



Unity College



SERVICE RULE AND
CODE OF CONDUCT
HANDBOOK

VISION & MISSION

Our Vision

We **enshrine** in our vision the **ideal** of imparting **quality higher education** that adheres not only to national but international standards.

We **believe** in empowering our students with an education that **hones life skills** and **employability**.

We **foster** an enduring **sense of discipline** and **single minded dedication to work**.

Our Mission

To **impart** holistic education in order to promote fostering of **global competencies**.

To **enable** and **empower** students to be **self-reliant**, and **inculcate** a value system and help in the **quest for excellence**.

To **illuminate** and **guide** the students on the right path in order that they become **responsible** members of their family and society.

1. INTRODUCTION

These rules shall be called service rules for the employees of the educational institution managed by the Amity Welfare Society. These rules shall come into effect from 1st May, 2007. These rules are not exhaustive and the Governing Body may from time to time amend, alter or add to these rules and all such amendments, modifications and additions take effect from the date specified by the Governing Body and shall apply immediately to all employees of the college, superseding the rules and regulations in force at the time of appointment.

If any questions arise as to the interpretation of the rules, it may be referred to the Chairman, whose decision thereon shall be final.

The interpretation and implementation of these rules rest with the Chairman of the Governing Body whose decision will be final and who may issue such administrative instructions as may be necessary or give effect to and carry out the purpose of the provisions of these rules. The Governing Body, in its own exclusive discretionary powers, may relax the provisions of any of the rules in a special case. But for such relaxation, the rules would not operate harshly and against good conscience, equity and justice. But any such relaxation would not form any precedence/example for future reference.

1.1 EXTENT OF APPLICABILITY

These rules shall apply to full time teaching/non-teaching employees including class IV employees who are in service of the college and to those who join their appointment subsequent to the promulgation of these rules except where separate rules are given for one or the other particular category of employee. What is said of the responsibility of the lower authorities may be validly done by a higher authority.

1.2 DEFINITIONS

In these rules, unless the context otherwise requires, the following terms mean:

Amity Welfare Society means a society formed by the Founder body duly registered under the Nagaland Societies Registration Act for the management of the College established and owned by the founder body, herein after called "Governing Body"

Governing Body means a body/committee of persons duly constituted in accordance with the rules and regulations of the Amity Welfare Society.

College means Unity College, Dimapur.

Principal, the academic head of the college, shall be appointed by the Chairman and is responsible for the day-to-day academic administration of the college and is responsible for the implementation of the rules, regulations, policies and objectives of the College and shall be responsible for all matters connected with teaching, curriculum, discipline and all other matters/related or incidental thereto, subject to approval and general superintendence of the Governing Body.

Vice Principal means member so appointed by the Chairman to work under and in close coordination with the principal as per legal requirement of the University guidelines.

Administrator means the authority which is appointed and empowered by the Chairman to conduct the general administration of the college on behalf of the Governing Body.

Teaching Staff means employee, male or female, in the full time employee of the College, as a teacher whether such employee is probationary, temporary or permanent appointed by the College authority which is duly approved by the Governing Body.

Month means a month according to the English Calendar.

Pay means the total amount including basic pay and all other allowances as issued from time to time drawn by an employee in terms of their mode of appointment/employment.

Probationer means a teacher appointed by the Managing Committee/Chairman on probation for a period of 2 (two) years.

Temporary employee means one which has been appointed for a limited period or for a specific work of a temporary nature or assigned to him or her by the Governing Body.

Permanent employee means one who upon satisfactory completion of his/her period of probation has been confirmed in his/her appointment.

Service means the period during which an employee on duty as well as on leave duly authorized by the competent authority (sanctioned leave by the Principal) but does not include the period during which an employee is absent from duty without permission or leave without pay or overstays his leave, unless such absence is regularized by grant of extraordinary leave, or such other leave as may be due by an order of competent authority.

Superannuation In relation to an employee means the attainment by him/her of such age which has been fixed in these rules as the age of attainment of the employee when he/she shall vacate the employment. The present age of superannuation is 65 years.

Year means Academic year as per University guidelines.

2. ORGANIZATION

The college was established with the objectives of encouraging and fostering higher quality education, where the students will become not only productive but proactive responsible citizens of tomorrow.

2.1 VISION

The college enshrines in its vision the ideal of imparting quality higher education adhering not only to national but also to international standards. Through effective implementation of the curriculum laid down by the University, the students would be empowered with an education that hones life skills and employability and at the same time foster an enduring sense of discipline and single minded dedication to work.

2.2 MISSION

The mission of the college is to have programmes that ensure the all round development of its students. The goal in view is an education that transforms young students and equips them to be self reliant; face challenges; the college endeavours to maintain a learning atmosphere that reinforces the ideals of professional competence and social commitment. Our mission is to:

- IMPART HOLISTIC EDUCATION IN ORDER TO PROMOTE FOSTERING OF GLOBAL COMPETENCIES.
- ENABLE AND EMPOWER STUDENTS TO BE SELF-RELIANT,
- INCULCATE A VALUE SYSTEM AND HELP IN THE QUEST FOR EXCELLENCE.
- ILLUMINATE AND GUIDE THE STUDENTS ON THE RIGHT PATH TO BECOME RESPONSIBLE MEMBERS OF THEIR FAMILY AND SOCIETY.

2.3 MANAGING BOARD

The Managing Board basic function is to ensure that the college accomplishes its mission. The Board does this primarily through its role in determining policies, strategies and budgets. In this process the Board must consider the special mission of Unity College and be aware of the trends and challenges in higher education in general.

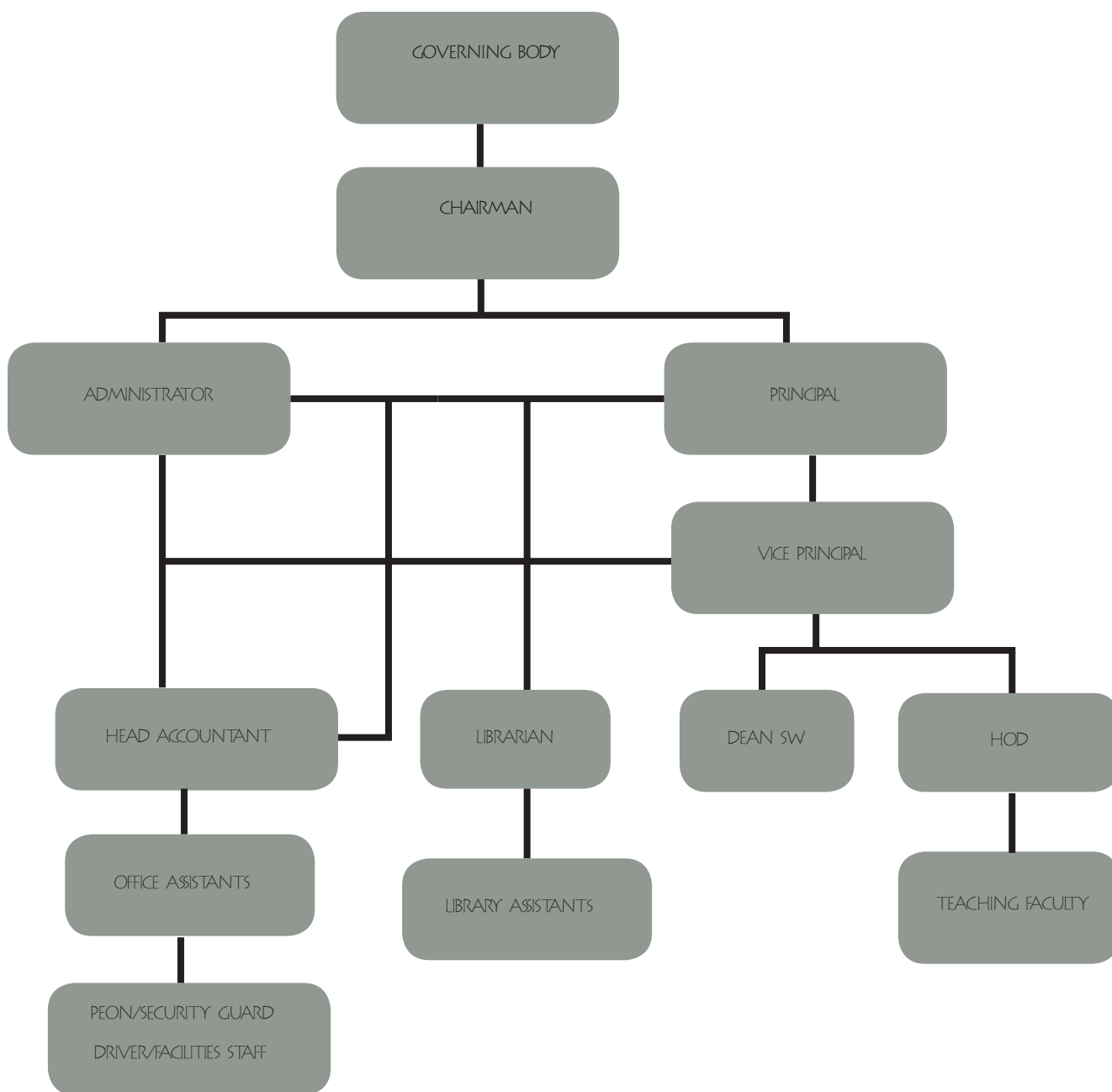
The Board evaluates and sets educational policy by acting upon recommendations of the faculty as brought to the Board by the administration; makes appointments to the college faculty and administration upon recommendation by the Principal and Administrator; and determines financial policy by approving the budget and building plans recommended by the administration. The Managing Board is a body whose primary responsibility is determining policy; it is not an administrative body. The Board articulates policies intended to guide the administration, but it does not itself execute the policies of the college.

