

RAYBURN COLLEGE

Gangpimual, Lamka, Churachandpur, Manipur - 795006

www.rayburncollege.ac.in



SERVICE RULES,
PROCEDURES & POLICIES
RAYBURN COLLEGE (AUTONOMOUS)

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VISION

To be a centre of excellence that promotes quality multidisciplinary education and cultivates academically competent professionals and socially responsible citizens through creative and innovative practices and integral and holistic learning experiences.

MISSION

To provide high quality academic programmes, research outputs, skill-based training activities and collaborative partnerships especially for underserved students aimed at promoting academic excellence, employable professionals, innovative entrepreneurs, socially responsible leaders and contribute to the socio-cultural, economic and technological development of the region, state and nation.

CORE VALUES

- Academic Excellence and Research-Oriented Integral Education
- Creativity, Innovation and Interdisciplinarity
- Collaboration and Partnership
- Integration of Human Values and Professional Ethics
- Fair and Equal Access and Opportunity for All
- Respect and Celebration of Diversity
- Environmental Sustainability
- Spirituality-Centred and Service-Oriented Learning

INTRODUCTION

The following Service Rules, Procedures and Policies as elaborated below are applicable to all employees of Rayburn College including academic, administrative and maintenance. All employees of the College are bound by the rules, regulations and procedures as are in force at the time of their appointment and as may be modified and extended from time to time thereafter.

It is incumbent on all staff to go through these rules, procedures and policies at the earliest opportunity to support better administration and efficient governance.

Rayburn College expects each of the staff to strictly adhere to these rules and regulations both in letter and spirit, so as to contribute to the overall growth of the institution.

Sd/-
Registrar

DEFINITIONS

In the Service Rules, unless there is anything repugnant to the subject or context:

- i. “Academic Year” means the period of twelve months commencing from the 1st of July and ending on 30th of June of the following year or such period as may be specified by the competent authority.
- ii. ‘Appointing Authority’ means the authority competent to make appointment to the posts of the College.
- iii. ‘Board of Studies’ means the Board of Studies of the five schools in the College, namely Humanities, Social Sciences, Human and Environmental Sciences, Commerce and Business Management, and Mathematics, Physical and Life Sciences.
- iv. ‘Board of Management’ means the Internal Management Committee constituted by the Principal, Vice-Principal, Registrar, Academic Dean and Finance Officer.
- v. ‘Competent Authority’ means either the Governing Body, Board of Management, Principal or Registrar, as the case may be, to whom authoritative powers are delegated to discharge the functions laid down in the Rules.
- vi. ‘Contractual employee’ means an employee who is appointed for a fixed or specified period of time: (a) in a work which is temporary in nature, or (b) to fill a regular post temporarily, or (c) to cope with a temporary increase in workload, on the lapse of which employment automatically ceases. A contractual employee shall not be entitled to any benefits or allowances, unless otherwise granted in writing by the competent authority.
- vii. ‘Department’ means an Academic Department of the College.
- viii. ‘Employee’ means any person recruited and appointed by the College. The term employee does not include any person employed on daily wage basis, or on consolidated pay or on part time basis or on contract basis.

- ix. 'Faculty' means the teaching faculty of the College.
- x. 'Financial Year' means the period of twelve months commencing from the 1st of April and ending on 31st of March of the following year.
- xi. 'Honorarium' means a recurring or non-recurring payment granted to an employee/experts from outside the College as remuneration for special or professional work.
- xii. 'Period of Probation' means the period of probation prescribed under these rules or the order of appointment or any extension thereof at the discretion of the appointing authority.
- xiii. 'Probationary or Ad-hoc employee' means an employee who is provisionally selected to fill a regular post but has not yet completed the prescribed period of probation or extension thereof.
- xiv. 'Regular employee' means an employee who is appointed on a permanent basis against a regular vacancy with an appointment order issued by the competent authority.
- xv. 'Rules' means the Service Rules hereunder.
- xvi. 'Salary' means the basic pay drawn by an employee but excludes all other allowances.
- xvii. 'Student' includes a person enrolled in the College for taking a course of study for a degree, diploma or other academic distinction duly instituted, or for undergoing any training.

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Chapter - I

CONDUCT, DISCIPLINE AND APPEALS

1.1 CONDUCT, DISCIPLINE AND APPEAL RULES

General

Unless it is explicitly stated, all staff employed in the College shall be at the disposal of the College during all the working hours and he/she shall serve it in such capacity and at such places as he/she may from time to time be directed. Every employee of the College shall at all times:

- maintain absolute integrity;
- maintain absolute devotion to duty and professionalism;
- do nothing which is unbecoming of an employee of the College;
- conduct himself/herself in a manner which shall enhance the reputation of the College.

Every employee shall follow the orders and directions of his/her superior(s) respectfully, and shall follow the proper channel of communication for discussing or raising any matter. They shall conform to the rules and regulations in force in the institution and obey all orders and directions which are given to him/her by any person or persons under whose jurisdiction or superintendence he/she may be placed from time to time.

Every employee shall at all times be courteous and respectful in his/her dealings with other members of the staff, students and the public, and shall treat everyone with equal respect and dignity.

Misconduct

Without prejudice to the generality of the term ‘misconduct,’ the following acts of omission and commission shall be treated as misconduct:

- Theft, fraud or dishonesty in connection with the activities or property of the College;
- Furnishing false information regarding name, age, father’s name, qualifications, previous service or any other matter at the time of employment during the course of employment;
- Wilful insubordination or disobedience of any lawful and reasonable order of his/her superiors;
- Absence without authorized leave or overstaying the sanctioned grounds or prior intimation;
- Habitual late or irregular attendance or wilful absence from duty;
- Neglect of work or negligence in the performance of duty, including malingering or slowing down of work;
- Causing intentional damage to any property of the College;
- Drunkenness or riotous or disorderly or indecent behaviour in the premises of the College or outside such premises where such behaviour is related to or connected with the employment;
- Smoking within the premises of the College where it is prohibited;
- Collection of any money within or outside the premises of the College, without the permission of the competent authority;
- Commission of any act which amounts to a criminal offence involving moral turpitude;
- Absence from employee’s appointed place of work without permission or sufficient cause;
- Unauthorized use of the College’s resources such as stationaries, printers, networks, and other classroom, office and staffroom facilities without permission;
- Unauthorized occupation of the College’s facilities, quarters,

- land or any other property;
- Assaulting or intimidating any employee or student of the College, mentally, verbally or physically;
- Striking work or inciting others to strike work in contravention of provision of any law or rule having the force of law;
- Breach of any law applicable to the employee or of the conduct rules or any other rules or orders issued by the College from time to time;
- Editing and changing uniform contents and designs in Letterheads, Websites, Prospectus, etc., without permission;
- Writing of anonymous letters, addressing appeals or representations to an authority other than the appellate or the appropriate authority and forwarding advance copies of appeals or representations to any authority;
- Distribution or exhibition in the College's premises or its precincts handbills, pamphlets, posters or causing to be displayed by means of signs or writings or other visible representations, in any manner without previous sanction of the authority;
- Refusal to work on holidays or extra work when notified to do so in the emergencies of College work;
- Taking any active part in a meeting or demonstration organized by a political party;
- Forwarding of applications for outside employment, award of fellowships, etc., without prior approval of the competent authority.

Note: The above instances of misconduct are only illustrative in nature and not exhaustive, and other points may be added as necessary in the interests of the College.

1.2 GENERAL CODE OF CONDUCT FOR EMPLOYEES

- Every employee of the College, whether on a full-time, part-time or contractual basis, shall be liable under the general internal discipline of the College and such rules of discipline as are enforced, or as may be made, from time to time. Any infringement of these rules shall be dealt with appropriately;
- Every employee of the College shall serve honestly and faithfully, and shall endeavour to promote the interest of the College with integrity and commitment;
- Every employee of the College shall recognize and remember that education is a public service and uphold their responsibilities to the public;
- Every employee of the College shall conform to and abide by the rules and regulations, and shall observe and comply with all orders and directions which may, from time to time, be given to him/her in the course of his/her official duties by any authority under whose jurisdiction, superintendence or control he/she is placed for a designated period;
- Every employee of the College shall speak respectfully of other staff and render assistance and support for mutual professional betterment and refrain from lodging unsubstantiated allegations against colleagues to higher authorities;
- Every employee of the College shall conduct themselves as a role model to the students and shall discharge their duties efficiently and diligently so that the student community may receive a holistic education that is in line with the vision, mission and core-values of the College;
- Every employee of the College shall respect the rights and dignity of all students and deal with them impartiality regardless of their religion, caste, socio-economic status, physical abilities and gender;
- Every employee of the College shall take time to encourage, mentor and counsel the students in need of guidance for the quality improvement of their education and career;
- Every employee of the College shall give due respect to

the parents and guardians of the students, and convey any information with regard to their wards politely and with clarity.

