

ACE

Engineering College

An Autonomous Institution

(Approved by AICTE & Affiliated to JNTUH)

Sponsored by Yadala Satyanarayana Memorial Educational Society
Ankushapur(V), Ghatkesar(M), Medchal Dist - 501 301



SERVICE RULES

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1: Organization, Governance and Transparency

1-1.1 Governing body, Administrative setup and functions of various bodies

List of Governing and all other Academic and Administrative bodies, their memberships, functions, and responsibilities, relation of the members of such bodies with the principal owner of the College/Institute, frequency of the meetings and attendance therein, is provided in a tabular form.

The College is sponsored by Yadala Satyanarayana Memorial Educational Society (YSMES).

The college governance is done through the following bodies:

- Yadala Satyanarayana Memorial Educational Society (YSMES), ACE Engineering College
- Governing Body
- Academic Council

The details of members and functions are provided below:

- The Yadala Satyanarayana Memorial Educational Society (YSMES) of ACE. The details of members of the present body are also furnished.
- Frequency of Meetings: Twice in a Year.

List of Members:

S.No.	Name of the Member	Qualification	Designation
1	Dr. Y. Venkat Rao	MBBS, MD	Chairman
2	Mr. Y. Venkateswarlu	B.Com, FICWA	Vice Chairman – I
3	Dr. P. Ayub Khan	M.Tech, Ph.D	Vice Chairman – II
4	Prof. Y.V.Gopala Krishna Murthy	M.Tech	General Secretary
5	Mrs. M. Padmavati	D.E.C.E., B.A	Joint Secretary
6	Mrs. B. Vijaya Laxmi	M.A., B.Ed	Treasurer
7	Ms. Y. Sravani	B.Tech	Executive Member

8	Mr. Y. V. Raghu Vamsi	B.S (USA)	Executive Member
9	Smt. B. Savithramma		Executive Member

Primary Functions of Yadala Satyanarayana Memorial Educational Society (YSMES): Giving approval for decisions taken by sub committees regarding matters such as building construction, major equipment purchase, applications for new courses/ additional intake, affiliation of courses, staff matters, faculty recruitment, major student welfare measures etc.

- Sub-committees of the Yadala Satyanarayana Memorial Educational Society (YSMES):

The major decision making activities of the Executive Council (EC) are assigned to six different sub-committees listed below. The members of these committees are nominated by the General Secretary. The decisions taken by the subcommittees are to be ratified in the next EC meeting of the Society.

Frequency of Meetings: Meetings of these committees take place usually once in a semester, but can be scheduled as per the decision of the Chairman of the Committee. Each Committee is constituted for a period of one academic year unless otherwise extended.

Table: Various subcommittees and their functions

Governing Body:

After obtaining the consent of the following professionals of excellence from different sectors / area and identification of Educational Society members, a full fledged College Governing Body is constituted for the period of three (3) years starting from A.Y. 2023-24 to 2025-26 is as follows.

S. No.	Name of the Member	Designation	Representative of Society/Trust/ Industry/Others	Academic Background
1	Prof. Y.V. Gopala Krishna Murthy	Chairman	General Secretary, YSM Educational Society	M.Tech

2	Dr. Y. Venkat Rao	Member	Chairman, YSM Educational Society	MBBS, M.D.
3	Dr. P. Ayub Khan	Member	Vice-Chairman, YSM Educational Society	Ph.D.
4	Mrs. M.Padmavathi	Member	Joint Secretary, YSM Educational Society	B.Com
5	Mrs.B.Vijaya Laxmi	Member	Treasurer, YSM Educational Society	MA, B.Ed.
6	Dr. Govind Maheshwari	UGC Nominee	Professor, ME, Institute of Engg and Technology Devi Ahilya Vishwavidyalaya	Ph.D
7	Dr.J.Suresh Kumar	JNTUH Nominee	Sr. Professor, ME, JNTUH UCESTH	Ph.D
8	Prof.A.Govardhan	State Govt. Nominee	Professor, CSE & Rector, JNTUH	Ph.D
9	Ms. M.Divya Vani	Member	Senior Consultant, "Capgemini"	B.Tech
10	Dr.Ganti Krishna Sharma	Member	Controller of Examinations, and Professor, CSE, ACEEC	Ph.D.
11	Mr.Y.V.S.Durga Prasad	Member	Associate Professor, ECE, and Training & Placement Officer, ACEEC	M.Tech
12	Dr. B.L. Raju	Member Secretary	Principal & Professor, ECE, ACEEC	Ph.D.

