



**St. Thomas College, Bhilai**

## **Criterion- 6: Leadership, Governance & Management**

### **6.2 : Strategy Development and Deployment**

**6.2.2 : The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.**

# **ST. THOMAS COLLEGE, BHILAI**

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## **29. LEAVE RULES:**

**29.1 TITLE** - These Rules shall be called "**STC LEAVE RULES**".

**29.2 OBJECTIVE** - To regulate the grant of various kinds of leave to the employees of the college.

**29.3 SCOPE** - These rules shall apply to all vocational and non-vocational employees of the college.

These rules shall however not apply to the following:

- i. Persons in casual/daily rated/part time employment.
- ii. Persons on ad-hoc employment during the first year of service.
- iii. Persons employed on contract except when the contract provides otherwise.

The employees shall be entitled to leave in accordance with the leave rules of the College and is applicable to vacation and non-vacation categories. All posts of teaching except Principal and Vice Principal shall be vacation posts.

All leaves other than casual leave of all staff excluding Principal, shall be sanctioned by the Governing Body. Casual leave in case of Principal shall be sanctioned by the Chairman of Governing Body/Administrator and in case of teaching and non teaching staff by Principal.

Leave cannot be claimed as a matter of right.

Leave of any kind may be refused or revoked on exigencies (examination, admission etc) by the sanctioning authority.

Leave should be applied for in advance except unforeseen circumstances and only sanctioned leave should be availed.

Any leave that is not sanctioned by the Sanctioning Authority shall be considered as an unauthorised absence and be treated as Leave without Pay

**These leave rules shall apply to all vocational and non-vocational employees of St. Thomas College, Bhilai.**

In these rules, unless the context otherwise requires

1. "Sanctioning Authority" means person(s) designated with the authority to sanction leave: Principal and Administrator
2. "Vacation employees" means those who are teaching staff.

3. "Non-vacational employees" means Principal, Vice Principal, Administrative staff and ancillary staff like Accountant /Administrative assistants, Library staff, Lab assistants and Lab Attendants, Caretaker, watch and ward/ security staff etc.
4. "College" means St. Thomas College, Bhilai

#### **29.4 Combination of Leave**

1. Though combination of any kind of leave with vacation is not permissible, under exceptional circumstances leave may be granted by the sanctioning authority at his/her discretion.
2. Casual leave cannot be combined with any leave.

#### **29.5 Holidays**

Both vocational and non-vocational employees shall be eligible to those many numbers of holidays in an academic year as notified by University and adopted by College, taking into account the declaration made by University/State Government/Local Bodies.

#### **29.6 Vacation**

1. The vocational employees shall be entitled to those many days of vacation in an academic year as decided and declared by the College
2. Non-vocational employees are not entitled for vacation

#### **29.7 Casual Leave**

1. An employee shall be entitled to 12 days casual leave in an academic year (on an average of 1 CL for 22 working days).
2. Employees joining after the first day of the academic year shall be entitled to a proportionate number of days of casual leave for the remaining part of the academic year.
3. An adhoc employee is eligible for one casual leave after the completion of every one month of service.
4. Not more than 3 days casual leave (provided the employee has as many leaves as due) may be granted in one spell by sanctioning authority on each occasion.
5. Casual leave cannot be combined with any other kind of leave. However, casual leave may be combined with holidays including Sundays. Holidays either/or Sundays falling within the period of casual leave shall not be counted as casual leave.
6. Casual leave cannot be accumulated or carried forward to succeeding academic year if left un-availed.

7. It is permissible to take half day's casual leave if the period of absence is half or less than half a working day and academic work is not affected. Half day begins and ends at 11.00 am for A shift / 2.00 pm for B Shift/1.00 pm office staff. However, Saturday being half day, half day leave will not be granted.
8. 3 late coming or early leaving will be considered as one Casual leave. If casual leave is lapsed then it will be considered as leave without pay.
9. Every employee should be present for the duty on time and fulfil the prescribed hours of work. Every three times of not completing the prescribed hours during working hours will be considered as a casual leave.
10. When an employee needs to go out of the premises during working hours for a maximum duration of one hour for any work, should obtain prior permission of the Principal. Only two such permissions will be granted every month and the rest will be considered as a half day/full day casual leave as per the length of duration.

## **29.8 Earned Leave**

1. Vacation employees are not entitled to earn leave. However, if any staff is detained for college / university examination or work during the vacations then they will be granted Earned Leave (EL) credited in the ratio of 3:2
2. Generally regular non-vacation employees shall be entitled to earned leave at the rate 30 days for every completed academic year of service. However if the Govt/University shortens the summer vacation to less than 30 days the non vacation staff would also be eligible for only that many days of EL for that particular year.
3. Earned leave at the credit shall not accumulate beyond 180 days. Any days beyond 180 days would be lapsed. The maximum earned leave that may be sanctioned at a time shall not exceed 30 days. Earned leave exceeding 30 days may, however, be sanctioned in medical cases when applied with a medical certificate.
4. When an employee combines vacation/holidays with earned leave, the period of vacation/ holidays shall be reckoned as leave.
5. No encashment of earned leave is permissible.
6. Staff who may be detained during non-working days shall be entitled for **Compensatory-off** which may be availed within one year, after which it shall be lapsed. The entitlement for compensatory off shall be in the jurisdiction of the Principal.

### **29.9 Half-pay Leave/Medical leave**

1. Half-pay leave admissible to an employee shall be 10 days on half wages.
2. Employees can avail 10 days on half wages /5 days on full wages for each academic session.
3. Such leave may be granted on submission of medical certificate from a registered medical practitioner along with discharge slip/prescription within 7 days.
4. The Medical Leave may be granted by the Management at their discretion.