- Every employee of the College shall record their attendance in the registers provided at the Vice-Principal's office or otherwise wherever placed;
- No employee of the College shall for any reason be found guilty of giving or taking bribes from the students or their parents/guardians or from other employees or from any external agencies;
- No employee of the College shall indulge in misbehaviour, or victimize, or show partiality to any of the students of the College;
- No employee of the College shall take part in any act or movement such as strike, incitement thereto or similar activity in connection with any matter pertaining to his/her service or to any other matter, which tends to bring the College to disrepute. No employee shall participate in any demonstration, which involves incitement to an offence;
- No employee of the College shall engage himself/herself in any mass signature campaign of any kind;
- No employee of the College shall publish any letter or article in any newspaper and journal or participate in any talk/discussion on the Radio, or online and offline channels, which may be termed derogatory or which may lead to controversies or embarrassment to the College;
- No employee of the College shall indulge in any public criticism of the College administration, which causes or is likely to cause misperception and embarrassment to the administration in its relation to its staff or students of the College;
- No employee of the College shall indulge in destructive criticism of the policies of the Management either in speech or in writing, or ventilate any grievance publicly through the press, leaflets, handbills etc;
- No employee of the College shall, while in service or after his/ her retirement, resignation or discharge, communicate

directly or indirectly to any other person to whom he/she is not authorized to communicate concerning any important document or privileged information, except in accordance with any special order of the Principal and/or Registrar. No employee of the College shall make use of any matter of confidential nature which he/she has acquired as an employee in the College;

- No employee of the College shall, without written permission of the competent authority, engage directly or indirectly in any trade, business or projects whatsoever or any other work which may interfere with the proper discharge of his/her duties for which he/she is primarily hired. They shall ordinarily devote their time to the service of the College. An employee may undertake other responsibilities only with prior sanction of the competent authority, subject to the condition that it does not interfere with the proper discharge of his/her duties for which he/she is primarily hired;
- No employee of the College shall be a member of any political party or political organization and take part in any political activity hosted by such parties or organizations;
- No employee of the College shall bring, or attempt to bring, any kind of influence to bear upon any superior officer or a member of any College authority to further his/her interests in respect of matters pertaining to his/her service in the College. Any concern or issue shall be raised only through the appropriate channels, and any decisions taken in an arbitrary manner, including with any member of the Board of Management, shall be subject to review;
- No employee of the College shall be under the influence of any intoxicating drinks or drug during the course of his/her duty. He/she shall refrain from consuming any intoxicating drink or drug in a public place, and shall not appear in a public place in a state of intoxication;
- No suit or other proceeding shall lie in a civil court against the College at the instance of a College employee in respect of any order affecting his/her conditions of service, or in respect of any disciplinary or other action taken against him/her in

his/her capacity as a College employee. If a College employee feels aggrieved by any such action or order, the remedy shall be to take recourse to the appropriate Committees of the College;

- No employee of the College shall be absent from his/her duties without having obtained prior permission of the competent authority. An employee who absents himself/herself from duty without leave or overstays his/her leave shall not ordinarily be entitled to draw any pay and allowance during such absence or overstay, and shall further be liable to such disciplinary action as the competent authority may take as per rules. However, the competent authority may treat such period of absence or overstay as period spent on leave to which he/she is entitled, after obtaining a satisfactory explanation in writing that the absence or over-stay without leave was due to circumstances beyond the control of the employee;
- Any employee of the College who becomes the subject of legal proceedings for insolvency/indebtedness shall forthwith report full facts to the College and shall be liable for disciplinary action at the discretion of the competent authority;
- Any employee of the College who gets involved in any criminal proceedings shall immediately inform the competent authority about the facts, irrespective of whether he/she has been released on bail or not;
- Any employee who is detained in police custody, whether on criminal charge or otherwise, for a period exceeding 48 hours shall immediately inform the facts to the competent authority, and shall not resume his/her duties in the College without written permission from the competent authority;
- Any employee of the College who is guilty of criminal charge but has come to a resolution through customary laws with the aggrieved party, shall nonetheless be subject to an internal inquiry and disciplinary action from the competent authority;
- Any employee of the College who is appointed as a member of a Committee duly constituted by the College, shall

attend all meetings of such Committee without fail. If, for unavoidable reasons, he/she is unable to attend any meeting, he/she should send prior intimation to the Chairperson of the Committee, stating the reason for his/her absence;

- Whenever an employee wishes to put forth any claim, or seeks redressal of any grievance, he/she may forward his/her representation through proper channel to the competent authority, and shall not send the copies of representation to any higher authority, unless the lower authority has rejected the claim or refused relief, or the disposal of the matter is delayed by more than 15 days.

1.3 BREACH OF CONDUCT RULES

Any breach of the above conduct rules, or other rules of the College by an employee of the College, shall be treated as 'misconduct', and the employee shall be liable for disciplinary action and imposition of penalty, in accordance with the procedure laid down in these rules.

Suspension

Any employee of the College facing grave charges of misconduct, may be placed under immediate suspension pending investigation or inquiry, where such suspension is necessary in the interest of the College.

The Registrar, upon receiving the full inquiry report from the concerned The Registrar, upon receiving the full inquiry report from the concerned Committee(s) and after due consultation with the Principal, shall exercise the power to suspend any employee of the College or revoke any suspension. An order of suspension may at any time be revoked only by the authority which made that order.

Any employee who is detained in custody, whether on criminal charge or otherwise for a period exceeding 48 hours, shall be deemed to have been suspended with effect from the date of detention. An order of suspension shall be issued by the Registrar with the approval of the Principal, and such employee shall remain suspended until further orders.

Treatment of Period of Suspension

Whenever an employee under suspension is reinstated, the period of absence from duty shall be treated as period spent on duty, and the competent authority may grant him/her the following pay and allowances for the period of suspension only if the employee is fully exonerated of his/her charges by an officially recognized authority. If an employee is not fully exonerated on all charges, he/she cannot lay claim to his/her pay and allowances during the period of suspension.

1.4 PENALTIES AND APPEALS

The following penalties may be imposed on any employee of the College for good and sufficient reason.

Minor

- Censure
- Withholding of increments or promotion

Major

- Recovery of the whole or part of the pecuniary loss caused to the College
- Reduction to a lower service, grade or post
- Compulsory retirement
- Dismissal from the service of the College, which does not disqualify him/her for future employment
- Dismissal from the service of the College, which disqualifies him/her for future employment
- Prosecution in fit cases

Not Penalty

The following decisions shall not amount to a penalty within the meaning of this rule:

- Withholding of increment or reducing allowances of an employee on account of his/her work being found unsatisfactory or not being of the required or expected standard;
- Non-promotion whether in an officiating capacity or otherwise, of an employee, to a higher post for which he/she may be eligible but for which he/she is found unsuitable after consideration of his/her case;
- Reversion to a lower grade or post of an employee officiating in a higher grade or post, on the ground that he/she is considered, after trial, to be unsuitable for such higher grade

- or post, or on administrative grounds unconnected with his/her conduct;
- Reversion to his/her previous grade or post, of an employee appointed on probation to another grade or post, during or at the end of the period of probation in accordance with the terms of his/her appointment;
 - The termination of service of an employee:
 - a) appointed on probation during or at the end of the period of probation, in accordance with the terms of his/her appointment;
 - b) appointed in a temporary capacity, on the expiry of the period for which he/she was appointed, or earlier in accordance with the terms of his/her appointment;
 - c) appointed under a contract or agreement in accordance with the terms of such contract or agreement;
 - d) as a way of reduction or downsizing of departments or staff.

