

**SERVICE RULES FOR TEACHING STAFF  
OF ST. ALPHONSA COLLEGE OF ARTS AND SCIENCE**

**Preamble**

Keeping in mind the vision, mission of the College and to ensure excellence, commitment, equity and trust among all staff members of the College, the Governing Body of St. Alphonsa College of Arts and Science has resolved to frame a set of Service Rules to optimize the working conditions of the teachers in the College.

Therefore, the Governing Body adopted a resolution framing the following rules governing the conditions of service for the teachers of the College. These Service Rules has been adopted by the Governing Body in its meeting, held on July 15, 2017.

**1. Title**

The rules shall be termed “Teaching Staff of St. Alphonsa College of Arts and Science”.

**2. Extent of Application and date of commencement:**

These rules are applicable to the Teaching Staff of St. Alphonsa College of Arts and Science. They shall come into force with effect from August 1, 2017.

**3. Definition of terms**

- 3.1 COLLEGE or INSTITUTE means St Alphonsa College of Arts and Science, Soosaipuram, Karinkal, Kanyakumari District, Tamilnadu.
- 3.2 FOUNDER BODY means the Diocese of Thuckalay that had established, runs and administers the College.
- 3.3 GOVERNING BODY or MANAGEMENT means the BODY constituted by the Founder Body.
- 3.4 SECRETARY AND CORRESPONDENT means the member of the Diocese of Thuckalay who is appointed by the Founder Body to the post.
- 3.5 PRINCIPAL means the Head of the Institution.

3.6 TEACHER or STAFF or EMPLOYEE means teaching Staff employed in the College or any other staff involved for maintenance of Academic standards in Education, as decided by Governing Body.

#### **4. Category of Teachers**

Categories of permanent teachers in the College are as follows:-

4.1 Assistant Professor

4.2 Associate Professor.

4.3 Professor

The nomenclature may be changed as per UGC guidelines or the guidelines that are implemented by the Government of Tamilnadu. The conditions for appointments / placements / promotions in different categories will be as per UGC / Government of Tamilnadu guidelines implemented from time to time. However, emoluments and entitlements will be as approved by the Governing Body of the College.

#### **5. Teachers' Recruitment, Appointment, Qualification, Probation, Confirmation**

##### **5.1 Assistant Professor**

###### **5.1.1 Selection Board**

The Governing Body (GB) of St Alphonsa College of Arts and Science will constitute a Selection Board. The appointment will be made on the recommendation of the Selection Board.

The Selection Board will comprise of the following members:-

- (a) The Manager of the College
- (b) The Secretary and Correspondent as Convener
- (c) Principal of the College
- (d) Director / Dean / Vice Principal of the College
- (e) Head / Director of the Department of the subject and/or an expert from the College in the relevant subject.
- (f) One / Two subject expert(s) from outside the College

(g) Affiliating University representatives, whenever available.

(h) Coordinator, Internal Quality Assurance Cell (IQAC) of the College.

5.1.2 Qualification: Candidates fulfilling UGC norms will be preferred.

5.1.3 Period of Probation and Confirmation:

(a) An appointed candidate shall be on probation for a period of one year from the date of joining. The Governing Body may extend this period for another year with stated reasons. Notice of extension of probation / termination will be given to the employee in writing, one month before the end of the probationary period.

(b) The employee cannot take for granted the continuity / confirmation of service unless and until it is given in writing by the Secretary and Correspondent on behalf of the Governing Body.

## **6. Salary and Benefits**

6.1 The College works out **College's Own Salary** according to its particular situation and has it approved by the Founder Body.

6.2 The College is contracted with a particular teaching faculty and therefore, it has the discretion to pay the salary it is able to / deems fit.

6.3 No faculty of the College has the right to make claims of additional salary based on the emoluments / allowances / facilities provided to another appointed faculty in the College.

## **7. Service agreement**

7.1 At the time of recruitment to the post in the College, a service agreement should be executed between the College and the teacher concerned and a copy of the same should be deposited with the Secretary and Correspondent duly signed by both the parties.

7.2 Teachers' training is compulsory. The pedagogical imperatives of the College are to be part of Teachers' training and other programs such as induction program. The induction program shall be completed during the probation period.

7.3 The training programs may be in house or in other institutions.

## **8. Workload**

- 8.1 The workload of the teachers shall be assigned by the Principal / Director / Dean / Vice Principal / Head of the respective department.
- 8.2 No teacher shall refuse the assigned workload.
- 8.3 In addition to the academic workload, the teachers shall be engaged in additional activities for the development of the students of the College; the teachers shall be engaged in works for the welfare of the students and for the smooth functioning of the College.
- 8.4 A teaching faculty if required, maybe engaged in teaching the subject in other Departments, apart from the department in which s/he is appointed.

