



## RAMAKRISHNA MISSION SIKSHANAMANDIRA

(A NCTE recognized Govt. Aided (WB) Autonomous Post-Graduate College under University of Calcutta)  
Belur Math, Howrah - 711 202, West Bengal

*6.2.2- The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.*

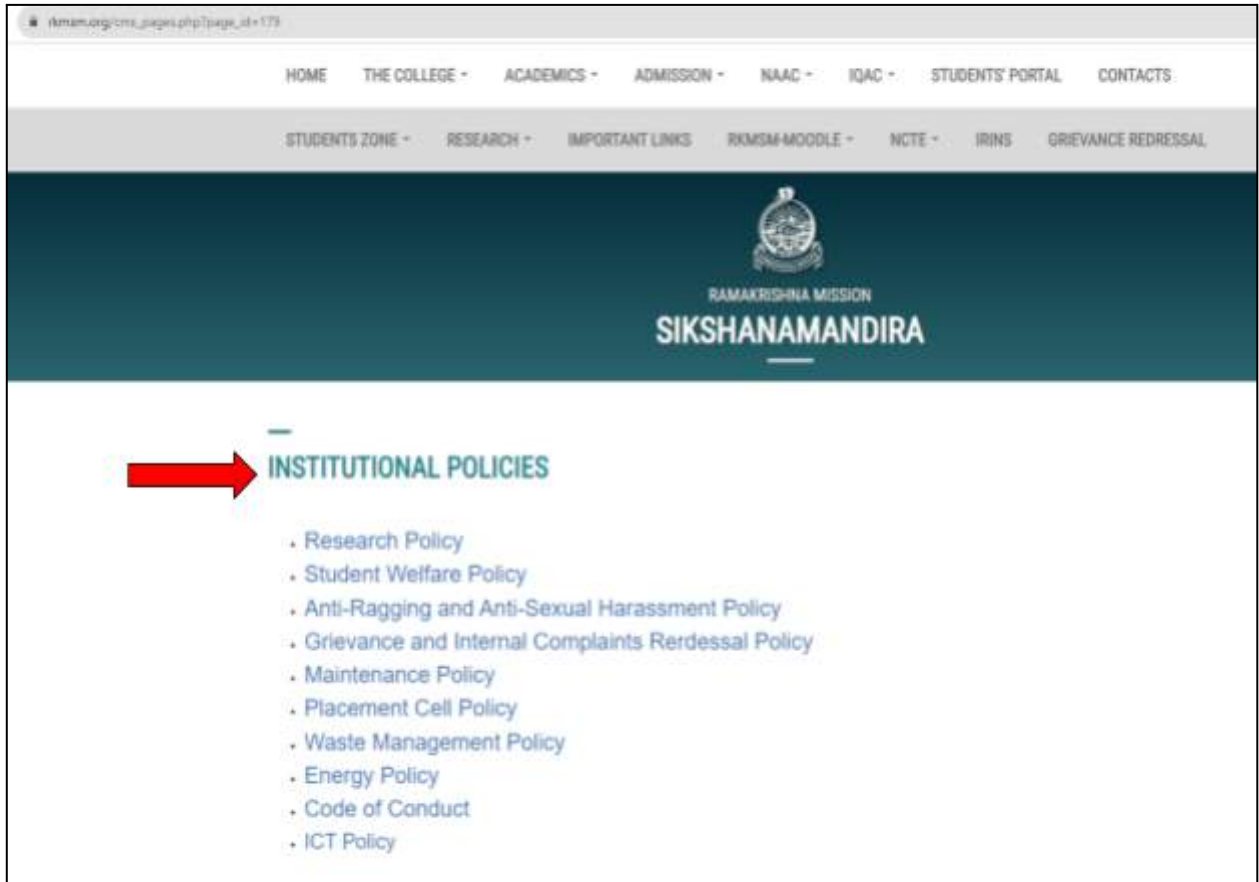
Documentary evidence in support of the claim



Swami Vidyamritananda  
Principal (Offg.)  
Ramakrishna Mission Sikshanamandira  
Belur Math, Howrah-711202, W.B.



