

## **Personnel Policy for the Institutions of Higher Education of the Salesian Province of Kolkata**

### **0. FRAMEWORK**

- 0.1 Don Bosco, Priest and Educator, founded the Salesian Congregation to carry out his educational, pastoral project. His vision is carried out today by the Salesians. For organizational purpose they are divided into provinces and individual institutions.'
- 0.2 Salesian College, Sonada is a Don Bosco institution, owned and administered under the authority of the Salesian Province of Calcutta (Northern India) which is the Founder Body. Each Don Bosco Institution, although a separate Registered Society, is a subsidiary of the above said Founder Body and as such the Institution has only the use of the property both moveable and immovable and not the ownership. The assets of the Institution belong to The Salesian Province of Calcutta (Northern India).
- 0.3 The Head of the Institution as well as all other Religious personnel of the College are appointed by The Salesian Province of Calcutta (Northern India), which retains the right to transfer the Religious personnel or to change their duties.
- 0.4 The ordinary affairs of the College are managed by a duly constituted Governing Body.
- 0.5 The day-to-day administration of the College is vested in the Rector/Secretary and the Principal who are both nominees of the Salesian Province of Calcutta (Northern India) and are members of the same, assisted by the Governing Body.

### **1. TERMS & DEFINITIONS**

In this Policy, unless there is anything repugnant in the subject or the context:

- 1.1 "Founder Body" means The Salesian Province of Calcutta (Northern India) i.e. The Provincial and his Council, which has established, owns and manages the College.
- 1.2 "College" means the Salesian College affiliated to North Bengal University and belonging to the Salesian Province of Calcutta (Northern India).
- 1.3 "Society" means the Registered Society of the Higher Education Institute..
- 1.4 "Minority College" means a college established and run by a minority community by rights conferred by Clause 1 to Art. 30 of the Constitution of India.
- 1.5 "Governing Body" means the Governing Body of the Institute with its Rector/Principal and his Collaborators i.e. the body/organization and its successor in law duly appointed by the Founder Body, the Salesian Province of Calcutta (Northern India).. Governing Body is a body constituted and approved by the Founder Body to manage the ordinary affairs of the college in respect to the curriculum, appointments, discipline, and carrying out of the educational policy of the Founder Body. It is also called the "Local Council" i.e. (The Governing Body of the Registered Society), the body that represents the Founder Body in law having complete and final authority of this Institution.
- 1.6 "Rector/Secretary" means the ex-officio Head of the Institution appointed by the Founder Body, who is ultimately responsible for the implementation of the policies and objectives of the college.

- 1.7 “Principal” means the executive head of the College who runs the day-to-day administration of the College in collaboration with the Rector/Secretary, and is the liaison with other authorities, educational and civil.
- 1.8 “Treasurer” means the one who has the care of the assets of the College and collaborates in the administration of the College in financial affairs and in matters allowed to him by the Constitutions and Regulation of the Salesian Society. He may also be referred to as the Bursar/Economer.
- 1.9 “Employees” / “Staff” means all persons appointed to serve in the College as teachers, Office-Clerical or as other supportive/Grade IV staff.

## **2. FOUNDER BODY**

2.1 The Founder Body of Salesian College, is The Salesian Province of Calcutta (Northern India) with its present registered office at 52A, Radhanath Chowdhury Road, Calcutta, 700 015. It is legally constituted and run according to the Rules of the Registered Society (Canon Law), the Constitutions and Regulations of the Salesian Society and the Memorandum and Rules of the Registered Society. The Salesian Province of Calcutta (Northern India) bears Reg. No. S/3361 of 1958-59. The Founder Body, though it has the ultimate responsibility for the management of the Institution, exercise in loco through the Governing Body constituted according to the Salesian Society’s Constitutions Art. 178 ff.

2.2 The Governing Body of the Institute:

It ordinarily consists of members of the Salesian Society appointed by the Founder Body. Lay persons too may be designated as members. Its competence and limitations are set out in the Society’s Constitutions and Regulations and the Directory of the Province. Within this competence and limitations, the Governing Body executes the policy and directions given by the Founder Body for the common objectives of the College.

2.3 The Founder Body, however, reserves to itself certain rights in relation to:

2.3.1 Education Policy: It retains the right to determine and/or approve all policy matters in all areas of College life: Christian Doctrine, Value Education, Intellectual-Moral-Physical education and the formation of the students, Evaluation, Retention, Admissions, Dismissals, Punishments, Extension of Service and In-Service Training. The Founder Body is also responsible for approving all personnel policy. It recognizes the Educational Pastoral Plans of the Province and the Diocese and promotes them within the College.

2.3.2 The College: The Founder Body retains the right:

- a) To expand or alter its nature or status or to close down the college.
- b) To approve, the medium, University of Affiliation, or change the same.
- c) To upgrade/downgrade the college, add or eliminate sections/departments.
- d) To approve the prospectus, salary scales, fee structure.
- e) To spell out the policies in keeping with the socio-political needs of the context and the Catholic philosophy, aims and objectives of the Salesian Society.