2.4 ADMINISTRATIVE DIVISIONS

Unity College is divided into two major administrative divisions:

Academic Affairs Administration - The Academic Affairs Administration Division is responsible for all aspects of the academic program of the college. This includes Faculty planning, development, leadership, organizing seminar, conferences or any college events and evaluation of the curriculum and the faculty. This division is headed by the principal.

Internal Administration and Finance. The primary function of the Internal Administration and Finance Division is to protect, maintain, and expand Unity College's assets for the purpose of promoting the educational objectives of the College. The Internal Administration and Finance Division is responsible for all matters related to facility planning, financial services, food service, human resources, support and auxiliary services. This division is headed by the Administrator.



INTERNAL ADMINISTRATION & MINISTERIAL WORK

ACADEMIC ADMINISTRATION

3. SERVICE RULES

Every member of the staff shall agree to abide by all the conditions herein stated and also such conditions as may be stipulated from time to time by the competent authority.

Every member of the staff shall employ oneself honestly, efficiently and diligently under the orders and instructions of the Principal/Designated Authority or other officers under whom one shall, from time to time, be placed. One shall discharge all duties pertaining to the office and perform in such a manner which may be required of them or which are necessary to be done in their capacity as aforesaid.

Every member of the staff shall devote their whole time to the duties of the said employment and shall not, either directly or indirectly, carry on or be concerned/involved in any trade, business or canvassing/private consulting work, private tuition or the like of a remunerative kind or of an honorary nature without the specific written permission of the Chairman.

Notwithstanding anything contained above, whenever any consultation work for any private firm or institution is undertaken by the College, such members of the staff as are required will be commissioned by the College, with/without additional remuneration or honorarium as prescribed by the College, from time to time.

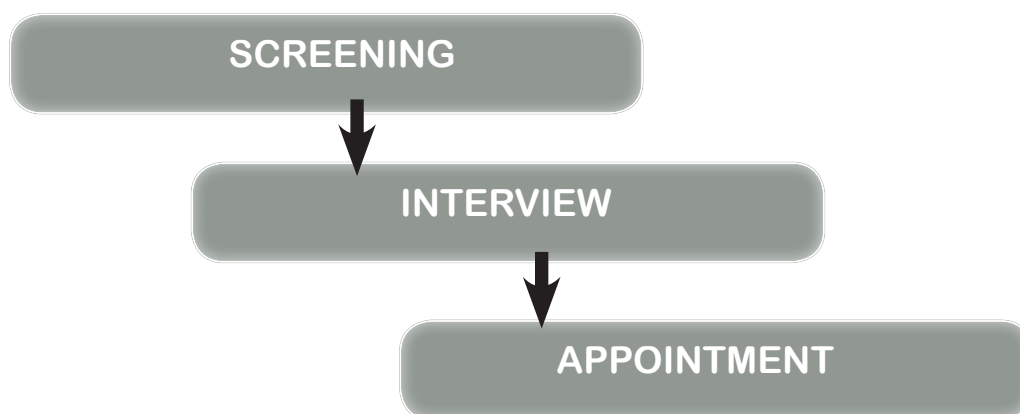
3.1 CLASSIFICATION OF EMPLOYEES

Employees can be classified as:

- ▶ PERMANENT
- ▶ PROBATIONER
- ▶ TEMPORARY EMPLOYEE

All employees are full time employees unless one has been appointed for a limited period or for a specific work of a temporary nature. Full time employment comes with fringe benefits such as casual leave, house rent allowance, medical allowance.

3.2 METHOD OF RECRUITMENT



3.2.1 SCREENING

1. Recruitment is normally done as per the requirement of the College.
2. Number of vacancies is notified by Principal based on student strength/resignations or terminations of staff members, to the management for approval/information.
3. Vacancies are advertised in leading newspapers.
4. Screening of applications is done by the respective **Department Screening Committee** headed by the Head of Department as per UGC norms.
5. Short listed candidates are informed through call letters and over telephones by the office.

6. In case of an emergency, a temporary teacher can be appointed in short notice by the Chairman as per the recommendation of the Principal.

3.2.2 INTERVIEW

1. Interview Committee consists of Principal, University Representative, Management Representative, respective Head of Departments and External Subject Experts.
2. Short listed candidates shall be called for personal interview (viva-voice) and selection is done based on merit.
3. Seniority list/merit list as and when two or more qualified and secure equal marks in written and oral interview, then their seniority shall be determined in order of their date of birth.

3.2.3 APPOINTMENT

1. The Governing Body shall appoint the teaching/non-teaching staff in consideration of merit of the candidate to the best of their judgment and choice, as per University rules/Guidelines.
2. Every employee, other than casual, part time, ad hoc shall be engaged by a letter of appointment before taking up their post. The letter of appointment shall state clearly the type of appointment offered, probation, temporary, contract or against a leave vacancy. The letter of appointment shall contain the terms of employment and all other service conditions. The employee shall submit written acceptance letter to Principal for the post offered to him or her. The same will be retained by the institution.
3. For the appointment, the candidate shall be free from contagious diseases, physical disabilities which will hamper to his or her duties and have the mental and emotional maturity to be on the staff of the College.
4. The Candidate shall produce all the mark sheets, Certificates and Diploma, a passport size photograph and other relevant documents in original at the time of appointment and deposit Photostat copies of the same with the college authorities.
5. The appointment and its continuance shall be subject to the Medical fitness of the candidate.
6. In exceptional circumstances, the Managing Board has the right to appoint a qualified and experienced candidate in consultation with the Principal in specific discipline.
7. Generally, before a person is considered for a permanent employment, unless otherwise specified in the appointment order, he/she is required to be on probation for a period of two years. The probationary period may be extended at the discretion of the competent authority.
8. During the period of probation or extended period of probation, the services of a probationer may be terminated with 1(one) month notice or compensation in lieu of notice if his/her performance is found not satisfactory for both college students and staff of the college. No appeal shall be entertained in such termination.
9. If during the period of probation, the employee's performance of the duties assigned to him has been found to be satisfactory, he may be confirmed by a written order. If not satisfactory, the period of probation may be extended at the discretion of the Competent Authority. If, at the end of such an extended period, the probationer's work is still found to be unsatisfactory, his/her services shall be dispensed with or without assigning any reason whatsoever.
10. No employee is entitled to be confirmed or to be treated as a permanent employee only by reason of his having completed the probationary period until the confirmation order is issued in writing by the Competent Authority.
11. If no orders are passed, the probationer's services will be deemed to have been unsatisfactory and the probationer stands discharged from service.
12. A permanent employee promoted to a higher post shall be on probation for a period of one year and is liable at any time during this probationary period can be reverted back to the original post

at the discretion of the Management.

13. No employee can claim promotion as right only on the basis of eligibility to hold the promotional post, or by way of mere seniority or of having been temporarily placed in charge of the post. When a higher post falls vacant and the Competent Authority is free to consider all available candidates. The promotion of an employee from a lower post to a higher post shall be determined on the basis of merit, quality of service, loyalty, conduct, efficiency, ability, and health, nature of the job, seniority and the individual's suitability for the job.
14. If persons of requisite qualification are not available, a temporary appointment may be made to carry on the work of the institution till such time when either a qualified hand is obtained or as the management so wishes. If an untrained person is appointed, he will be required to complete his training within a period of two years. This rule may be relaxed by the Management, in view of satisfactory work, on the recommendation of the head of the institution.
15. In case of a teacher appointed for a specified duration or for a particular assignment, the release from service will be at the sole discretion of the Chairman. No notice or reason is required.
16. The Governing Body may, at any time in the event of a natural calamity, a fire, catastrophe, epidemic, civil commotion, strike, or any other causes beyond its control, close down sections or classes of the College, wholly or partially for a specific period without notice. In such event, the Management Board may terminate the services of an employee even after he is confirmed. In such cases the employee shall be paid all his legitimate dues such as PF, gratuity etc. In the event of retrenchment for reasons beyond the control and contemplation, of the management due to abolition of a subject, class, section, department, the services of employee/teacher can be retrenched after giving such an employee three months notice or three months salary as compensation in lieu of notice.
17. An employee may discontinue his/her services in the College even after his/her confirmation by giving One Month notice or by paying an amount equal to One month salary in lieu of notice provided there are no dues outstanding against the employee.
18. A probationer services can also be dispense with one month notice from either side or in lieu of one month notice, the probationer may forego one month's pay.
19. No member of the staff shall apply for an employment elsewhere without obtaining **No Objection Certificate** from the head of the institution.

3.3 RETIREMENT

1. Every employee shall retire from service on attaining the age of 65 years.
2. The Principal may for special reasons recommend to the Managing Committee the extension of service beyond 65 years of any particular teacher. The Governing Body may grant extension at its discretion, provided the employee is fit for such an extension and has no mental or physical incapacity which disqualifies him from such an extension.
3. The Chairman considering the merit of the case, and subject to the employee being certified medically fit by the medical officer authorized for the purpose by the Chairman, may grant extension for one year at a time, but not exceeding three years.
4. The extended period will not be treated as continuity in service.
5. 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.

3.4 RECORD OF AGE

1. The date of birth of an employee as furnished by him at the time of joining should be supported with one of the following documents before it is accepted as correct. Certificate indicating the

academic qualification and also indicating the correct date of birth.

- The age of the employee verified as above or in any other manner deemed fit by the management shall be the conclusive proof of the age of the employee for all questions concerning his employment including retirement. No change of date of birth thereafter shall be accepted. (Date of birth as recorded in his/her HSLC Admit Card/ Certificate shall be final).

3.5 CONFIDENTIAL RECORD OF THE EMPLOYEE

A confidential report in the form prescribed for College Academic year shall be kept by the Principal in respect of every teaching employee. The first part shall consist of a factual record of employment, salary scale, increments, leave record, any disciplinary action etc, as well as factual assessment of the work done by the employee. The second part shall consist of confidential and evaluated statements with regard to the performance of the employee by the Head of the Institution. The signature of the employee shall be obtained for entries in the first part.