### **29.10 Leave Without Payment (LWP).**

1. Under exceptional circumstances, leave without payment may be granted by the sanctioning authority at his discretion.
2. Leave without pay does not carry any allowance
3. Permanent, full time faculty of the college who have completed 10 years of service may be granted long term leave without pay to address health issues or personal affairs.
4. The duration of leave shall not exceed one year at a time and two years in the entire service.
5. An employee on long term leave shall not take up, during the period of that leave any regular appointment under another organisation in India or abroad.
6. An employee on long-term leave shall have his contributions to saving funds suspended for the period unless specific instructions are given regarding the source of contribution.
7. The employee shall not be allowed to draw an increment for the period of long term leave. In the calculation of gratuity the period of long term leave without pay will not be considered.

### **29.11 Duty Leave**

1. Duty leave in an academic year may be granted for the following:
  - a. Attending Orientation Programmes/ Refresher Courses/ Research Methodology Workshop/ Faculty Development Programmes/Summer schools with the permission of the sanctioning authority. Such duty leave will be granted only once in an academic session.

- b. Presentation of papers in conferences/ congresses/ symposia/ seminars with the permission of the sanctioning authority. Such duty leave will be granted only once in an academic session.
- c. Delivering lectures in institutions/universities at the invitation of such institutions/universities received by the college and accepted by the Principal. Such duty leave will be granted only once in an academic session.
- d. To accompany students on educational tours.
- e. Participating in a delegation or working on a committee appointed by the College or affiliated University.
- f. For attending meetings in the University, for performing any other duty for the university and to conduct examination/viva of the university.
- g. In case of other Universities leave will be granted only once in an academic session.

**Note : Duty leave will be granted only once in an academic session for Point a, b, c and d**

- 2. The duration of leave may be considered as necessary by the sanctioning authority on each of the above mentioned occasion.
- 3. The leave may be granted on full pay only on furnishing the invitation/ approval/selection letter with the leave application.
- 4. If the employee receives a fellowship or honorarium or any other financial assistance beyond the amount needed for normal expenses, he/she may be sanctioned duty leave on reduced pay and allowances.

#### **29.12 Study Leave:**

- 1. The staff wishing to go for higher studies while in service may do so provided that they apply for it with all relevant documents to the chairman with a minimum of three months in advance.
- 2. Study leave may be granted after a minimum period of 10 years of continuous service to pursue a special line of study or research directly related to his/her work in college.
- 3. The period of study leave may not exceed two years.
- 4. Employee on study leave shall not take up, during the period of leave, any regular or part-time appointment under any organisation in India or abroad.

5. Employee availing study leave shall give an undertaking that he/she shall serve the college for a continuous period of at least 5 years to be calculated from the date of resuming duty on expiry of study leave failing which an amount equivalent to one year salary of the employee shall be paid.
6. Study leave shall be granted only once in the entire service.
7. Study leave shall not be granted to an employee who is due to retire in 8 years.
8. The study leave shall be without pay and shall not be combined with any other leave.
9. The employee shall not be allowed to draw an increment for the period of study leave. In the calculation of gratuity the period of study leave will not be considered.

### **29.13 Maternity Leave**

1. Maternity leave on full pay may be granted to a confirmed woman employee for a period not exceeding 180 days, to be availed of twice in the entire career. Maternity leave may also be granted in case of miscarriage including abortion, subject to the condition that the total leave granted in respect of this to a woman teacher in her career is not more than 45 days, and the application for leave is supported by a medical certificate.
2. Maternity leave may be combined with earned leave but any leave applied for in continuation of maternity leave may be granted only if the request is supported by a medical certificate.
3. All employees covered under ESI are eligible to get the maternity leave amount under ESI maternity benefit. All such employees should complete all formalities in time with the ESI office for claiming the benefit. They will not be eligible for any maternity benefit from the institution.

### **29.14 Paternity Leave**

Paternity leave of 5 days may be granted to male staff during the confinement of their wife, and such leave shall be granted only up to two children.

### **29.15 Other Norms related to leave**

1. Attendance on either the closing or opening day of declared vacations is compulsory.

2. In case leaves are enjoyed on both sides, the declared holidays also will be included in the leave of that employee.
3. Adhoc employees earn a leave after every month of service completed.
4. Compensatory leave to vacation employees shall be one day for every two working days (1/2) during the period, if any, during which he/she is required to perform duty during vacation.
5. Compensatory off credits in any academic year will be lapsed on the last working day of the academic session.
6. One hour out pass is allowed for meeting emergencies during working hours but the staff members are advised to use it only in emergencies. Maximum two such passes will be issued every month.
7. No employee shall leave for an outstation destination without written permission from the Principal. Every employee who proposes to proceed on leave shall give his/ her address and contact number on which s/he be contacted. Failure to do so shall be deemed as misconduct.

## ST.THOMAS COLLEGE EMPLOYEES' SERVICE RULES

**Introduction:** St. Thomas College, Bhilai is a premier English medium college of the region, established in the year 1984. The College which was initially affiliated to Pt. Ravishankar Shukla University, Raipur is now affiliated with Hemchand Yadav University, Durg after the creation of the latter in 2015.

St. Thomas Malankara Orthodox Syrian Church Mission Society, Bhilai, the founding society of St. Thomas College, Bhilai, is a registered society bearing registration No. 8400. It was registered before the Registrar of Firms & Societies originally in the State of Madhya Pradesh Societies Registration Adhiniyam No 44 of 1973 now bifurcated as State of Chhattisgarh. It is a charitable, social and educational society, under the Malankara Orthodox Church which is also known as The Indian Orthodox Church. The director of St. Thomas Mission, Bhilai is the Chairman/President of all institutions run by the society, including St. Thomas College, Bhilai.