- 2.3.3 Property: Final control and ownership of all immovable and movable property and assets belong to the Founder Body.
- a) Permission in writing from the Founder Body is required for any formal agreement regarding leasing, renting and granting permission to use the premises since the ownership belongs to the Founder Body.
  - b) This will be done through a contract which will be signed by Governing Body on behalf of the Founder Body.
  - c) All alterations to the existing ground and buildings as well as all new constructions require the written permission of the Founder Body. The execution of them will be left to the Governing Body.
- 2.3.4 The Governing Body: The Founder Body appoints its members as laid down in its Constitution taking into consideration relevant recommendation regarding the same from the University to which the College is affiliated.
- 2.3.5 Staff: The Founder Body has the right to appoint, transfer and terminate the services of the Rector, the Secretary to the college, the Principal, Vice-Principal, Treasurer and Heads of Departments, be they Salesian or non-Salesian personnel.
- a) may lay down criteria, procedure and policy for appointment of other staff.
  - b) approves the Selection Committee appointed by the Governing Body.
  - c) approves the terms and conditions of appointments and service conditions.
  - d) It frames directives for the continuous education and updating of teachers professionally and personally.
- 2.3.6 Finance: it is within the competence of the Founder Body to exercise complete and absolute control over all the finances of the College.
- a) It exercises the right by issuing directions on financial policies and administration to the local Treasurer, Principal, Secretary and Governing Body in matters of finance, calling for the audit report or any explanation on it, by calling for financial report or books of accounts at any time.
  - b) A written permission from the Founder Body is required for all matters regarding contracts with civil or ecclesiastical authorities or any individual or society.
- 2.3.7 Other Matters: The Founder Body has the right to deal with other matters, as circumstances demand, in order to further achieve the objectives of the College and its effective administrative management.'

### **3. GOVERNING BODY OF THE INSTITUTE**

### 3.1 Constitution

The Governing Body is constituted by the Founder Body in accordance with the Memorandum of the Society and memorandum of the Association of Catholic Colleges, Xavier Board, AIACHE, in accordance with the privileges of minority rights granted by the Constitution of India and the Code of Regulations for Christian Minority Colleges, West Bengal or the West Bengal Council of Higher Education, and the Statutes of the University within whose jurisdiction the said college is located as the case may be. It is composed of:

Salesian Provincial or his representative	-Ex-officio President
Rector of Institution	-Secretary
Principal	-Joint Secretary
Vice-Principal/Vice-Rector	-Member
Treasurer	-Member
One other nominee of the Founder Body (Head of Departments or any others)	-Members
Two Teachers' Representatives (Elected by the eligible Teachers)	-Members
Representative of the Parents/Guardians (Nominated/Selected)	-Member
Representative of the Alumni (nominated/Selected)	-Member
A Local Educationist	-Member

### 3.2 Term of the Governing Body of the Institute

The term of office of the Governing Body is four years, at the end of which it will be reconstituted.

In cases of vacancies, for whatever the reason, they will be filled in by the competent authority for the remaining part of the four-year term.

3.2.1. a) The Teachers' representative should be a permanently appointed teacher, who has served the College for at least five years.

b) A teacher may not normally be in the Governing Body for more than two terms.

3.2.2. The Parents' representative may cease to be a member at the end of the scholastic year if his/her son/daughter ceases to be a student of the College.

3.3. The quorum for valid procedure is half + one members present.

3.4 Frequency: The Governing Body shall meet at least three times a year with due notices. Emergency meetings may be held as and when required.

### 3.5 Powers and Duties of Governing Body of the Institute

a) It is the responsibility of the Governing Body to see that the general running of the College reflects the education policy of the College and promotes its academic atmosphere.

- b) The Governing Body appoints the staff, other than the religious staff, and confirms, extends or terminates the services of the same.
- c) To select suitable candidates for teaching posts, it appoints the Selection Committee keeping in mind the requirements of the Government and the University. This Selection Committee will include the Secretary, the Principal, Acting/Head of Department and a third person chosen by the Principal. It is to be approved by the Founder Body.
- d) All disciplinary action, except in the case of minor penalties, are imposed by the authority of the Governing Body.
- e) The Governing Body approves the list of holidays, and the leaves taken by the staff.
- f) The welfare of the staff is a concern of the Governing Body (disbursement of salaries and allowances, personnel and professional staff development, etc.). It sees that the Personnel Policy is followed and proposes to the Founder Body any alteration it sees necessary.
- g) It proposes to the Founder Body any alteration in the physical nature of the College and other matters that are reserved to the Founder Body.
- h) Any other and/or duty, the Founder Body may deem fit to delegate to it.
- i) The Governing Body may be superseded by the Founder Body for grave reasons. It will make alternative arrangements to carry on the functioning of the College for a period not exceeding 6 months.

### **3.6. Roles and Duties of Members of the Governing Body of the Institute**

#### **3.6.1. Secretary**

- a) The Rector of the College is normally the Secretary of the Governing Body. He is the ultimate authority within the College on all matters, ecclesiastical, administrative and otherwise.
- b) He bears the legal responsibility for all happenings in the College.
- c) On behalf of the Founder Body and the Governing Body, the Secretary sees to the proper running of the College and ensures that the directions and policies laid down by the Founder Body are carried out in the College.
- d) He is the authorised signatory on behalf of the Governing Body and issues all letters which are reserved to the Governing Body.