Procedure for Imposing Minor Penalties

Where it is proposed to impose any of the minor penalties specified, the employee concerned shall be informed in writing of the imputations of misconduct or misbehaviour against him/her, and shall be given an opportunity to submit his/her written statement of defence within a specified period not exceeding 7 days. The defence statement, if any, submitted by the employee shall be taken into consideration by the disciplinary authority, before an order is passed by the Registrar.

The record of the proceedings shall include the following:

- A copy of the statement of imputations of misconduct or misbehaviour delivered to the employee;
- The employees defense statement, if any;
- The suggested decisions of disciplinary authority together with the reasons thereof.

There shall be no enquiry relating to any disciplinary action for imposing minor penalties.

Procedure for Imposing Major Penalties

No order of dismissal, removal, compulsory retirement or reduction shall be imposed on an employee of the College (other than an order based on facts, which have led to his conviction in a criminal court), unless he/she has been informed in writing of the grounds on which it is proposed to take action, and has been afforded an adequate opportunity of defending himself/herself.

The grounds on which it is proposed to take action shall be reduced to the form of a definite charge or charges. It shall be communicated to the person charged, together with a statement of the allegations on which each charge is based, and of any other circumstances which it is proposed to take into consideration in passing orders in the case.

He/she shall be required, within a week's time i.e., 7 days, to put in a written statement of his/her defence and to state whether he/she desires an oral inquiry or only to be heard in person.

At that inquiry, oral evidence shall be heard as to such of the allegations as are not admitted, and the person charged shall be entitled to cross examine the witness, to give evidence in person and to examine such witnesses as he/she may produce, provided that the authority conducting the inquiry may, for special and sufficient reasons to be recorded in writing, refuse to examine a witness. The inquiry report shall contain a sufficient record of the evidence and a statement of the findings and the grounds thereof.

Enquiry relating to any disciplinary action may be made by the Principal or the Disciplinary Committee as circumstances require, or by such other Officer or Special Committee appointed for the purpose.

The above requirements of an inquiry shall not apply where the person concerned has absconded, or where it is for other reasons impracticable to communicate with him/her. In such an event, an ex-parte inquiry may be conducted.

Where the Officer or Committee holding the enquiry is not competent to award a penalty, his/her duty ends with the recording of its findings on the charges, and it is not his/her function to make any suggestion regarding the penalty to be awarded or the further disposal of the case.

After the conclusion of the inquiry, a detailed report shall be prepared and it shall contain:

- a gist of the articles of charge and the statement of the imputations of misconduct or misbehaviour;
- a gist of the defense of the employee in respect of each article of charge;
- an assessment of the evidence in respect of each article of charge;
- the findings on each article of charge and the reasons thereof.

Action on the Inquiry Report

If the disciplinary authority, having regard to its findings on all or any of the articles of charge, is of the opinion that any of the penalties should be imposed on the employee, it shall request the Registrar to make an order imposing such penalty.

The disciplinary authority shall, if it disagrees with the findings of the inquiring authority on any article of charge, record its reasons for such disagreement and record its own findings on such charge, if the evidence on record is sufficient for the purpose.

If the disciplinary authority, having regard to its findings on all or any of the articles of charge, is of the opinion that no penalty need be imposed, it shall request the Registrar to pass an order exonerating the employee concerned.

Appeals

An employee of the College, aggrieved by any order imposing penalty passed against him/her, shall be entitled to prefer an appeal against the said order to the Appellate Authority. Such an appeal should be submitted within 7 days from the date of communication of the order imposing penalty.

The Appellate Authority shall consider whether the:

- facts on which the order was based have been established;
- facts established afford sufficient ground for taking action;
- penalty is excessive, adequate or inadequate;

After such consideration by the Appellate Authority, it shall pass such order through the Registrar as it thinks proper.

Every appeal preferred under these rules shall contain all material statements, and all arguments relied on by the appellant shall contain no disrespectful or improper language, and shall be complete in itself.

Every such appeal shall be addressed to the authority to whom the appeal is preferred and shall be submitted through the proper channel to which the appellant belongs.

Service of Notices and Orders

Any order, notice, communication, letter or other document or process made or issued under these rules shall be served on such employee by delivering it to that employee, or if it cannot be so delivered or tendered, affixing a copy on the notice board of the College; or by forwarding it by registered post, addressed to the employee at the place where he/she ordinarily resides, or at the last known address.

An endorsement by the serving officer that the employee refused to accept the document, or an endorsement by the postal authorities

that the employee refused to take delivery, or that he/she could not be found or that he/she was absent, shall be deemed to be prima facie proof of such service.

Vindication of Acts and Character

No employee shall, except with the prior written permission of the competent authority, have recourse to any court of law or to the press for the vindication of any official act which has been the subject matter of adverse criticism or an act of defamatory character, provided nothing in this rule shall be deemed to prohibit an employee from vindicating his/her private character or any act done by him/her in his/her private capacity.

Applicability

These rules shall be applicable to all categories of employees and the Registrar shall be responsible for implementing the same.

1.5 TERMINATION OF SERVICE

Resignation and Notice Period

An employee may terminate his/her association (job) with the College by serving a notice to the employer. A notice given by an employee shall be deemed to be proper only if he/she remains on duty during the period of notice. An employee shall not leave or discontinue his/her service in the College without giving a proper notice in writing to the competent authority. An employee of the College shall give one months' notice in case he/she desires to be relieved on resignation, or shall be liable to pay one months' salary in lieu thereof.

Before accepting the resignation of any employee, the competent authority shall satisfy itself that there are no dues from him/her either in cash or in kind viz., books, stores, equipment, loans,

etc. An employee, before leaving the College service, shall hand over the charge of his/her post to a duly authorized officer and shall return to the College all library books, computer equipment, furniture, and any other equipment and resource issued to him/her for his/her personal and/or official use, and shall clear all types of dues/advances taken during his/her service. If he/she fails to do so, the amount due from him/her on the above items shall be recovered from his/her last salary or from any other sums due to him/her from the College.

An employee who is in occupation of any residential accommodation or office/working space provided by the College shall vacate it immediately on being relieved from the College service. No employee shall be relieved from the College service or his/her final financial settlement be made, unless he/she produces the 'No Dues Certificates' from all the concerned departments.

The competent authority shall issue an order of Acceptance of Resignation which shall come into effect from the date on which the employee is relieved from his/her duties. When the employee is on leave, the resignation shall come into effect from the date of communication of the order of Acceptance of Resignation.

The Principal is the primary authority concerned to accept the resignation of any employee. The Registrar may accept it on his/her behalf in his/her absence. All resignation letters should be addressed to the Principal and submitted to the Registrar. Verbal communications shall not be accepted under any circumstances.

Termination of Service

The services of a temporary/contractual employee of the College shall be liable to be terminated at any time without notice and without assigning any reasons thereof.

The College is empowered to terminate the services of any regular

employee for reasons such as the abolition of the post which he/she is holding or as disciplinary action against such employee based on severe evident offences, by giving a notice of up to one month.

Notwithstanding what is contained in the above rules, it is the prerogative of the appointing authority to terminate the services of any employee, if the authority is satisfied on the report of a Medical Board or Medical Practitioner appointed for the purpose, that the employee is incapacitated physically or mentally to discharge his/her duties on a consistent basis.

Chapter - II

HUMAN RESOURCE POLICY

2.1 CATEGORY OF STAFF

I. Board of Management

Chairman (Governing Body), Principal, Vice-Principal, Registrar, Academic Dean, Finance Officer.

II. Teaching Staff

Controller of Examinations, Dean of Students' Welfare, Professors, Associate Professors, Assistant Professors, Research and Development Cell Convenor, Skill Development and Placement Cell Convenor, Women's Development Cell Convenor, Information Technology Centre Incharge, National Cadet Corps Officers, National Service Scheme Programme Officers, Head Librarian or such other academic posts as decided by the Management from time to time.

III. Non-Teaching Staff

Office Manager, Teller, Office Assistants, System Administrator, Medical Doctor or Nurse, Counsellor, Assistant Librarians, Technician, Engineer, Care Takers, Drivers, Grade IV, Janitors, and such other posts as may be decided by the Management from time to time.

2.2 TEACHING STAFF - CATEGORY OF APPOINTMENT

The appointments in the College shall be made in the following categories:

- I. Regular Appointment
- II. Appointment by Invitation
- III. Ad-hoc Appointment

IV. Contractual Appointment

I. Regular Appointment

Regular Appointments are on a continuing basis and have no specified term. These appointments are made on a specified grade and can continue till retirement at the age of superannuation.