All the institutions established, managed and run by the Diocese of Calcutta/St.Thomas Malankara Orthodox Syrian Church Mission are minority institutions and availing all such privileges embodied in the Constitution of India under Article 30(1). St. Thomas College, Bhilai has been declared as a minority institution by National Commission for Minority Educational Institutions wide its order dated 13.06.2006 in case no.203 of 2005. The same has been reiterated by Commissioner, *Adim Jati thatha Anusuchit Jati Vikas Kariyalay*, C.G dated 24.08.2013 Aa.sa/151/2013-14/186/6544. A Governing body formed as per the judgment of honourable High Court of Chhattisgarh {WP (C) No. 4024 of 2008 dated 14.11.2008} and that of National Commission for Minority Educational Institutions (**case no. 203 of 2006 dated 13.06.2006**) and UGC order (F.8-115/89 (CPP-I) DT 12.09.1989) over sees the functioning of St. Thomas College. The visionary, "His Grace Dr. Stephanos Mar Theodosius Metropolitan, was the Founder-Manager of St. Thomas College, Bhilai

1. **Short Title:** ST. THOMAS COLLEGE EMPLOYEES SERVICE RULES shall be shortly called as STC Service Rules
2. **Commencement:**
  - a. These rules shall come into force on the day of adoption by virtue of a resolution passed by the Governing Body and shall be applicable to all employees of St. Thomas College (STC). Any questions arising as to the interpretation of these rules shall be referred to the Chairman of the society whose decision shall be final and binding on all employees.
  - b. As it is deemed necessary, the Governing Body has decided to implement with immediate effect the following service rules and conditions.
3. **Application:** These rules and regulations shall apply to all employees including teaching and non-teaching. The nonteaching includes technical, administrative and support staff. Every employee shall obey the rules and regulations laid hereunder.
4. **Duties and Responsibilities of the Employees:**
  - a. The Principal / The Administrator or the person duly authorized by Chairman shall assign duties and responsibilities to the employees for the efficient functioning of the College and to maintain discipline in the College.

- b. Every employee shall carryout the work assigned in complete satisfaction for which he/ she is employed.
- c. Supervision and control over the employees shall be vested in the Principal /The Administrator.

#### 5. Definitions:

- a. **'Founding Society'** means the St. Thomas Malankara Orthodox Syrian Church Mission, Bhilai which is also known as St. Thomas Mission, Bhilai
- b. **'College'** means St. Thomas College, Bhilai, established, managed and run by the St. Thomas Malankara Orthodox Syrian Church under Malankara Orthodox Syrian Church (MOSC) also known as Indian Orthodox Church.
- c. **'Executive Committee'** means the Executive Committee of St. Thomas Malankara Orthodox Syrian Church, the founding society, which is under Malankara Orthodox Syrian Church (MOSC) also known as Indian Orthodox Church.
- d. **'Governing Body'**(GB) means the Governing Body of the College nominated and appointed by the Executive Committee of the founding society. The powers of the Governing Body shall be of policy making and implementation there of so as to achieve the aims and objects of the founding society.
- e. **'Staff'** means an employee of the College whose employment is of any nature, probationary, temporary, part time, on contract or permanent.
- f. **'Month'** means thirty days according to the Gregorian English Calendar.
- g. **'Chairman'** means Director of St. Thomas Mission, Bhilai, who shall also be the Chairman and holds complete and final authority over all educational institutions of the founding society.
- h. **'Administrator'** of the College means the person holding office of an Administrator who shall be a non-academic head of the Institution appointed by Chairman to facilitate the smooth administration of the College.
- i. **'Principal'** of the College means the academic Head of College duly appointed by the Chairman to manage and conduct the College on his behalf who shall be responsible for day to day administration of the College.
- j. **'Vice Principal'** of the College means a faculty member duly appointed by the Chairman to perform the assigned responsibilities and who can also be assigned specific activities including those of the Principal during the absence of the Principal for any reason.
- k. **'Dean of Academics'** of the College means the person duly appointed by the Chairman responsible to implement the decisions taken on academic matters by the Management.
- l. **'Head of the Department or Department In-charge'** mean such persons duly nominated by the Chairman in consultation with the Administrator/ Principal to supervise the work of each department.
- m. **'Finance Controller'** of the College means the person duly appointed by the Chairman to regulate all the financial transactions of the college and to head the accounts department.

#### 6. Classification of Employees:

- Employees are classified as Teaching and Non-teaching staff. Teaching staff shall include Professor, Associate Professor, Assistant Professor, and any other such temporary and regular staff involved in classroom teaching and Non-teaching staff includes the technical (Lab assistants and attendants) administrative and support staffs (caretaker, electrician, peon, ayah, gardener, sweeper etc).

- Principal, Vice Principal, **Dean**, the administrative staff including administrative officer, accountant, office assistant, library staff, lab assistants and lab attendants are entitled for EL as per the decisions of the management.
- The Teaching staff (regular) who are involved in classroom teaching are granted vacation as per decisions of the Management
- Supporting staff, maintenance staff, care taker, security, and cleaning staff are support staff and are granted vacation as decided by the management.

## 7. RECRUITMENT, QUALIFICATION AND SELECTION COMMITTEE

### 7.1. Recruitment

**7.1.1** The direct recruitment to the posts of Assistant Professors in the college shall be on the basis of merit **through all India** advertisement and selections by the duly constituted Selection Committees as per the provisions made under UGC for minority educational institution and College Regulations.

**7.1.2** The direct recruitment to the Adhoc posts of Assistant Professors in the college shall be on the basis of merit through local advertisement and selections by the duly constituted Selection Committees as per the provisions made under college regulations.

