



MALLA REDDY VISHWAVIDYAPEETH (DEEMED TO BE UNIVERSITY)

Recognised Under Section 3 of The UGC Act, 1956, Vide Notification No.9-4/2024-U.3(A) by
Department of Higher Education, Ministry of Education, Government of India.

SERVICE RULES OF MALLA REDDY VISHWAVIDYAPEETH (University Teaching and Non-Teaching Employees)

*(Drawn from the powers and functions of the University as per the UGC-approved
Memorandum of Association, updated from time to time in consonance with the UGC
(Institutions Deemed to be Universities) Regulations in force.)*



PREAMBLE

1. Short title and commencement

- (1) These rules shall be called the "Malla Reddy Vishwavidyapeeth Service Rules for Teaching and Non-Teaching Staff, 2024".

2. Applicability

- (1) These rules apply to all officers, teaching and non-teaching staff of the University and its Constituent Units and Schools of Eminence, whether regular, on probation or on contract.
- (2) Where a statutory regulator (NMC, DCI, INC, PCI, AICTE or UGC) prescribes conditions for a programme, those conditions shall prevail for the staff of that programme.



I: DEFINITIONS AND UNITS OF THE UNIVERSITY

Definitions — In these rules, unless the context requires otherwise:

- (i) "University" means Malla Reddy Vishwavidyapeeth, Deemed to be University.
- (ii) "Unit" means a Constituent Unit or a School of Eminence listed in Rule 4.
- (iii) "Head of the Unit" means the Dean or Principal of a Constituent Unit, or the Dean of a School of Eminence.
- (iv) "Employee" means any person in the service of the University, teaching or non-teaching.
- (v) "Teaching staff" means Deans, Professors, Associate Professors and Assistant Professors.
- (vi) "Non-teaching staff" means all administrative, technical, ministerial and support staff.
- (vii) "Appointing Authority" means the authority competent to make an appointment under Rule 7.

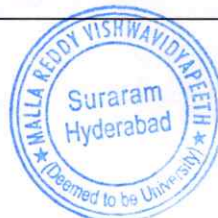
II: CLASSIFICATION OF POSTS

Approved posts — the number of posts in each category shall be decided by the competent authority from time to time, based on the norms of the respective regulator and the needs of each Unit.

A. Statutory Officers: Vice Chancellor, Registrar, Controller of Examinations, Finance Officer.

B. Teaching Staff

Cadre	Role
Dean / Principal	Academic and administrative head of a Constituent Unit or School of Eminence
Professor	Senior teaching, research guidance and departmental leadership (Head of Department where assigned)
Associate Professor	Teaching, research and mentoring
Assistant Professor	Teaching, research and student support



Tutors, Demonstrators, Senior Residents and Junior Residents in the medical and dental Units are engaged as per NMC / DCI norms and are governed by these rules unless their appointment order states otherwise.

C. Non-Teaching Staff

Category	Posts
Administrative	Chancellor, Pro Vice Chancellor, Deputy Registrar, Assistant Registrar, Section Officer, Assistant Section Officer, Office Superintendent, Senior Assistant, Junior Assistant, Accountant, Cashier, Data Entry Operator, Directors, Receptionist etc.
Technical	Technical Officer, Laboratory Technician, Laboratory Assistant, System Administrator, Programmer, Electrician, Plumber etc.
Library	Librarian, Assistant Librarian, Library Assistant etc.
Hospital / Clinical support (medical and dental Units)	Medical Records Officer, Pharmacist, Radiographer, Dental Hygienist, Dental Mechanic, Staff Nurse, lab assistant etc.
Hostel and Estate	Chief Warden, Warden, Estate Officer, Housekeeping staff etc.
Transport and Security	Transport In-charge, Driver, Security Officer, Security Guard etc.
Support	Attender, Office Assistant, Lab Attendent, Gardener etc.

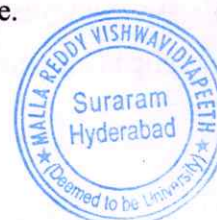
III: RECRUITMENT AND APPOINTMENT

1. Qualifications

- (1) Qualifications and experience for teaching posts shall be as prescribed by the UGC and the relevant regulator: NMC, DCI, INC, PCI, AICTE and UGC.
- (2) Qualifications for non-teaching posts shall be as notified by the University for each post.

2. Joining formalities — On joining, every employee shall submit:

- (1) Original certificates for verification and attested copies.
- (2) Proof of date of birth.
- (3) Relieving order from the previous employer, where applicable.
- (4) Medical fitness certificate.



- (5) Registration certificate from the regulator (NMC / State Medical Council, DCI / State Dental Council, INC / State Nursing Council, PCI / State Pharmacy Council), where applicable.
- (6) Aadhaar, PAN and bank account details for payroll.