## Institutional Policies:



Link to the landing page: [https://rkmsm.org/cms\\_pages.php?page\\_id=179](https://rkmsm.org/cms_pages.php?page_id=179)

### Research Policy:

[https://rkmsm.org/uploads/ckeditor\\_files/file/Institutional%20Policy/RKMSM@Research%20Policy.pdf](https://rkmsm.org/uploads/ckeditor_files/file/Institutional%20Policy/RKMSM@Research%20Policy.pdf)

### Student Welfare Policy:

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### Anti-Ragging and Anti-Sexual Harassment Policy:

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### Grievance and Internal Complaints Redressal Policy:

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### Maintenance Policy:

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### Placement Cell Policy:

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## **Waste Management Policy:**

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## **Energy Policy:**

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## **Code of Conduct Policy:**

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## **ICT Policy:**

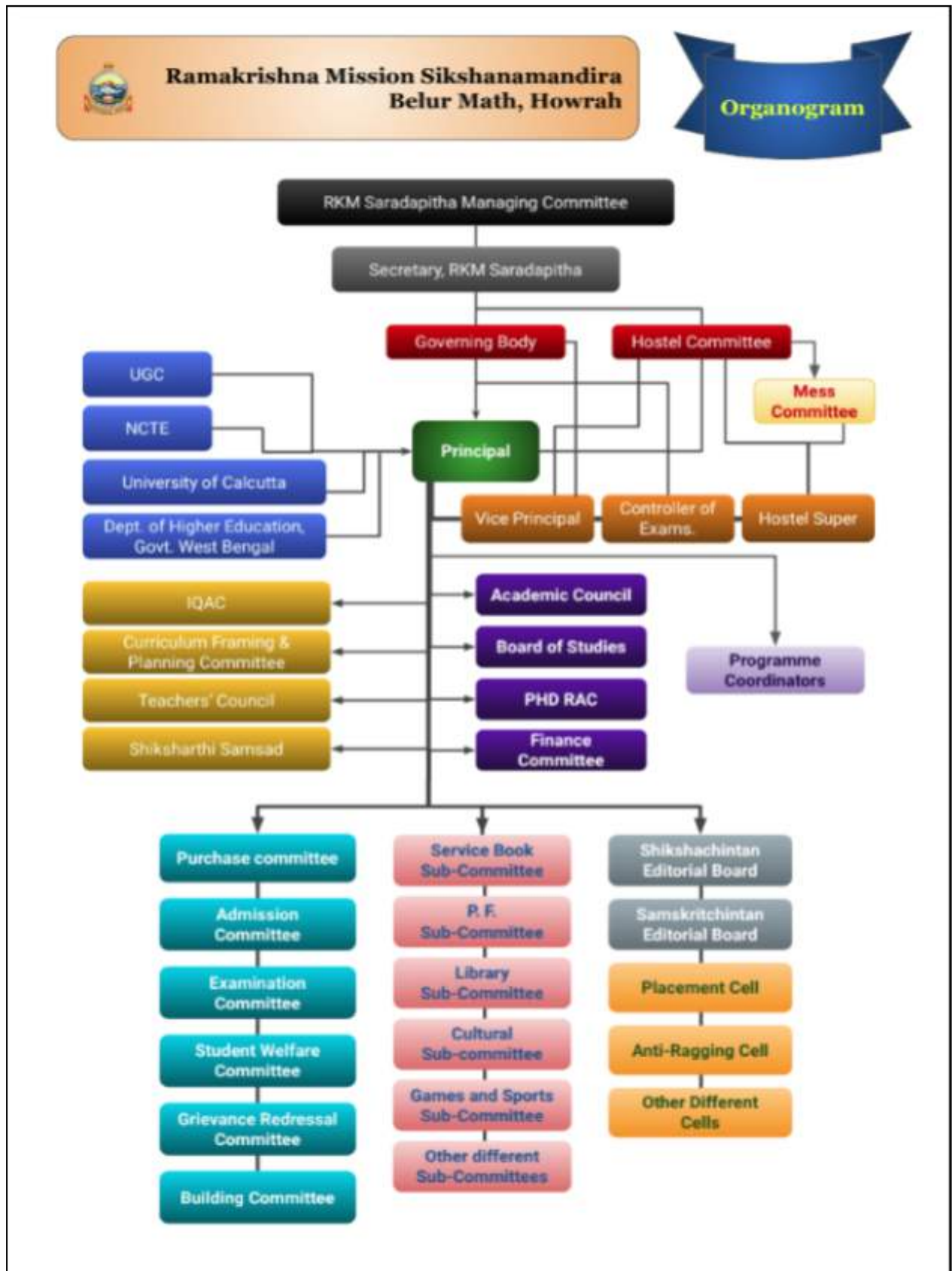
[https://rkmsm.org/uploads/ckeditor\\_files/file/Institutional%20Policy/ICT%20POLICY.pdf](https://rkmsm.org/uploads/ckeditor_files/file/Institutional%20Policy/ICT%20POLICY.pdf)