#### 7.1.3 Appointments on Contract Basis

The teachers should be appointed on contract basis only when it is absolutely necessary and when the student-teacher ratio does not satisfy the laid down norms. In any case, the number of such appointments should not exceed 10% of the total number of faculty positions in the College. The qualifications and selection procedure for appointing them should be the same as those applicable to a regularly appointed teacher. Such appointments should not be made initially for more than one academic session, and the performance of any such entrant teacher should be reviewed for academic performance before reappointing her/him on contract basis for another session.

#### 7.1.4 DIRECT RECRUITMENT (Section 28)

**7.1.4.1** For Disciplines of Arts, Commerce, Education, Sciences, Languages, Management, Journalism and Mass Communication.

##### **A. Assistant Professor:**

##### **Eligibility:**

1. Master's degree with 55% marks in a relevant/allied subject from **an Indian University (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 any accredited foreign university.**
2. Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET or who are or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil/Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be.
3. NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.

## **B. Associate Professor:**

### **Eligibility:**

1. Good academic record with a Ph.D. Degree in the concerned/allied/relevant disciplines.
2. A Master's Degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and other basic qualifications specified for the post of Assistant Professor in 7.1.4.1.A
3. A minimum of eight years of experience of teaching and/or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/industry with a minimum of seven publications in the peer reviewed/UGC listed journals and a total research score of Seventy Five (75) as per the criteria given in [Appendix I, Table 1 and 2](#).
4. Contribution to educational innovation, design of new curricula and courses, and technology – mediated teaching learning process.

## **C. Principal**

### **Eligibility:**

1. Ph.D. degree
2. Professor/Associate Professor with a total service/ experience of fifteen years of teaching/research/ administration in Universities, Colleges and other institutions of higher education.
3. A minimum of 120 Research Score as per [Appendix I, Table 1 and 2](#).

## **Tenure**

College Principal shall be appointed for a period of five years initially extendable for another term of five years on the basis of performance assessment by a similar Selection Committee process which shall take into account an External Peer Review Committee assessment, constituted as per regulations applicable for minority education institutions.

## **D. Vice Principal**

An existing faculty member shall be designated as Vice-Principal by the Governing Body of the College on the recommendation of the Principal for a period not exceeding the tenure of the Principal, who can be assigned specific activities, in addition to existing responsibilities. The Governing Body can also make direct appointments to the post of Vice Principal. During the absence of the Principal for any reason, the Vice Principal shall exercise the powers of Principal.

## **E. Dean of Academics**

Existing faculty duly appointed by the Chairman responsible to implement the decisions taken on academic matters by the Management. The Chairman can also make direct appointment to the post of Dean of Academics.

## **F. Librarian**

### **Eligibility:**

1. A Master's Degree in Library Science / Information Science / Documentation Science or an equivalent professional degree with at least 55% marks and a consistently good academic record with knowledge of computerization of library.
2. Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET or who are or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of

M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be.

3. NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.

## **G. Sports Officer**

### **Eligibility**

1. Master's Degree with 55% marks in Physical Education and Sports or Physical Education or Sports Science
2. Record of having represented the university / college at the inter-university /inter-collegiate competitions or the State and/ or national championships.
3. Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET or who are or have been awarded a Ph. D. Degree in Physical Education or Physical Education and Sports or Sports Science in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be.
4. NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.

## **8. Selection Committees and Guidelines on Selection Procedures:**

The St Thomas College being declared as minority educational institution has evolved the following guidelines on:

### **8.1 Selection Committee Composition**

#### **8.1.1 Assistant Professor:**

(a) The Selection Committee for the post of Assistant Professor in College

- i. Chairperson of the Governing Body of the college or his/her nominee from among the members of the Governing body to be the Chairperson of the Selection Committee.
- ii. The Principal of the College.
- iii. Head of the Department of the subject concerned in the College.
- iv. As the College is notified/declared as minority educational institution, two nominees of the Chairperson of the college from out of a panel of five names, preferably from minority communities, recommended by the Vice Chancellor of the affiliating university from the list of experts suggested by the governing body (**relevant statutory body**) of the College, of whom one should be a subject expert.
- v. Two subject experts not connected with the University to be nominated by the Chairperson of the Governing Body of the College out of the panel of five names, preferably from minority communities, recommended by the Vice Chancellor from the list of subject experts approved by the governing body (**relevant statutory body**) of the College.

(b) To constitute the quorum for the meeting, five of which at least two must be from out of the three subject-experts shall be present.

#### **8.1.2 Associate Professor**

- (a) The Selection Committee for the post of Associate Professor in Colleges shall have the following composition:
- i. Chairperson of the Governing Body of the college or his/her nominee from among the members of the Governing body to be the Chairperson of the Selection Committee.
  - ii. The Principal of the College.
  - iii. Head of the Department of the concerned subject in the College.
  - iv. As the College is notified/declared as minority educational institution, two nominees of the Chairperson of the College from out of a panel of five names, preferably from minority communities, recommended by the Vice-Chancellor of the affiliating university from the list of experts suggested by the Governing body of the College of whom one should be a subject expert.
  - v. Two subject experts not connected with the University to be nominated by the Chairperson of the Governing Body of the College out of the panel of five names, preferably from minority communities, recommended by the Vice Chancellor from the list of subject experts approved by the Governing body of the College.
- (b) The quorum for the meeting should be five of which at least two must be from out of the three subject-experts

**8.1.3 Selection Committees for the posts of Directors, Deputy Directors, Assistant Directors of Physical Education and Sports, Librarians, Deputy Librarians and Assistant Librarians shall be the same as that of Professor, Associate Professor and Assistant Professor respectively, except that the concerned expert in Physical Education and Sports or Sports Administration or Library, practicing Librarian/Physical Director, as the case may be, shall be associated with the Selection Committee as one of the subject experts.**