## **9. Code of Professional Ethics**

### **9.1 Teacher and their Responsibilities**

Whoever opts for teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideals of the profession. A teacher is constantly under the scrutiny of his / her students and the society at large. Therefore, every teacher should see that there is no incompatibility between his / her precepts and practice. The national ideals of education, institutional pedagogical goals, principle of education which have already been set forth and which he / she should seek to inculcate among students must be his / her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

Teachers should:

- (a) Adhere to a responsible pattern of conduct and demeanour expected of them by the community;
- (b) Manage their private affairs in a manner consistent with the dignity of the profession;
- (c) Seek to make professional growth continuous through study and research;
- (d) Express free and frank opinion by participation at professional meetings seminars conferences, etc. towards the contribution of knowledge;
- (e) Maintain an active membership of professional organizations and strive to improve educational potential and professional competence through them. They should

inculcate scientific outlook, social responsibility, respect for others among other things.

- (f) Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;
- (g) Co-operate and assist when called upon in carrying out functions relating to the educational responsibilities of the College and the university such as: assisting in appraising applications for admission, advising and counseling students as well as assisting in the conduct of University and College examinations, including supervision, invigilation and evaluation.
- (h) Participate in extension, co-curricular and extra-curricular activities including community service.

## 9.2 Teachers and the Students

Teachers should:

- (a) Respect the right and dignity of the student in expressing his / her opinion;
- (b) Deal justly and impartially with students regardless of their religion, caste, political, economic, social, gender and physical characteristics;
- (c) Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- (d) Encourage students to improve their academic goals, develop their personalities and at the same time contribute to community welfare;
- (e) Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace, social responsibility.
- (f) Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
- (g) Pay attention to only the attainment of the student in the assessment of merit;
- (h) Make themselves available to the students even beyond their class hours and help, guide and mentor students;

- (i) Aid students to develop an understanding of our national heritage and national goals;  
and
- (j) Refrain from inciting students against other students, colleagues or administration.

### 9.3 **Teachers and Colleagues**

Teachers should:

- (a) Treat other members of the profession in the same manner as they themselves wish to be treated;
- (b) Speak respectfully of other teachers and render assistance for their professional betterment;
- (c) Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and
- (d) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.

### 9.4 **Teachers and Institution**

Teachers should:

- (a) Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through the institutional bodies and / or professional organizations for change of any such rule detrimental to the professional interest;
- (b) Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- (c) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- (d) Co-operate through the institution in the formulation of policies of other similar institutions and accept offices.

- (e) Co-operate with the authorities for the betterment of the institution keeping in view the interest and in conformity with dignity of the profession;
- (f) Should adhere to the conditions of conduct;
- (g) Give and expect due notice before a change of position is made;
- (h) Refrain from availing themselves of leave except on unavoidable grounds and, in as far as practicable, with prior intimations, keeping in view their particular responsibility for completion of academic schedule and involvements in activities.

#### **9.5 Teaching and Non-Teaching Staff**

Teacher should

- (a) Treat the Non-teaching staff as colleagues and equal partners in a cooperative undertaking, within the institution; and
- (b) Help in the function of joint staff-councils covering both teachers and the non-teaching staff.

#### **9.6 Teachers and Parents / Guardians**

Teachers should try to see through teachers' bodies and organizations, that the institution maintains contact with the parents / guardians, send reports of their wards' performance whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

#### **9.7 Teachers and Society**

Teachers should:

- (a) Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- (b) Work to improve quality education in the community and strengthen the community's moral, socio-economic and intellectual life;
- (c) Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;

- (d) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- (e) Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but, actively work for national integration.

## **10. Leave Rules**

10.1 Leave is earned by actual duty only.

10.2 Leave cannot be claimed as a matter of right. When the exigencies of service so require discretion to refuse or revoke leave of any description is reserved to the College authority to grant it.

### **10.3 Casual Leave**

10.3.1 All probationary and permanent employees are entitled to 12 days of casual leave.

10.3.2 Casual leave is not a matter of right; it has to be sanctioned prior to the day of leave. Only one staff member in each department can take the casual leave on a given day as the students will otherwise suffer. In every case, the faculty needs to make necessary adjustments to take care of the students.

10.3.3 Casual leave may be affixed or prefixed to any holiday or Sunday but the total period including the holiday or Sunday shall not exceed 5 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 vacations.

10.3.4 Temporary employees / employees on contract after three months of service may get a proportionate number of days for casual leave.

