



**MALLA REDDY
ENGINEERING COLLEGE**

SERVICE RULES

w.e.f. AY 2020-21



About The Institution

Malla Reddy Engineering College (Autonomous) – MREC, is one of the top notch and highly reputed engineering colleges in Hyderabad, Telangana. MREC is part of Malla Reddy Group of Institutions (MRGI), founded by Sri. Ch. Malla Reddy, currently Hon'ble Minister, Labor and Employment, Factories and Skill Development, Govt. of Telangana State, who has invaluable insights into technical education of highest quality. The college is situated in a serene, lush green environment on Kompally- Bahadurpally Road, opposite Forest Academy, Medchal-Malkajiri District, Telangana State and adjacent to Urban Forest.

Established in the year 2002, the college is approved by AICTE and affiliated to JNTUH. The University Grants Commission (UGC) conferred 'Autonomous' status upon the college till the year 2024 – 25. The college is placed in 251 – 300 Band in Engineering category in NIRF 2021 rankings. The college is accredited by NAAC with 'A' Grade (Cycle II). The peer team visit for the NAAC accreditation under Cycle III is expected very soon. Five UG programmes offered by the departments of CE, EEE, ME, ECE and CSE got accredited by NBA recently with a score of 700+ points each under Tier – I which is a first time ever feat in the state of Telangana. The eligible PG programmes are also accredited by NBA till June 2022 which is again a rare achievement. AICTE has handpicked the college under Rs. 50 Lakh worth 'Margadarshan' scheme wherein the college got the privilege to mentor 10 Engineering colleges for the NBA accreditation process of the eligible programmes in those colleges.



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The research potential of the college is duly recognized by various funding agencies both national and international. It is evident from the fact that the college got Rs. 1 Crore grant from the software giant Microsoft under 'AI for Earth' scheme.

The Institute Innovation Council (IIC) is vibrant and bagged 4-star rating recently awarded by Ministry of Education's Innovation Council. Also, the college is listed in 'Band - Performer' in ARIIA 2021. MRECHUB, the incubation centre at MREC supports the entrepreneurial ideas among the students and encourages them to establish their Start-ups.

The Centre of Excellence addresses the need of Skill development training to the students. The efforts put in by the Entrepreneurship Development Cell (EDC) in educating the students about the scope of entrepreneurship are lauded by the affiliating university JNTUH. Further, the R and D Cell encourages both the faculty and students to take up quality research besides educating them regarding research ethics, quality publications and IPR related issues.

The phenomenal reforms undertaken by the college made it the leader in terms of placements. Year after year the placement record is getting improved making the college break its own records set by it earlier. The total number of placement offers has surpassed 1400 mark in the year 2020 – 21.

The dynamic Industry Institute Interaction Cell (IIIC) has ventured the college into MoUs with the reputed academic institutes of higher learning in the region and renowned MNCs and other industries. The recent achievement is the MoU with IIT Hyderabad.

Besides academics the college believes in bringing out and building up the co-curricular and extra-curricular potential hidden in the students. Various clubs like Literary club, Dance club, Music club, Social service club, Social service club, Fine arts club, Technical club and Photography club under Students Associations Council (SAC) are actively involved in nurturing the variety of talents in the students.

The college caters to wide ranging aspirations and goals of student communities by offering relevant courses and programs in various streams of Engineering & Technology and Management. It owns world-class infrastructure and well-equipped laboratories in all departments It is skilfully and smartly guided by Dr. A. Ramaswami Reddy, Director -cum- Principal, who has a rich teaching and research experience of many years.





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Few highlights of MREC:

- Placements in Top-Notch Companies
- Qualified faculty with industry / research experience
- Choice-based credit system
- Industry Driven Curriculum
- MoUs with Academic institutions, Top MNCs and Industry Majors
- Centralized Academic Library with Digital Collections
- Technical case studies & online assignments
- Wi-Fi enabled campus
- 24X7 Video Surveillance
- Intuitive e-Learning Portal
- Excellent Research and incubation Centers
- State-of-the-art laboratories
- Well-equipped Major Auditorium
- Technical Fests, workshops & Conferences
- Comprehensive Campus Recruitment Training
- Guest lectures by experts from Industry/Academia
- Well Furnished hostels
- Industry Interface Programs
- Green Campus
- Gymnasium
- Indoor and Outdoor Sports
- Spacious Food Courts
- Pollution Free Campus
- 24x7 Security