### **8.1.3 College Principal**

- (a) The Selection Committee for the post of College Principal shall have the following composition:
- i. Chairperson of the Governing Body as Chairperson.
  - ii. Two members of the Governing Body of the college to be nominated by the Chairperson of whom one shall be an expert in academic administration.
  - iii. As the College is notified/declared as minority educational institution, one nominee of the Chairperson of the College from out of a panel of five names, preferably from minority communities, recommended by the Vice-Chancellor of the affiliating university of whom one should be a subject expert.
  - iv. Three experts consisting of the Principal of a College, a Professor and an accomplished educationist not below the rank of a Professor (to be nominated by the Governing Body of the college out of a panel of six experts approved by the relevant statutory body of the university concerned).
- (b) At least five members, including two experts, should constitute the quorum.
- (c) All the selection procedures of the selection committee shall be completed on the day/last day of the selection committee meeting itself, wherein, minutes are recorded along with the scoring Performa and recommendation made on the basis of merit with the list of selected and waitlisted candidates/Panel of names in order of merit, duly signed by all members of the selection committee.

(d) The term of appointment of the college principal shall be FIVE years with eligibility for reappointment for one more term only after a similar Selection Committee process which shall take into account an External Peer Review Committee assessment.

**9. Procedure of Recruitment** - Under normal circumstances vacancies will be announced through the newspapers/college website/ magazines/college notice board/ parish churches.

- i. The Chairman will constitute an interview board. The merit list of the successful candidates will be placed before the Governing Body for recommendation to the Chairman.
- ii. Short listed candidates will be called for interview. Selection will be based on merit and experience. A higher grade or bigger remuneration may be given for the candidate possessing better qualification or more experience.
- iii. Candidates are required to produce at the time of interview, all original mark sheets, certificates and professional degrees along with passport size photograph and all relevant documents in support of the required posts/ appointment. Candidate has to attach self-attested photo copies of the same along with application with the College Authorities.
- iv. Furnishing of false documents will lead to termination of service.
- v. Candidates are to disclose any penal action against them during previous employment at the time of interview. Non-disclosure shall lead to disciplinary action.
- vi. Candidate's appointment and continuance are subjected to medical fitness, which shall be determined by Medical Board constituted by the College Authority.
- vii. Any recommendation or coercion will be a disqualification for appointment.

## **10. APPOINTMENT :-**

For employment in College, qualification and experience shall be as per the norms of UGC for teachers and other academic staff. For administrative and supporting staff they are as per the norms fixed by the management.

1. Eligibility of Appointment- The Chairman/Administrator shall make appointment to all categories of employment.
2. Appointment Letter - Every employee shall be appointed through a letter of appointment and a service agreement should be executed between the College and the employee concerned and a copy of the same should be deposited with the Principal. **(Appendix II Service Agreement)**
  1. Service agreement shall be duly stamped as per the rates applicable signed by the appointing authority. The letter of appointment shall state clearly the type of employment, the nature of duties, salary, term for which the employment is offered and other service conditions.
  2. Every employee shall sign a joining format, which shall be kept in the service records.

### **10.1 PROBATION AND CONFIRMATION:**

**10.1.1 Probation:** All initial appointments in the College shall be on probation for a period of one year from the date of joining.

1. The period of probation may be extended for a further period of one year in consideration of the performance.

2. If at any time, during the period of probation, including the period of extension thereof, the work/ performance of the employee or his/ her conduct is not congenial or satisfactory, then the services of such an employee shall be terminated by working notice of one month or one month salary in lieu thereof as the case may be.
3. If the employee wants to discontinue his or her service during the probation, one month's working notice or an equal amount should be paid to the management.

#### **10.1.2 Confirmation:**

1. The confirmation is considered only when a confirmation letter is issued from College.
2. Those who have completed their probation satisfactorily shall be confirmed in the respective post from the date of expiry of the probation period.
3. Even after confirmation, if the management comes to know that the staff has misrepresented his/ her educational qualification, age, nationality, health, character or non-disclosure of penal action or any other relevant information then his/her confirmation shall be immediately suspended till verification. On verification, if the charges are found to be true then the services of such staff shall be terminated without further enquiry.
4. A confirmed employee may resign or be removed from his/ her services by giving three months working notice on either side or **three months'** pay in lieu thereof.
5. In case of serious misdemeanour or breach of duty of employee as defined in these Service Rules then notice on the part of Management shall be dispensed with impending disciplinary action or termination.
6. Owing to fall in strength of students in the class/ College or closure of any programs and consequent reduction of number of sections or department/s, it becomes necessary to remove respective employees of the College. The Management reserves the right to determine which employee is to be removed. Further, if the Management decides to close down a faculty of study, all such employee engaged in such faculty of study shall be terminated by giving **one or three months'** notice as the case may be.
7. Every employee who is confirmed in an employment shall enter in to a service agreement stating the terms and conditions of appointment scale of pay and emoluments which shall be executed by both the employer and the employee and kept in the service records.

**Note: Probation and confirmation rules are applicable only at the initial stage of recruitment, issued from time to time, by the college regulations.**

**11.CONTRACT:** Appointments can be done on contract basis for a limited period as per the need. An employee will be appointed from the date of joining to any fix date and thereafter the appointment will automatically get zeroed out. Such an employee can be terminated by one month notice or in lieu thereof payment of salary equal to one month as the case may be. If the employee wants to discontinue his or her service during the contract period, one month's notice or an equal amount should be paid to the management.

#### **12.PROMOTION**

1. All staff will be normally given a chance for promotion provided that their performance and confidential report are good. The management is committed to the growth of each employee.