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## Institutional Organogram:



“Education is the manifestation of the perfection already in man.”

- Swami Vivekananda



## **Appointment and Service Rules:**

Since Ramakrishna Mission Sikshanamandira is affiliated to the university of Calcutta, we have the same appointment and service rules framed in the university statutes. In other words, the university statutes serve the same purpose regarding appointment and service rules for all the teaching and non-teaching staff of our college. The university statutes are annexed with this document below.

## CHAPTER VIII

Appointment of teachers and Principals of affiliated colleges, their hours of work, minimum emoluments, outside activities and supplementary employment, etc.

### PART I

#### GENERAL

##### Appointment of Teachers of Colleges.

101 A. Appointment of teachers, whole-time or part-time, including Principals, of affiliated colleges other than Government Colleges shall be made in accordance with the provisions of the West Bengal College Service Commission Act, 1978 (West Bengal Act LXII of 1978) and the rules made thereunder.

102. Omitted.

##### Commencement of Period of Service.

102 A. In calculating the period of service a teacher of a college in any post for any purpose including the operation for a time scale of pay, service shall be counted from the date of his joining the post on his first appointment as a probationer ; provided that if the teacher began his service as a temporary appointee who was afterwards appointed for the same or any other post, service shall be counted from the date of his joining the appointment as a temporary appointee, if there is no break in service during the period preceding his permanent appointment.

*Explanation* :—The following shall be treated as 'break' in service :—

- (a) unauthorised leave of absence ;
- (b) unauthorised absence in continuation of authorised leave of absence.

### Hours of Work.

103. (1) A teacher of a college shall ordinarily be required to take 24 periods of class work of 45 minutes each per week including seminars and theoretical, tutorial and practical classes :

Provided that no teacher shall ordinarily be required to work for more than five periods of class work in a day.

*Explanation* :—(a) For the purpose of this Statute one period of Honours theoretical work shall be considered equivalent to 1.5 period of pass theoretical class and (b) two periods of practicals/tutorials/seminars, whether Honours or Pass shall be treated as equivalent to 1.5 periods of Pass theoretical class, if one teacher takes the class, but if such practicals / tutorials/ seminars are taken by two teachers jointly, two periods of such practical/tutorial/seminar classes shall be considered to be equivalent to one period of Pass theoretical class for each teacher.

(2) Teachers of a college may be required, from time to time, to co-operate and assist in carrying out the functions relating to the educational responsibilities of the college (such as assisting in appraising the applications for admission, advising or counselling students and assisting in University and College examinations including supervision thereof).

(3) Every teacher including the Principal of a college shall sign a daily attendance register maintained for the purpose and such daily attendance shall be countersigned by the Principal.