II. Appointment by Invitation

Certain outstanding personnel are appointed by invitation at the appropriate level, and pay and period and terms of employment are mutually decided.

III. Ad hoc Appointment

Ad hoc appointments are made on a probationary basis under regular category through a rigorous Selection/Recruitment process. All such appointments shall be regularized, subject to the recommendation of the Head of Department and Academic Dean to the Registrar and Principal, based on the satisfactory fulfilment of the probation period. All appointments may not be necessarily regularized.

Ad hoc appointments can also be offered to the employees of other institutions who may be temporarily transferred by the institution on deputation.

IV. Contractual Appointment

Contractual appointments are made on a temporary basis for a specified period to fill a specific need of a Department such as covering a particular teacher's leave etc., and ends on the specified date, unless the contract is renewed and accepted by both parties. The termination of the appointment is based on the nature of the contract.

Termination

Being a self-financed institution, all appointments are subject to termination through the discretionary powers of the Governing Body and/or Board of Management, if:

- (a) there is cessation of any post/programme of study;
- (b) there is lack of sufficient number of admitted students for any particular course;
- (c) there is change of curriculum/syllabus or any unforeseen circumstances which necessitates the downsizing of faculty size;
- (d) there is lack of sufficient funds to continue the running of a particular programme of study.

2.3 TEACHING STAFF - PERIOD OF PROBATION

All regular appointments in the College, except those appointments by invitation, will go through a probation period of one year. The appointment would be confirmed and regularized in the respective category at the end of the probation period, unless the appointee is informed otherwise in writing. Written information for confirming and regularizing the appointment shall be issued within 15 days of completion of the probation.

In some cases, the period of probation may be extended to 2 years. No appointee can remain on probation for more than 2 years. If in 2 years, the performance is not up to the institutional expectation, the employee may be discharged, without assigning any written reason whatsoever. No probationary employee may avail any benefits and/or allowances during the probationary period, unless otherwise permitted by the competent authority in writing.

During the period of probation, the services of a probationary employee may be terminated at any time without prior notice or

compensation in lieu of notice, and without assigning any written reason. No appeal shall lie against such termination.

No employee is to be treated as a regular employee by reason alone of his/her having completed the probationary period until the confirmation order is issued in writing by the competent authority. If no orders are passed, the probationer's services will be deemed to have been unsatisfactory and the probationer discharged from service.

2.4 TEACHING STAFF - ELIGIBILITY CRITERIA FOR SELECTION

Appointment for a post in the College would be made of a suitable candidate out of a group of eligible candidates. A candidate would be considered eligible provided he/she meets the eligibility criteria in terms of minimum qualification, experience, possession of certain specified skills, etc. Recruitment in the College is made purely on qualification and merit and is done on an All India basis.

2.5 TEACHING STAFF - RECRUITMENT POLICIES & PROCEDURES

The rules and policies regarding recruitment and promotion are as per UGC/AICTE norms, adapted and adjusted as and where necessary by the College from time to time.

Advertising Vacancy Positions

The Head of Department (HoD) reviews the faculty position of his/her Department and discusses the vacancies with the Academic Dean. The Academic Dean discusses the matter with the Registrar and Principal, who then recommends the issue of advertisement as per UGC/AICTE norms. The Registrar releases the advertisement in the national dailies/regional newspapers and print media, inviting applications with a detailed CV through post, email or in person to be submitted within a specified time-frame.

Collection of Applications

The Academic Dean collects the applications and gets them sorted discipline-wise based on the applicant's eligibility, qualification and experience, and sends them to the HoD of the concerned department for scrutiny, verification and short listing. The HoD short lists the applications, prepares the detailed list and sends the short listed applications with the detailed list to the Academic Dean for further action.

The Academic Dean, in consultation with the Registrar, forms an Expert/Selection panel consisting of Principal, Vice-Principal, Registrar, HoD, one Internal Subject Expert and one External Subject Expert nominated by the College.

Call for interview is communicated to shortlisted eligible candidates by the Registrar. The time span between the communication and the date of interview should normally be 2 weeks, to ensure enough time for the candidate to make necessary travel arrangement.

Process of Selection

Selection is based on test of subject knowledge (40%); Academic Record and Experience (15%); Lecture Delivery Demo (20%); Aptitude for teaching and research (15%) and overall impression (10%).

The Academic Dean decides the date, time and venue for test, demonstration, interaction and interview, and make necessary arrangements with the concerned HoD for the conduct of the subject test and interview.

The Selection Committee begins the interview process of the candidates and evaluates them on the basis of Academic Records and Experience (15%), Lecture Delivery Demo (20%), Aptitude for teaching and research (15%); Overall impression (10%). The

Selection Committee gets the result tabulated and finalises the selection of candidates.

The decision of the Selection Committee shall be recorded and recommendations made to the Principal for consideration and approval. Upon approval, the Registrar prepares the offer letter together with terms, conditions and remuneration and seeks confirmation of the selected candidates' acceptance, and joining schedule.

The official appointment letter shall be issued upon their joining and completion of all joining formalities. The appointment letter shall be issued by the Registrar.

2.6 APPOINTING AUTHORITIES FOR TEACHING FACULTY

All teaching appointments in the College shall be made through a Selection Committee constituted as below. The following Selection Committees shall be constituted against each posts:

For Appointment of a Professor

1. Principal - Chairman
2. Vice Principal - Member
3. Registrar - Member
4. Academic Dean - Member
5. External Subject Expert(s) – Member(s)
6. HoD Concerned - Member

For Appointment of an Associate Professor

1. Principal – Chairman
2. Vice Principal - Member
3. Registrar – Member
4. One Senior Professor from concerned Department - Member
5. External Subject Expert(s) – Member(s)
6. HoD Concerned - Member

For Appointment of an Assistant Professor

1. Principal – Chairman
2. Vice Principal - Member
3. Registrar – Member
4. One Senior Professor from concerned Department - Member
5. External Subject Expert(s) – Member(s)
6. HoD Concerned - Member

2.7 TEACHING STAFF - OTHER CATEGORIES

Visiting Professor/Research Advisor/Visiting Faculty

Appointments can also be offered to retired professionals from the same or other organization in the capacity of Visiting Professor, Research Advisor and Visiting Faculty by invitation. Such professionals will visit the College and interact with the students and faculty in order to promote academic and research activities in a core domain, as well as in other areas of specialization. The number of visits in a year and the number of days per visit etc. will be flexible, and based on needs that are decided on a case to case basis.

The appointments for Visiting Professor, Research Advisor or Visiting Faculty may be done directly by a Committee appointed by the Registrar without the process of a formal Selection Committee. The appointments may be in a regular grade or on a consolidated salary without terminal benefits, if any. These appointments would be time bound for a period of one year, extendable every year but not more than 5 years.

Adjunct Faculty

Adjunct Faculties are normally appointed in order to develop a useful and viable collaboration between the College and Industry for better Academia-Industry collaborations and to give an impetus to Research and Innovation. Distinguished retired

professionals, who have excelled in their field of specialization like Science, Engineering, Technology, Management, Civil Service, Arts, Humanities etc., are appointed to enrich the overall learning processes and provide guidance to the faculty in preparing projects for submission to funding agencies and research organizations.

The appointments for Adjunct Faculty may be done by a Committee appointed by the Registrar without the process of a formal Selection Committee. Such appointments are normally part time, and will be carried out in line with criteria and process suggested in UGC guidelines.

These appointees would be paid a monthly honorarium without any other benefits, and would be time bound for a period of one year extendable every year.

2.8 NON-TEACHING STAFF – RECRUITMENT POLICIES AND PROCEDURES

The Office Manager shall generate the list of vacancies along with the required qualifications and skills and submit the same to the Academic Dean and Registrar. The Registrar shall consolidate the total vacancies of the non-teaching staff and discusses the matter with the Principal.

The Registrar shall prepare a suitable advertisement and put up the same in the national dailies/regional newspapers and print media, inviting applications with a detailed CV through post, email or in person to be submitted within a specified time-frame. The applications of suitable applicants can also be collected through personal contacts.

The Office Manager collects the applications and gets them sorted and short-listed based on the applicant's eligibility, qualification and experience, and submits the detailed list to the Selection Committee.