About The Chairman

SRI CH. MALLA REDDY
Founder Chairman, MRGI



Sri. Ch. Malla Reddy is an educationist and a politician of highest repute. He is currently serving as the Hon'ble Minister for Labor and Employment, Factories, and Skill Development, Govt. of Telangana State. His dream is to bring out quality Engineers who would contribute the progress of the nation. He firmly believes in Skills development for students. He wants the young minds to be nurtured in grasping emerging technologies. He believes that they need to have the skills and attitudes that are relevant to the future work demands. He urges the faculty to focus on holistic teaching-learning process so as to pave way to quality output and future leaders of our nation striving towards Excellence in the truest sense.





About The Director – cum – Principal

Dr. A. Ramaswami Reddy

Director - cum - Principal, MREC



Dr. A. Ramaswami Reddy is the Director - cum - Principal of Malla Reddy Engineering College (Autonomous). He obtained his PhD from JNTUK, Kakinada in the faculty of Computer Science and Engineering. He has 20+ years of experience in teaching and research. He worked at various capacities like Director, Principal, Dean, Head, Controller of examiner and chief warden at reputed engineering colleges.

He is well-versed in sophisticated research techniques and technologies, applications of Image Processing, Data Mining and Machine Learning Techniques. He also possesses excellent knowledge and skill of various programming languages and expertise in lab and research, data collection/analysis. He has guided over 200 B.Tech students, 50 M.Tech students and currently 6 PhD students are working under his supervision.

He is the chief coordinator of funded projects worth Rs.1.51 crores granted for various schemes like Microsoft AI for Earth, AICTE Margdarshan and AICTE SPICES. He has published in more than 30 refereed international journals and presented papers in many national and international conference. He has given over 30 guest lectures/seminars, organized around 20 workshops/conferences/guest lectures and attended as a resource person at other technical institutions. He is a member of many societies like IEEE, ISTE, Life Membership FIE.





VISION OF THE INSTITUTE

To be a premier center of professional education and research, offering quality programs in a socio-economic and ethical ambience.



MISSION OF THE INSTITUTE

- To impart knowledge of advanced technologies using state-of-the-art infrastructural facilities.
- To inculcate innovation and best practices in education, training and research.
- To meet changing socio-economic needs in an ethical ambience.



SERVICE RULES

RULES AND CONDITIONS GOVERNING APPOINTMENT OF STAFF

I. Preamble:

1. These rules shall be called as "Service and Conduct Rules of Employees, 2017 (Revised)".
2. They shall come into effect from June, 2017 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 Malla Reddy Engineering College (A)'
2. 'Management' means CMR Educational Society represented by its Founder Chairman.
3. 'CHAIRMAN' means the Chairman of the Managing Committee of CMR Educational Society.
4. 'SECRETARY' means the Secretary of the Managing Committee of C.M.R Educational Society.
5. 'Principal' means 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 C.M.R Educational Society for Malla Reddy Engineering College (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 in accordance with AICTE norms.
12. 'Non-Teaching Staff' (including contingent staff) pattern, cadres and strengths in accordance with AICTE/Telangana Government norms.
13. 'Competent Authority' – Secretary in the case of Principal and Principal in the case of other employees.
14. 'On Duty' - an employee is said to be on duty (OD) in the case of following.
 - a) 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.
 - b) When the employee is absent from duty on authorized holidays, on permitted vacation or when availing any leave sanctioned by the competent authority.
 - c) 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, and
 - d) When the employee is attending to the work assigned by the competent authority in the interest of College/Management.
15. 'Leave' means leave granted by competent authority to an employee to which he/she is eligible.
16. 'Pay' means basic pay in the time scale or basic pay with special pay/allowance as the case may be.
17. '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 Management who is empowered to issue such administrative instructions or orders as may be necessary to give effect and to



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carry out the provisions of these rules and regulations. The Management shall have absolute right, liberty and powers to withdraw, modify, amend, alter, add to, repeal or to supersede at its sole discretion any or all the rules contained herein or any rules and regulations framed and enforced by it from time to time, provided that the new rules or regulations or alterations or amendments so made shall not be detrimental or adversely affect the interest of the existing employees who are in service on the day new rules or regulations or alterations come into force.