- e) He will receive and communicate to the Governing Body all directions concerning College matters from the Founder Body.
- f) He convenes the meetings of the Governing Body in agreement with the Principal and arranges the time, venue and agenda.
- g) He or the joint-secretary keeps the records and minutes of the proceedings in a book kept for the purpose, and submit them for confirmation at the next meeting.
- h) The Secretary is the overall custodian of the funds and finances of the College and directs and regulates their use.
- i) The Secretary and joint secretary handles the correspondence with other authorities.
- j) He will report to the Founder Body any vacancy in the Governing Body and make arrangements to fill the vacancy. He will also arrange for the reconstitution of the same when its term expires.
- k) He is responsible for documentation. He should have a copy of all title-deeds and sanctioned plans, the original of which may be in the archives of the Founder Body. He should have an inventory of the movable and immovable property of the College and also copies of the audit reports.

### 3.6.2. **Principal**

- a) The Principal is appointed by the Founder Body, and performs his work in full agreement with the Rector/Secretary.
- b) He is responsible for the day-to-day running of the College.
- c) He handles all correspondence with the affiliating University on academic and non-academic matters.
- d) He is directly responsible for the staff and students, in all that regards the activities of the College.
- e) He assigns duties to the teaching and non-teaching staff.
- f) He plans the College calendar and gives proportionate stress to academic & non-academic and co-curricular activities.

- g) He is responsible for the promotion of staff relations and for the supervision and guidance of their work.
- h) Through a well-conceived sense of discipline and academic sanity, he promotes the philosophy and policies of the Founder Body.
- i) He keeps himself well informed of examination requirements, educational progress and creative models of teaching and evaluation.
- j) He keeps himself in touch with educational authorities and acts in liaison with others.
- k) He is responsible to the parents and as such arranges meetings with parents.
- l) He convenes and presides over 'Academic Staff' & 'Academic Council' meetings.
- m) He presides over the election of the Teachers' Representatives to the Governing Body.
- n) He is the authority to grant casual leave both to the students and the staff and keeps proper leave-records. He is responsible for the maintenance of all College records.
- o) He is responsible for all promotions and detentions. In these, he works in accord with the Rector, according to the policy of the College.
- p) He is responsible to bring to the Local Council and Governing Body all the admissions to the College, after whose approval he completes the process.

### 3.6.3 Vice-Principals

The Vice-Principal who takes the place of the Principal in his absence and performs such duties as are assigned to him by the Principal in consultation with the Rector shall be ordinarily appointed by the Founder body.

### 3.6.4. Heads of Departments

Each head of department is appointed by Founder body and is responsible for the classes, the teachers and activities under his/her charge. All ordinary disciplinary matters are dealt with by him/her. He/She conducts periodic tests and examinations under the direction of the Principal. In understanding with the Principal he/she may convene meetings of the teachers of his/her department.

### 3.6.5. Treasurer/Bursar

The Treasurer/Bursar of the College shall be:

- a) responsible for the administration of the goods of the College as well as all financial transactions and accounting. In this he acts in collaboration with the Rector and acts in accord with the Principal.
- b) the one to supervise all non-teaching staff.
- c) responsible for all cash collections on behalf of the College and the disbursement of remuneration to the staff, and for all payments.
- d) the one to execute all purchases and sales for the College in understanding with the Rector and in the case of Government/ UGC grants in consultation with the Principal.
- e) responsible for all deductions (Provident Fund, Income Tax, Professional Tax, etc.) and credits the same to the appropriate authority.
- f) caring for the proper cleanliness and maintenance of the College building and equipments.
- g) one of the signatories along with the Rector/Secretary/Joint Secretary of all bank accounts.
- h) the one to arrange for the annual budget and audit.
- i) responsible for all the financial records of the College.

#### **4. CLASSIFICATION OF EMPLOYEES**

##### **4.1. Temporary Employees**

- 4.1.1. A Temporary Employee is one who is appointed for a limited period of time for a post which is temporary in nature.
- 4.1.2. The job description for this category will be the same as for similar posts in the category of employees in which he/she is, unless otherwise specified, in the letter of appointment.
- 4.1.3. Temporary employees may not be entitled to monthly salaries and allowances as applicable to other employees. In case of teaching staff they shall be remunerated as per the number of lectures undertaken along with Travel Allowance or the minimum salary as per the grade.
- 4.1.4. They will be entitled to leave benefits in proportion to the period of service subject to a minimum service of 3 months.

##### **4.2. Employees on Probation**

- 4.2.1. An Employee on Probation is one who is appointed for a period of time on probation to a post or vacancy that is permanent in nature.



- 4.2.2. The probation period is normally one year. The Governing Body may extend this period for another year or part thereof. Notice of extension of probation will be given to the employee in writing, one month before the end of the probationary period.
- 4.2.3. All probationary employees may not enjoy benefits, including leave benefits, as permanent employees.
- 4.2.4. If the period of an employee's probation is extended beyond one year, at the time of confirmation the employee gets one annual increment.

#### **4.3. Permanent Employees**

- 4.3.1. A Permanent Employee is one who is confirmed as a permanent employee after satisfactory completion of the probationary period.
- 4.3.2. This confirmation is to be done in writing. A formal agreement is to be drawn up between the College, represented by the Secretary / Jt. Secretary on behalf of the Governing Body and the employee concerned.
- 4.3.3. The acceptance of the agreement constitutes also an acceptance of the philosophy and objectives of the College along with its personnel policy and service conditions.
- 4.3.4. All conditions and benefits listed in this policy are primarily applicable to the permanent employees, unless their nature indicates otherwise.