2. There will be no time bound automatic promotions. Promotions are given only when the institution is expected to benefit by the promotion.
3. Promotions will be considered only when the Governing Body clears vacancy for the higher post.
4. All promotions in accordance with this policy will be from one scale of pay to the next, without skipping any scale of pay in between.
5. For all such promotions to a higher grade within the college, an employee's seniority in service shall not confer upon the employee a right to promotion.
6. Being a minority institution, the norms will be followed pertaining to minority institution in setting-up its own selection committees.
7. The Minimum criteria, job specification and the cadre ratio as stipulated by relevant bodies shall be followed. Here the relevant bodies shall include UGC/Affiliated university/NCTE/AICTE as applicable.
8. The eligibility for promotion of an employee shall be determined by the management primarily with reference to prescribed qualifications, performance ratings, and fulfilment of UGC job specification, length of service in the grade and availability of vacancy in the higher grade.
9. In the event of an employee being promoted to higher grade he /she shall be placed on probation on the new post for such period determined by the management which is liable to further extension at the discretion of the management.
10. If at the end or during the probation, the services of promoted employee are not satisfactory then such employee shall be reverted to the previous post held before promotion and shall draw the salary drawn before the promotion.
11. When an individual gets promotion, new pay would be fixed in the Pay Matrix.
12. On promotion, he would be given a notional increment in his existing Academic Level of Pay, by moving him to the next higher level. If the basic is lower than the next level then starting basic of the next level will be fixed. In case the basic is more than the starting basic of next level then the basic will be fixed by adding one increment to the present basic.
13. Besides the above mentioned points promotion can also be granted on the basis of Career Advancement Scheme (CAS). Faculty members with the desired requirements, after getting the approval from the Governing Board, can apply for promotion on the basis of the CAS (Appendix III)
14. The management reserves the right to give exemption in any or all of the above rules

**13. Abandonment of Service:** An employee who overstays his or her leave originally granted or subsequently extended and/ or remains absent from duty continuously for a period of ten consecutive days without prior sanction of leave, shall be deemed to have abandoned

the services of the College on his or her own accord and accordingly his or her name shall be removed from the rolls of the employment. However, in case of a confirmed employee, before removing the name of such an employee, the employee shall be given due opportunity, to explain his/ her position regarding the unauthorized absence. No such opportunity shall be given to an employee who is a probationer or on temporary or contract service. The Management shall follow the under laid procedure in the event of abandonment of services by a confirmed employee.

- i. Whenever the unauthorized absence of a confirmed employee comes to notice, a communication will be addressed to him/ her to re-join the services within a specified time limit. The said communication shall be sent to the last notified address and the email address.
- ii. This shall be followed by one more communication asking the confirmed employee to re-join services which shall be at intervals of not less than seven working days each (if he/ she have not re-joined by then). The third communication shall be last (final) communication, which shall be at an interval of not less than seven working days from the date of second communication, clearly indicating that besides amounting to misconduct, the unauthorized absence will lead to loss of lien on the employment and the employee shall be deemed to have voluntarily abandoned the services in the College.
- iii. If an employee admits the fact of unauthorized absence and / or fails to re-join services does not submit an explanation regarding his / her unauthorized absence even after receipt of three communications then it shall be deemed that he / she has voluntarily and intentionally abandoned the services in the College and accordingly the name of such employee shall be removed from the rolls of the College.
- iv. If an employee submits an explanation in response to the communication/s, which he/she disputes the factor of unauthorized absence and/ or justifies the absence, and further if the explanation is found to be unsatisfactory, then action shall be taken only after holding an internal enquiry on this issue.
- v. Discharge on Medical Grounds - The Management may call upon any employee at any time to appear before a Medical Board. If the employee is found to be medically unfit he/she shall be discharge from service. Failure of such an employee to appear before Medical Board for fitness examination as required by the Management shall render such staff as medically unfit and shall lead to discharge from service.

#### **14. CREATION AND FILLING UP OF TEACHING POSTS**

Teaching posts in colleges, as far as feasible, may be created in a pyramidal order, that is, for instance, there shall be one posts of Associate Professors and four posts of Assistant Professors per department.

#### **15. TEACHING DAYS**

The Colleges must adopt at least 180 working days, i.e. there should be a minimum of 30 weeks of actual teaching in a 6-day week or 36 weeks of actual teaching in a 5 days week. Of the remaining period, 12 weeks may be devoted to admission and examination activities, and non-instructional days for co-curricular, sports, college day, etc.

#### **16. WORKLOAD**

1. The workload of the teachers in full employment should not be less than 40 hours a week for 30 working weeks (180 teaching days) in an academic year. It should be necessary for the teacher to be available for at least 7 hours daily in the College, out of which at least 2 hours

for mentoring of students (minimum 30 students per mentor)/ for Community Development/Extra Curricular Activities/library consultation in case of Under Graduate Courses and at least 2 hours for research in case of Post Graduate courses, for which necessary space and infrastructure is provided by the College

2.The minimum direct teaching-learning process hours per week should be as follows:

Assistant Professor 16 hours

Associate Professor and Professor 14 hours

3.A relaxation of two hours in the workload may, however, be given to Associate Professors who are actively involved in extracurricular activities and administration.

## **17. SERVICE AGREEMENT AND FIXING OF SENIORITY**

1. At the time of recruitment in Colleges, a service agreement should be executed between the College and the teacher concerned and a copy of the same should be deposited with the Principal. Such service agreement shall be duly stamped as per the rates applicable **(Appendix II Service Agreement)**

### **2. Inter-se seniority between the direct recruited and teachers promoted under CAS**

The inter-se seniority of a direct recruit shall be determined with reference to the date of joining and for the teachers promoted under CAS with reference to the date of eligibility as indicated in the recommendations of the selection committee of the respective candidates.