Process of Selection

Selection is based on Skill Test (60%); Work Experience (20%); Aptitude for the skill (10%) and overall impression (10%). Candidate should possess skills of more than two trades and should be a Master in at least one trade.

The Office Manager decides the date, time and venue for the test, interaction and interview, and makes necessary arrangements for the conduct of the skill test and interview by the Selection Committee.

The Selection Committee begins the interview process of the candidates and evaluates them on the basis of Skill Test (60%), Work Experience (20%), Aptitude for the skill (10%) and overall impression (10%). The Selection Committee gets the result tabulated and finalises the selection of candidates. The Selection Committee may, for reasons to be recorded, consider the case of a candidate in absentia.

The decision of the Selection Committee shall be recorded and recommendations made to the Principal for consideration and approval. Upon approval, the Registrar prepares the offer letter together with terms, conditions and remuneration and seeks confirmation of the selected candidates' acceptance, and joining schedule.

The official appointment letter shall be issued upon their joining and completion of all joining formalities. The appointment letter shall be issued by the Registrar.

2.9 APPOINTING AUTHORITIES FOR NON-TEACHING FACULTY

All non-teaching appointments in the College are done by a Selection Committee, constituted by the Office Manager in consultation with the Registrar and Vice-Principal. The Selection Committee shall include the Principal as Chairman, Office

Manager as Secretary, Vice-Principal as Member, Registrar as Member, Counsellor as Observer, and one or two senior non-teaching staff as member(s).

2.10 RE-APPOINTMENT

A person who has been dismissed from the services on disciplinary grounds shall not be eligible for re-appointment.

However, a person retired on superannuation or a person who resigned and left with mutual agreement would be eligible. He/she would be selected and re-appointed only after the approval of the Principal, in consultation with the Vice-Principal and Registrar. All such appointments shall be brought to the notice of the Governing Body.

If a former employee is reappointed, then the appointment shall be treated as a fresh appointment and the past service shall not be counted for any benefits.

2.11 MEDICAL CERTIFICATE OF FITNESS

No person shall be appointed to a post without a Medical Certificate of fitness in the form prescribed by the College from a Gazetted Medical Officer or a Medical Practitioner in the Government Hospital. However, if an employee has already produced a medical certificate of fitness at the time of his/her first appointment to the College, he/she is not required to submit a fresh medical certificate of fitness for his/her subsequent reappointment/promotion, unless otherwise prescribed.

The following classes of employees shall be exempted from producing Medical Certificate of Fitness:

1. Employees on deputation with the College
2. Employees appointed on contract basis

The Board of Management may in individual cases, dispense with the production of a Medical Certificate of Fitness and may exempt any specified class of employees from the operation of this rule.

Employees appointed by direct recruitment shall make a declaration of his/her date of birth at the time of his/her entry into the service of the College and produce documentary proof i.e. Matriculation/10th Class/Board of Secondary Education certificate or such other document as may be acceptable to the College, which shall be recorded in the Service Register of the employee.

Once such date of birth is recorded in the Service Register of the employee, it shall be binding on him/her, and no alteration of such age shall be allowed to be made at a later date during his/her service in the College for any purpose or reason whatsoever.

2.12 JOINING OF DUTIES

All appointees at the time of joining has to report to the Academic Dean and Registrar along with the following documents:

1. Joining Report
2. Two Photocopies of all Degrees/Certificates for submission along with the originals for verification.
3. Medical Fitness Certificate from a registered Doctor/Physician.
4. List of Publications, if any.
5. Three passport-size Photographs.

Upon verification of the documents by the Registrar, the Academic Dean would assign him/her to the Department where he/she has to report and work.

Both the Academic Dean and the Registrar shall keep the following documents as part of the Service Register of the employee:

1. Prescribed Application Form along with the Computer Data Sheet
2. Other forms like PF nomination form, bank details, identity card details
3. One set of copies of Degrees and Certificates
4. One copy of the Medical Certificate
5. One copy of the Joining report with the CV

The Joining Date of an employee shall be the date of reporting for duty on the first day provided he/she joins by 12:00 pm. If he/she joins after 12:00 pm, then his/her joining date shall be counted from the next working day.

Identity Card

All employees shall be supplied with a College identity card, which shall be carried by the employees at all times while on duty. When the employee ceases to be in employment, he/she shall surrender his/her identification card to the System Administrator before his/her accounts are settled. If an employee loses or damages his/her badge during his/her service, he/she shall be liable to pay a fee, as may be prescribed from time to time, to meet the cost of replacement.

2.13 RECORD OF SERVICE

The Registrar shall maintain a 'Service Register' for each employee in which the details of the service from his/her date of appointment till his/her cessation from the services of the College shall be recorded. In the Service Register, normally the information about the aspects of his/her service such as allowances, increments, rewards, promotions, disciplinary actions, feedback forms, evaluation reports etc., shall be recorded. The Service Register shall also provide the detailed account of leaves of all types.

Change of Address

Every employee on his/her appointment shall give both his/her local and permanent addresses, as also his/her contact telephone numbers. Any changes in such address or telephone numbers shall be informed to the College.

Scope of an Employee's Service

Unless it is otherwise distinctly provided, the whole-time services of the employee shall be at the disposal of the College and he/she may be engaged in any manner as required by the College with or without any additional remuneration.

2.14 TRANSFERS

Any employee of the College shall be liable to be transferred from one post to another, or one constituent educational institution to another, or from one station to another in the exigency of work.

Inter-departmental and intra-institutional (Higher Secondary/ Undergraduate/Postgraduate) transfers of employees may be made by the competent authority in the interest of the institution from time to time as applicable within the rules. All employees are bound to comply with orders on this behalf.

The Principal is empowered to transfer any employee in the interest of the College, protecting the grade and seniority of the employee, unless such transfer is made on disciplinary grounds.

2.15 SERVICE CERTIFICATE

Every employee shall be entitled to get a service certificate on written request stating the purpose for which he/she requires the certificate. However, when an employee is leaving the services of the College permanently, he/she shall not be issued the service

certificate unless he/she clears all the dues, and produces the duly signed relieving certificate.

Forwarding of Applications

Any employee who desires to apply for an outside employment shall submit his/her application through proper channel for forwarding the same. However, the College reserves the right either to forward or not to forward such applications without giving any reasons. A probationer is not entitled to make a request for forwarding his/her application for outside employment. However, if he/she wishes to go for an outside employment, he/she can do so by resigning from his/her services in the College.

2.16 WORK OTHER THAN THAT OF THE COLLEGE

No full-time employee of the College shall be employed by any other public or private institution or organization and draw salary from other institutions or organizations. A declaration stating the same shall be signed by all employees.

No full-time employee of the College shall be engaged by any other public and private institution or organization and draw honorarium without the prior permission of the Principal.

However, if the engagement is an event-based responsibility, or invitation to be a resource person, or participating presenter or panellists or chairperson or any other such related engagement, the Academic Dean or Registrar shall be duly informed, but shall not require any permission, unless it affects his/her class schedules directly.

Chapter - III

PAY AND ALLOWANCES

3.1 SCALES OF PAY

Being a self-financed institution, the scales of pay introduced and revised by the competent authority from time to time, for both the teaching and non-teaching staff, shall primarily be subject to the availability of funds.

Any or all financial assistance availed from the University Grants Commission (UGC) for sanctioned posts and/or funded-projects and/or specified grants shall be utilized accordingly as per the guidelines of the UGC, and the approval of the Governing Body.

3.2 DRAW OF PAY

A College employee shall be entitled to draw the pay and allowances, attached to the post to which he/she is appointed with effect from the date he/she assumes the charge of the post, if such charge is assumed in the forenoon. If the charge is assumed in the afternoon, the assumption of the charge shall be deemed to have taken place in the forenoon of the following day.

An employee shall cease to draw the pay and allowances from the day he/she relinquishes the charge, if the charge is relinquished in the forenoon. If the charge is relinquished in the afternoon, the relinquishment of the charge shall be deemed to have taken place in the forenoon of the following day.

The pay and allowances shall accrue from the commencement of the service of the employee and shall be paid on the last working day of each month. If the last working day in that month is a public holiday, the pay and allowances shall be paid on the day previous to the holiday of that month.