#### **4.4. Substitute Employees**

- 4.4.1. Substitute employees are those engaged in place of other employees for a particular period of time.
- 4.4.2. The payment will be calculated according to the category and qualification of the employee and a lump sum will be paid according to the number of days the employee has worked or the lectures undertaken in case of teaching staff.
- 4.4.3. All dues will be paid on the last day of work or at the time of payment of salaries.

#### **4.5. Part-time Employees**

- 4.5.1. The College may employ persons for part-time work.
- 4.5.2. They will be paid in the scale for the particular category in proportion to the hours of work.
- 4.5.3. While they may be eligible for the leave benefits, they are not entitled to the retirement benefits, unless these are specifically mentioned in the letter of appointment.
- 4.5.4. They will have to fall in line with Government/University rules as regards Provident Fund, Professional Tax, etc.

#### **4.6 Employees of Contract**

Employees may also be employed on contract and they will serve only for the period of time that is specified on the contract. They will be paid a consolidated sum on a monthly basis.

## **5. CATEGORIES OF STAFF**

### **5.1. Academic Staff**

- 5.1.1. The Academic staff includes all the Lecturers in the different sections of the College.
- 5.1.2. The Lecturers in the different departments prepare the students for the examinations prescribed by the affiliating authority, according to the prescribed syllabus of the University or affiliating authority. They follow the rules and regulations of the respective departments regarding curriculum, working hours/days and holidays.
- 5.1.3. Besides professional competency and effective class-room management, the Lecturer is expected to be an example to the students by his/her life, in keeping with the ideals of Don Bosco's system of education.
- 5.1.4. Lecturers will show great diligence in the preparation of their class, in the delivery of the lessons, and the correction of assignments given.
- 5.1.5. They will be responsible for the setting of question-papers and the custody and marking of answer scripts, with great diligence.
- 5.1.6. They will be responsible for the proper keeping of the necessary records of the attendance of students and their progress.
- 5.1.7. Lecturers are expected to take part in the co-curricular and other educational activities of the students by encouraging them and guiding them.
- 5.1.8. They are required to attend meetings, seminars, up-dating courses or in-service training organised by the College or for which they are nominated from the College.
- 5.1.9. They may be asked to be present even on non working days or in other Colleges in connection with College-related activities, or to accompany the students.
- 5.1.10. A Lecturer shall not take private tuition for the students of the same College.
- 5.1.11. Lecturer should always uphold the name of the College and of his/her colleagues.
- 5.1.12. They are bound by confidentiality and secrecy on matters concerning the College and its inmates.
- 5.1.13. Designation of the Academic Staff shall be as follows:

-Lecturer	: M.A., M.Phil. Net/Slet
-Senior Lecturer	: Five years teaching experience, publication of articles in journals & refresher programmes.
-Reader	: Publication of Thesis, Ten years of teaching experience, publications of articles in journals & refresher programmes.
-Professor	: Fifteen years of teaching experience, publications of books & articles.

### **5.2. Non-Academic Staff**

#### **5.2.1. Office and Clerical Staff**

- a) They are expected to maintain the image of the College in their dealings with outsiders.
- b) They may not give any information they possess to any unauthorised person, inside or outside the College.
- c) Fidelity and confidentiality are essential for those who occupy these posts. When they come in contact with information on persons and institutions, that is confidential, they are expected to maintain such matters as confidential. Any infringement in this matter if proved calls for dismissal.

#### 5.2.2. Supportive Staff

These include library and laboratory attendants, drivers, cooks, gardeners, peons, bearers, *darwans*, *dhobis*, sweepers and other maintenance personnel. They form an integral part of the College and contribute towards the efficiency of the College-work by their regular and watchful service.

### 6. APPOINTMENT

- 6.1. The appointing authority for all categories of employees other than the Religious in the College is the Secretary/Jt. Secretary on behalf of the Governing Body.
- 6.2. No one may consider himself/herself as an employee of the College unless he/she has been issued the appointment letter duly signed by the secretary/ Jt. Secretary.
- 6.3. The date of appointment given on the letter of appointment will be the date considered for all subsequent requirements.
- 6.4. Besides one's own application, the applicant must fill in an application form supplied by the College with all the details that apply to him/her.
- 6.5. If the particulars given in the application are found to be false, the appointment may be declared invalid.
- 6.6. The date of birth recorded on the application form and supported by proper certificate (Birth Certificate, Baptism Certificate, Education Board's, College Leaving Certificate) cannot be altered and no affidavit will be accepted.
- 6.7. A change of name with the change of marital status or otherwise must be intimated with proper documents.
- 6.8. A change of address, telephone number or other particulars must likewise be intimated. If the change of address is not intimated, any communication sent in the given address will be considered sufficient as notice.
- 6.9. Once appointed to the College, a permanent employee or an employee on probation may not hold another job without the knowledge of the College.
- 6.10. The College address or telephone number or the status of being a college staff may not be used for any business purposes or contacts.

## **7. WORK CULTURE**

The work culture shall be cultivated by the spirit of Salesian Presence. It shall be the guiding principle in all personal relationship with students. The lay staff shall make a genuine effort to main a friendly rapport with students especially during the breaks.