IV. MANAGEMENT'S POWERS TO DELEGATE:

The Management may delegate to the Secretary or to any officer or officers of the Society or Institutions under their control any or all the functions wholly or partly, permanently or temporarily and such officers or officer shall be the Management for the purpose of interpretation of these rules to the extent and for the duration of the period as may be authorized by the Management.

V. GENERAL CONDITIONS OF SERVICES

The process of recruitment will be in accordance with the AICTE, JNTUH and State Government guidelines. The Staff Selection Committee (SSC) shall augment candidature in an appropriate ratio for every position to be filled, from any or all of the following sources:

- Advertisement in the News papers
- Applications received through website notification
- Invitation / Referrals
- Faculty Database at the College
- Promotions from the existing staff

If the SSC deems it fit, it may also conduct Walk-in Interviews for augmenting the required candidates.

1. The SSC shall short list the candidates in the following processes:

Personal Interviews

Micro Teaching and Demonstration

2. The committee shall finalize the short-listed candidates and submit their recommendation along with the personal data sheets/Bio data to the Director for final approval.
3. An Offer of appointment shall be released by the Director/Chairman
4. Qualifications and experience are as per AICTE norms:



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Programme	Cadre	Qualification	Experience
Engineering and Technology	Assistant Professor	BE/B.Tech & ME/ M.Tech in relevant branch with 1st class or equivalent either in BE/B.Tech or ME/M.Tech.	
	Associate Professor	Qualifications as above that is for the post of Assistant Professor as applicable and PhD or equivalent in appropriate discipline. Post PhD publications and guiding PhD students is highly desirable.	Minimum of 5 years experience in teaching / research /industry of which 2 years post PhD experience is desirable. In case of Architecture, Professional Practice of 5 years as certified by the Council of Architecture shall also be considered valid.
	Professor	Qualifications as above that is for the post of Associate Professor applicable. Minimum of 10 years teaching/ research /industrial experience of which at least 5 years should be at the level of Associate professor. or Post PhD publications and guiding PhD students is highly desirable.	Minimum of 13 years experience in teaching and / or Research and /or Industry. In case of research experience good academic record and books/ research paper publications /IPR/ patents record shall be required as deemed fit by the expert members of the selection committee. If the experience in industry is considered
Humanities and Sciences	Assistant Professor	Master's degree with 55% marks (or an equivalent grade in a point scale wherever the grading system is followed) in a concerned/relevant/allied subject from an Indian University or an equivalent Degree from an Accredited foreign University.	



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		In addition to the above, the candidates must have cleared the National Eligibility Test (NET) conducted by the UGC or the CSIR, or a similar test accredited by the UGC, like SLET/SET or who have been awarded a PhD degree in accordance with the UGC (Minimum Standards and Procedure for award of M.Phil/PhD Degree) Regulations 2009 or 2016 and their amendments from time to time as the case may be exempted from NET/SLET/SET.	
	Associate Professor	Qualifications as above that is for the post of Assistant Professor as applicable and PhD or equivalent in appropriate discipline. Post PhD publications and guiding PhD students is highly desirable.	Minimum of 5 years experience in teaching / research /industry of which 2 years post PhD experience is desirable.
	Professor	Qualifications as above that is for the post of Associate Professor applicable. Minimum of 10 years teaching/ research /industrial experience of which at least 5 years should be at the level of Associate professor. or Post PhD publications and guiding PhD students is highly desirable.	Minimum of 13 years experience in teaching and / or Research and /or Industry. In case of research experience good academic record and books/ research paper publications /IPR/ patents record shall be required as deemed fit by the expert members of the selection committee. If the experience in industry is considered



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VI. General Service Conditions:

1. All the employees of the college shall be subject to the general disciplinary and conduct rules of the college.
2. 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.
3. 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 Director.
4. 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 if it is in the interest of the college and report his action to the Management and the university as the case may be.
5. The services of an employee are liable to be terminated on grounds of fraud, gross in discipline, negligence of duties, prolonged illness, disability to discharge his / her official duties satisfactorily etc., giving 3 months notice or 3 months 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 Director of the Institution.
6. No application of an employee seeking employment elsewhere shall be forwarded during the first year of service. On completion of first year of service not more than two applications per academic year shall be forwarded for outside jobs.
7. An employee shall have to give three months notice in case he / she desires to be relieved on resignation or alternatively he / she shall pay three months 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.
8. For all employees in the College, an individual personal file and Service Register shall be maintained with regular updating as per Telangana State Government / affiliating university norms.
9. All persons appointed to regular posts in the Institute shall be on probation for a period of TWO years. Persons appointed to higher posts by promotion shall also be on probation for 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.

VII. Leave Rules:

A. General:

1. 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.
2. A leave account shall be maintained for each employee in an appropriate form.
3. An employee shall not take up any service or accept any employment, while on leave.
4. Casual leaves are sanctioned to the employees by the Principal based on the recommendations of concerned Heads of the department/sections
5. 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.

B. Casual Leaves:

1. All employees of the College who have completed 1 year service shall be entitled to 12 days of casual leave., in a calendar year on a pro rata basis of one C.L., in a month, to be decided before the beginning of calendar year or proportional to the service put in by an employee during the year of his / her initial employment. In case an employee has accumulated C.L., in a calendar year, he / she can avail only 3 days



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C.L., at a stretch. In case of any emergency Casual Leave may be granted, subject to eligibility, for a period not exceeding 10 days at a time, including holidays.

2. Casual Leave for half day can be granted to an employee for the Forenoon or afternoon session. In normal circumstances, casual leave requires advance sanction. The employee has to make alternate arrangements for his / her work.

C. Special Leave:

1. All the teaching staff are entitled for special leave up to 10 days in a calendar year to take up examination work in our college or outside, to attend conferences or seminars etc.
2. Special Casual Leave may also be granted for attending to calamities subject to prior approval after exhausting all casual leaves.

D. Earned Leave:

1. All the vacation staff of the college shall be eligible for a vacation of three weeks in a Calendar year. They shall be present in college either on the last working day before vacation or on first working day after the vacation. However the Principal is empowered to recall any staff from vacation incase of essential work.
2. All the regular non-vacation staff of the college shall be eligible to accrue of Earned leave of 30 days in a calendar year.
3. All regular employees can accumulate earned leave up to a maximum of 240 days.
4. All the vacation staff are eligible to earn the additional E.L. at the rate of one day for every two days of retention during vacation for attending to official duty.

E. Half Pay Leaves:

1. The half pay leave may be granted to regular employees on medical grounds at the rate of 20 days per calendar year.
2. Commuted leave not exceeding half the amount of half pay leave due may be granted medical grounds to a permanent employee.

F. Maternity Leave:

All Women employees are entitled to maternity leave of 90 days each for first two pregnancies.

G. 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 one member per department per year. In such cases the faculty member is entitled to receive half of his salary during his period of study. The other conditions are as follows:

The faculty deputed must have served in this college for a minimum period of three consecutive years. The period of study leave should be two years for M.Tech. / M.E. programme and three years for Ph.D. The teacher concerned should execute a bond on the required non judicial stamp to the effect that he / she shall serve the institution for double the period of study leave taken for the above programme. The penalty in case of violation of bond will be double the amount received from the Institute during the study period. Any extension of such leave shall be on loss of pay only. Management is the sanctioning authority for such leave on the recommendations of the Principal and Head of the Department concerned.

H. 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.

VIII. Leave Rules for Contingent Staff:

All the contingent staff of the college are eligible for a Casual Leave of 10 days in a calendar year and other leaves of 10 days.



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IX. 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 Telangana State government in force from time to time.

X. 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.

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

The regular teaching staff 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.