This policy making body of the college meets periodically at least once in three months or as frequently as necessary, discusses the agenda prepared by the Principal. It reviews the Academic performance every semester and formulates policy decisions for betterment of Academics. The annual budget of the next financial year is discussed and decisions are recorded, after reviewing the income and expenditure of the college

particularly less or excess spending in each department in the previous year.

Functions and Responsibilities of College Governing Body:

- To formulate long range planning for the growth and development of the institute.
- To take decisions for the introduction of new programs of study at UG and PG level.
- Approve civil works for the infrastructure development of the college.
- To work out measures for the creation and operation of R&D cell, Consultancies.
- To enter into MOUs with Industry, training, placement, organizations.
- To formulate the rules and regulations regarding leaves , resignations, reliefs, probations, vacation ,incentives for both staff and students, library, transport, computer centre, canteen, scholarships, endowments , annual prizes, annual events, sponsorships etc.
- To finalize and approve proposals for research projects applied by the faculty concerned to AICTE, UGC, DOS and other funding agencies.
- It frames rules as to the functioning of account section, formats for maintenance of accounts, arrange for their audit and review the audit report given by a qualified Chartered Accountant.
- It takes steps for internal audit of the expenditures.
- It formulates the rules and regulations relating to donations by others for the development of the institute.
- It finalizes the service conditions(Selection, Appointment, Probation declaration, annual increment, scale of pay, promotion, training, regularization, ratification, deputation, lien, disciplinary matters etc.) of the staff working in consonance with State Government, AICTE, JNTUH stipulations.
- It monitors the functioning and progress of the institute fulfilling the objectives of the sponsoring society.
- It decides whether to share the infra-structure of the institute with other institutes/purposes having similar goals or not.
- It evolves fund raising programmes for the growth of the institute.

All transactions of the Governing Body are recorded with regular maintenance of minutes.

1-1.2. Defined rules, procedures, recruitment and promotional policies etc

(List of the published rules, policies, and procedures, year of publications, awareness among the employees/students, availability on web etc.

- The College rules, policies, and procedures are made available on the College website, in the department, in the library, etc for perusal of all its employees, students, and other stake holders.
- The rules and policies regarding recruitment and promotion are as per AICTE and JNT University norms, which are also made available on web, in the department, library, etc for perusal.
- Academic regulations of JNT University Hyderabad to which the College is affiliated are made available to all students for their perusal in hard copy and also placed on the College web-site.
- Awareness among the employees/students about these rules, procedures, etc., is created.

In addition

- Sixth pay commission recommended scales are partially implemented for the eligible faculty.

Recruitment Procedure:

Through University

- Approval to the sanctioned posts is first obtained from the College Management along with the permission for releasing advertisement inviting applications for the sanctioned posts as per AICTE norms.
- The advertisement is published in local and national News Papers. The same is posted on the College's website.
- The list of eligible candidate names is sent to the University for conducting interviews.
- Selection Committee duly appointed by as per the guidelines of the University conducts the interviews and selects candidates.

Adhoc Appointments

- Approval to the sanctioned posts is first obtained from the College Management along with the permission for releasing

advertisement inviting applications for the sanctioned posts as per AICTE norms.

- The advertisement is published at local and national level. The same is posted on the College's website.
- Eligible candidates are called for interviews.
- A duly constituted selection committee of the College conducts interviews and selects candidates.
- The appointment letter is given to the candidates.
- The Principal also uses the method of invitation for getting the faculty recruited into the institution. The invitation is limited to Professor Cadre only.