### **7.1. Job Description**

7.1.1. Each category of employment has its own job description which is fixed by the department concerned.

7.1.2. The Principal or the head of the department concerned has the right to ask each one to perform duties that are in keeping with the category in which one is employed.

7.1.3. While no one is to be asked to do jobs not in consonance with his/her appointment a great deal of co-operation and mutual assistance is expected of all for the well being of the Institution.

7.1.4. The Service Book of each employee shall be maintained by the college office.

### **7.2. Working Hours**

7.2.1. Working hours for the academic staff will be as per College hours prescribed in the College Calendar and Handbook.

7.2.2. Working days for Non-Academic staff will be from Monday to Saturday.

7.2.3. To suit the smooth and routine running of the College, and because of the specific nature of the work, individual working hours may be fixed for certain categories of employees. This timing will be indicated in the letter of appointment or communicated by the person in-charge of the concerned department.

7.2.4. Use of mobile phone is not permitted during the working hours.

### **7.3. Attendance**

7.3.1. The attendance register will be maintained for all categories of employees.

7.3.2. All categories of employees will sign the attendance register each day on arrival and departure, indicating the time.

7.3.3. Any error in these entries must be brought to the notice of the Principal or head of the department by the employee concerned within the month. No claim can be entertained later.

7.3.4. The Attendance Register will be the official record for all benefits like leave, etc.

7.3.5. All are expected to be punctual for duty, habitual late-comers are liable to disciplinary action.

7.3.6. Three late arrivals or early departures will be considered one day of leave.

### **7.4. Absence from Place of Work**

- 7.4.1. During the hours of work (except for the lunch break) all are expected to be in their respective places of work. During the free periods teachers are expected to be in the staff-room or in the department room or in the library, attending to their lecturing/scholarly duties.
- 7.4.2. Frequent absence from place of work, or being outside the College premises during hours of work may call for disciplinary action. "Frequent" here shall mean more than three instances.
- 7.4.3. The College shall also maintain proper registers as per College rules: Service Book, Daily Record of Work Book containing daily lesson plans as per the Unitization of the Syllabus worked out by the respective Heads of Departments.

## 7.5. **Search**

- 7.5.1. No one should bring unauthorised persons or articles into the College.
- 7.5.2. Lockers and cupboards used by the employees may be searched if the need arises by persons authorised by the Principal or Heads of Departments, in the presence of the employee. If he/she refuses to be present, it may be done in the presence of two witnesses.
- 7.5.3. If situation demands a search of bags or a personal search may be authorised to the Security Staff at the gate.

## 7.6. **Uniform**

- 7.6.1. Teachers should dress with decorum, upholding the dignity of their vocation.
- 7.6.2. During working hours non-teaching/supportive staff shall wear uniforms supplied by the College. They should be clean, properly maintained and well worn.

## 8. **SALARIES AND ALLOWANCES**

- 8.1. The College works out its own salary scheme according to its particular situation and have it approved by the Founder Body.

### 8.2. **Payment of Salaries**

- 8.2.1. Normally salaries will be paid on the first working day after the month.
- 8.2.2. Salaries will be paid in full after authorised deductions are made, or advances recovered.
- 8.2.3. All required documents for the purpose of income tax or other deductions must be duly submitted. Non-compliance with these requirements may lead to irregularities in the income-tax account for which the College cannot be held responsible and the penalty must be borne by the defaulting employee.

### 8.3. **Provident Fund**

Every employee is bound to become a member of the Contributory Provident Fund according to the Provident Fund Rules of the Government of India and its amendments as far as Colleges may be concerned.

#### **8.4. Gratuity**

Every employee who has completed 5 continuous years of service in the College will be entitled to Gratuity as per rules contained in the Gratuity Act of the Government of India and its amendments as far as the College is concerned.

#### **8.6. Certificate and Salary-slips**

Salary-slips if requested and required will be issued each month showing all allowances and deductions. Any clarification on the salary-slip must be sought within the following month. Claims made later than one month will not be entertained. If required, the College will issue certificates showing the nature of the employment and the actual salary received by the employee.

### **9. LEAVE**

#### **9.1. General**

9.1.1. Leave means, authorised absence from work, Leave cannot be claimed as a matter of right.

9.1.2. Leave is to be sanctioned according to the exigencies of the proper and regular running of the College. Leave application is required.

9.1.3. The Governing Body of the Institution is the competent authority to sanction any leave other than casual leave.

9.1.4. For the purpose of leave the year will be the College year.

9.1.5. Taking leave without sanction, and extending leave without sanction, are considered acts of misconduct and result in deduction in salary.

9.1.6. While the leave rules are primarily applicable to the permanent employees, they apply to the other employees in proportion, unless specified in the letter of appointment.

#### **9.2. Casual Leave**

9.2.1. All employees are entitled to 14 days of casual leave.

9.2.2. Casual leave may be affixed or prefixed to any holiday or Sunday but the total period including the holiday or Sunday shall not exceed 7 days at a time. Sundays and holidays falling within the period of casual leave shall not be counted as part of the casual leave. Casual leave shall not be affixed or prefixed to any long vacation.

9.2.3. Temporary employees as well as those employed during the year will get casual leave in proportion to their period of service provided this is not less than 3 months.