(4) In particular and without prejudice to the foregoing provision, a teacher shall perform the following duties :—

- (a) to perform invigilation work in any examination for any course of study taught in the college ;
- (b) to draw routines ;
- (c) to carry out assignment for such field work as may be necessary for the courses taught in the college ;

- (d) to assist the Principal with regard to admission of students ;
- (e) to participate in N.C.C., N.S.S. and Sports and Games for the well-being of the students ;
- (f) to assist the Principal in the management of hostels and messes attached to the college or administered by the college ;
- (g) to make the internal assessment of students ; and
- (h) to evaluate answerscripts of students for any examination conducted by the college.

(5) The Principal of a college shall ordinarily take not less than four periods of class work in a week in a subject taught in the college.

#### **Retirement.**

104. (1) A whole-time teacher of a college enjoying University Grants Commission scale of pay introduced since the 1st April, 1973, shall retire from service with effect from the afternoon of the last day of the month in which he attains the age of superannuation, *i.e.*, 60 years ;

Provided that such teacher may be granted re-employment initially for a period of two years and subsequently for a period of one year or less subject to the terms and conditions as stipulated in orders issued by the State Government from time to time. In no case, such re-employment shall be given if the teacher concerned has attained 65 years of age ;

(2) A teacher who is in pre-1973 University Grants Commission scale of pay shall retire at the end of the academic year in which he attains the age of 62, provided that the Governing Body may grant extension of service to such teacher, subject to the condition that no extension shall be granted for more than two years at a time and not beyond the date on which he completes the age of 65 years ;

(3) A part-time teacher in a college shall retire at the end of the academic year in which he attains the age of 65.



**Minimum Emoluments.**

105 (1) The salaries and scales of pay for whole-time teachers in a college, including such amounts as may be contributed by the University Grants Commission or the Government of India or the State Government or the University or any other source, shall, in no case, be lower than the minimum salaries and scales of pay prescribed by the State Government in respect of such teachers.

(2) The salary of a part-time teacher in a college shall, in no case, be lower than the minimum salary as may be prescribed by the State Government. Such teacher shall work for a period not exceeding four hours or six periods of 45 minutes each per week.

**Fixation of Initial Salary in Certain Cases.**

106. When a teacher joins a college after resigning his post in another college, the initial salary of such a teacher in the college which he so joins shall be fixed so as not to be less than what he was receiving in his previous college.

107. Omitted.

**Temporary Teachers not to be deprived of Vacation Salary in Certain Cases.**

108. A temporary teacher who has worked in a college for a period not less than 10 months continuously shall be entitled to draw his vacation salary for the periods of vacation included within this period or immediately following it.

**Service Book.**

109. There shall be maintained for every teacher in a college, whether whole-time or part-time, a service book in such form as may be prescribed by the State Government.

**Other Employment.**

110. No teacher (including the Principal and the Vice-Principal) of a college shall be permitted to engage himself

either in private tuition or in any other remunerative assignment not authorised by the University :

Provided that—

(a) no whole-time teacher (including the Principal and the Vice-Principal) of an affiliated college shall be permitted to do part-time teaching work without the approval of the University ; but this provision shall not apply in the case of whole-time teachers of affiliated colleges who are part-time teachers of the University ;

(b) the whole-time teachers of affiliated colleges who are offered part-time lectureship in any other University shall have to obtain prior permission from the Vice-Chancellor before accepting such offer;

(c) any teacher contravening the provisions of this Statute shall be liable to such disciplinary action as the University may deem fit.

111. Omitted.

### Resignation.

112. (1) Subject to the terms and conditions of any existing contract, no permanent teacher of a college shall be entitled to terminate his service by voluntary resignation without filing in writing with the Principal notice of his intention to resign and such notice shall be so filed—

(a) in the case of a resignation at the end of an academic year, at least one month in advance, or

(b) in the case of a resignation at any other time, at least two months in advance.

Temporary or probationary teachers may terminate their service by voluntary resignation by filing with the Principal similar notice in writing at least one month in advance :

Provided that in special circumstances the Governing Body on the recommendation of the Principal, may accept a notice of intention to resign for a shorter period.