3.3 PAY FIXATION

All appointments shall be made on the minimum basic pay of the grade to which the appointment is made, unless the respective Selection Committee under special circumstances, recommends the grant of advance increments in individual cases, where candidates possess additional academic qualifications and/or experience in the relevant field of value to the College.

The minimum basic pay will be based on the nature of the appointment, i.e., whether it is regular, ad hoc or contractual. Following UGC regulations, the minimum eligibility criteria for Assistant Professorship shall be the clearing of NET/SLET/SET/CSIR exams, except where exemptions are made for PhD Degree awardees according to UGC amendments from time to time.

3.4 ADMISSIBILITY OF ALLOWANCES

Allowances shall be applicable for various additional administrative responsibilities, besides the teaching responsibility of the teaching staff. The allowances shall be set by the Finance Committee and will be based on the nature of the responsibilities. Any allowances proposed shall be subject to the approval of the Finance Committee, before which no agreement may be considered binding.

The College shall follow grade-based allowances for teaching staff to promote and reward their qualifications, which includes clearing of NET/SLET/SET/CSIR exams, awarding of PhD Degree, and completion of Post-doctorate research work.

3.5 PROMOTION

No employee of the College shall be eligible for promotion from the post to which he/she was appointed unless he/she has satisfactorily completed his/her probation in that post. Promotions shall be made solely on the grounds of merit and ability, quality

of service , loyalty, conduct efficiency and suitability for the job, with seniority being considered only where the merit and ability are approximately equal.

The promotion scheme shall be entitled ‘Career Advancement Scheme (CAS)’ and shall be conducted periodically in accordance with the regulations of UGC/AICTE.

Career Advancement Scheme (CAS)

All teaching faculties may apply for stage-wise promotion based on the minimum Academic Performance Requirements and Screening/Verification/Selection Criteria laid down by the UGC, and minimally adapted by the College, as follows:

PROGRESSION	YEARS OF SERVICE	ACADEMIC PERFORMANCE REQUIREMENTS
Assistant Professor Stage 1 to Stage 2	- 5 years with PhD, or - 6 years with ongoing PhD, or - 7 years without PhD	Minimum API (Academic performance Indicators) score 1 Orientation and 1 Refresher/Research Methodology Course of minimum 2 weeks duration during the period of application

<p>Assistant Professor Stage 2 to Stage 3</p>	<p>5 years in Stage 2 with PhD</p>	<p>Minimum API score</p> <p>1 journal/chapter in edited book/book publication with reputed journal or publisher during the period of application</p> <p>1 Orientation and 1 Refresher/Research Methodology Course of 2/3 weeks duration during the period of application</p> <p>2 seminar presentation in National Conferences/ Symposiums OR 1 seminar presentation in an International Conference during the period of application.</p>
<p>Associate Professor Stage 3 to Stage 4</p>	<p>5 years in Stage 3</p>	<p>Minimum API score</p> <p>3 journal or chapter in edited book publication with reputed journal or publisher and 1 book publication with a reputed publisher, OR 2 book publications with a reputed publisher during the last 3 years (from the period of application)</p> <p>3 seminar presentation in National Conferences/ Symposiums OR 2 seminar presentation in International Conferences OR 1 panel host in an International Conference during the last 2 years (from the period of application)</p>

<p>Professor Stage 4 to Stage 5</p>	<p>5 years in Stage 4</p>	<p>Minimum API score</p> <p>3 journal or chapter in edited book publication with reputed journal or publisher and 1 book publication, OR 2 book publications with a reputed publisher (one may be edited book) during the last 3 years (from the period of application)</p> <p>3 seminar presentation in National Conferences/ Symposiums OR 2 seminar presentation in International Conferences OR 1 panel host in an International Conference during the last 2 years (from the period of application)</p>
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3.6 INCREMENTS

Drawing of Yearly Increments

Increments shall ordinarily be drawn as a matter of course, unless the employee has reached the maximum of the grade, or it is withheld due to a disciplinary measure. Probation shall not be a bar to granting increments, and annual increments may be granted to the employees of the College appointed on probation, only after the completion of one year of satisfactory service.

Annual increment is not an automatic claim for any employee. Sanction of the same is always preceded by appraisal of the employee at various levels.

All increments shall be calculated from the completion of the first financial year, regardless of the month or period in which the

appointment is made, so as to enable all increments to fall due on the same financial period.

Power to withhold Increment

The appointing authority is empowered to withhold increment of any employee of the College as a disciplinary measure. While issuing the order withholding the increment, the appointing authority shall state the period for which it is withheld and whether the postponement shall have the effect of postponing future increments.

Reduction to a Lower Grade, Post or Stage

If a College employee on account of gross misconduct is reduced to a lower grade or post or to a lower stage in his time scale as a disciplinary measure, the competent authority while ordering such reduction, shall state the period for which it shall be effective and whether, on restoration, it is to postpone future increments, and if so, to what extent.

Chapter - IV

WORK HOURS & LEAVE RULES

4.1 WORKING HOURS

Both the teaching and non-teaching staff shall be required to work as per duty hours prescribed by the College from time to time, and also after office hours whenever required to do so, depending on the exigency of work.

Teachers shall be present in the College during the working hours unless they are engaged in official work outside. The working hours of all staff shall not be less than 40 hours a week. The prescribed minimum teaching contact hours for the teaching staff shall be as follows:

- Professor – 12 hours per week (12 classes)
- Associate Professor – 14 hours per week (14 classes)
- Assistant Professor – 16 hours per week (16 classes)

For the above stipulations, 2 tutorial hours/2 laboratory hours shall be counted as 1 teaching hour. However, relaxation of 2 hours in the work load may be given to teachers who are actively involved in Research and Extensions. In the case of Professors/ Associate Professors/Assistant Professors who serve as Heads of Departments, the teaching workload may be reduced by 2 hours per week, and in the case of those who serve as Administrative Heads, such as Academic Dean, Controller of Examinations, and Dean of Students' Welfare, the teaching workload may be reduced by 4 hours per week.

Invigilation work at all internal and external examinations conducted by the College shall be considered a part of the duty of the staff. All the teaching and non-teaching staff shall undertake invigilation or any other examination related administrative work

whenever assigned by the Controller of Examinations. However, those who hold administrative positions at the level of Dean and above may be excused from the responsibility. For invigilation and administrative duties for examinations that exceed the normal working hours, minimal allowances may be set by the Examination Committee.

No staff member (teaching and non-teaching) shall leave the work place earlier than the prescribed working hours. If, for any reason, one has to leave the work place, prior written permission on the prescribed format should be obtained from the Head of the Department or immediate supervisor, and permission obtained from the Principal's office through the Registrar.

Teaching Days

'Teaching days' here shall mean actual class room/ laboratory contact teaching days, and shall not include days of examinations, tours, sports, events, or any other extra-curricular activity. As per AICTE/UGC norms, any College or University Institution shall work for a minimum of 30 working weeks i.e. 180 teaching days in an academic year consisting of two semesters (or 90 full teaching days per semester).

The College shall be closed on Sundays and other gazetted holidays, but it shall be left to the discretion of the Academic Dean to arrange for the holding of additional or remedial classes if he/she deems it necessary for particular courses and departments.

An Academic Calendar and/or Timetable shall be prepared by the Academic Dean each academic year taking into consideration the required teaching days, examinations, holidays, vacation etc., in consultation with the Principal, Vice-Principal, Registrar and Controller of Examinations.

4.2 ON DUTY

An employee is said to be on duty when he/she is:

- Performing the duties of a post to which he/she is appointed or he/she is undergoing probation or training prescribed for such post, provided that the employee reports back to duties of the post to which he/she is appointed;
- Absent from duty on declared holidays or on casual leave taken in accordance with the rules governing such leave sanctioned by the competent authority;
- Attending to duties outside the College specially assigned to him/her by the competent authority;
- Attending a refresher course, seminar, conference, workshop etc., with permission from the competent authority.

4.3 HOLIDAYS & VACATION

The general holidays in the College shall be observed as decided and notified by the Academic Dean. The College shall normally have two types of vacation i.e., Winter and Summer. In Summer vacation, the College premises shall normally be closed for annual repairs, and as such all the concerned staff except Principal shall vacate their rooms and handover the keys to the Caretaker.