#### **9.3. Medical Leave**

9.3.1. 15 days medical leave is permitted to all permanent employees during the course of the year. This can be accumulated to a maximum of 180 days in the course of one's service in the College.

#### 9.4. **Maternity Leave**

9.4.1. Female employees are entitled to maternity leave for four months with full salary and allowances.

9.4.2. In calculating four months, calendar months are taken into account and all holidays occurring in those months are included as leaves.

9.4.3. Notice of maternity leave should be given at least one month prior to the leave.

9.4.4. Maternity Leave is to be taken at least three weeks prior to confinement.

#### 9.5. **Annual Leave**

9.5.1. All non-teaching employees are entitled to one month's earned leave with pay and allowances within the year provided they have completed eleven months of service in the College.

9.5.2. Non-teaching staff may take the annual leave together or in two broken periods, but only within the period of College holidays. Those who have not completed eleven months service at the time of the College holidays may be given proportionate leave.

9.5.3. Annual leave is to be sanctioned after taking into account the essential services in the College.

#### 9.6. **Public Holidays**

9.6.1. Generally all College holidays are holidays for the teaching staff while not so for non-academic staff. They could, however, be asked to attend special classes for students, updating courses, in-service training or other College related activities.

9.6.2. The non-academic staff will follow a list of holidays published annually by the College.

9.6.3. Due to the nature of their work for those who cannot avail of the full day a week and other public holidays other compensatory arrangements may be made.

#### 9.7. **Study Leave**

9.7.1. With the prior sanction of the Governing Body, a study leave not exceeding 10 days may be sanctioned to teachers who are appearing for an examination to further their qualification as teachers.

9.7.2. The same may be extended to the non-teaching staff for an examination, sanctioned by the College, which will enhance the individual's performance or general proficiency.

#### 9.8. **Special Leave**

9.8.1. Special leave without pay for advanced study or foreign travel or other purposes can be permitted by the Governing Body to permanent employees who have completed 10 years of service in the College.

- 9.8.2. The maximum period of this special leave is one year and is permitted only once during the service in College.
- 9.8.3. These leaves (study leave and special leave) will have to be applied for at least three months in advance and must be approved by the Governing Body.

**9.9. General Rules Concerning Leave for Academic and non-academic staff members**

- 9.9.1. A register for the leave account of every employee shall be maintained in the College office.
- 9.9.2. Any leave that has been properly applied for and granted by the lawful authority will not cause a break in the service of the concerned staff member.
- 9.9.3. A staff member on special leave shall not be entitled to increment if such falls due at the time when he/she is enjoying the special leave.

**10. SUPERANNUATION/TERMINATION OF SERVICE**

- 10.1. The retiring age for all employees is 60 years.
- 10.2. A permanent employee may resign from the service of the College with three months' prior notice, or the Governing Body may terminate the service of a permanent employee by giving three months' prior notice or three months' salary in lieu of notice. Here salary shall mean the basic pay.
- 10.3. A temporary or probationary employee may resign or his/her services may be terminated by giving one month's prior notice or one months' salary in lieu of notice, without assigning any reason whatsoever.
- 10.4. An employee convicted by a court-of-law on a criminal charge will be terminated without notice or salary in lieu of notice. An employee against whom a criminal case is registered will not be allowed to continue in the service of the College till acquitted. If acquitted the period will be considered part of service, but no salary will be paid for the period, unless the case was registered by the College itself.
- 10.5. An employee may be deemed to have terminated his/her services with the College by way of voluntary abandonment of service if he/she without any intimation /or without any sanction from the College Competent authority, does not report for duty at his/her place of work for a period of fifteen (15) continuous calendar days. In the event of such voluntary abandonment of services by an employee, the College shall be at liberty to take such action as it may deem necessary for breach of the conditions of service against such an employee.
- 10.6. On resignation or termination, all dues to the employees, after any recovery to be made by the College, will be cleared within seven days after the resignation or termination becomes effective. This, however, does not apply to the Provident Fund, which are to be realised when these amounts are disbursed by the competent authority.
- 10.7. On leaving the service of the College, one is entitled to a certificate of service as well as a certificate of release from duty.

**10.8 RETURN OF COLLEGE PROPERTY**



Before leaving the service of the College an employee shall return to the College in good order and condition all property or equipment including documents, papers, and files belonging to the College or relating to its business. The cost of any equipment or property not safely returned shall be deductible from the employees salary or other amounts due to him on any account or shall be recoverable otherwise, and the employee shall be responsible for all costs and consequences thereof.

If any employee is in occupation of any residential premises, whether College owned or leased, immediately on termination of his employment with the College, the employee shall hand over to the College the vacant possession of the premises. If not it may be recovered by any process of eviction considered appropriate in the circumstances by the management.

## **11. MISCONDUCT**

### **11.1. General**

11.1.1. Misconduct is a willful action or omission on the part of an employee which goes against the objectives and interests or requirements of the College community.