IV: PAY, PROBATION, INCREMENT AND PROMOTION

1. Emoluments

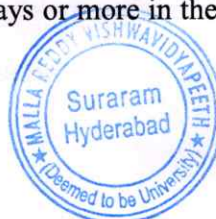
- (1) Pay and allowances shall be fixed by the Competent Authority with reference to UGC and regulator guidelines.
- (2) Pay accrues from the date of joining and ceases on the date the employee leaves service.
- (3) Salary shall be credited to the employee's bank account by the 1st working day of the following month.
- (4) Statutory deductions shall be made as per law.

2. Probation and confirmation

- (1) Every employee appointed on a regular basis shall be on probation for one year from the date of joining.
- (2) The Appointing Authority may extend probation by up to one more year if performance is not satisfactory.
- (3) During probation, services may be terminated without notice if work or conduct is unsatisfactory.
- (4) On satisfactory completion, the employee shall be confirmed by a written order. Until such an order is issued, probation stands extended.

3. Annual increment

- (1) Increments shall be considered every year for confirmed employees.
- (2) Probationers are not eligible for an increment.
- (3) An increment is granted on a satisfactory performance report from the Head of the Unit, based on the annual appraisal (Academic Performance Index for teaching staff).
- (4) An employee absent without permission for 15 days or more in the year shall not be eligible for that year's increment.



- (5) The competent authority may withhold an increment for unsatisfactory work or conduct; the order shall state the period and its effect on future increments.

4. Promotion — Teaching staff

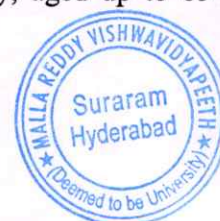
Promotion of teaching staff shall be as per the UGC Career Advancement Scheme and the norms of the relevant regulator (NMC, DCI, INC, PCI, AICTE), based on qualification, experience, publications and performance.

From	To	Basis
Assistant Professor	Associate Professor	Regulatory Body/UGC-prescribed years of service, publications and appraisal
Associate Professor	Professor	Regulatory Body/UGC -prescribed years of service, publications and appraisal
Professor	Dean / Principal	Selection by the Competent Authority as per Rule III-1

5. Promotion — Non-teaching staff

From	To	Minimum qualification
Office Assistant	Attender	10th standard
Attender	Junior Assistant	Any degree
Junior Assistant	Senior Assistant	Any degree with computer knowledge
Senior Assistant	Assistant Section Officer	Any degree with computer knowledge
Assistant Section Officer	Section Officer	PG degree with computer knowledge
Section Officer	Assistant Registrar	PG degree with computer knowledge

The Competent Authority may relax any of these conditions in deserving cases. For Assistant / Deputy Registrar posts, retired persons with at least 20 years of similar service in Government university/Deemed to be university/Private State University, aged up to 65 years, may be appointed directly.



V: SEPARATION, RE-EMPLOYMENT AND GENERAL PROVISIONS

1. Resignation and termination (notice period)

Category	Notice by either side	In lieu of notice
Teaching staff — at the end of the academic year	3 month	3 month's salary
Teaching staff — in the middle of the academic year	3 months	3 months' salary
Non-teaching staff	3 month	3 month's salary

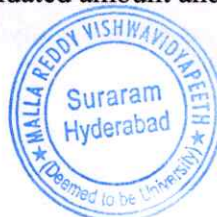
- (1) Resignation shall be accepted by the reporting Authority.
- (2) These notice provisions do not apply to an employee found guilty in disciplinary proceedings.
- (3) No relieving order or experience certificate shall be issued until all University dues, records and property are cleared.

2. Retirement (superannuation)

- (1) Teaching staff shall retire at 65 years, or as prescribed by the relevant regulator (NMC / DCI permit up to 70 years for medical and dental faculty).
- (2) Non-teaching staff shall retire at 60 years.
- (3) Retirement takes effect on the last day of the month in which the employee reaches the age of superannuation.
- (4) The Competent Authority may allow teaching staff to continue until the end of the academic year so that teaching is not disrupted.

3. Re-employment of retired persons — The University may engage a superannuated person on contract for teaching, research or administration on the recommendation of a Selection Committee, with pay fixed by qualification and experience. No person aged above 70 years shall be appointed under this rule, except where the regulator permits.

4. Contract employees (Teaching) — Contract employees may be appointed against vacant posts when required. They are entitled only to the consolidated amount and the terms stated in the contract.



5. Visiting and Adjunct faculty — Visiting, Adjunct or Honorary faculty and Professors of Practice may be appointed for their expertise, on terms decided by the Vice-Chancellor, as per UGC guidelines.

6. Transfer between Units — The Vice-Chancellor may transfer or depute an employee from one Unit to another within the University in the interest of work, subject to regulator norms on faculty strength.

7. Grievance redressal — An employee may submit a grievance in writing to the Head of the Unit. If not resolved within 15 days, it may be referred to the Grievance Redressal Committee of the University.

8. Interpretation and amendment

- (1) If any doubt arises on the interpretation of these rules, the decision of the Vice-Chancellor shall be final, subject to ratification by the Competent Authority.
- (2) The Competent Authority may amend, add to or relax any of these rules from time to time.



Sd/-

REGISTRAR

Malla Reddy Vishwavidyapeeth