The performance of every employee shall be determined on the basis of the entries made in their Confidential Records for the purpose of merit, promotion, efficiency bar, confirmation, etc.

3.6 REMUNERATION

- Pay for the selected candidates is fixed and approved by the Governing Body as per the pay scale for the respective post based on the qualification and experience of the candidate.
- Higher Pay Packages for exceptional and experienced candidates are fixed by the Governing Body in the case of PhD/Doctorate degree holder at their initial appointment.
- The scale of pay and other compensatory allowances shall be the one agreed upon by the appointing authority and the employee at the time of appointment.
- Every employee shall be paid his/her salary for the month on or before 5th day of the following month.
- When an employee is appointed, he/she shall be paid from the date on which his/her service in the college is commenced. The College shall deduct from the pay at source the amount due on provident fund and any other due legally recoverable and pay the amount on behalf of the employee.
- The salary may be revised by the Management from time to time, if necessary/whenever necessary arises.

3.7 PROVIDENT FUND

All employees shall subscribe to the provident fund scheme at a specified rate (as stipulated in the Employees 'Provident Fund and Miscellaneous Provision Act of 1952) per month out of his/her salary or. The College authorities shall abide by the Employees Provident Fund regulations.

All permanent employees shall subscribe to the provident fund scheme after completion of probationary period.

3.8 GRATUITY BENEFITS

The gratuity benefits scheme in the way formulated below will be applicable only to permanent and full time employees of the college. If a better scheme is adopted later, the present one will stand cancelled.

In case of death of an employee gratuity will be paid to his legal heir/nominee as per nomination made in the appended form by the employee. If this nominee is other than the one for the savings fund a separate nomination is to be explicitly made.

Formula

Gratuity = One month salary for each completed years of service

Where Salary is Basic Pay

The year of service will be counted from the date of joining.

Payment of gratuity to an employee or his/her legal heir nominee dependants subject to deduction of any liability of the employee to the institution.

3.9 LOANS

A permanent employee is eligible to apply for loan amounting to 3 (three) months salary which is to be paid back in 10 monthly equal installments. The approval and sanctioning of the loan will be at the discretion of the Chairman and subject to availability of fund.

3.10 MEDICAL FITNESS

The management may, whenever necessary, require an employee to be examined for medical fitness by a Government authorized doctor approved by the institution and the employee shall be bound to comply with the same under FR-10.

Every employee shall undergo a medical check-up once a year and avail himself/herself of all immunization programmes, if so advised.

3.11 WORKING – HOURS

1. The College shall follow a complete week (Mon-Sat) other than 2nd & 4th Saturdays.
2. General work-timings of the institution are noted in the College diary. These work-timings are subject to change and the specific schedule for reporting for work will be detailed specifically by the Principal. Besides, an employee may be required to work beyond his/her working – hours if exigencies of academics or institutional work, so demands and such instructions are to be complied with.
3. All employees shall be required to attend emergencies or other urgent duties connected with academical and institutional work outside their regular hours of work including Sunday and holidays, as and when required.
4. It is expressly understood that the teaching staff may be asked to take up classes whenever necessary, to accompany students on picnics during holidays and to travel on study tours with the class during holidays without extra remuneration.
5. The minimum working hour in a day for faculty members is 5 hours and maximum till college hours. All faculty members are expected to fulfill this requirement. An employee failing to meet this minimum requirement of duties will be treated as absent for the day. Faculty members who do not have the first period should report to the college on or before 8:45 A.M. The working hour will be calculated from the arrival time of the employee. For Non-Teaching Staffs - Staffs involved in the administration the reporting time is 8:20 A.M. Peons, Security guard should report by 8:15 A.M. Facilities staff and Night Security Guard should report as per the schedule and timing given by the administrator.
6. The maximum number of classes to be allotted to a teacher per week varies from 17 to 21 classes as per class routine. Each class (undergraduate) will be of 45 minutes only.
7. First, third & fifth Saturday (if any) shall be taken as half working day and in the 1st half co-curricular activities as designed by the Dean, Student Welfare will be conducted.
8. It is mandatory for all employees to be present on the **FIRST** and **LAST** working day of the semester. All employees should also be present on the **FIRST** working day after the vacations and the **LAST** working day before the vacations.

3.12 CARE OF INSTITUTIONAL PROPERTY

Every employee shall take sufficient care of the property, furniture, etc. of the College and shall take all reasonable precautions. A negligent employee shall be liable to disciplinary action as may be deemed fit by the management. Besides, the management may recover the value of such breakage, damage, or loss from the employee.

Every employee is expected to take normal precautions while at work and shall make proper use of safety devices and preventive measures.

3.13 PERSONAL PROPERTY

The governing body/management shall not, in any way, be responsible for loss or damage to the personal property brought to the College by the employees.

3.14 LEAVE RULES AND PROCEDURES

1. Leave means authorized absence from duty.
2. Leave shall not be claimed as a matter of right.
3. A member of the staff shall not normally or on any pretence absent himself/herself from his/her duties without prior permission from the Principal.
4. Leave Application Form (LAP) is to be **submitted in advance** and **approval must be obtained prior to availing the leave.**
5. In case of absence on Medical grounds, certificate intimation should be sent to the Principal within 12 hours of start of medical attention and a Medical Certificate shall be produced at the time of joining after leave.
6. Leave of any kind will not be sanctioned when the services of the staff are needed for the College work or when there is an unfinished job involving the employee.
7. When exigencies of service demand, leave of any description may be refused or revoked by the leave sanctioning authority.
8. Leave, excepting weekly off and public holidays, should always be applied for and sanctioned before it is availed of except in case of emergency in which case a leave application must follow immediately, as a rule. In order to avoid inconvenience, an employee who desires to obtain leave of absence shall fill up the LAP and get the approval of the principal in advance.
9. Leave ordinarily begins and ends on the dates for which it is sanctioned.
10. If an employee, after proceeding on leave, desires an extension thereof, he shall, before the expiry of the leave originally granted to him/her, make an application in writing giving sufficient time to the Principal to respond. The latter shall send to the employee a reply either granting or refusing the extension of leave to his/her leave address. Every employee, going out of station on leave, shall furnish in his/her leave application the address of his/her outstation.
11. An application for medical leave should be supported by a medical certificate from a registered qualified medical practitioner or the medical officer nominated by the management. In case an employee refuses to do so, he/she will be considered absent.
12. Leave is not deemed to have been granted unless sanction is given. An employee absenting himself/herself when leave is not granted will be marked absent and will not earn wages for the period of his/her absence. Further, he/she renders himself/herself liable to disciplinary action or other consequences under the service rules including abandonment of employment.
13. An employee, who has been granted leave on medical grounds, is required before resuming duty to produce a medical fitness certificate from a registered qualified medical practitioner.
14. No leave shall be granted beyond the date on which an employee must compulsorily retire.
15. An employee who is detained in custody for more than 48 hours, whether on a criminal charge or otherwise, or is undergoing imprisonment, shall be deemed to be suspended from service and

if he/she does not report back within a month, it will be presumed that he/she has abandoned the quitted employment/service.

16. An employee is eligible for all Sundays, public and College holidays notified in the College calendar unless otherwise shifted, on the understanding that the employee is bound to come to College on a holiday to attend a meeting or for any other specific purpose when so required by the head of the institution.

3.14.1 CASUAL LEAVE:

1. Casual leave is initially meant for a short period of absence necessitated by sudden and unforeseen urgent work.
2. No employee has the right to grant of casual leave. The Principal is empowered not to grant casual leave at any time according to the exigencies of service and the need of the institution.
3. All employees are eligible for 12 days of casual leave per year @ 1 day per month from 1st of January to 31st December subject to prior approval.
4. Probation period staff members are allowed to take leave after completion of the respective months only.
5. Casual leave cannot be accounted and cannot be combined with any other kind of leave, vacation or holiday.
6. Casual leave may be granted not more than 2 days at a time which may be extended in extraordinary circumstances with prior approval from the Principal. In the case of non-teaching staff, prior approval should be taken from the Administrator.
7. Unavailed Casual Leaves are entitled for remuneration as per basic pay only at the end of the year.

3.14.2 MEDICAL LEAVE

1. A permanent staff member may be granted ten-day medical leave with full pay on medical Certificate for each academic year of service provided it is supported by a medical certificate by a qualified registered medical practitioner that must satisfy the College authorities.
2. Certificate of fitness must also be produced at the time of resuming the duty. The College authorities retain the right to appoint a registered medical practitioner to examine such an employee/staff.
3. For computation of medical leave all intervening Sundays and holidays shall be counted.

3.14.3 MATERNITY AND PATERNITY LEAVE

1. Maternity leave with pay may be granted to a female employee who has put in not less than one year of service during pregnancy.
2. A woman employee of the institution, who has completed at least one year of continuous and satisfactory service, after the completion of the probation period, is eligible for Maternity Leave (ML) for a maximum of 60 (Sixty) days, subject to prior approval of the Principal/Designated Authority. For nursing mothers, relaxation of the minimum working hours will be considered for 4 (Four) months.
3. A male employee is also eligible for Paternity Leave (PL) with pay of 15 (Fifteen) days.
4. An employee can avail ML or PL only 2 (two) times in their entire service period.
5. The ML and PL sanctioned shall be availed on a continuous basis and cannot be availed in installments.
6. The decision of the Principal will be final in sanctioning of ML and PL.
7. Notice of maternity leave should be given at least one month prior to the leave.
8. Any additional leave beyond the above will be reckoned as leave on LOP.