11.1.2. These acts or omissions could be summed up under the following list which is illustrative and not exhaustive.

- a) Neglect of duty by way of sleeping on duty, or lax behaviour and attitude to time.
- b) Want of diligence in the performance of duty, or violation of the orders of the lawful authority.
- c) Irregularity in attendance, taking leave without sanction.
- d) Insubordination
- e) Moral delinquency affecting the discipline, moral standards and reputation of the College.
- f) Theft or causing damage to property, fraud
- g) Going on strike or instigating to strike
- h) Holding any meeting, distributing handbills, notices, leaflets, booklets, pamphlets, posters in the College premises without prior written permission from the competent authority.
- i) Using indecent language or making false allegations.
- j) Unauthorised collection of money, carrying on any kind of business in the College premises.
- k) Coming to work in a state of drunkenness or getting drunk during the period of work; being under the influence of drugs.
- l) Violation of confidentiality or giving information to unauthorised persons.
- m) Non-acceptance of a College notice at the address registered.
- n) Inflicting corporal punishment on students.
- o) Any other act or omission that in general understanding would be detrimental to the objectives of the College.
- p) Smoking within the premises of the establishment or just prior to resumption of duty.

11.1.3. The College has the right to impose penalties or call for disciplinary action after assessing the gravity of misconduct.

## **11.2. Penalties**

11.2.1. Minor penalties include

- Censure
- Recovery of damage or loss incurred by the College from the individual
- Suspension from duty without pay for a period not exceeding seven days.

11.2.2. Major penalties consist of

- Withholding of increment
- Compulsory termination of service
- Dismissal.
- The application of the above penalties shall be decided by the competent authority.

## **11.3. Disciplinary Authorities**

11.3.1. The Secretary/Jt. Secretary, on behalf of the Governing Body, shall be the Disciplinary Authority in respect of all acts of misconduct which warrant only minor penalties as defined above. He shall refer all actions proposed to be taken to the Governing Body, and the Governing Body shall advise the Secretary/Jt. Secretary as to the action to be taken against the delinquent staff member.

11.3.2. The Governing Body shall be the Disciplinary Authority in respect of all cases of misconduct, which warrant imposition of a major penalty as defined above. The Governing Body shall act as the Grievance Redressal Cell in ordinary and extra ordinary matters concerning the staff. The Grievance Redressal Cell consists of senior lay staff, senior religious staff and an appellate of the founder body.

11.3.3. The Founder Body shall be the Appellate Tribunal in respect of all cases where a minor or major penalty is sought to be imposed against a member of the staff. The Founder Body shall have the power to reconsider all the evidence produced in the case, admit fresh evidence, if necessary, hear the parties concerned and confirm, modify or set aside any decision of the Governing Body. In regard to minor penalties, Governing Body's decision shall be final.

11.3.4. There shall be a Final Appellate Tribunal with penalty powers to go into all aspects of any case where a major penalty or penalties, as specified above, is or are sought to be imposed. The Final Appellate Tribunal shall consist of:

- a) One representative of the Governing Body.
- b) One representative of the aggrieved staff member.
- c) One person not connected with either of the two above mentioned categories, to be appointed by the Founder Body, preferably a person having discharged magisterial or judicial functions or who has been engaged in Civil Service, who will also act as Chairman of the Final Appellate Tribunal. The decision of the Final Appellate Tribunal will be taken on a majority vote and shall be final in regard to the imposition of major penalties.

## **11.4. Procedure for Imposing Minor Penalties**

- 11.4.1. No order imposing any of the minor penalties specified above shall be imposed except after:
- a) The staff member has been informed in writing by the Secretary/Jt. Secretary of the College of the action proposed to be taken against him/her. The letter to be sent by the Secretary/Jt. Secretary of the College will be accompanied by allegations on the basis of which action is proposed to be taken. The concerned staff member will have to make his/her representation to the Secretary/Jt. Secretary of the College against the action proposed to be taken, within one week from the date of receipt of the notice from the Secretary/Jt. Secretary of the College and he/she shall also intimate as to whether he/she wishes to be personally heard in respect of the allegations against him/her.
  - b) The Secretary/Jt. Secretary has considered the representation, if any, of the concerned member of the staff, and has granted him/her a hearing, if so desired.
  - c) The Secretary/Jt. Secretary has, thereafter, submitted a report to the Governing Body.
- 11.4.2. The Governing Body shall consider the report submitted by the Secretary/Jt. Secretary in connection with the case, and shall advise him concerning the penalty proposed to be imposed on the concerned member of the staff.
- 11.4.3. The Secretary/Jt. Secretary shall proceed to impose such penalty as he may be advised to do by the Governing Body. The staff member thus penalised, however, is free to appeal to the Founder Body as provided earlier.

#### **11.5. Procedure for Imposing Major Penalties**

- 11.5.1. No order imposing on a staff /employee any of the major penalties specified here shall be made except after holding an enquiry in the manner hereby prescribed.
- 11.5.2. The Secretary shall submit a report to the Governing Body in case of serious misconduct by a member of the staff/employee which may warrant the imposition of a major penalty or penalties, specified above. On consideration of the said report, the Governing Body may direct the Secretary/Jt. Secretary to issue a charge-sheet to the concerned member of the staff/employee. In such case, the Governing Body shall appoint an Enquiry Officer to conduct the enquiry against the delinquent.
- 11.5.3. The staff / employee shall be supplied with a copy of the charge-sheet or/and charges together with a statement of the allegation on which they are based.
- 11.5.4. He/she will be required to submit to the Secretary of the Governing Body within seven days of the receipt of the charges and allegations, a written statement in his/her defense and also state whether he/she desires to be heard in person.
- 11.5.5. The Enquiry Officer will conduct the Enquiry considering the charge-sheet and written statement of the staff/employee, if any, and giving him/her a hearing, if so desired.
- 11.5.6. The Enquiry Officer will prepare a Report on the Enquiry with his/her findings on each of the charges together with the reasons and he/she will send the Report to the Secretary/Jt. Secretary of the Governing Body.
- 11.5.7. The Governing Body will be at liberty to either accept or reject the Report and may order a fresh Enquiry on either the full or partial aspect of the charges.