1.1.3 Decentralization in working including delegation of financial power and grievance redressal system

- List of faculty members who are administrators/decision makers for various assigned jobs (please see the following table

Position	Function
Governing body	<ul style="list-style-type: none"> • Frames directives and polices on core values principles and guiding principles of the College • Amends and approve polices from time to time • Approve budgets
Principal	<ul style="list-style-type: none"> • Design and defines the organization 's structure • Defines and delegates the responsibilities of various position in the organization • Ensures periodic monitoring & evaluation of various process & sub- processes • Look after the overall development of the institute • Mobilizes external resources to strengthen the institute • Instills confidence and devotion in every member of the College • Ensures effective purchase procedure is followed • Defines quality policies and objectives

Position	Function
	<ul style="list-style-type: none"> • Prepares annual budget • Conduct periodic meeting of various bodies such as governing council academic committee, etc • Manages accounts and finance • Manages employee recruitment process
Dean Academics	<ul style="list-style-type: none"> • Ensures execution of academic calendar for UG programs • Oversees the teaching –learning process • Carries out result analysis and suggest corrective measures to Principal • Initiates remedial teaching measures • Facilitates proper conduct of co-curricular activities • Oversees student & faculty counseling • Oversees first year student orientation program • Oversees Faculty Development program (FDPs) <ul style="list-style-type: none"> ➤ Identifying training needs of faculty ➤ Notify the faculty about various FDPs ➤ Arrange FDPs ➤ Proposing annual budgets for FDPs ➤ Maintain FDP records
Dean Academics (Autonomous Programs & Planning)	<ul style="list-style-type: none"> • To plan coordinate and execute the meetings of all BOS of the college • To plan and implement the Academic Calendars for college • To frame Autonomous Rules & Regulations. • To oversee all the activities concerning Autonomous rules & regulations
Dean (R&D)	<ul style="list-style-type: none"> • Promoting research activities within the College • Helping the faculty to be aware about opportunities for funded research • Oversees conference registration and travel funding requirements of the Staff and Students. • Facilitates the departments to conduct Conferences, symposiums and workshops
Controller of Examination	<ul style="list-style-type: none"> • Facilitates <ul style="list-style-type: none"> ➤ To schedule examination, notification of examination fees.

Position	Function
	➤ Arrangement for conducting examination, collection of answer papers, valuation, processing and declaration of results
Head of the Department	<ul style="list-style-type: none"> • Plans ,executes and monitors academics and support activities of the department • Identifies and promotes the strength of the students/faculty /staff • Proposes department budget • Adheres to quality management system (QMS) procedures • Maintains records of departmental activities and achievements
I/C Maintenance	<ul style="list-style-type: none"> • Maintain updated building plans • Overall building maintenance and campus • Coordinates maintenance and housekeeping
Public Relations Officer	<ul style="list-style-type: none"> • Arranges campaign of admission under B category • Executes the B category admission process • Designs and prints admission brochure • Maintains album containing photography of all events buildings • Publicizes events • Liaison with TSCHE, University, DTE, AICTE,etc.
I/C Workshop	<ul style="list-style-type: none"> • Smooth running of the workshops • Preparing material requirement • Oversee the College bus service • Oversee the generator faculty •
I/C Alumni Association	<ul style="list-style-type: none"> • Facilitates formation and registration of alumni association • Ensures alumni registration • Arranges annual alumni meet • Proposes alumni association's annual budget • Prepares news letter
System Manger (I/C Computing, Internet And Website Facilities)	<p>Facilitates in</p> <ul style="list-style-type: none"> • Maintenance and upkeep of all computer systems and campus network • Maintenance and updating College website • Arranging maintenance of all software used in central computing facility
AO (In Charge Of	<ul style="list-style-type: none"> • College roster • Service registers

Position	Function
Academics,A/C Establishment, Examinations, Scholarship)	<ul style="list-style-type: none"> • Faculty personal files • Recruitment process • Maintain minutes of meeting • Coordinate day to day activities of office • AICTE,DTE,TSCHE and University committee preparation • Annual College budget
Director – Industry Relations	<ul style="list-style-type: none"> • Liaison with industry • Identifiers and provides for training needs of students • Arranges campus interviews • Proposes annual T & P budgets • Assists students develop and implement successful job search strategies. • Works with faculty member /department heads and administration to integrate career planning and academic curriculum as well as coordinate project work /summer training program/internship programs • Prepares audio video presentation or a brochure on the College to be presented to potential employers • Prepares a placement brochure having all student profiles <ul style="list-style-type: none"> ➤ Generation of awareness in the students regarding future career options available to them
I/C Learning Resources and Library	<ul style="list-style-type: none"> • Plan and execute modus operandi of routine activity of the library • Plan and proposes expansion /development • Maintain library discipline and culture • With the help of librarian, prepare annual budget for library • Coordinate with HODs to arrange for printing of lab manuals, record books, assignments and ensure that these are available at least one week before the commencement of the semester.
I/C Transport	<ul style="list-style-type: none"> • Maintains buses meant for faculty and