The teaching staff shall avail the vacation period as may be declared by the competent authority. However, if a faculty member cannot avail his/her full vacation because his/her services are requisitioned on exigencies, he/she shall be entitled for proportional extended leave with pay (earned leave) within the same academic year.

4.4 LEAVE RULES & PROCEDURES FOR ALL STAFF

All staff (teaching and non-teaching) may avail their leave as per the Leave Rules and procedures given below:

IA. Casual Leave Rules

Every employee is eligible for 12 days of Casual Leave in a calendar year. However, employees with less than one year of service shall be sanctioned Casual Leave on pro-rata basis. Means that they shall be eligible for a maximum of one and half days of Casual Leave for every 2 months of completed service, subject to a maximum of 12 days in a calendar year.

Un-availed Casual Leave shall not be carried over to the next calendar year, and cannot be accumulated. Casual Leave may be sanctioned for half-day also, with two half-days making one Casual Leave.

Casual Leave may be approved without any effect on pay and allowances.

Sanctioning Authority

Casual Leave cannot be claimed as a matter of right. It cannot be availed without obtaining prior sanction. Sanction of Casual Leave shall be subject to work adjustment.

Casual Leave to the following employees shall be sanctioned by the competent authority mentioned below against each category:

- Vice-Principal and Registrar – By **Principal**
- Academic Dean, Dean of Students Welfare, Controller of Examinations and Finance Officer – By **Registrar**
- All teaching staff – By **Academic Dean**
- All non-teaching staff – By **Office Manager** in consultation with **Principal/Registrar**.

IB. Casual Leave Procedure

The applicant has to furnish the required details of his/her leave in the prescribed leave format, which is available at the Office of the Academic Dean and/or Registrar. He/she has to take work adjustment by duly taking signature of consent of his/her immediate Supervisor/HoD concerned and has to take their recommendations into account.

The leave shall be considered sanctioned only through a signed and sealed leave format by the competent authority. In any emergency/unforeseen situation, the applicant may directly contact the competent authority and fill the details of the prescribed format online.

IIA. Marriage Leave Rules

All employees are eligible for Marriage Leave, provided it is their own marriage they are taking leave for.

Employees on probation period are eligible for 5 days of Marriage Leave, provided they complete 6 months of service as on the date of application for such leave. Regular employees are eligible for 7 days of Marriage Leave.

Marriage Leave may be approved without any effect on pay and allowances.

Sanctioning Authority

Marriage Leave cannot be claimed as a matter of right. It cannot be availed without obtaining prior sanction. The Academic Dean is the authority to sanction Marriage Leave in respect of all staff.

IIB. Marriage Leave Procedure

The applicant has to write a written application along with proof of Wedding Invitation. He/she has to take work adjustment by

duly taking signature of consent of his/her immediate Supervisor/ HoD concerned and has to take their recommendations into account.

The leave shall be considered sanctioned only through a signed and sealed leave format by the competent authority. In any emergency/unforeseen situation, the applicant can directly contact the competent authority and fill the details of the prescribed format online.

IIIA. Maternity & Paternity Leave Rules

All women employees on completion of (six months of service) are eligible for 30 days of Maternity Leave. All male employees are eligible for 10 days of Paternity Leave.

An employee is eligible for Maternity Leave only thrice in her entire service. Maternity Leave may also be granted in case of miscarriage including abortion, for not more than 20 days.

In excess of above limits, Maternity leave can be combined with Casual Leave. Any leave applied for in continuation of maternity leave may be granted only if the request is supported by a medical certificate.

Maternity and Paternity Leave may be approved without any effect on pay and allowances.

Sanctioning Authority

The Principal/Registrar is the authority to sanction Maternity Leave in respect of all women employees, and Paternity Leave for all male employees.

Any excess and above limits leave shall be sanctioned on a case-by-case basis.

IIIB. Maternity Leave Procedure

The applicant has to write a written application to the concerned authority by stating first or second issue to avail Maternity leave. He/she has to take work adjustment by duly taking signature of consent of his/her immediate Supervisor/HoD concerned and has to take their recommendations into account.

The leave shall be considered sanctioned only through a signed and sealed leave format by the competent authority. In any emergency/unforeseen situation, the applicant can directly contact the competent authority and fill the details of the prescribed format online.

IVA. Medical Leave Rules

All employees are eligible for a Medical Leave, subject to the production of medical certificates from a registered medical practitioner.

Medical Leave shall be granted only to those employees who have completed one year of probation, unless otherwise decided by the competent authority.

The number of days of Medical Leave permissible per year for serious and genuine illness shall be a maximum of 15 days, and any extension of which shall be subtracted from the next year. The total number of Medical Leave for 20 years of service shall not be more than 150 days.

Medical Leave may be approved without any effect on pay and allowances, within the stipulated time. Any excess beyond the stipulated time may effect pay and allowances, unless otherwise mentioned in writing.

Sanctioning Authority

The Principal/Registrar is the authority to sanction Medical Leave in respect of all employees. Any excess and above limits leave shall be sanctioned on a case-by-case basis.

IVB. Medical Leave Procedures

The applicant has to write a written application along with proof of illness from a registered medical practitioner. He/she has to take work adjustment by duly taking signature of consent of his/her immediate Supervisor/HoD concerned and has to take their recommendations into account.

The leave shall be considered sanctioned only through a signed and sealed leave format by the competent authority. In any emergency/unforeseen situation, the applicant can directly contact the competent authority and fill the details of the prescribed format online.

Medical Leave shall be sanctioned only for genuine medical reasons only, and the applicant shall produce a fitness certificate from a registered medical practitioner for re-joining his/her duty.

VA. Academic Leave Rules

Only Deans, Directors, Heads of the Departments and those teaching faculty members who have completed minimum of 12 months of service are eligible for Academic Leave. The maximum limit of Academic Leave for a faculty in calendar year is 10 days.

For newly appointed faculties, Academic Leaves may be granted only if it is for thesis submission and oral defence for PhD, with the approval of Academic Dean and/or Registrar.

Academic Leave may be sanctioned for attending conferences, seminars and workshops etc. which allows the faculty to achieve

professional growth. If faculty members pursuing PhD desire to meet their Research Guide at the final stage of finalization of their thesis for guidance, they can avail Academic Leave during semester breaks with the recommendations of Academic Dean and/or Registrar.

Academic Leave may be approved without any effect on pay and allowances.

Sanctioning Authority

Academic Leave to the following employees shall be sanctioned by the authority mentioned below against each category:

- Vice Principal and Registrar – By **Principal**
- Academic Dean, Dean of Students' Welfare, Controller of Examinations and Finance Officer – By **Registrar**
- All teaching staff – By **Academic Dean**

VB. Academic Leave Procedure

The applicant has to furnish the required details of his/her leave in the prescribed leave format. He/she has to take work adjustment by duly taking signature of consent of his/her immediate Supervisor/ HoD concerned and has to take their recommendations into account.

The leave shall be considered sanctioned only through a signed and sealed leave format by the competent authority. In any emergency/unforeseen situation, the applicant can directly contact the competent authority and fill the details of the prescribed format online.

VIA. Study Leave Rules

Only Deans, Directors, Heads of the Departments and those teaching faculty members who have completed minimum of 24 months of service are eligible for Study Leave. Study Leave may be granted for teaching faculties to pursue a special line of study or research directly related to his/her work in College, or to make a special study of the various aspects of College organization and metHoDs of education.

Care should be taken by the concerned HoD that the number of teachers given study leave does not exceed the stipulated percentage of teachers in any department. Study Leave shall not be granted to a faculty who is due to retire within 5 years of the date on which he/she is expected to return to duty after the expiry of the Study Leave. Study Leave granted to a faculty shall be deemed to be cancelled in case it is not availed within 6 months of its sanction.

The period of Study Leave may be for a duration of 3 years maximum, provided there is adequate progress as reported by the Research Guide.

Study Leave may be granted not more than twice during one's career. However, the maximum Study Leave admissible during the entire service should not exceed 5 years.

Approved Study Leave shall be without pay and allowances i.e., the applicant shall not be paid any salary during the entire leave.

Sanctioning Authority

Study Leave shall be granted by the Principal/Registrar on the recommendations of the Academic Dean.

The faculty shall submit to the Registrar bi-monthly reports of the progress in his/her studies from his/her supervisor or Head of

Institution concerned. This report shall reach the Registrar within one month of the expiry of every 6 months of the Study Leave.

