAR” means calendar year/ financial year / academic year as the case may be.

### **III. POWER TO INTERPRET, IMPLEMENT AND TO AMEND THE RULES:**

- The power to interpret, implement and to amend the rules and regulations vests with the Governing Body. It is empowered to issue administrative instructions or orders where ever necessary to give effect for the provisions of the rules and regulations. The Management shall have absolute right, liberty and powers to alter these rules. The rules contained herein have right to frame and enforce rules and regulations from time to time, provided that the new rules and regulations so made shall not be detrimental or adversely affect the interest of the existing employees who are in service.

### **IV. GENERAL CONDITIONS OF SERVICES:**

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## **CODE OF CONDUCT FOR PRINCIPAL**

- The Principal should oversee and monitor the administration of the academic programs and general administration of the Institute to ensure efficiency and good order of the Institute.
- The Principal should plan the budgetary provisions and go through the financial audited statements of the Institute.
- The Principal has authority to take all the necessary disciplinary action as and when required to maintain discipline in the Institute.
- The Principal should form various college level committees which are necessary for the development of the Institute.
- The Principal should encourage faculty members to update their knowledge by attending seminars/workshops/conferences.
- The Principal should encourage faculty members to publish text books, research papers in reputed International / Indian Journals / Conferences.
- The Principal should provide leadership, direction and co-ordination within the Institute.
- The Principal should periodically review this code of conduct.
  1. As it deems necessary to ensure that this code of conduct conforms to applicable Laws.
  2. Meets or exceed Institute standards and any weaknesses.
  3. Any of our other policies revealed through monitoring, auditing, and reporting systems are eliminated or corrected.
- The Principal is responsible for the development of academic programs of the institute.
- The Principal should convene meetings of any of the authorities, bodies or committees, as and when considers it necessary to do so.
- The Principal should ensure that directions issued by the management are strictly complied with or, as the case may be, implemented.
- The Principal should ensure that quality in education and academic services is maintained by the Institute.
- The Principal should ensure that the long-term and short-term development plans of the Institute in their academic programs are duly processed and implemented through relevant authorities, bodies, committees and its members.
- The Principal should forward confidential report of all staff members of the Institute and submit to the Management.
- The Principal shall responsible for submission of an annual report on the progress achieved in different developmental and collaborative programs to the various committees and Management.
- The Examination Cell (Exam Cell) was headed by the Chief Superintendent of Examinations (Principal) with supporting staff. The Prime responsibility of Examination Cell is conducting of all examinations (Both Internal and External Exams) in fair and systematic manner under the directions of the Chief Superintendent of Examinations.

## **CODE OF CONDUCT FOR FACULTY**

- Staff must maintain punctuality, honesty and professional ethics.
- They should work within the institutional policies and practices, so as to satisfy the vision and mission of the institute.
- Staff must ensure that they are dressed decently, safely and appropriately for the tasks they undertake.
- Staff should co-operate and collaborate with colleagues and external agencies, necessary to support the development of the college and students.
- Staff should act in a professional and congenial manner towards colleagues, irrespective of their relative position, gender or status within the institutional hierarchy.
- All staff of the college should maintain harmonious relations with other staff and students.
- Staff should maintain confidentiality in conduct of examination and any other Information, unless asked to reveal by the institutional authority.
- All staff should follow the instructions and directions of the authority.
- All staff should constructively contribute toward the development of the college and university.
- All staff should strictly adhere to the academic requirement of the institution and maintain the sanctity of academic environment.
- All staff shall extend their services for the welfare of the community and society at large.
- All staff should properly maintain the records of respective portfolio.
- All staff should make an effort for the continuous development through training programs, workshops and research and development activities.

## CODE OF CONDUCT FOR SUPPORTING STAFF

### **ADMINISTRATIVE STAFF**

- The personal files of the employee should be kept confidential by the staff.
- Staff should take additional responsibilities if required as assigned by Principal.

### **ACCOUNTANT**

- Accountant should prepare, examine, and analyze accounting records, financial statements, and other financial reports.
- Accountant should prepare accounts, taxes and tax returns, ensuring compliance with payment, reporting and other tax requirements.
- Accountant should establish tables of accounts, and assign entries to proper accounts..
- Accountant should report to the Principal regarding the finances of establishment.
- Accountant should assess accuracy, completeness, and conformance to reporting and procedural standards.
- Accountant should provide all the necessary account statement and documents for various committees of the institute.
- Accountant should provide all the necessary account statement for the yearly account audits.

### **STUDENT SECTION**

Student section should

- Ensure the eligibility of the students and prepare related document to submit Andhra Pradesh State Council of Higher Education (APSCHE) within time limit.
- Send the student's information to APSCHE within time limit.
- Ensure the student document verification by APSCHE within time limit.
- Ensure cast certificate/cast validity from concern divisional office.
- Provide all necessary student data to prepare various committee reports.

### **LAB TECHNICIAN**

- Lab assistant should help the lab in-charge to carry out the lab related works.
- Lab assistant should maintain the log register.
- Lab assistant should keep experimental setup ready before conduction of the experiment.
- Lab assistant should ensure the cleanliness of laboratories.

### **CLERK**

- Clerk should maintain service book of all staff of the Institute.
- Clerk should maintain college level/department level all document files

### **PEON**

- Peon should report the college half an hour before the college time.
- Peon should maintain cleanliness of laboratories, class and staff rooms.
- Peon should do all the work assign by the Head of the department and other staff members.
- Peon should not leave the office until and unless the higher authority permits.