(2) Any contravention of the provisions of Paragraph (1) shall, at the discretion of the Governing Body, entail for-

feiture of salary for the period by which the notice falls short of the requirement of Clause (a) or Clause (b) of Paragraph (1) in addition to such disciplinary action as may be taken for such contravention.

### **Disciplinary Action.**

113. Teachers of a college shall be subject to such "Disciplinary Rules" as may be prescribed by separate Statutes for the purpose.

## **PART—II**

### **LEAVE**

#### **Leave not to be Claimed as of Right.**

114.(1) Leave of absence from duty cannot be claimed as a matter of right and may, on application by a teacher of a college, be granted only when satisfactory grounds have been shown. When the exigencies of service so require, the authority competent to grant leave may refuse leave of any description or when any such leave is granted, revoke such leave or part thereof.

(2) No teacher who is under suspension shall be granted any leave.

(3) Absence without leave shall render a teacher subject to such disciplinary action as may be provided in the "Disciplinary Rules" prescribed by Statutes.

#### **Application for Leave.**

115. All applications for leave or for extension of leave shall be made in writing and addressed to the Principal and sanction for the leave or extension of leave, as the case may be, applied for shall be obtained before it is availed of :

Provided that if the authority, competent to grant the leave, is satisfied that it was not possible to apply for or obtain the

sanction for leave of absence beforehand, leave may be granted with retrospective effect; but all applications for leave with retrospective effect shall be filed at the earliest possible opportunity.

#### **Duration of Leave.**

116.(1) Leave shall ordinarily commence on the date with effect from which it is actually availed of and terminate on the day preceding the date of resumption of duty :

Provided that Sundays or holidays may be prefixed or suffixed to leave, so, however, that for the purpose of prefixing or suffixing to leave holidays exceeding three days or a college vacation, previous sanction of the authority competent to grant the leave shall be obtained.

(2) Except with the previous permission of the authority granting the leave no teacher on leave may return to duty before the expiry of the period of leave granted to him.

#### **Computation of Absence in Certain Cases.**

117. If a teacher of a college is absent from duty on all the days of a week on which he has been assigned duties, whether such days are consecutive or not, he shall be deemed to be absent from duty for the whole of the week.

#### **Leave not to Extend Beyond the date of Retirement.**

118. No teacher of a college shall be granted leave beyond the date on which his service terminates by retirement :

Provided that where for exigencies of service a teacher has been denied any leave, wholly or in part, leave so denied, may be granted to him although it may extend beyond the date of such termination of his service subject to the condition that no leave so granted shall extend beyond three months after such termination of his service.

*Explanation :* For the purpose of this Statute, a teacher shall be deemed to have been denied leave only if sufficiently in advance of the date of termination of his service he has either formally applied for leave extending up to the date of such termination of his service and the same has been refused to him on the ground of emergencies of service, or ascertained in writing from the authority competent to grant the leave that such leave, if applied for, would be refused on the aforesaid ground.

#### **Recalling from Leave.**

119. The Principal of a college may, in his discretion, recall to duty, at any time, any teacher of the college who may be on leave, except on medical grounds, or on vacation, and when a teacher is so recalled to duty he shall be granted such travelling allowances as the Principal may consider reasonable.

#### **Overstay.**

120. If a teacher of a college has been granted leave to which holidays or a vacation has been suffixed and such teacher absents himself from duty beyond the expiration of such holidays or vacation, the whole period of his absence from duty after the expiration of such holidays or vacation shall be treated as absence from duty without leave and he shall not be entitled to his salary or allowances for such period unless and until the Governing Body otherwise directs.

#### **Casual Leave.**

121.(1) Casual leave on full pay may be allowed to a teacher of a college upto a maximum of fifteen days in any one academic year but not more than five days at a time.

(2) Casual leave may be prefixed or suffixed to Sundays but not to any other holidays or to vacations or to any other kind of leave.