10.3.5 Casual leave cannot be accumulated and cannot be combined with any other kind of leave and vacation.

### **10.4 Medical Leave**

10.4.1 15 days of medical leave is permitted to all permanent employees during the course of the year. A medical certificate with supporting documents such as records of admission in hospital, hospital discharge summary, etc. are to accompany the leave application for



such leave.

## **10.5 Maternity Leave**

10.5.1 Female employees with a permanent appointment are entitled to maternity leave for three months with full salary and allowances, or as applicable with their membership in Employees' State Insurance Corporation (ESIC).

10.5.2 In calculating three months, calendar months are taken into account and all holidays occurring in those months are included in maternity leave.

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

10.5.4 Maternity Leave is to be taken at least two weeks prior to confinement.

10.5.5 Maternity leave may also be granted in case of mis-carriage; subject to the condition of availing such leave for not more than 30 days and the application for leave is supported by a medical certificate.

10.5.6 Maternity leave can be availed maximum of twice in entire service career.

10.5.7 In the case of still-born delivery, the grant of Maternity leave exceeding the above limit shall also be admissible. During such period, she shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.

10.5.8 Maternity leave more than twice may be availed without salary.

## **10.6 Study Leave**

10.6.1 Study leave with benefits is permitted only for those with the status of permanent appointment. The staff is required to obtain permission or notify the College authorities prior to enrolment in courses for professional and academic enhancement.

10.6.2 With the prior sanction of the Governing Body, a study leave not exceeding 10 days may be sanctioned to faculty members who are appearing for an examination to further their qualifications.

10.6.3 Study leave without pay for a period of one / two year(s) can also be granted to a confirmed member of the teaching staff on condition that the course of study enhances his / her contribution to the teaching profession.

## 10.7 **Special Leave**

10.7.1 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 at least 5 years of service in the College.

10.7.2 The maximum period of this special leave is one year and is permitted only once during their service in College.

10.7.3 These leaves (study leave and special leave) will have to be applied for, at least one month in advance and must be approved by the Governing Body.

10.7.4 Non-class days especially study leave for students or non-class days due to special situation like public strike, etc. can be availed for academic progress when the College does not have specific work assigned; however, a detailed report must be submitted on joining back and the fruit of the study will be the intellectual property of the College for its publication or academic requirement as the work is done while on duty; the person concerned gets the authorship and it may be published by the individual with due permissions from the College.

10.7.5 Attending conferences, seminars, workshops, undertaking foreign travels, taking up responsibilities / jobs of a public nature without written permission is considered misconduct.

10.7.6 A staff member on special leave shall not be entitled to increment if the same falls due at the time when s/he is enjoying the special leave.

10.7.7 Leave without pay may be sanctioned in special situations as per the request of the individual after the need and activities of the College are assessed by the Governing Body; however, making the clarifications regarding benefits of increment, EPF, ESI, gratuity, or any other shall be made at the time of applying for such leave.

## 10.8 **Duty Leave**

10.8.1 Duty leave of the maximum of 30 days (not including travel) in an academic year may be granted to those who have put in one year of continuous service in the institution. It is allowed for the following reasons:

- (a) Attending conferences, congresses, symposium, workshops, Orientation / Refresher Courses and seminars on behalf of the College or with the permission of the College;
- (b) Delivering lectures in institutions and universities at the invitation of such institutions or universities, any other agency and so deputed by the College;
- (c) Working in another Indian or foreign university, any other agency, institution or organization, when so deputed by the College;
- (d) Participating in a delegation or working on a committee appointed by the Central Government, State Government, the UGC, the affiliating University and Board of Education, a sister institution, an institution on an MoU with the College or any other academic body, when so deputed by the College;
- (e) Duty leave should be given also for attending meetings in the affiliating University or where a teacher is invited to share expertise with academic bodies, government or NGO; and
- (f) For performing any other duty assigned by the College that may require such leave.

10.8.2 The duration of leave should be such as may be considered necessary by the College authority on each occasion.

10.8.3 The leave shall be granted on full pay, provided that the teacher(s) do(es) not receive remuneration for the services rendered.

## **11. Application for other employment opportunities**

A permanent teacher may apply for other employment opportunities, with timely information to the Secretary and Correspondent through the Principal of the College in writing with details of the post and the institution / organisation.

## **12. Age of Superannuation**

12.1 The retiring age for permanent staff is the same as that of the employees of the Government of Tamilnadu.

12.2 If a teacher retires in the course of the academic session, his/her service may be extended with last pay drawn till the end of the academic session.