## **STUDENTS CODE OF CONDUCT**

Institute trusts in providing secure, efficient and effective campus environment by imposing following behavioral standards. This code shall apply to all students joining in the institute. At the time of admission, each student must sign in the statement accepting this code of conducts and by giving an undertaking that

- Student should attend the college regularly at the schedule time and remain at college campus until the closing time of the institute.
- He/ she should carry identity card issued by the institute and produce as when necessary by the institute authorities or security guards.
- The Student should follow dress code prescribed by the college on week days from Monday to Friday and relaxed on Saturday (formal dress).
- The student should attend the classes during the class hours and should not roam any ware in the campus during this time.
- Students should not involve any offensive activity in the classroom or in any event organized by the institute.
- Boycotting classes is strictly prohibited.
- Carrying of cell phones strictly prohibited in the campus.
- Students should not involve any act of discrimination in both physical and verbal conduct.
- Students are expected not to involve with any media representatives or inviting media persons on to the campus, Organizing meetings and processions without permission from the Institute authorities.
- Students are not permitted to provide audio, image and video clipping of any activity on the campus to social media without prior permission.
- Carrying or use of harmful chemicals and banned drugs, ammunition, explosive or potential weapons, fireworks are strictly prohibited in the campus.
- The student should not involve in activities like Ragging and Eve-teasing.
- Damage to Library Books, Periodicals, Computers and Benches is an act of indiscipline.
- The student should strictly follow the guidelines, regulations and procedures of JNTUK, Kakinada for course curriculums.
- Students are expected to maintain the college premises clean and tidy.

## **CODE OF ETHICS**

A code of ethics is part of any profession. The institution imparting higher and professional education has in place a Code of Ethics to serve as a guideline for forming attitudes, directing conduct and maintaining an environment of personal and institutional integrity.

All members of the institution are to abide by this code in letter and spirit, within and outside the campus.

### **Integrity**

UCET believes in and fosters personal, academic and professional integrity. Among other things, integrity calls for

- Being honest in examinations and assignments, and avoiding plagiarism and misrepresentation of facts.
- Not using computers to gain access to unauthorized information or objectionable websites.
- Not evading legitimate financial obligations.

### **God-orientation**

A student of UCET cultivates a basic God-orientation that contributes to the development of a healthy personality. This requires

- Respect for all religions and faiths.

### **Dress Code**

A dress code expresses both professionalism and uniformity. A professional appearance helps to develop self-confidence and promote an environment of mutual respect and dignity. Hence the college may deem it fit to propose a dress code for the students of certain academic programmes. Wherever a dress code has been proposed by the college, all students shall abide by it.

### **Substance Abuse**

Substance abuse such as tobacco, alcohol, drugs, etc., is contrary to the dignity of human beings and forms habits that destroy persons, families and society. They should not be brought into or used within the campus.

### **Cell Phones**

While cell phones have become very common, it is necessary that they be used judiciously. Their use during academic activities and official functions violates etiquette and manners. To prevent this, cell phones shall remain switched off in the campus.

### **Family Spirit**

A fundamental characteristic of institutions is the family spirit. This is to be ensured by

- Cordiality in relationship between and among students and staff members.
- Harmonious living and respect for members of other communities and religions.
- Not taking part in divisive activities and partisan politics or forming associations which go counter to the spirit of harmonious living.

### **Anti-Ragging**

Ragging and eve-teasing are activities which violate the dignity of a person and they will be met with zero tolerance. An Anti-ragging Committee is in place to prevent/deal with violations according to the civil laws in force.

### **Community Service**

The institute values community and neighbourhood service as an integral part of education. Whenever the college organizes programmes to achieve this end, students are expected to take part in them whole-heartedly.

### **Discipline**

Discipline is an essential aspect of the maturing process. The college shall provide an environment conducive to self-discipline. To maintain this environment,

- Students shall treat teachers and those in authority with due respect.
- Acts of indiscipline, insubordination and interference in administration are unacceptable.
- Acts of serious indiscipline will be dealt with by the Disciplinary Committee which comprises of faculty members and student coordinators.

### **Attendance**

Regularity in attendance and punctuality are signs of one's commitment to learning. Hence,

- Any absence should be with prior sanctioned leave.
- In case of any emergency such as sickness, bereavement, etc., the parent or guardian must inform the concerned authority promptly.

### **Skill Acquisition**

Education is more than acquiring knowledge. The college organizes programmes aimed at enhancing the skills required for an integrated personality. Active participation in these programmes is mandatory.

**Respect for Property**

Care and respect for common facilities and utilities are an essential component of social responsibility. In view of this, any willful damage to college property must be made good by the persons concerned.

**Safety**

Safety of individuals is an important issue. Hence, one's own safety as well as that of others should be the primary concern of every student, especially in the workshops and laboratories. While the college makes every effort to provide a safe and secure environment for work and study, the responsibility for individual safety lies with each student. The college cannot be held accountable for careless accidents.

**Parents-Institution Linkage**

By getting their wards admitted into the college, parents entrust them to the institution during the most crucial years of their lives - a period that prepares them to take on the responsibilities of adulthood. The college stands committed to providing them excellent education and integral formation. However, parents have an equal responsibility in this task. We expect that parents/guardians will frequently enquire and be informed about their ward's progress, come to the college when required and on important occasions in the life of the staff and students of the college.

**Conclusion**

This Code of Ethics lays down norms of behavior for the more important contexts of life in the college. These guidelines, however, are not exhaustive. Any conduct that goes against the letter and spirit of these principles and norms will be considered a violation of this Code. UCET urges to make timely use of every opportunity and experience to full fill their life.