

Service Rules

1. Production of degrees/ diplomas and other qualifying certificates in original with attested copies within period of 15 days from the date of acceptance of the letter of appointment.
2. In case it is found that you do not possess the requisite qualifications on titling you to serve at the post offered to you, your service shall be dispensed with immediate effect without any further reference.
3. As a teacher, you shall be the whole time employee of the institution and shall not engage yourself in any work similar in nature to that of this institution and/or in which you may for the time being be engaged by the institution. Also you shall not engage yourself anywhere in work profession or employment either honorary or otherwise during the period of your employment with us.
4. You shall not leave the station without the prior permission of the principal in writing.
5. You shall retire from services on attaining the age of 62 years.
6. During the service under this appointment, you will be liable to disciplinary action in accordance with the rules and regulations framed by institution time to time even with retrospective effect, for any act of insubordination intemperance or other misconduct, or the commission of an act, which constitutes a criminal offence or of any breach of non-performance of duties or any of the provision of those present or of any rules pertaining to the conduct of the institution.
7. You will confirm to all the rules and regulations in force in the institution and carry out all such orders and directions as you shall, from time to time, receive from Principal or any of the authorized member of the staff.
8. You shall devote your whole time to duties assigned and shall not on your own account or otherwise directly or indirectly carry on or be concerned in any trade or business whatsoever which is likely to interfere with the due and efficient discharge of institution duties under

this appointment or to be otherwise prejudicial to the interest of the institution.

9. You shall not enter into any monetary transaction with any students and/or his parents nor shall you exploit your influence for personal ends nor shall you conduct your personal matters in such a manner that you have to incur a debt beyond your means.
10. In case of any change of your address during the course of employment in the institution, it shall be your duty to intimate the same in writing to the Principal within seven days from the date of such a change so that your personal record can be maintained and updated by the institution and even for a temporary change in address you shall keep the principal informed about the same.
11. The annual increment as per the scale of pay shall be granted to you in the normal course.

12. Criteria For Leave:-

- Every employee shall be entitled to leave as per institution leave rules.
- Grant of any leave shall depend upon the exigencies of the institution and shall be at the discretion of the Principal.
- Leave cannot be claimed as a matter of right.
- Except under unavoidable circumstances, applications for leave in writing shall be made in advance merely applying for leave will not mean sanction until and unless the sanctioning authority does not sanction the leave.
- An application for leave or extension of leave should ordinarily be made in good time from which the leave or its extension is sought. If any employee does not apply within seven days of the expiry of leave for further leave or has been absent from the institution without leave for ten days, the employee may be deemed to desert his post.
- In case of a confirmed female teacher, she is entitled for three months' maternity leave with pay. Such leave can be availed once in three years and twice in the service period.

- One can avail fourteen days casual leaves completing an academic session. Those who avail less than fourteen leaves, their casual leaves for the remaining days will be reimbursed.
 - A member of staff will be entitled to salary during summer and winter vacations. If he/she is on probation and had joined the college before 31 October. Attendance will be compulsory on both the spells of vacations. In case of failure, to join after vacations (due to unavoidable circumstances) relaxation will be given for one day, which will be treated as casual leave.
 - Leave without pay for fifteen days or more will be treated as break in service. Action will be taken keeping in mind the merit of case.
 - Sunday will be marked as a part of leave if it falls in between the leave period.
 - Two half day leave at a maximum, can be availed in an academic session against leave entitlement.
 - Three red marks (resulted upon your late coming to college) will be counted as one half day leave (reporting time for the college faculty is 5 minutes before the start of college).
 - In case college is closed by authorities due to unforeseen conditions then teacher 's / employee's entitlement for salary shall be on the basis of terms stated below:-
1. If the teacher/ employee has worked for more than 15 days and not less than 90 days (three months) then the entitlement for salary will be for ten days.
 2. If the teacher/ employee has worked for more than three months then he/she is entitled to claim full salary.
13. In the event of your being found guilty of misconduct by violating any of the conditions of your appointment including the "code of conduct" of the institution, your services shall be liable to be terminated forthwith without any notice or compensation in lieu of notice whatsoever.

Organizational structure