3.14.4 SPECIAL LEAVE

1. Special casual leave, not exceeding 10 days in an academic year, may be granted to an employee. In case of certain casualties, it may be extended as per the discretion of the Management.
2. Leave taken due to causes beyond the control of the employees such as inability to joint duty due to social commotion or a natural calamity provided the employee has no other kind of leave at his/her credit.
3. Special casual leave cannot be accumulated, nor can it be combined with any other kind of leave except casual leave. It may be granted in combination with holidays or vacations.
4. Special leave not exceeding one month may be granted to a teacher with pay for attending refresher course with prior approval of Chairman/Management through the Principal.
5. Extraordinary leave may be granted at the discretion of the Principal without pay to a teaching and non-teaching staff in special circumstances such as: When other leave is admissible, but the staff applies in writing for the grant of extraordinary leave.
6. Examination leave without pay may be granted to a confirmed teacher for the full period of the examination and one week prior to its commencement, provided:
 - (a) The examination meets the needs of the College.
 - (b) The examination is conducted by a competent authority.
 - (c) The total period of leave from its commencement does not exceed 30 days.

3.14.6 LEAVE WITHOUT PAY

1. Any Leave availed in excess of the prescribed limit shall be deemed to be Leave Without Pay (LWP). If the quantum of LWP is more than 10 days in a year, it will be considered as a Break in Service, unless acceptable supporting documents in evidence of justifying such excess leave is provided. The decision of the Principal/Designated Authority shall be final in such cases.
2. If any staff member is absent from duty without prior permission, such period of absence will be considered as LWP. Pay deducted for LWP will be calculated on full day salary basis. Salary deducted shall be Total Monthly Salary divided by the Number of Working Days.
3. Absence with or without permission and without making alternative arrangement for class or other important duty will also be treated as LWP. Such absence will also be considered as a Break-in-Service.
4. Two such breaks in service within a period of one year will make the staff member ineligible for increment in pay.

3.14.7 LOSS OF LEAVE

If an employee remains absent without sanctioned leave or overstays the leave originally granted or subsequently extended.

N.B. Non-availability of transport shall not be deemed satisfactory explanation for absence or overstay.

3.15 ATTENDANCE, UNAUTHORIZED ABSENCE FROM WORK, ETC.

Every employee shall report at the assigned place of work and at the notified time for the commencement of his/her duty. He/she shall record each day the time of reporting at and departing from the place of work in the manner specified by the management. An employee failing to report or record as above is liable to be marked absent. An employee who is found absent from his/her place of work during the working hours without prior permission from the Principal shall be treated as absent from his/her place of work.

If an employee reports late for duty either at the commencement of his working – hours during a calendar month, he/she will forfeit one day's casual leave or one day's salary in lieu of leave, if he/she

has no leave, if he/she has no leave at his/her credit.

An employee, who has been granted leave, laid off, suspended, discharged, dismissed or has resigned or is not working for any reason, shall leave the premises of the institution forthwith unless asked to stay back by the Principal.

3.16 CROSSING THE EFFICIENCY BAR

No employee shall be allowed to cross the efficiency bar unless the competent authority is satisfied that he/she has been working efficiently and to the best of his/her ability and his/her integrity is found satisfied.

3.17 NO WORK NO PAY

In all cases of absence from duty without leave or permission or where an employee fails to discharge his duties, the principle of 'no work no pay' shall apply under FR-17 and salary will be calculated as per point 3.14.6 no 2.

3.18 SERVICE OF NOTICE

A matter required to be notified under these rules and any notice by the management to the employee in the College shall be displayed on the notice-board. When so displayed, such matter or notices shall be deemed to have been communicated to all the employees.

A notice or letter of communication intended for an employee may be delivered to him personally in the premises of the College and the employee is bound to receive the notice and acknowledge the same. Refusal on the part of the employee to accept the letter of communication a second time, provided a copy thereof shall be exhibited on the notice board, will also render the employee liable to disciplinary action/termination without further notice.

In the case of an employee who is absent or on leave, any intended notice or letter of communication shall be sent to him/her by registered post-with acknowledgement-due to the said address of the employee shall be deemed to have been served on him/her. When such a registered letter, communication or notice is returned undelivered for any reason, and if a copy of the said letter, notice or communication is also sent under certificate of posting. It shall be deemed to have been served.

A matter required to be notified under the rules and a notice or communication by the Principal to the employee will be in English.

3.19 FACULTY IMPROVEMENT PROGRAM

The programme aims at enhancing the academic and intellectual environment in the Institutions by providing faculty members with enough opportunities to pursue research and also to participate in seminars/conferences/workshops. Participation in such programmes would enable faculty members to update their research and pedagogical skills.

OBJECTIVES

1. To provide an opportunity to the teachers of the Colleges to pursue their academic/research activities leading to the award of M.Phil./Ph.D. Degree.
2. To provide an opportunity to the teachers to present papers in academic conferences/seminars/workshop conducted at the District/State/National/International level which is recognised by UGC/ICSSR/State Govt. Departments or participate in workshops and exchange knowledge and ideas.
3. To provide opportunity to Young Faculty members to spend a short period (not less than two weeks and not more than two months) at institutions of their choice, for a better academic exposure.

Conditions of Eligibility

- The teacher should be a permanent employee.
- A formal invitation along with information should be received.
- A minimum of 15 (fifteen) days prior information in the form of an application should be submitted.

Procedure

The Faculty should submit an application to the Principal with relevant documentation. Once approval is sanctioned the faculty should fill up the Leave Application Form and submit it to the Office. For more information see the Leave Process Section.

3.20 EVALUATION

Department

Before the start of the semester, there will be a departmental meeting along with the Principal, and Vice Principal where the academic plans of the department will be discussed.

At the end of each semester, there will be a departmental meeting along with the Principal, Vice Principal and Administrator. In this meeting the performance and activities of the department will be evaluated.

Faculty Evaluation and Appraisal

- Faculty Self Evaluation
- Students Faculty Evaluation

3.21 FIXATION OF SENIORITY

Seniority list shall be prepared in the following manner:

1. When both written and oral interview in a particular time or date, merit-list drawn in the interviewed so conducted by the selection Board shall be fixed/arranged in category/grade-wise accordingly.
2. When 2 (two) or more persons/candidates equal marks secured in both written and oral interview, then their order the date of birth seniority list be arranged in a particular grade or post (first borned first basis).
3. When without any selection board interview appointed 2 (two) or more persons/candidate to the service on the same date in a particular grade, then their seniority shall be arranged in order of their date of birth (first borned first basis)

4. CODE OF CONDUCT

Every employee shall be governed by the following code of conduct, which is not exhaustive:

1. Every employee shall all times be courteous and considerate towards the personal management, parents, colleagues, students, visitors, superiors and co-workers.
2. Every employee shall maintain absolute integrity, a high sense of devotion to duty and standard of conduct. The employees shall be loyal to the institution and abide by the rules/guidelines made from time to time.
3. Every employee shall carry out the work assigned to him/her by his/her superiors conscientiously in accordance with the specific or general instructions of his/her superiors and shall maintain discipline at all times in the department or workplaces or premises of the institution. He shall also co-operate with his/her superiors and co-employees and not commit a nuisance and abet indiscipline among others at all costs. No employee shall, at any time, indulge in maligning or falsely implicating the authorities or superiors or college management or members of the staff.
4. An employee is required to accept any work allotted to him/her by the head of the institution in addition to the work allotted to the particular post held by the employee, keeping in mind the ethos of the institution.
5. Employees shall always be neatly dressed, in clean, ironed clothes while on duty and shall keep their person and work-places tidy and clean and at all times maintain cleanliness of the institution.
6. Employees who have been provided with uniform shall wear it while on duty. Those who do not wear it are liable to be debarred for the day and marked absent besides rendering themselves liable to disciplinary action.
7. Uniforms provided by the institution shall not be worn during off-duty hours.
8. Employees shall take proper care of machines, tools, materials, equipment, furniture and all other sundry property of the institution, movable and immovable.
9. Employees shall promptly report of an injury sustained in course of their duty. The management, in no way, is responsible for damage while on duty and all employees are expected to take out accident and/or other necessary insurance policies.
10. Employees shall promptly report of an accident or hazard noticed by them on the premises of the institution and shall promptly do the needful to minimize the damage forthwith.
11. All non-teaching/teaching staff should be present at the commencement of the time fixed and notified to them. If anyone attending late by more than 30 minutes shall be liable to be marked absent for the whole day at the discretion of the Principal.
12. No employee shall misuse or carelessly use the material and facilities provided by the institution.
13. No employee shall, without proper sanction and making proper payment, avail himself, for private or personal purpose, or take out any material which is the property of or has been paid for by the institution.
14. Employees are not permitted to accept gifts in cash or kind from visitors, parents, contractors, businessmen or any other parties connected with the activities of the institution.
15. No employee shall tamper or cause it to be tampered with the records or notices of the institution.
16. An employee shall not communicate directly or indirectly an official document or information to any other person.
17. No employee shall disturb the peaceful atmosphere of the institution by demonstration, shouting, loud talking in any fashion whatsoever, or indulge in an act which is prejudicial to the interest of teaching or peaceful working atmosphere of the institution.
18. No employee shall indulge in quarrels, cross-talking, abuses, fights, violence or any other disorderly or indecent dressing behavior on the premises of the institution.
19. No employee shall make a collection of money in any manner on the premises without a written

permission from the Principal.