(3) All casual leave to which any teacher of a college may be entitled during any academic year shall cease to be due to him at the end of such academic year and can not be accumulated or taken over or brought forward to any other academic year.

*Explanation:* For the purpose of this Statute "Casual leave" means leave to which a teacher may be entitled in any academic year by virtue of his being a teacher and may be availed of by him for short period on account of illness or urgent private affairs.

#### Earned Leave.

122.(1) Every teacher of a college shall be entitled to leave on full pay, hereinafter referred to as earned leave, —

(a) during the first seven academic years of service, to the extent of 15 days for every twelve months of active service, and

(b) from the eighth year of service onwards to the extent of thirty days for every additional twelve months of active service :

provided that when the earned leave due amounts to one hundred and twenty days, the teacher shall cease to earn such leave.

(2) Earned leave may be granted for such reasons as may be considered by the authority competent to grant such leave which may include :—

(a) illness of the teacher concerned,

(b) illness of a member of the family of such teacher,

(c) urgent private affairs, and

(d) rest preparatory to retirement :

Provided that—

- (i) when earned leave is applied for on any of the grounds referred to in Clause (a) or Clause (b) the application shall be accompanied by a medical certificate signed by a registered medical practitioner;
- (ii) no teacher who has been granted earned leave under Clause (a) on a medical certificate may return to duty without producing a medical certificate of fitness signed by a registered medical practitioner.

#### **Authority for Granting Leave.**

123. Earned leave for any period not exceeding fifteen days at a time and casual leave may be granted to teachers of a college by the Principal of the college. Earned leave for any longer period or any other kind of leave for any period may be granted by the Governing Body of the college.

#### **Absence on Duty not to be counted as Casual Leave or Earned Leave.**

124. Absence from duty of a teacher of a college on account of academic work elsewhere approved by the Governing Body of the college or on account of obligations in regard to the National Cadet Corps or the Social Service Camp or similar other obligations shall be deemed to be absence on duty and shall not be counted towards casual or earned leave.

#### **Study Leave.**

125. Leave of absence from duty with full pay for a period not exceeding eight weeks may be granted to a teacher of a college by the Governing Body of the college for the purpose of enabling the teacher to acquire any qualification which, in the opinion of the Governing Body, will enhance his efficiency as a teacher in the college and such leave shall be called Study Leave.

### **Special Study Leave.**

126. A whole-time teacher of a college may be granted leave for pursuing studies in an institution considered by the Governing Body of the college as suitable for the purpose, for such period ordinarily not exceeding two years during the whole period of his service and on such terms and conditions, including conditions requiring the teacher to return to the college for a specified period of further service therein after the expiry of the leave as the Governing Body may deem fit. Such leave shall be called Special Study Leave.

### **Maternity Leave.**

127.(1) Maternity leave may be granted to a teacher of a college on full pay for a period upto four weeks immediately preceding, and six weeks immediately following, the date of her confinement where the teacher has been in the service of the college for at least nine months immediately preceding the date of her confinement.

(2) Maternity leave, combined with any other kind of leave, may be granted only if the application is supported by a medical certificate signed by a registered medical practitioner.

(3) Maternity leave may be granted to a teacher of a college on full pay in cases of miscarriage, including abortion, subject to the condition that such leave shall not exceed six weeks and that the application for leave shall be supported by a medical certificate signed by a registered medical practitioner.

### **Quarantine Leave.**

128. Leave of absence from duty may be granted to a teacher of a college on full pay when he is ordered by the Principal of the college not to attend his duties on account of the presence of any infectious disease in his family or household. Such leave may be granted, on a certificate signed by a registered medical practitioner, for a period not exceeding twenty-one



days, or in exceptional circumstances, thirty days. Such leave shall be called Quarantine Leave and may be combined with any other kind of leave.

#### **Medical Leave.**

129. In case of illness, a teacher of a college may be granted leave on half pay for such period, not exceeding twenty days for each completed year of service as may be certified to be necessary by a registered medical practitioner, in addition to the earned leave to which he may be entitled.