CONDUCT RULES FOR ALL EMPLOYEES

- a) Every employee shall be governed by these rules and is liable for all consequences in the event of any breach of rules by him / her.
- b) Every employee shall at all times maintain integrity of character, be devoted to his / her duty and be honest and impartial in his / her official dealings. An employee shall, at all times be courteous and polite in his / her dealings with the Management, Principal, other members of staff, students and with members of the public. He / she shall exhibit utmost loyalty and shall, always, act in the best interests of the college.
- c) An employee shall be required to observe the scheduled hours of working during which he / she must be present at the place of his / her work. No employee shall be absent from duty without prior permission. Even during leave or vacation, no employee shall leave headquarters except with the prior permission of proper authority. Whenever leaving station, an employee shall inform the Principal, in-writing through the respective H.O.D. or the Principal directly if he / she happens to be a H.O.D. the address at which he / she would be available during the period of his / her absence from the headquarters.
- d) No employee shall be a member of any political party or shall take part in politics or be associated with any party or organization which takes part in political activity, nor shall aid or assist in any manner any political movement or activity.
- e) No employee shall make any statement, publish or write through any media which has the effect of an adverse criticism of any policy or action of the College or detrimental to the interests of the college.
- f) No employee can engage directly or indirectly in any trade or any private tuition or Undertake employment outside his official assignment, whether for any monetary gain or not.
- g) An employee against whom an Insolvency Proceedings commenced in a Court of Law shall forthwith report full facts thereof to the College.
- h) An employee against whom Criminal Proceedings are initiated in a Court of Law shall immediately inform the competent authority of the college regarding the details thereof.
- i) No employee shall, except with prior permission of the competent authority, have recourse to law or to the press for the vindication of any official act of the College which has been the subject matter of criticism or attach defamatory character.
- j) Whenever an employee wishes to put forth any claim or seeks redressal of any grievance he/she must forward his/her case in writing through proper channel to the competent authority and shall not forward any such advance copies of his/her application to any higher authority unless the competent authority has rejected his/her claim or refused redressal of the grievance or has delayed the matter beyond a reasonable time.
- k) An employee who commits any offence or dereliction of duty or does an act detrimental to the interests of the College is subject to an enquiry and punishment by the competent authority. However, any employee aggrieved with the decision of the competent authority may appeal against such punishment or decision



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within 15 days of the receipt of the orders of the decision to the Management and the decision of the Management thereon, is final and binding on the employee.

- i) No employee shall engage in strike or incitements therein or similar activities such as absence from work or neglect of duties or participate in hunger strike etc. Violation of this rule will amount to misconduct and attract deterrent punishment.

DISCIPLINARY ACTIONS

- a) All employees are liable for disciplinary action for disobedience, misconduct and negligence of duty. However such disciplinary action shall be taken after establishing the grounds on which the disciplinary action is initiated and after a reasonable opportunity has been provided to the employee to defend himself/herself.
- b) As part of the disciplinary action, the following punishments for good and sufficient reasons may be imposed upon the employees of the Institution, after establishing the facts about committing an offence and dereliction/negligence of duties.
 - i) Censure
 - ii) Withholding increments / promotion
 - iii) Recovery from his salary whole or part of any financial loss caused to the college due to negligence of duty or breach of orders / rules.
 - iv) Suspension
 - v) Removal from service
 - vi) Dismissal from service
- c) If the competent authority feels it necessary to constitute an enquiry committee as apart of the procedure for taking disciplinary action, the enquiry committee shall consist of three members-HODs from among Senior Faculty members.
- d) An employee can appeal against any punishment imposed upon him/her by the competent authority to the Management/Governing Body as the case may be.

GENERAL BENEFITS:

a) E.P.F

All the employees of the Institute who completed 3 years service in this institute shall be covered by the Employees Provident Fund Act, subject to their salary ceiling limit.

b) Health Insurance

The Employees of Institute are not entitled for any reimbursement of medical expenses incurred for the treatment of themselves or their family members. However, they are eligible for partial reimbursement of premium (as decided by the management from time to time) as against the premium paid by them towards the Group Health Insurance Policy taken by them on production of documentary evidence.



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MREC SERVICE RULES



MALLA REDDY ENGINEERING COLLEGE

(A UGC Autonomous Institution, Approved by AICTE, New Delhi & Affiliated to JNTUH, Hyderabad).
Accredited 2nd time by NAAC with 'A' Grade, NIRF Rank Band 250-300,
ARIIA Band Performer, NBA Tier-I Accredited (B.Tech- CE, EEE, ME, ECE & CSE,
M.Tech- Structural Engineering, Electrical Power Systems, Thermal Engineering)

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