20. No employee shall interfere with the work of other employees, disturb or cause annoyance to them at work.
21. No employee shall commit an act in contravention of or in derogation of any of the provisions of these service rules or any rules or instructions notified by the management to the employees from time to time.
22. No employee shall knowingly or unknowingly or willfully neglect his duties, moral or otherwise discriminate against a student on grounds of caste, creed, language, religion, place of origin, social, sex and cultural background or any of them.
23. No employee shall indulge in or encourage, any form of malpractice connected with examinations or any other social activities; be negligent in or late in correcting class work or home work done by students, inflict corporal punishment on a student.
24. No employee, while marked present in the College, shall absent himself/herself, except with the permission of the Principal from the class or duty which he is required to attend or communicate any information which he may come across which is a secret of the institution.
25. No employee shall indulge in disclosing and secret or confidential matter relating to the affairs of the College to an unauthorized person at any time; refuse to accept a communication from the Management/Principal.
26. Every employee shall at all times conduct himself/herself in accordance with the specific or implied order of the management and the head of the institution regarding behavior and conduct which may be enforced and issued from time to time.
27. No employee shall indulge in activity which may embarrass the cause of the institution.

EVERY EMPLOYEE SHALL OBSERVE THE FOLLOWING CODE OF CONDUCT BESIDES THE ABOVE:

1. Be proud of the dignity of his profession.
2. Be in the college premises according to the timings laid down by the Principal and sign the attendance register at the time of arrival or the time fixed for such purpose by the Principal.
3. Conform, in the absence of a teacher, to the replacement timetable as drawn up by the Principal or his/her nominee.
4. Be strictly impartial to all his pupils, sympathetic and helpful particularly to slow learners.
5. Cultivate freedom of thought and expression and strive to develop a scientific temper in himself/herself and in his/her pupils.
6. Organize and promote all College activities which foster a feeling of universal brotherhood among pupils.
7. Take his/her stand against the unhealthy customs and practices in modern society and strive his/her best to instill into the minds of his/her pupils principles of co-operation, justice and social service.
8. Instill, by precept and example, into the mind of the pupils entrusted to his/her care, love for the motherland, respect for all mankind and for rule of law and order.
9. Be regular and punctual in respect of duty, be it academic or otherwise, in all matters pertaining to the College, which may be assigned to him/her by the Head of the College or his/her nominee.
10. Comply with College working- hours by setting an example in punctuality.

5. COMPLAINTS & GRIEVANCES

COMPLAINTS, GRIEVANCES & PROCEDURE FOR ITS REDRESSAL

A grievance means a controversy between an employee and employees on one hand and the management and employees on the other hand in respect of wages, payment, transfer, leave, promotion, working – conditions and matters involving interpretation of existing rules/guidelines/procedures here in these rules but excluding a matter connected with punishment or disciplinary action.

Whatever the type of grievance may be, in the interest of the students, the aggrieved person/persons shall be given a patient hearing that grievance be settled as promptly as possible on the basis of facts in a climate of mutual confidence and respect. The endeavour shall also be that the grievance is settled at the point of its origin.

5.1 GRIEVANCE PROCEDURE

It is the policy of the College that the faculty and the staff should

- Be given a fair hearing by their immediate superior (HoD/In charge) concerning any grievances they may wish to raise;
- Have a right to appeal to a more senior official against a decision made by their superior.
- Have the right to be accompanied by a fellow faculty/staff of their own choice, when raising a grievance or appealing against a decision.

The aim of the procedure is to settle the grievance as early as possible to its point of origin.

PROCEDURE

The main stages through which a grievance may be raised are as follows:

1. That the employee shall first take up his grievance in writing with the Principal. The Principal will try to settle the grievance and satisfy the employee verbally as soon as possible but within 3 days.
2. In case the employee is not satisfied with the reply given by the Principal and if he/she so desires, he may submit his grievance to the Chairman through the Administrator who would try to settle it as early as possible.
3. The Chairman would take a decision in the matter and the same will be conveyed to the employee.

5.2 GRIEVANCE REDRESSAL MECHANISM FOR STUDENTS

Academic Issues and Administrative Issues

1. Student will first take up his/her grievance with the Dean of Students Welfare in written form.
2. The Dean will try and resolve it on the same day. If not resolved at the Dean's level, the Dean has to forward the same to the Vice Principal with his comments and reasons as to why it is not resolved.
3. The Vice Principal will give personal hearing to the aggrieved student in the presence of Dean and will be resolved on the very day. If so desired by the student, the parents are allowed to the meeting and presided by College Principal/Administrator as the case may be.

5.3 MISCONDUCT, PENALTY FOR MISCONDUCT, DISCIPLINARY PROCEEDINGS

The term 'misconduct' denotes an offence or an act of commission or omission on the part of the employee which falls within the general connotation of the word misconduct as understood generally and shall be deemed also to connote an offence or acts of commission or omission under or against

rules, regulations and practices of the institution detailed in the clauses of the service rules, specially clauses of the code of conduct without prejudice to the generality of word the misconduct the following acts of omission or commission shall be treated as misconduct on the part of an employee.

1. Late attendance or absence from duty without notice or permission.
2. Leaving the place of work during working hours without permission or absence without permission from the authority of his/her working place.
3. Laziness, inefficiency or careless work.
4. Obtaining leave or attempting to obtain leave on false pretences.
5. Refusal to accept, receive or take delivery of notice or letter or any communication from the Principal.
6. Borrowing or lending money on the College premises.
7. Improper or discourteous behavior towards others, shouting, loud talking or making a nuisance and noise on the College premises.
8. Failure to report a disease an employee may have which may endanger others.
9. Using institutional facilities unauthorisedly for personal gain.
10. Sleeping while on duty.
11. Neglect of duties assigned to the employees.
12. Entering a section or department except for purposes of assigned duties.
13. Late coming or absence of a habitual nature.
14. Failure to report for duty when leave has been refused or when leave has been cancelled and the employee has been called back to duty.
15. Failure to report at once to superiors any accident or a hazard noticed inside the premises or to report promptly any occurrence or defect or mistake which might damage the property of the institution or that of any others.
16. An act of conduct within and/or outside the premises which is likely to endanger the life or the safety or the good name of a person.
17. Failure to observe safety instructions or make use of safety devices provided by the management or failure to take preventive measures.
18. Unauthorized handling or misuse, mishandling of a machine, apparatus, equipment or material.
19. Failure to report the loss of tools or materials entrusted to him in the performance of duties or failure to account for the same.
20. Using indecent language or making false allegations against co-employees or others, speaking in an abusive manner to superiors or others.
21. Insubordination or disobedience whether alone or in union with others; non-compliance of an order of a superior, or instigating others to insubordination or disobedience.
22. Refusal to accept or obey an order of transfer from one job to another or from one department of the institution to another or other institution of society.
23. Furnishing false or incorrect information or withholding relevant or pertinent information at the time of appointment or any other time.
24. Trespassing or forcible occupation of a portion of the premises, unauthorized use or occupation of the accommodation or refusal to vacate the same when told to do so by the Principal.
25. Unauthorized use of the name, address, telephone or any other description of the institution.
26. Theft, fraud or dishonesty in connection with the business or property of the institution or of other employees, or visitors to the institution or attempting to do so.
27. Tampering with the records of the institution, falsification, defacement or destruction of the

- records of the institution including those pertaining to the employees or attempting to do so.
28. Disclosing to an unauthorized person, without written permission of the Principal, information affecting the interest of the institution with regard to procedures, practices and functioning of the institution.
 29. Gambling within the premises of institution.
 30. Bringing liquor or other intoxicants, including addictive/drugs to the College, consuming intoxicants in College premises, or reporting for work in an unfit condition because of previous indulgence in or under the influence of an intoxicant or disorderly indecent behaviour in the premises of institution or inside the premises, where such behaviour is connected with employment.
 31. Possessing firearms, other weapons or other articles in the premises detrimental to the security of the institution or persons.
 32. Soliciting, demanding, collecting or canvassing of money from anyone, or sale of any kind of tickets within the premises for a purpose or reason without prior permission of the Principal.
 33. Creating disturbance or nuisance inside or in the immediate neighbourhood of the premises including its residential sector by fighting, abusing, threatening to assault other employee(s), other riotous or disorderly behaviour.
 34. An act subversive of discipline or good behaviour in the premises or outside the premises if it affects the discipline or administration or reputation of the institution or has a bearing on the smooth and efficient working of the institution.
 35. Intimidating other employees by threats pressures or other means, with a view to preventing them from attending to their duties.
 36. Erection, inscription, exhibition of a matter whatever at any corner of the property of the institution including its building, walls, fences, trees, boards or vehicles, disfiguring of an inscription, notice or publication put up by the institution.
 37. Unauthorized removal from or affixing of notice on the notice-board or any other place in the institution or its premises.
 38. Preaching, carrying on or canvassing for religious or political activity in the premises, in any manner whatsoever, without the prior permission of the Principal.
 39. Organizing, holding, attending or taking part in the meeting, exhibition, sticking or distributing handbills, notices, leaflets, pamphlets or posters in the premises or in its immediate neighbourhood without prior permission of the Principal.
 40. Preaching of or inciting disaffection or violence in relation to matters and people concerning the institution.
 41. Holding a meeting without permission, staging or participating in demonstration, shouting, forcing others to join in group action or picketing within the premises or within a radius of 50 meters from the boundary of the College premises.
 42. Participating in a strike or stay-in-strike or abetting, inciting, instigating or acting in furtherance of a strike or stay-in-strike.
 43. Delay in the performance of work or go slow in work or instigating thereof.
 44. Gheraoing or surrounding or forcibly detaining the superiors or other employees of the institution or resorting to hunger strike or similar action in or outside the premises.
 45. Obstructing the movement of goods, persons or vehicles pertaining to the activities of the institution.
 46. Willful damage to work-in-progress or to the property of the institution.
 47. Indulging in an act of sabotage, affecting thereby the smooth functioning of the institution.
 48. Commission of an act subversive of law which amount to a criminal offence involving moral

turpitude whether committed within or outside the premises of the institution offence punishable under the Indian Penal Code whether committed inside or outside the institution or conviction by a court of law for a criminal offence involving moral turpitude.