Position	Function
	students <ul style="list-style-type: none"> • Provides bus schedules and takes all the necessary logistics of transport.
Physical Director	<ul style="list-style-type: none"> • Ensure smooth conduct of sports • Ensure proper use of sports facilities • Purchasing of sport items • Encourages students to participate in zonal tournaments • Creation and upkeep of sports facilities • Proposing annual budget for sports • Oversees security

(Specify the mechanism and composition of grievance redressal system, including faculty association, and staff-union, if any.)

1-1.4. Transparency and availability of correct/unambiguous information

- Dissemination and Availability of Institute/Program
- Website of the College <http://www.aceec.ac.in>

Leave Rules of employees for compliance W.E.F 3rd January 2025

The Teaching staff members are entitled to avail the following leave benefits:

CASUAL LEAVE (CL):

Casual leave is given to the members of the teaching staff to allow them to be absent from duty under special circumstances. However, this leave cannot be claimed as a matter of right. The total number of days of CL permitted in a calendar year is 12 and the number of casual leaves admissible to them will be on prorating basis. The staff member will be eligible for 1 Casual Leave (CL) per month, effective after completing one month of service from the date of joining.

- a. A teaching staff who avails the CL (Casual Leave) must make arrangements for their class work to be covered by substitute teaching staff, with the concurrence of the Head of Department (HOD). Additionally, the teaching staff must ensure that any pending syllabus or tasks from the period of absence are completed by the end of that month. This ensures that the educational needs

of the students are met, while also providing the necessary support and resources for the teaching staff during their absence.

- b. The teaching staff must obtain the principal's approval for their leave request through the Head of Department (HOD) at least one to two days before the intended date of leave. This ensures proper administrative procedures are followed and allows the college to make necessary arrangements to cover the teaching staff's absence. The advance notice period is essential for the principal to review and authorize the leave, and for the HOD to make any necessary adjustments to the college's schedule and staffing to accommodate the teaching staff's time off.
- c. In cases of emergency, such as the death of close relative or other extraordinary circumstances, the CL (Casual Leave) can be availed by informing the HOD via telephone. In such situations, the teaching staff member must also make alternative arrangements for their class work and communicate these plans to the Head of the Department (HOD). This ensures that the academic responsibilities are appropriately covered during the faculty member's absence, minimizing any disruption to the students' learning experience.
- d. If a teaching staff member joins during the first fortnight of the month, they are eligible for 1 Casual Leave (CL) in that month. However, staff members who join during the second fortnight of the month will not be eligible to earn or avail of 1 CL for that month.
- e. Casual leave (CL) may be combined with medical leave (ML), compensative casual leave (CCL), Sundays, or any other officially notified holidays.
- f. The total duration of any combined leave, including Casual Leave (CL), Compensatory Casual Leave (CCL), holidays, and Sundays, when taken consecutively, should not exceed six (6) days. If the combined leave exceeds six (6) days, the intervening holidays will be considered as Leave Without Pay/Loss of Pay (LWP/LOP).

- g. Exclusive Casual Leave (CL) taken consecutively should not exceed two (2) days per month, subject to the available CL balance in the staff member's leave account.
- h. The calendar year (from January through December or as per norms) shall be observed for the purpose of taking Casual Leave (CL).
- i. CL's cannot be used upon submission of resignation.
- j. Unused casual leaves (CL) expire/lapse at the end of the calendar year.
- k. Three (3) instances of late arrivals or early departures within a single month will result in either one CL reduction or a one-day of Loss of Pay.

COMPENSATIVE CASUAL LEAVE:

This leave is granted to teaching staff members who have worked beyond their assigned duties by the college. This includes invigilating government exams like the TGPSC and UPSC, which are held during government-declared holidays or extended hours of work assigned by college authority during holidays (the number of productive work hours shall be more than 6 hours at a stretch). However, this leave does not apply to college academic exams such as mid-term and semester exams. The approval of compensatory time off is at the discretion of the college authorities, including the College management and Principal. These officials evaluate the circumstances and determine whether the additional work merits the granting of compensatory leave to the teaching staff member.