## **18.SALARY: Payment of wages**

### **18.1 Remuneration:**

1. The scale of Pay and other allowances shall be as per agreement between the appointing authority and the employee
2. When an employee is appointed he/she shall be paid from the date of joining in which his/ her service in the college commences.

### **18.2 Pay scales (Appendix IV)**

### **18.3 Increment**

1.The annual increment is given in the Pay Matrix at 3%, with each cell being higher by 3% over the previous cell in the same level, rounded off to 100. The annual increments to each employee would move up in the same academic level with the employee moving from the existing cell in the academic level to the immediate next cell in the same level.

2. Increment shall be generally granted on 1<sup>st</sup> July of every year.

3. The Governing Body can have mechanisms, like performance analysis, students feedback etc., for the fixation of Annual increment.

4. **Annual increment can be withheld or revoked**

### **18.4 Allowances**

Dearness Allowance shall be according to the discretion of Management.

### **18.5 Deduction**

1. Statutory deduction towards income tax, professional tax, provident fund, ESI or any other tax payable by the employee will be deducted at source.

2. Any other legal recoverable dues like House rent will be deducted at source
3. Recovery of advances or for adjustments of overpayment
4. Employees unauthorised absence from duty
5. Deduction of amounts due to the college by an employee
6. Deduction in lieu of short notice period.
7. Any other legitimate deductions.

## **19. SECURITIES**

### **19.1. Employees Provident fund (as per provident fund act)**

1. The governing body of the institution shall maintain a Provident Fund for the benefit of its employee.
2. Every whole time employee of the college other than one whose services have been lent to the college by Government or other institution, permanently appointed to a substantive post shall as a condition of his service become a depositor of Provident Fund in the college.
3. The contribution of each depositor to the fund shall be 12 % of gross salary maximum Rs.15000 or as amended from time to time by Employees' Provident Funds & Miscellaneous Provisions Act, 1952. Such contribution shall be deducted monthly from the salary of the depositor and an equal amount shall be contributed by the College and shall be deposited in a separate Provident Fund account in the joint name of the employee and the Principal of the college.
4. An employee on leave on full average pay shall continue to subscribe to Provident Fund during the period of such leave.
5. A employee under suspension shall not contribute to Provident Fund during the period of suspension nor shall the contribution of the college be due in this case.
6. When a depositor's service in college comes to an end by his retirement, resignation or otherwise he shall be entitled to receive the entire amount standing to his credit in the Provident Fund.
  - a) Provided that the depositor whose service has been dispensed with for what in the opinion of the governing body is gross misconduct or who has been in the service for a continuous period of less than two years from the date from which he was allowed to subscribe to Provident Fund shall not be entitled to any part of contribution made by college or the interest accrued thereon.
  - b) Provided also that in the event of the death of the depositor during his service in the college, the entire amount shall be paid to the nominee as declared by the depositor.

**19.2 ESI :** Employees' State Insurance is applicable for all employees earning Rs. 21,000 or less per month as wages or as per amended rules of Employees' State Insurance Act. The women employees covered under ESI have to avail maternity benefits/claims from ESI

**19.3 Gratuity:** The quantum of gratuity shall be as per the provisions of Payment of Gratuity Act, 1972 as amended from time to time.

### **19.4 Maternity Leave**

1. Maternity leave on full pay may be granted to a permanent woman employee for a period not exceeding 180 days, for the first two children / to be availed of maximum twice in the entire career. Maternity leave may also be granted in case of miscarriage including abortion, subject to the condition that the total leave granted in respect of this to a woman teacher in her career is not more than 45 days, and the application for leave is supported by a medical certificate.

2. Maternity leave may be combined with earned leave but any leave applied for in continuation of maternity leave only may be considered if the request is supported by a medical certificate.
3. All employees covered under ESI are eligible to get the maternity leave amount under ESI maternity benefit. All such employees should complete all formalities in time with ESI office for claiming the benefit. They will not be eligible any maternity benefit from the institution

## **20. RETIREMENT, SUPERANNUATION AND RE-EMPLOYMENT**

The age for superannuation of teachers would be 60 years. However college can re-employ a superannuated teacher according to the guidelines framed by UGC upto the age of 65 years and thereafter no extension in service shall be given. After attaining superannuation if an employee is granted extension he/she will get the pay plus other allowances admissible thereon, as prescribed by the governing body. The extension in service will be sanctioned every academic year at the discretion of the governing body.

- a. In case of any dispute with regard to age of an employee, it should be addressed within one year of the cause of action/initial date of appointment and dispute raised after the aforesaid period would not be entertained.
- b. The date of birth as recorded in Class X mark list would be treated as the true date. That decision of the Management with regard to age proof would be final and binding upon the parties. The inquiry to be initiated with regard to arriving upon a finding in respect of age proof would be of summary in nature.
- c. That age dispute raised by any of the employee at the fag end of the service career would not be entertained by the Management.

## **21. GRIEVANCE REDRESSAL MECHANISM**

All complaints/grievance of employee including unfair treatment should be submitted by the employee to the Grievance Redressal Committee. The committee will be constituted with Principal, Administrator, one representative of management and one representative of staff.

If the employee feels that the grievance is not redressed or has not received any intimation regarding redressal in writing within a month he/she may submit the grievance in writing to the Chairman Governing Body. It shall contain all material statements and arguments on which the employ relies and shall be complete in itself.