49. A conduct prejudicial to the interest or reputation of the institution or an act of conduct involving moral turpitude inside or outside of the premises.
50. Habitual breach of a standing order, service rule or any other regulations in force in the institution.
51. Commission of any act subversive of discipline or good behaviour.
52. Taking private tuitions without the permission of the head of the institution or running coaching classes.

5.4 PENALTIES FOR MINOR MISCONDUCT

1. Censure
2. Withholding an increment or promotion to the next higher grade.
3. Withholding of annual increment including stoppage at an efficiency bar with or without cumulative effect, recovery from pay or from such other amount as may be due to the employee of the whole or part of any pecuniary loss caused to the institution due to negligences, by breach of orders on his part, being considered for future employment in any capacity in the institution.

5.5 PENALTIES FOR MAJOR MISCONDUCT

1. Suspension without pay and allowance.
2. Reduction to a lower post or grade or to a lower pay scale.
3. Discharge or removal from service which does not disqualify the employee from being considered for future employment in any capacity in the institution.
4. Dismissal from service, which debars the employee from future employment in any capacity in the institution.

5.6 EXPLANATION

The following shall not amount to penalty within the meaning of the rule.

1. Stoppage at the efficiency bar on grounds of unfitness to cross the bar.
2. Retirement of the employee in accordance with the provisions relating to superannuation or retirement.
3. Replacement of a teacher, who was not qualified on the day of his appointment by a qualified one.
4. Discharge of an employee appointed on a short term officiating vacancy caused by the grant of leave or suspension.
5. Compulsory retirement at an age below the prescribed age for normal retirement.

5.7 SUSPENSION

The head of the institution (Principal) may place in employee under suspension pending further action in the following cases where in.

1. Disciplinary proceedings against him/her are contemplated or pending.
2. A case against him/her in respect of a criminal offence is under investigation or trial.
3. He/she is charged with embezzlement
4. He/She is charged with cruelty to a student or an employee of the College.

5. He/She is charged with misbehavior towards a parent, guardian, student, or employee of the College.
6. He/She is charged with a breach of code of major misconduct.

5.8 SUBSISTENCE ALLOWANCE.

An employee under suspension shall, in relation to the period of suspension, be entitled to the following allowance/salary.

1. A subsistence allowance equal to half (50%) of the pay last drawn by him/her for the first three months (ninety days)
2. If inquiry gets prolonged and the employee continues to be under suspension for a period beyond ninety days, the suspension allowance shall be equal to three fourth of his aforesaid wages, provided that where such an inquiry is prolonged beyond period of ninety days for reasons directly attributed to the employees, the subsistence allowance shall, for the period exceeding ninety days, be reduced to one fourth of his wages. The suspended employee shall be liable to obey the instructions issued from time to time by the Principal in respect of attendance and residence.
3. Where a suspended employee is exonerated after disciplinary proceedings or where a criminal prosecution against a suspended employee ends with an honorable acquittal, the salary and allowance of such an employee minus the subsistence allowance received by him/her shall be paid to him/her from the date on which he/she was suspended.
4. No payment of subsistence allowance shall be made unless the employee furnishes a certificate to the effect that he/she is not engaged in any other employment, business, profession or vocation.
5. If an employee is arrested by police on a criminal charge and bail is not granted no subsistence allowance shall be payable on the grant of bail if the competent authority decides to continue the suspension, the employee shall be entitled for subsistence allowance from the date of grant of bail.

5.9 PROCEDURE FOR DISCIPLINARY ACTION

1. No order of punishment shall be issued without the employee's having been given an opportunity or explanation.
2. On receipt of the unsatisfactory reply or where no such reply is received within the specified time, the Principal shall appoint an inquiry officer for the purpose of conducting an inquiry. The Principal may appoint an inquiry officer from among the staff of the institution.
3. If the employee does not admit the charge or if his explanation is found to be un-satisfactory and when the circumstances appear to warrant the Principal to hold a recorded inquiry into the charges of misconduct in accordance with the principle of natural justice.
4. No order of punishment shall be issued without affording opportunity of hearing and giving explanation by the employee. In case of a misconduct, omission and or commission on the part of an employee, the Principal shall issue a charge sheet giving the nature of misconduct requiring him to submit his explanation within a period of seven days. After receipt of the explanation from the employee, the Principal will consider the same and incase he finds it unsatisfactory or in the event of non submission of any explanation or accepting the guilt, the Principal may order for an enquiry and for that he will appoint an inquiry officer.
5. The employee concerned shall be issued a charge sheet clearly stating the misconduct, calling for an explanation.
6. The delequent employee shall present himself/herself at the assigned time for inquiry into the alleged misconduct against him/her when called upon to do so. If the employee charged with misconduct fails to appear at the inquiry session for reasons which the inquiry officer considers unsatisfactory, the inquiry shall proceed ex parte in his absence.

7. The employee subjected to inquiry shall be permitted to be assisted by a co-employee of the College. No outsider or legal practitioner shall be permitted to assist or defend him in the inquiry. The employee shall be permitted to produce his/her oral /documents evidence and shall be permitted to cross-examine a witness deposing in support of the charges and also to produce witnesses, if any, in his defence. The statements of the witnesses, examined at the inquiry session on either side shall be recorded by the Inquiry Officer.
8. On the conclusion of the inquiry, the Inquiry Officer shall record his/her findings and whether all or any of the charges leveled against the employee are established together with reasons and will submit the same to the disciplinary authority.
9. The employee concerned shall be furnished with a copy of a report of the Inquiry Officer by the head of the institution in writing.
10. Give him/her a notice in writing stating the action proposed to be taken with regard to him/her and calling upon him/her to submit within the specified time, not exceeding two weeks such representation as he/she may wish to make against the proposed action.
11. On receipt of the representation if any, made by the employee, the disciplinary authority shall determine the penalty, if any, to be imposed on the employee and same shall be communicated to him in writing.
12. Where disciplinary proceedings against an employee are contemplated or pending or where criminal proceedings against an employee and the Principal is satisfied that it is necessary or desirable to place the employee concerned under suspension, pending investigation, inquiry, trial and final disposal, the Principal will, by an order in writing, suspend him/her with effect from the date specified in the order.
13. If the employee is found guilty on the conclusion of the criminal proceedings as the case may be, he/she is to be punished accordingly.
14. If the employee is found guilty on the conclusion of the inquiry or the criminal proceedings as the case may be, is discharged or dismissed, he/she shall be deemed to have been discharged or dismissed with effect from the date of suspension, unless otherwise indicated in the order of discharge or dismissal.
15. If, on the conclusion of the inquiry of the criminal proceedings as the case may be, the employee has not been found guilty of the charges framed against him/her, he/she shall be deemed to have been on duty during the period of suspension also and shall be entitled to the same wages as he/she would have received if he/she had not been placed under suspension.

5.10 CESSATION/TERMINATION OF EMPLOYMENT

1. The management may terminate the services of a permanent employee on administrative grounds in the interest of the institution by giving one-month's notice or salary in lieu of such a notice.
2. A permanent employee, desirous of leaving the institution, shall give one working months notice to the Principal before leaving.
3. Notwithstanding anything contained in this rule, one month notice shall be necessary in the termination of service of a probationer.
4. Notwithstanding what is stated above, the management reserves its right to refuse or to accept the resignation of an employee when disciplinary proceedings are pending against him/her or for a breach of contract or for any such reason.

5.11 DISCHARGE ON MEDICAL CERTIFICATE

1. The Principal may ask an employee at any time to appear before Government authorized Medical Officer or a doctor so approved by the institution for the purpose. If in the opinion of the doctor,

the employee is found incapacitated rendering him/her physically or mentally unfit for work which he/she has been doing, and in the opinion of the doctor the chances of his becoming fit again for the same work are considered remote, he/she may be discharged by the management on grounds of continued ill health.

2. Failure to submit himself/herself for medical examination as required by the Principal will render the employee liable to be deemed as medically unfit and consequently discharged from service. In such a case no compensation will be payable to him but will be entitled to all his legitimate dues like P.F. gratuity etc.

5.12 THE USE OF COMPUTER AND COMMUNICATION SYSTEMS

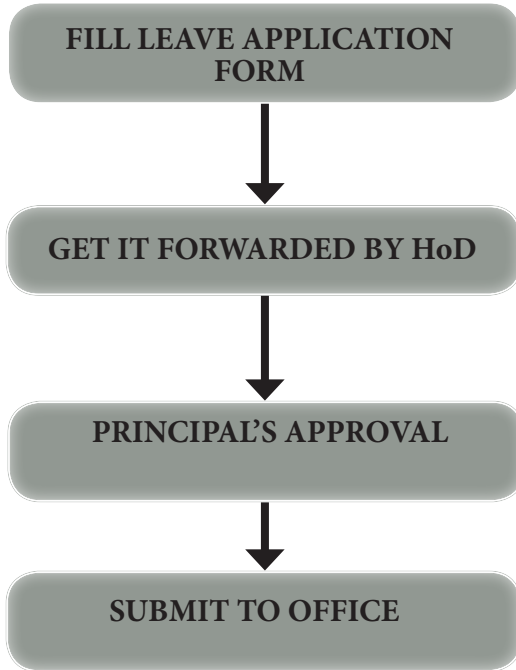
1. Use good judgment when using our computer and communication systems.
2. Don't access, send or download any inappropriate content or information that could be offensive, insulting, derogatory or harassing to another person, such as sexually-explicit messages, jokes or ethnic or racial slurs.
3. Don't forward internal communications or send confidential materials outside College unless you are authorized to do so.
4. Don't compromise our network security by either installing or using unauthorized software, including peer-to-peer (p2p) or other similar types of file sharing applications that allow you to download music, video and/or image files or make internet-based phone calls.
5. Manage and keep confidential (do not share) your computer user IDs, passwords and authentication devices.
6. Exercise caution when opening files attached to email, especially those that are not business related or from a known source. If you have any concerns, you should not open the attachment.
7. Be careful of outsiders asking for financial, Customer or corporate information through email or phone.
8. The use of personal software on the computers or modification of Company's software is not permitted.
9. Don't use company's systems beyond your individual authority or in excess of that required to perform a job function.
10. Don't intentionally compromise or subvert company's security controls.
11. Report any suspected computer security incidents to your manager.