- a. CCL may be used in conjunction with CL.
- b. The total number of compensatory leaves shall not exceed 4 days in a calendar year.
- c. The leave must be utilized within three (3) months from the day of the duty performed.
- d. CCL can only be availed as a full day.
- e. The calendar year (January through December) shall be followed for availing CCL.
- f. Unused CCL, if any, lapses at the end of the calendar year.

- g. The clauses from (a) to (f) of CL are applicable for CCL.

MEDICAL LEAVES (ML):

- a. Medical Leaves admissible to an employee whose probation has been satisfactorily completed.
- b. Medical Leaves are limited to three (3) days for each completed year of regular service.
- c. Medical Leave (ML) will be sanctioned only upon submission of valid medical documents from a registered medical practitioner along with a proper leave application.
- d. Medical Leaves can be accumulated upto maximum of 120 days in the entire service.
- e. The Management reserves the right to refer or direct the affected staff member to seek medical advice from the hospital or medical practitioner chosen by the Management.
- f. Intervening holidays, as well as holidays that are prefixed or suffixed, will be considered part of the Medical Leave (ML) period.
- g. A staff member who experiences an accident or faces a severe health condition requiring hospitalization may be granted Special Medical Leave in addition to their regular medical leave. The duration of this leave, the salary during this period (half salary or Loss of Pay), and the approval of the leave will be at the discretion of the management and assessed on a case-by-case basis.
- h. Staff members are required to submit a medical fitness certificate when reporting to work after taking medical leave.
- i. Medical Leave already taken must be promptly notified to the principal, with a written application submitted within 3 days of availing the leave along with proper medical support documents.
- j. The granting or denial of medical leave is ultimately at the discretion of the Management and/or principal, who has the authority to evaluate and determine the appropriateness and necessity of such leave requests on a case-by-case basis.

MATERNITY LEAVE (MAT):

The leave is admissible to women staff members and applies to expectant or new mothers who require time off for medical care during pregnancy, childbirth and child care.

- a. The minimum service requirement for employees to be eligible for this benefit is 80 days.
- b. The leave is eligible for women employees appointed on a regular basis.
- c. The leave will be sanctioned as per any updated norms, upon submission of valid proof of pregnancy/adoption along with a leave application at least 60 days before the start date of the maternity leave
 - Twenty-Six (26) calendar weeks for first two children, after that 12 weeks
 - Mothers who have surrogates will get 12 weeks of leave from the date of hand over the child.
 - In the case of adopting mothers who has adopted a child of fewer than 3 months will get 12 weeks leave.
 - In the case of miscarriage 6 weeks will be granted immediately following the miscarriage.

The leave period is inclusive of weekends and public holidays etc.,

- d. Women employees who proceed on leave failing to submit a leave application along with valid proof of pregnancy will forfeit their entitlement to the maternity leave benefit.
- e. Women employees who avail maternity leave and fail to return to work after the completion of the 26-week period, or extend their leave without proper approval beyond this duration, will be considered to have abandoned their positions, effective from the date they were expected to return. As a result, they will be subject to loss of pay for the time they have been absent without authorization.
- f. Leave for illness arising out of pregnancy – You will be eligible for an extended maternity leave in case of an illness due to any of the following reasons - pregnancy, delivery, premature birth of child, miscarriage, medical termination of pregnancy or tubectomy operation.
 1. In such cases you would be eligible for a maximum of one month (30 calendar days) unpaid leave in addition to maternity, miscarriage leave and it is available solely for the purposes of catering to the condition of illness. This leave

would be granted subject to production of prescribed documents.

2. A prescription with a recommendation for leave, based on the evaluation of the health condition by a registered medical practitioner, is required to support any request for an extension of leave beyond maternity leave on medical grounds. This extension is subject to validation by the doctor(s) designated by the college if required.

PATERNITY LEAVE (PL):

- a. A male employee of the institution, who has successfully completed his probation period, is eligible for paternity leave (PL) of up to 3 days, to be taken from the date of his spouse's delivery, subject to prior approval on submission leave application and birth certificate.
- b. Casual leave (CL) for a maximum of 2 days may be combined with PL.
- c. Paternity leave (PL) sanctioned must be taken continuously and cannot be split into installments
- d. An employee can avail paternity leave (PL) only twice during their entire service period.