11.5.8. The Governing Body will take steps as are considered fit and proper on the basis of the findings of the Enquiry Officer. If a penalty is to be imposed, the staff /employee may be called upon by the Governing Body to show cause within 10 days concerning the quantum of the penalty.

11.5.9. On receiving the cause shown, if any, or after 10 days from the second show cause notice served to the concerned staff/employee, the Governing Body will proceed to impose such penalties, as it thinks fit. The staff/employee thus penalised may, however, prefer an appeal against such order of penalty in the manner provided below.

## 11.6. **Appeal**

### 11.6.1. Appellate Tribunal - Founder Body

a) A Staff/employee against whom an order proposing to impose any of the penalties referred to above has been passed, may prefer an appeal to the Founder Body within 15 days of the date of the receipt of such order. During the period of 15 days, the penalty proposed to be imposed shall be kept in abeyance, and if an appeal is preferred, the penalty proposed to be imposed shall remain in abeyance till the disposal of the appeal.

b) After hearing the staff/employee and the Governing Body, the Founder Body shall pass such order as it thinks fit. In the case of the imposition of minor penalties referred to herein, the decision of the Founder Body shall be final.

### 11.6.2. **Final Appellate Tribunal**

a) If by reason of any decision of the Founder Body, acting as Appellate Tribunal, a staff member is subjected to any of the major penalties specified herein, he/she shall have the right to prefer a further appeal to the Final Appellate Tribunal.

b) Any such appeal must be filed with the Final Appellate Tribunal, through the Secretary of the College within 15 days of the date on which a copy of the order of the appellate Tribunal is communicated to the member. During the period of 15 days, the penalty proposed to be imposed shall be kept in abeyance, and if any appeal is preferred, the penalty proposed to be imposed shall remain in abeyance till the disposal of the appeal.

c) The Final Appellate Tribunal may on application made in this regard, call for the records of the case from the Founder Body, the Governing Body, the Secretary of the College and shall also afford an opportunity of hearing to the concerned staff /employee.

d) After considering all aspects of the case, including the submission made by the concerned staff member, the Final Appellate Tribunal shall pass such orders as it thinks fit and its decision shall be final.

## 11.7. **Bar on Representation by Legal Practitioners**

No legal practitioner shall be allowed to represent either a staff /employee or the Governing Body of the College in the disciplinary and appellate proceedings as described above.

## 11.8. **Suspension**

11.8.1. The Secretary/Jt. Secretary of the College may, in cases involving gross misconduct, indiscipline or negligence of duties, place a staff/employee under suspension pending further

action by the Governing Body which must confirm or annul the action taken by the Secretary within 15 days.

11.8.2. The Secretary/Jt. Secretary of the College, on the instruction of the Governing Body, shall place a staff/employee of the College under suspension in the following cases:

- a) Where an Enquiry against him/her is contemplated or where such as an Enquiry is pending.
- b) Or, where a case against him/her in respect of any criminal offence involving moral turpitude is under investigation or on trial.
- c) Such suspension as provided here shall not be construed as a penalty as indicated elsewhere in this document.

11.8.3. Every order of suspension shall be reported, for information only to the competent Government/University authority.

11.8.4. A staff/employee placed under suspension shall be entitled to receive from the College a monthly subsistence allowance.

- a) During the first two months of the period of suspension at the rate of fifty percent of his/her total emoluments.
- b) If there is a delay on the part of Governing Body beyond two months in arriving at a decision, the subsistence allowance will continue to be paid at the rate of seventy five percent of his/her total emoluments until the Governing Body of the Institute communicates its decision to the staff/employee concerned.
- c) If the member takes up any other paid employment during the period of suspension, he/she shall not be entitled to any subsistence allowance for the period he/she is thus otherwise employed.
- d) If the staff/employee is exonerated from all charges, all arrears of pay and allowances will be paid to him/her for the total period of suspension, after adjustment of the subsistence allowance paid.

## 11.9. **Grievances**

11.9.1 A grievance is a genuine complaint an employee may have against the college with regard to the work or benefits due to him/her.

11.9.2 A grievance is to be presented in writing to the Principal who may take the appropriate action or forward it to the Governing Body who will recommend the action to be taken.

11.9.3 If the action proposed or taken is not satisfactory to the aggrieved employee an appeal may be made by him/her to the Founder Body.

## CONCLUSION

This Personnel Policy is approved by the Founder Body which reserves to itself the right to amend, add to it or delete any clause included in it.

From time to time, the Governing Body will discuss the working of this policy and recommend modifications to the Founder Body. Ordinarily the Rector, Secretary and the Principal/Jt. Secretary are the interpreters of this policy. They may, if necessary, suspend the operation of

any particular clause, but must give a written explanation to the Governing Body for their action. Their order will become operative unless the Governing Body overrules it. A copy of this policy will be available with the Principal and the Secretary for reference by an employee.