12.3 Subject to availability of vacant position, need and fitness, teachers shall also be reemployed on contract appointment beyond retirement by Superannuation. Re-employment beyond the age of Superannuation shall, however, be done selectively, for a limited period of 2 years in the first instance and then for another further period of 1 years purely on the basis of merit, experience, area of specialization and only against available vacant positions without affecting selection or promotion prospects of eligible teachers.

### **13. Resignation / Termination from Service**

13.1 A probationer may resign or be terminated from his / her service with one month's notice or by payment of one month's salary in lieu of such notice and / or as per the service conditions in the appointment letter.

13.2 A confirmed employee may resign from his / her service with 45 days' notice or one and half months' (45 days) salary in lieu of such notice and / or as per the service conditions in the letter of confirmation.

### **14. Compulsory Retirement**

14.1 If an employee becomes permanently incapacitated by any physical injury or mental infirmity, the Governing Body will have the discretion to retire him / her compulsorily notwithstanding the provision regarding age of retirement under the provision of the Service Rules.

14.2 A teacher who is compulsorily retired under the provision of this clause shall be entitled to all the retirement benefits viz. provident fund, Gratuity etc.

14.3 If situation arises, an expert opinion will be sought by Governing Body. The Governing Body may instruct the person concerned to undergo a fitness test.

14.4 If any employee is in occupation of any residential premises provided by the College, whether College-owned, arranged or leased, shall immediately upon superannuation / termination / resignation of his employment with the College, handover to the College the vacant possession of the premises. If not, it may be recovered by any process of eviction considered appropriate in such circumstances by the management. The final clearances of dues shall be settled only when the matter is settled.

### **15. Misconduct, Suspension, Penalties, Appeal**

15.1 Violation of the Code of professional ethics by an act of commission or omission will be constructed as misconduct. Any act of misconduct by a teacher shall call for appropriate disciplinary action.

15.1.1 These act of commission or omission 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 towards time.
- (b) Want of diligence in the performance of duty, or violation of the orders of the College 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) Holding any meeting, distributing handbills, notices, leaflets, booklets, pamphlets, posters in the College premises without prior written permission from the College authority.
- (h) Using indecent language or making false allegations.
- (i) Unauthorised collection of money, carrying on any kind of business in the College premises.
- (j) Coming to work in a state of drunkenness or getting drunk during the period of work; being under the influence of drugs.
- (k) Violation of confidentiality or giving information to unauthorised persons.
- (l) Non-acceptance of a College notice at the registered address of the employee.
- (m) Inflicting corporal punishment on students.
- (n) Any other act or omission that in general understanding would be detrimental to the objectives of the College.

- (o) Not submitting the regular (weekly, monthly, and bi-annual/annual) record or works and reports about students.

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

## 15.2 Penalties

15.2.1 Minor penalties may include Censure, or Recovery of damage or loss incurred by the College from the individual, or Suspension from duty without pay for a period not exceeding seven days.

15.2.2 Major penalties may consist of (a) Withholding of increment (b) Compulsory termination of service (c) Dismissal. The application of the above penalties shall be decided by the Competent Authority.

## 15.3 Disciplinary Authorities

15.3.1 The Secretary and Correspondent, 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 to all actions proposed to be taken, to the Governing Body, and the Governing Body shall advise the Secretary and Correspondent as to the action to be taken against the delinquent staff / faculty member.

15.3.2 The Secretary and Correspondent shall appoint a 5 member Disciplinary Committee consisting of Principal / Director / Dean / Vice-Principal / HoD / teaching staff / Non-teaching staff and a Female Faculty Member in respect of all cases of misconduct, which warrant the imposition of a major penalty as defined above. The Disciplinary Committee shall act also through the Grievance Redressal Cell in ordinary and extraordinary matters of complaints concerning the staff. The Grievance Redressal Cell consists of the Secretary and Correspondent / Principal / 2 senior lay staff, one being a lady, and a nominee of the Founder Body, according to the nature of the complaint.

15.3.3 The Founder Body shall be the Appellate Tribunal in respect of all cases where a 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 which case:

15.3.4 The Founder Body shall appoint an Investigative Team consisting 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 of whom one shall be a lady member, to be appointed by the Founder Body, who will also act as Chairman of the Investigative Team. The decision of the Investigative Team will be considered by the Founder Body by vote and shall be final in regard to the imposition of major penalties.

15.4 Procedure for Imposing Minor Penalties

15.4.1 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 and Correspondent of the College of the action proposed to be taken against him / her. The letter to be sent by the Secretary and Correspondent 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 and Correspondent of the College against the action proposed to be taken, within one week from the date of receipt of the notice and s/he shall also intimate as to whether s/he wishes to be personally heard in respect of the allegations against him / her.
- (b) The Secretary and Correspondent 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 and Correspondent has, thereafter, submitted a report to the Governing Body.