On receipt of grievance with the relevant documents, the Chairman shall go through and after proper study /enquiry will give decision within 60 days

## **22. SUSPENSION, PENALTIES AND APPEAL**

### **22.1 Suspension**

1. The appointing authority may by an order place an employee, including a teacher of the college under suspension-
  - i. Where a disciplinary proceeding against him is contemplated or is pending or
  - ii. Where a case against him in respect to criminal offence involving moral turpitude is under investigation, inquiry or trial

**NB:** In case of teachers the Governing Body and in case of other employees the Principal shall be deemed to be the appointing authority.
2. An employee of the college shall be deemed to have been placed under suspension by an order of the appointing authority-

- i. With effect from the date of detention, if he is detained in custody, whether on a criminal charge or otherwise for a period exceeding 48 hours
  - ii. With effect from the date of his conviction, if in the event of a conviction for an offence, he is sentenced to a term of imprisonment exceeding 48 hours and is not forthwith dismissed or removed or compulsorily retired consequent to the conviction.
3. An order of suspension made or deemed to have been made shall continue to remain in force until it is modified or revoked by the appointing authority, but in cases other than criminal proceedings it shall not operate for more than 6 months
4. During the period of suspension, the employee shall be allowed subsistence allowance equal to 50% of the emoluments last drawn by him.
5. If the employee is exonerated from the charge or charges are subsequently withdrawn he shall be reinstated in his post and shall be paid full salary for the period of his suspension after deducting the subsistence allowance already paid to him.

## **22.2 Penalties and Appeal**

1. The appointing authority may, for good and sufficient reasons, impose on an employee of the college (including teachers) the following penalties
  - i. Censure
  - ii. Recovery from his pay of the whole or a part of any pecuniary loss caused by him to the college by negligence or breach of orders;
  - iii. Withholding of increments of pay
  - iv. Reduction of lower time scale of pay, grade or post
  - v. Compulsory retirement
  - vi. Removal from service
  - vii. Dismissal from service which all ordinarily be a disqualification for employment in the college.
2. The appointing authority may institute disciplinary proceeding against an employee of the college.
3. No proposal to reduce in rank or pay a teacher confirmed in the service of the college or remove or dismiss him from service or to retire him compulsorily shall be deemed to have been passed by the Governing Body unless it is supported by a majority of two thirds of member present at the meeting of Governing Body in which it comes up for consideration and where a decision is duly taken it shall not be given effect unless it is approved by the Executive Committee **of the founding society**.
4. When a penalty is imposed on an employee of the college by the Principal, the employee may prefer an appeal to the Governing Body of the college within 30 days from the date on which a copy of the order is delivered to the appellant.
5. A copy of the appeal shall be forwarded by the appellant to the Governing Body. It shall contain all material statements and arguments on which the appellant relies, shall not contain any disrespectful or improper language and shall be complete in itself.
6. With the relevant documents, the authority shall go through and without any avoidable delay shall forward the same with comments.
7. The appellate authority may confirm, enhance, reduce or set aside the penalty or remit the case to the authority which imposed the penalty with directions as it may deem fit in the circumstance of the case.
8. The authority which made the order appealed shall give effect to the orders passed by the appellate authority

## **23. RESIGNATION**

- i. An employee may resign from his post by giving due notice. It becomes effective only when it is accepted by the management.
- ii. A confirmed employee shall resign after giving 3 working month notice or paying 3 months salary in lieu of notice. An employee on probation/contract shall resign after giving one month notice or paying one month salary in lieu of notice.
- iii. The aforementioned period of notice does not include summer vacation
- iv. The management reserves its right to refuse or accept the resignation of an employee when disciplinary proceedings are pending against him or for a breach of contract or for any such reasons.

#### **24. TERMINATION/ CESSATION OF EMPLOYMENT**

1. The management may terminate the services of a permanent employee on administrative grounds in the interest of the institution by giving three months' notice or salary in lieu of such a notice.
2. Discharge on Medical grounds: The management may ask an employee to appear before a doctor so approved for the purpose. If in the opinion of a Doctor, the employee is found incapacitated rendering him physically or mentally unfit for work which he /she has been doing, and in the opinion of a doctor the chances of his becoming fit again for the same work are considered remote, he/she may be discharged by the management on the grounds of continued ill health.
3. Failure to submit himself/ herself for medical examination as required by the management will render the employee liable to be deemed as medically unfit and consequently discharged from service.

#### **25. CLOSURE, TEMPORARY STOPPAGES AND LAY-OFF**

1. In the event of fire, breaking down of building, catastrophe, pandemic or other causes beyond the control of employer, stoppage of any section or sections of establishment of any length period(s), the employer may, without notice stop wholly or partially for a reasonable period the whole or part of the establishment directly or indirectly affected by such breakdowns, stoppage etc.
2. Employees may be laid off by the management on account of shortage or curtailment and as far as possible seven days' notice may be given to the employees concerned.
3. The employer may close down any section or the whole establishment after giving three months' notice to the employee. Before reopening of the section, at least 7 days' notice shall be given to the employee. In case the section/department is unworkable or non-operational then the employees shall be deemed to be 'laid-off'.

#### **26. RESEARCH PROMOTION GRANT**

The teaching staffs can take up research projects by applying for grants to various funding agencies immediately after their appointments. The staff taking research projects shall execute their work as per the guidelines of the college regarding the same (Appendix V)

#### **27. CONSULTANCY**

The consultancy rule, terms and conditions and the model of revenue sharing between institutions and consultant teachers shall be as per guidelines of the College (Appendix VI)

#### **28. Interpretation**

If any doubt arises relating to the interpretation of these rules, it shall be referred to the Governing Body of the College whose decision thereon shall be final.

**29. Amendment**

The Governing Body of the College reserves the right, without giving any previous notice to make and bring about any amendment, alteration, **deletion**, modification or addition to any of these rules with effect from such date as it may fix.