6. SYSTEM & PROCESSES

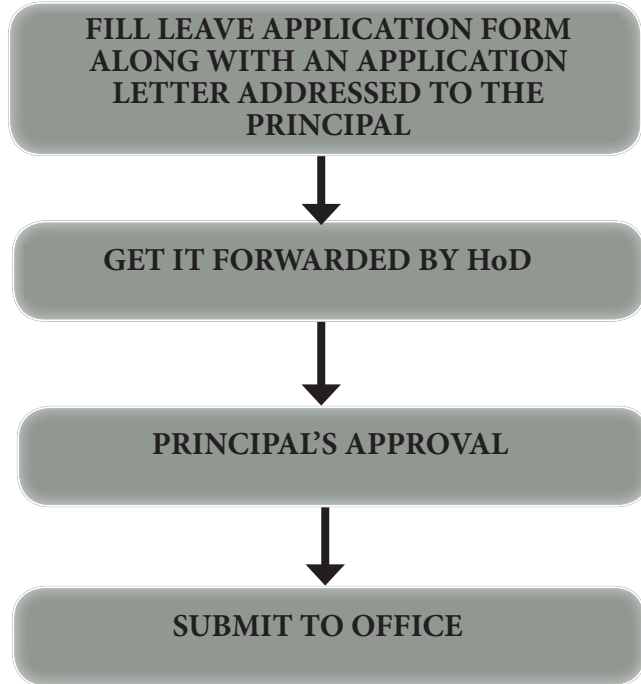
Teaching Staff: Procedure for CL

Casual Leave may be granted not more than 2 days at a time which may be extended in extraordinary circumstances with prior approval from the Principal. **Kindly note that prior approval from the Principal is required before leaves can be sanctioned.**

PROCEDURE FOR CASUAL LEAVE NOT EXCEEDING 2 DAYS

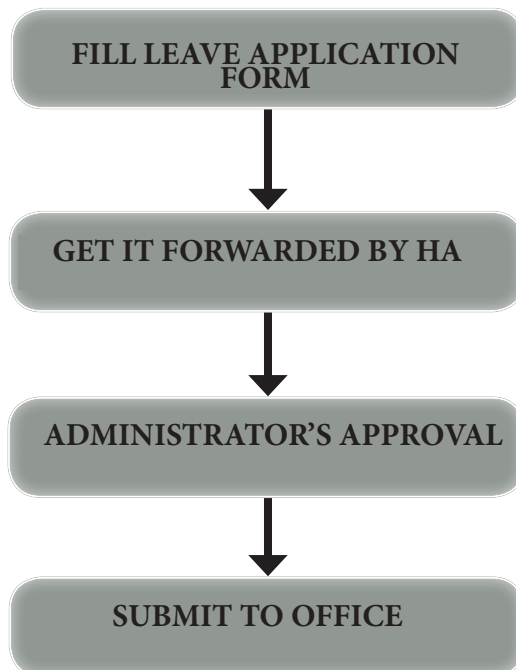


PROCEDURE FOR ALL OTHER LEAVES AND CL EXCEEDING 2 DAYS



NON-TEACHING STAFF

PROCEDURE FOR CASUAL LEAVE NOT EXCEEDING 2 DAYS

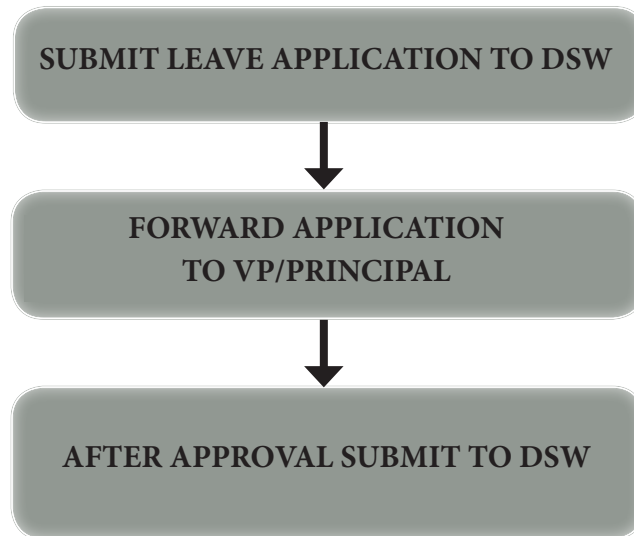


PROCEDURE FOR ALL OTHER LEAVES AND CL EXCEEDING 2 DAYS



STUDENTS LEAVE

For normal leaves that does not exceed two days students can approach the Dean, Students Welfare (DSW) and get their leaves approved. However, for leaves requiring more than two days, students have to get permission from the Principal/Vice-Principal. Applications have to be routed through the DSW.

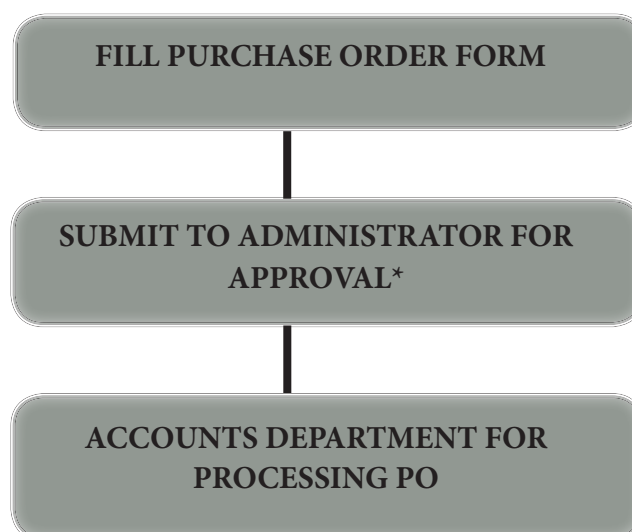


PURCHASE ORDER PROCESS

Purchase Orders should be used when ordering products or services from an outside vendor/supplier.

Why use a purchase order

- ▶ Relieve an individual from personally incurring the expenses.
- ▶ Supports proper internal control required by auditors.
- ▶ May help facilitate receiving additional discounts for the College.
- ▶ Easier to track available funds in accounts.
- ▶ Insures prompt receipt of items and payment of invoices.
- ▶ Supports a more efficient payment process and allows for better expenditure tracking.



*For unplanned expenditure (not included in the budget) approval has to be taken from the Chairman before it can be approved by the Administrator.

THE DUTIES AND RESPONSIBILITIES OF TEACHING FACULTY

GENERAL

1. The Faculty Member should come to the College at least 15 minutes before the commencement of classes and should leave the college not earlier than 15 minutes after the end of the last hour.
2. All the Faculty Members are expected to follow the rules and regulations of the Institution as prevalent from time to time.
3. The work load of all the staff shall be fixed by the management.
4. Faculty Members are expected to update their knowledge by attending seminars/workshops/conference, after obtaining necessary permission from the Principal/Management.
5. Faculty Members should attempt to publish text books, research papers in reputed International/Indian Journals/Conferences.
6. The Faculty Member must strive to prepare himself/ herself academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large.
7. Every Faculty Member is expected to extend his/her beneficial influence in building up the personality of students and he/she should associate himself/herself actively with such extra-curricular activities which he / she is interested in or assigned to him/her from time to time.
8. Groupism of any kind should be absolutely avoided. Faculty Members found indulging in such activities will be subject to disciplinary proceedings.

DEPARTMENT

1. Every Faculty Member should always first talk to the HoD and keep the HoD in confidence about the member's professional and personal activities.
2. The teaching load will be allotted by the HoD after taking into account consideration of the Faculty Member's interests.
3. In addition to the teaching, the Faculty Member should take additional responsibilities as assigned by HoD/Principal in academic, co-curricular or extracurricular activities.
4. Every Faculty Member must give seminar on some topic at least once in each semester to other faculty.
5. Every Faculty Member should maintain student's attendance records and the absentees roll number should be noted everyday as soon as the classes hours are over.
6. Whenever a Faculty Member intends to take leave, the Faculty Member should get the leave sanctioned in advance and with proper alternate arrangements made for class. In case of emergency, the HoD or the next senior faculty must be informed with appropriate alternative arrangements suggested.
7. The Faculty Member should make himself/herself presentable. The Faculty Member should show no partiality to any segment/individual student.
8. The Faculty must update the students (Mentee) report regularly and put up to Vice Principal/Principal for inspection.