VIB. Study Leave Procedure

The applicant who have a minimum of 24 months of continuous service may write a written application along with supporting proof of document evidence. He/she has to take work adjustment by duly taking signature of consent of his/her immediate Supervisor/ HoD concerned and has to take their recommendations into account.

The leave shall be considered sanctioned only through a signed and sealed leave format by the competent authority. In any emergency/unforeseen situation, the applicant can directly contact the competent authority and fill the details of the prescribed format online.

VIIA. Extraordinary Leave Rules

A regular employee may be granted Extraordinary Leave when no other leave is admissible and the employee applies in writing for the grant of Extraordinary Leave. The total period of absence from duty shall in no case exceed 2 years in the full working life of the individual.

Extraordinary Leave shall not count for increment except in the following cases:

- Leave taken on the basis of medical certificate;
- Cases where the Principal and/or Registrar is satisfied that the leave was taken due to causes beyond control of the applicant;
- Leave granted to accept an invitation to a faculty post or fellowship or research-cum teaching post or an assignment for technical or academic work of importance, for a specified period of time.

Approved Extraordinary Leave shall be without pay and allowances.

Sanctioning Authority

Extraordinary Leave shall be granted by the Principal/Registrar on the recommendations of the Academic Dean.

VII B. Extraordinary Leave Procedures

The applicant has to write a written application along with proof of evidence. He/she has to take work adjustment by duly taking signature of consent of his/her immediate Supervisor/HoD concerned and has to take their recommendations into account.

The leave shall be considered sanctioned only through a signed and sealed leave format by the competent authority. In any emergency/unforeseen situation, the applicant can directly contact the competent authority and fill the details of the prescribed format online.

Important Note

All leave applications should be submitted at least one week in advance to the competent authority for approval, unless there is an emergency beyond the control of the applicant.

The Principal, in consultation with the Registrar, is the Competent Authority to relax the above limits on all kinds of leave in extraordinary circumstances which shall be recorded in the order issued in this regard.

Employees on contract are eligible only for Casual Leave.

4.5 RETIREMENT

Teaching Staff

Retirement age of the teaching staff shall be 60 years which shall be extendable up to 65 years, on reemployment basis, based on mutual understanding, medical and mental fitness and need of the employee in the concerned department.

Non-Teaching Staff

Retirement age of the non-teaching staff shall be 60 years which shall be extendable up to 3 more years, on re-employment basis, based on mutual understanding, medical and mental fitness and need of the employee in the concerned department.

Chapter - V

POLICIES ON FACULTY DEVELOPMENT

5.1 POLICY ON RESEARCH INCENTIVES FOR QUALITY PUBLICATIONS

Institutional Research Publication Grant

To encourage the contribution towards the National Education Policy (NEP) 2020 of promoting quality research within the Higher Education Institution, the College shall introduce the Institutional Research Publication Grant, consisting of a sum of Rs. 10,000, for all teaching faculties as an assistance towards the publication of single-authored monographs and books, or edited books as editor(s), subject to the meeting of the following criteria below:

1. That, the book qualifies as an academic book offering original scholarly material, and clearing the Internal Evaluation assessment;
2. That, the book is assigned a unique International Standard Book Number (ISBN) by a reputed publisher;
3. That, the book is published within the time-frame submitted to the Research and Development Cell;
4. That, the author agrees to organize a book launch event in the College, within a month of the publication;
5. That, the author at the time of publishing, is using Rayburn College affiliation.

Institutional Research Award

Similarly, to encourage publications of quality papers in reputed journals by the teaching faculties using Rayburn College affiliation, the College introduces the Institutional Research Award, the details of which are as provided below:

SL. NO	TYPE	CRITERIA	AWARD AMOUNT
1.	Journal (UGC Care List or Scopus)	1. Impact factor 0-2 2. Impact Factor > 2	2500 3000
2.	Book Chapter	1. With reputed national publishers	2000
		2. With reputed international publishers	2500
3.	Book Authors	1. Self-published with ISBN	3000
		2. With reputed national publishers	3500
		3. With reputed international publishers	4000

Note: Publication through conference participation sponsored by the College will not be considered for incentive.

Procedure for Application

Any potential recipients of either rewards shall:

- (a) submit a copy of the publication to the Convenor, Research & Development Cell to be gifted to the College Library; and
- (b) submit a letter stating details about the publication and requesting the granting of the relevant award.

Note: Co-edited or co-authored articles and/or books shall be treated as single authored, and the reward amount shall be internally adjusted between said author(s).

5.2 POLICY ON FACULTY PARTICIPATION IN CONFERENCES/ WORKSHOPS/ FDP AND OTHER SHORT TERM COURSES

Participation in Conferences/Workshops/Faculty Development Programmes and other short term courses is a pre-requisite for any faculty to progress in the academic domain in a Higher Education Institution. To encourage such initiatives from the teaching faculties, the following entitlements for various research activities are listed as below:

Conferences/Workshops/Seminars

SL. NO	DETAILS	ENTITLEMENT	REMARKS
1.	National & International Conferences (within India)	<ol style="list-style-type: none">1. Registration fee, subject to a ceiling of 4000 INR. - 50% reimbursement for the conferences held in institutions of repute/ eminence. - 100% reimbursement if the conference papers are going to be published in quality Scopus indexed journals.2. 50% TA, subject to a ceiling of 20000 INR3. Conference to be counted as on duty, subject to class adjustments with HoD.	<p>Note:</p> <p>- Only 5 faculties (and 1 from each department) will be supported each year, with each opportunity subject to evaluation and approval by the Management.</p>

SL. NO	DETAILS	ENTITLEMENT	REMARKS
2.	International Conferences (outside India)	<ol style="list-style-type: none"> 1. Registration fee, subject to a ceiling of 6000 INR. - 50% reimbursement for the conferences held in or organized by institutions of repute/eminence. - 100% reimbursement if the conference papers are going to be published in quality Scopus indexed journals. 2. No TA as of now – Faculty advised to raise own funds or make appeals for online presentations. 3. Conference to be counted as on duty, subject to class adjustments with HoD. 	<p>Note:</p> <p>- Only 5 faculties (and 1 from each department) will be supported each year, with each opportunity subject to evaluation and approval by the Management.</p>
3.	National Level Workshops/ Short Term Courses	<ol style="list-style-type: none"> 1. Registration fee, subject to a ceiling of Rs. 2000 INR 2. No TA 3. Workshop/Short Term Course to be counted as Academic Leave only if said workshop is conducted in physical mode 	<p>Note:</p> <p>- Only 10 faculties (and 1 from each department) will be supported each semester, with each opportunity subject to evaluation and approval by the Management.</p>

5.3 POLICY ON RESEARCH PROJECTS & GRANTS

The College aims to create and support a research culture for developing and promoting scientific temper and research aptitudes among its teachers, staff and students. It helps to realize the vision and missions of the College and for contributing

to national development by encouraging and facilitating their participation in research and related activities, and providing the required resources and appropriate facilities. The introduction and setting up of the Research and Development Cell is primarily to usher such assistance in the process of finding and applying for grants, and coordinating and supervising each of the projects obtained by the faculty members.

The Cell will strive to ensure that the research activities of the College conform to all applicable rules and regulation, as well as to the established standards and norms relating to safe and ethical conduct of research. Additionally, it will also ensure the timely submission of project deliverables within the stipulated time-frame.

All faculty members are encouraged to apply for various research projects, either individually or as a Department. Acknowledging that all research projects are applied and obtained in their capacity as Rayburn employees, all research projects obtained and/or approved shall follow the following procedures:

1. For projects obtained by individual faculty or departments where they are responsible for conducting the research work, the project budget shall include a line item covering charges for the use of institutional name, resources and facilities, which shall be limited at 10 % of the sanctioned project amount.
2. For projects obtained by individual faculty or departments where the College is responsible for the implementation, an incentive of 10% of total project costs shall be given to the concerned faculty or department. They may or may not lead the project as Project Lead or Co-Lead.
3. For any research patent obtained, a one-time sum of 15,000 INR shall be granted to the concerned faculty or department.
4. All details of any projects undertaken, whether in an individual capacity or with a department, shall be submitted to the Convenor, Research and Development Cell. The Convenor is authorized to supervise and intervene, as and when such actions are deemed necessary.