OFFICIAL DUTY (OD) / ACADEMIC LEAVE (AL):

This is permitted for staff members who have been assigned official duties by the college. The specific nature of these official duties is outlined below.

- For the conduct of practical sessions, theoretical lectures, and valuations of written assignments and final papers, qualified faculty members will be permitted to lead and oversee these academic activities.
- An OD/AL Leave will be granted to faculty member for the following academic activities:
 - Deputed by the college for representing the college for participation in and/or presentation of research papers at National or International Seminars, Conferences, Symposiums, or Workshops, AICTE, JNTUH, Technical Education, UGC or any other work related to administration.

- Attendance at the Ph.D. Viva-voce examination and submission of the Synopsis (research proposal) are required for the doctoral degree program.
 - Paid Leave is not provided for pursuing Ph.D coursework
 - Paid Leave is provided for
 - ❖ Final Viva
 - ❖ Colloquium
 - ❖ Convocation, subject to the following note.

Note: If a faculty member does not remain with the college for at least one year after obtaining their Ph.D., any paid leave of absence taken for the purposes mentioned above will be converted to Leave Without Pay (LWP)/ Loss of Pay (LOP). The faculty member will be responsible for paying any associated fees or costs at the time of their departure from the college, or the amount will be adjusted from their final account settlement.

- If engaged in a variety of academic activities that benefit the college, such as serving on the Board of Studies, Academic Council, Staff Selection Committee, Accreditation committee, providing expertise as a Resource person for other institutes, and participating in other Committees or Councils related to the work of AICTE or other prescribed bodies.
- An OD/AL cannot be combined with CL, any other leave, holidays, or vacation.
- OD/AL leave is granted only after obtaining prior written permission from the Head of Department and subsequent approval by the Principal. This approval is contingent upon the submission of a participation or attendance certificate issued by the organization or hosts of the event.

EARNED LEAVES (EL):

- a. Each staff member accrues 3 days of Earned Leave (EL) per year of service.
- b. The entitlement of earned leaves is determined based on the date of joining, prorated after successful completion of the probation period.

- c. Earned leaves will be credited to their account in the month of January upon completion of each year of service.
- d. Teaching staff is not entitled for encashment of EL's during service period.
- e. Staff members who tender resignation or whose services are terminated will not be eligible for availment or encashment of the balance of earned leave to their credit.
- f. Earned leaves can be encashed at the time of superannuation not exceeding 150 days.
- g. Any staff member can utilize earned leaves (EL) only after obtaining prior approval from the Principal and College Management.

SUMMER VACATION:

- a. The entitlement of this category is determined based on the date of joining, following the successful completion of the probation period.
- b. This leave cannot be considered as a mandatory or automatic entitlement at the end of each year. It will be granted for a maximum duration of 2 weeks, subject to the approval of the Principal and College Management.

Note:

1. The Head of Department shall carefully review the leave applications and provide specific recommendations to the principal. When forwarding the applications to the Principal, the HOD shall include their full name, initials, and the date, after thoroughly considering the following factors.
 - Ensuring that the academic work in the department is not seriously disrupted due to the leave applications of their colleagues.
 - Verifying appropriate substitute arrangements to ensure full syllabus coverage during the leave period.

- Adhering to any monthly leave limitations or quotas established by the institution.
 - Coordinating leave schedules to prevent multiple faculty members from taking leave on the same day within the same department.
 - All leave applications or permission requests must be submitted to the HR Department through the office of the principal, following a clear recommendation from the principal.
2. It is important to note that none of the leaves mentioned above can be claimed as an automatic entitlement. The decision on all leave requests rests with the Management and/or the principal, and their decision shall be considered final.
 3. Faculty members must make every effort to ensure that their leave does not disrupt their academic responsibilities or the overall functioning of the college, as well as the well-being and future prospects of the students.
 4. During critical periods such as the FFC, the ratification/affiliation process by JNTUH and AICTE, and other similar events, no leaves will be granted to faculty members. This is because their physical presence at the college is essential to ensure the smooth and successful completion of these crucial administrative and regulatory processes.
 5. The above leave rules may be subject to modification at the discretion of the affiliating and regulatory authorities. The institution will revise them accordingly, based on institutional needs and evolving best practices.