15.4.2 The Governing Body shall consider the report submitted by the Secretary and Correspondent in connection with the case, and shall advise him concerning the penalty proposed to be imposed on the concerned member of the staff.

15.4.3 The Secretary and Correspondent shall proceed to impose such penalty as he may be

advised by the Governing Body. The staff member thus penalised, however, is free to appeal to the Founder Body as provided earlier. The decision of the Governing Body shall be final with respect to Minor Penalties.

#### 15.5 Procedure for Imposing Major Penalties

15.5.1 No order imposing on a staff / employee any of the major penalties specified herein except after holding an enquiry in the manner hereby prescribed.

15.5.2 The Secretary and Correspondent shall submit a report to the Governing Body in case of serious misconduct by a member of the faculty / 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 and Correspondent to issue a charge-sheet to the concerned member of the staff / employee. In such a case, the Governing Body shall appoint an Investigation Team to conduct the enquiry against the delinquent.

15.5.3 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.

15.5.4 S/he will be required to submit to the Secretary and Correspondent of the Governing Body within seven days of the receipt of the charges and allegations, a written statement in his / her defence and also state whether s/he desires to be heard in person.

15.5.5 The Investigation Team 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.

15.5.6 The Investigation Team will prepare a Report on the Enquiry with their findings on each of the charges together with reasons and he / she will send the Report to the Secretary and Correspondent of the Governing Body.

15.5.7 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.

15.5.8 The Governing Body will take steps as are considered fit and proper on the basis of the findings of the Investigation Team. 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.

15.5.9 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. During this process, if the act was a public scandal, the defaulter may be kept under suspension from duties.

## 15.6 Appeal

### 15.6.1 Appellate Tribunal - Founder Body

- (a) A Staff / Faculty / 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 considering all aspects of the case, including the submission made by the concerned staff member, the Governing Body and the Investigation Team, the Founder Body as the Final Appellate Tribunal shall pass such orders as it thinks fit and proper and its decision shall be final.

## 15.7 Bar on Representation by Legal Practitioners

15.7.1 No legal practitioner shall be allowed to represent either a staff / faculty / employee in the disciplinary and appellate proceedings as described above.

15.7.2 The representation shall be made by the person concerned and the authorized representative of the Governing Body.

## 15.8 Suspension

15.8.1 The Secretary and Correspondent of the College may, in cases of gross misconduct, indiscipline or negligence of duties, place a staff / employee under suspension pending further action by the Governing Body, which has to confirm or annul the action taken

by the Secretary and Correspondent within 15 days.

15.8.2 The Secretary and Correspondent 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 an Enquiry is pending.
- (b) Or, where a case against him / her in respect of any criminal offence involving turpitude is under investigation or on trial.
- (c) Any form of publicity that goes against the institution in media or in any other mode.
- (d) Any injury done to students: physical, moral or emotional.
- (e) Such suspension as provided here shall not be construed as a penalty as indicated elsewhere in this document.

15.8.3 A staff / faculty / employee placed under suspension shall be entitled to receive from the College a monthly subsistence allowance in the following manner:

- (a) During the first two months of the period of suspension at the rate of fifty per cent 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 per cent of his / her total emoluments until the Governing Body of the College communicates its decision to the staff / employee concerned.
- (c) If the member takes up any other paid employment during the period of suspension, s/he shall not be entitled to any subsistence allowance for the period he / she is thus otherwise employed.
- (d) If the staff / faculty / 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.

15.9 Grievances

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

15.9.2 A grievance is to be presented in writing to the Grievance Redressal Cell; if the matter needs further consideration, the same shall be forwarded to the Governing Body who will recommend the action to be taken.

15.9.3 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.

15.9.4 The Founder Body shall appoint a committee with due legal consultations and the decision of the Body shall be binding to settle the matter.

## **16. Retirement benefits**

16.1 Every employee who has completed 5 continuous years of service in the College may be entitled to Gratuity as per rules contained in the Gratuity Act and its amendments, which shall apply to all teaching staff at the time of retirement.

## **17. Amendment**

17.1 The Governing Body reserves the right to add, alter or amend any of the above rules as and when necessary. The proposal for amendment may be submitted in writing by a member of the Governing Body to the Secretary and Correspondent of the Governing Body at least 3 months before the meeting of the Governing Body.

17.2 All such amendments so decided by the Governing Body shall be submitted by the Secretary and Correspondent to the Founder Body for the final approval and implementation.



*Approved by the Governing Body of the College on July 15, 2017*