CLASS ROOM TEACHING

1. Once the subject is allotted the Faculty Member should prepare the lesson plan.
2. The Faculty Member should get the lesson plan and course file - approved by HoD and Principal. The course file consists of preface, previous year university question papers, notes, hand outs, OHP sheets, test/examination question papers, two model answer scripts for each test/examination, Assignments (if any), minute paper, feedback analysis report etc.,

3. The Faculty Member's Diary must be regularly updated and put up for inspection by HOD/ Principal as the case may be.
4. The Faculty Member should refer to more books than textbooks and prepare his/her detailed lecture notes. These lecture notes are his/her aids.
5. The Faculty Member should go to the class at least 5 minutes before and enter the class without delay when the bell rings.
6. The Faculty Member should engage the full 45 minutes and should not leave the class early.
7. The Faculty Member ideally should recapture for first 5 minutes the lessons of the last lecture, tell what is going to learn in another 2 minutes, then explain the lecture well up to 40 minutes and in the last 3 minutes conclude and say what we will see in the next class.
8. The Faculty of Member should cultivate to include humour in the lecture, to break the monotony.
9. Should practice/rehearse the lecture well before going to the class.
10. The Faculty Member should make use of OHP, PPTs etc., as teaching aids.
11. The Faculty Member should encourage students to ask questions.
12. The Faculty Member should get the feedback from students and act/adjust the teaching appropriately.
13. The Faculty Member should take care of academically backwards students and pay special attention to their needs in special classes.
14. In problem oriented subject, regular tutorials have to be conducted. The Tutorial problems have to be handed over to the students at least in week in advance of actual class.
15. The Faculty Member should interact with the Mentor and inform him/her about the habitual absentees, academically backward student, objectionable behavior etc.
16. The Faculty Member should always aim for 100% pass results in his /her subjects and work accordingly.
17. The Faculty member should regularly visit library and read the latest journals / magazines in his / her specialty and keep oneself abreast of latest advancements.
18. The Faculty Member should make himself/herself available for doubt clearance.
19. The Faculty Member should motivate the students and bring out the creativity/originality in the students.

TEST/EXAMINATION

1. While setting question paper, the Faculty Member should also prepare the detailed answer and marking scheme.
2. During invigilation, the Invigilator should be continuously moving around. He/She should not sit in a place for a prolonged time. He/She should watch closely so that nobody does any malpractice in the exam/test.
3. Whenever any malpractice is noticed, the Invigilator should get a written statement from the student and inform the Principal.
4. The test papers must be corrected within time allotted and marks submitted to the HOD for forwarding to Principal with remarks.
5. The faculty members should be very fair and impartial in awarding of internal marks to students or in selecting the outstanding students of the department / college and on similar occasions, it should be done strictly as per the prescribed norms. It should not have any bearing with region, sex, language, religion, caste, status of parents, personal relations, etc.
6. Marks awarded in Internals, Mid-term or external should not be disclosed and kept strictly confidential till result is officially declared.

STUDENT - FACULTY REPORT

1. The Faculty Member should have a good control of students.
2. As soon as the Faculty Member enters the class, He/She should take attendance. If anybody enters late, the student may be permitted to attend the class but marked absent. In case of repeaters or habitual late comers the teacher should contact the student's mentor. The mentor should correct the student through personal counseling and if it does not bring any change the student must be reported.
3. The Faculty Member should act with tact and deal with insubordination by students maturely.
4. The Faculty Member should be strict but not harsh. Never use harsh words, which would hurt the feeling of the students.

DUTIES AND RESPONSIBILITIES:**PRINCIPAL**

To look after the academic development/growth.
The overall Academic administrator of the College.
To look after the teaching, research and extension programmes of the College.
The chairman of all College academic activities committees.
The admission of the students and maintenance of discipline of the College.
Administer the 'student lifecycle' from registration or admission to graduation or leaving.
Promotes student success by providing information and support to students, as well as assistance on registration, admission requirements and procedures.
To maintain record and correspond with Nagaland University.
To maintain record and correspond with University Grants Commission (UGC).
To maintain teaching staffs' files/records and prepare Annual Confidential Report.
The Assessing of reports of teachers and maintenance of service books and of other records of the College.
The assisting in planning and implementation of academic programmes such as seminars etc. for enhancing the academic competence of the Faculty Members.
The administration and supervision of curricular, co-curricular/extra-curricular activities.
To conduct Nagaland University Exams. The Supervision of College and University examinations, assessment and moderation of answer papers and such other work pertaining to the examinations as assigned.
To call and attend meeting with Governing Board.
To maintain cordial relation/co-operation with administrator.

ADMINISTRATOR

Ensures effective Campus operations and recommends operational improvements to the Managing Board.
Ensures the College policies and procedures or operational guidelines are strictly followed.
Develops, plans and implements goals and objectives to maximize space utilization with the approval of the Managing Board.
Coordinates the preparation of the campus master facilities plan and prepares reports related to facilities usage.
Manages inventory of supplies for classrooms/offices and initiates reordering process when necessary.
Purchasing goods and equipment, as required and processing invoices.
Monitors all fiscal transactions including purchases, disbursements, and budget transfers.
Managing budgets and ensuring financial systems are followed.
To approve and sanction salary bills.
To check monthly account statement.
To maintain non-teaching staffs' files/records.
To check teaching and non-teaching staff attendance daily and at the time of sanctioning the salary.
Supervises, hires, schedules, and evaluates personnel in consultation with the Principal and the Managing Board.
Negotiates facility contracts and agreements.
Providing administrative support to an academic team of lecturers, tutors or teachers.
Drafting and interpreting regulations and dealing with queries and complaints procedures.

Prepares reviews and updates all lease agreements for individuals or organizations who rent space on campus.

In consultation with the Principal coordinates College scheduling program, assigning campus classrooms and facilities to maximize room utilization throughout the campus. Assigns course required rooms.

Works closely with the campus security operations and Administrative Services to aid in the maintenance of a safe learning environment.

VICE-PRINCIPAL

To act as an internal academic administrator.

To maintain and prepare class routine and to conduct internal (pre-semester exams) and internal results.

To oversee curriculum planning and timetabling and ensure efficiency of the staffing budget and efficient room utilisation.

To effectively communicate/instruct with the Head of Departments.

To convene meeting with H.O.Ds/teacher as and when required, with the prior approval of the Principal.

To assist and act as the Principal in his absence.

To go on round to supervise/check classes and campus.

Handling Disciplinary Procedures: assists to define and disseminate information about College disciplinary policies and procedures to parents, students, staff and community.

To assist Principal in conducting Nagaland University exams and in other College Academic Activities as and when required.

To assist and support the Principal in other duties which may be required from time to time.

DEAN STUDENTS WELFARE

To co-ordinate students related activities in consultation with the Principal.

Member of the Disciplinary Committee and Attendance Committee.

To maintain proper discipline amongst the students.

Ensure that students come to college in proper uniform.

To instruct and suggest mentors.

To organize activities (co-curricular) on every working Saturday in consultation with Vice Principal.

To maintain students leave application.

Handle Students' Grievances.

To assist Principal/Vice Principal as and when required.

Undertake such other duties and responsibilities relating to the welfare of the students as directed by the Principal from time to time.

HEAD OF DEPARTMENT

Provides effective management and academic leadership within the department.

Accountable for matters related to management of departmental staff - organisation of teaching, research and associated activities and the effective performance of staff duties.

To check teachers and students attendance of their respective departments daily.

To forward teachers leave application to Principal.

To assist Vice Principal/Dean students as and when required.

To manage their department related classes.

To instruct/direct the department.

Ensure the decorum of the department Cabin (like Cleanliness, Stationeries, Computer, Furniture, etc.)
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To go on round to Supervise/Check classes.
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FULL-TIME TEACHERS

To co-operate with Head of Department.
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To take their classes in time and to leave classroom in time.

To maintain student attendance register properly.

To take part in various co-curricular activities to encourage the student for the same.

To perform their duty sincerely as a mentor.
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To attend seminar, workshop, conferences as directed by Head of Department with the approval of the Principal.
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To co-operate with Vice-Principal and Dean Student Welfare.

To take responsibilities as assigned by the Principal and Vice-Principal.

To maintain classroom and teachers room efficiently.
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As a full-time teacher, to be present in the college for at least 5 hours in a day or working hours.
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Contribute articles in Journal or Magazine.

PART-TIME TEACHERS FOR UNDERGRADUATES

Co-operate and follow the policies and rules of the College

To take and leave class in time.

To follow “NO WORK NO PAY” policy.

ACCOUNTANT

In-charge of the College office and shall be personally responsible for the smooth conduct and working, for the allotment of work to his subordinates who shall be directly responsible to him with the prior approval of the Administrator.
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To maintain college accounts daily.

To submit monthly account statement to college administrator.

To prepare salary bill and get it approved from administrator.
--

To maintain record of college furniture and stationeries.

To help in all Exams related works.

To maintain teaching and non-teaching leave records.
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ACCOUNTS ASSISTANT

To follow instruction of Superintendent/Accountant.

To collect all fees from the students and to deposit the same into the bank daily.
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To give daily account to the Accountant.
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To accept Scholarship form and Exams forms.

To help in all Exams related works.

To assist all College offices and administration as and when required.
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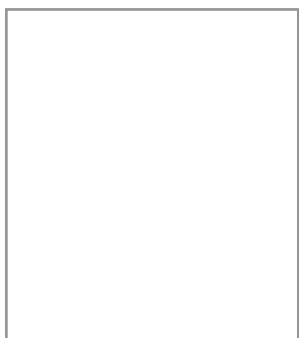
Shall perform the duties as may be assigned to him from time to time, by the Principal, the Administrator or the Superintendent.
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ALL OTHER NON-TEACHING STAFF

The Administrator shall assign duties as per the needs or requirements of the College from time to time in respect of any other non-teaching staff.

ACCEPTANCE OF THE SERVICE AND CONDUCT RULES

I, _____ have read and understood the above Service Rules and Code of Conduct. I hereby bind myself to follow the said Rules and Code of Conduct as long as I am an employee of Unity College, Dimapur.



Signature of the Employee with Date

WITNESS:

- 1.
- 2.

Signature of the Chairman

College Pledge

Unity College
A sacred place so dear
Born to enlighten, guide and to serve humanity
Nurturing hopes, dreams and visions for a better world to build
Leading us on

Let us then walk together united
Let us strive for excellence
Wisdom, truth and understanding
Our destiny's to be fulfilled.

God of creation
We come to you as one
Seeking your infinite wisdom and abounding grace
May we discover who we are
Find the place where we belong
As we go forth

With God as our guide and strength
We can be a beacon of light.



06:04

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