#### **Extra-ordinary Leave.**

130. Extra-ordinary leave without pay may be granted to a teacher of a college in circumstances involving hardship for such period and on such terms and conditions as the Governing Body of the college may think fit and proper.

#### **Compensatory Leave.**

131.(1) Any teacher of a college who may be required, in the interests of the college, to work during a vacation shall be entitled to leave of absence from duty for an equal number of days for which he is so required to work during a vacation.

(2) Any leave granted under Paragraph (1) shall be on full pay and shall be called Compensatory Leave.

#### **Conversion of Leave.**

132.(1) At the request of a teacher of a college the Governing Body of the college may, by order, convert any kind of leave already granted into leave of a different kind, which may be admissible, with effect from such date as may be specified in the order ; but a teacher shall not be entitled to claim such conversion of leave as a matter of right.

(2) If one kind of leave is converted into another, the amount of leave salary admissible shall be recalculated and the arrears of leave salary shall be paid to, or, as the case may

be, amounts overdrawn shall be recovered from, the teacher concerned.

### **Combination of Different Kinds of Leave.**

133. Except as otherwise specifically provided in these Statutes, any kind of leave may be granted in combination with or in continuation of any other kind of leave.

### **Application and Savings.**

134.(1) Save as hereinafter provided, the provisions of these Statutes relating to leave shall apply to all whole-time teachers of colleges whether appointed before or after the commencement of these Statutes.

(2) If any such teacher of a college is, on the date of the commencement of these Statutes, in actual enjoyment of more liberal terms regarding leave, such a teacher shall not be deprived of such benefits but shall continue to enjoy the same.

Provided that, in such a case the teacher shall exercise, within a period of three months from the date of commencement of these Statutes, an option either to elect to come under these Statutes or to remain under the old rules. The option so exercised shall be final and shall not be changed thereafter.

(3) Leave rules for part-time teachers of a college shall be framed by the Governing Body of the college with the approval of the Syndicate but no rules to be so framed shall contain more liberal provisions than those contained in these Statutes.

### **Leave Salary.**

135. Leave salary shall be calculated on the basis of the rate of pay drawn by a teacher of a college on the day preceeding that on which the leave commences unless otherwise determined by the Governing Body of the college.

### **Leave Account.**

136. A leave account shall be maintained by the Principal of the college for every teacher thereof but any leave granted

under Statutes 125 to 128 shall not be debited to such account.

### **Working Days and Holidays.**

136 A. Every college shall abide by the pattern of holidays and recess as may be determined by the University from time to time. During the period of recess, only classes shall remain suspended. The number of working days in a college shall be at least 200 in an academic year. Academic Session of a college shall commence from the 1st day of July of every year and end on the 30th June of the following year. An academic session shall be divided into three different terms as follows :—

#### **(1) FIRST TERM**

The first term of a college shall commence from the first day of July of every year and shall close on the day from which the Puja holidays commence. Puja holidays shall be for 24 days commencing from Durgā Sasthī and ending on the day of Kali Puja.

#### **(2) SECOND TERM**

The second term shall commence from the date of re-opening of the college after the Puja vacation and shall continue till the 24th day of December of each year. Winter Recess shall be for a period of 8 days commencing on the 25th day of December of every year and ending on the first day of January of the year following.

#### **(3) THIRD TERM**

The third term shall commence from January 2 and shall continue till May 15 of every year. The Summer Recess shall commence on May 16 and shall end on the 30th day of June.

**Festival Holidays**

136 B. Every affiliated college shall enjoy the total number of Festival holidays as mentioned below :—

**FESTIVAL HOLIDAYS FOR AFFILIATED COLLEGES**

Sl. No	Occasion	No. of Days
(1)	New Year's Day (English)	1
(2)	Fateh Daus Doham	1
(3)	Birthday of Netaji	1
(4)	University Foundation Day	1
(5)	Republic Day	2
(6)	Saraswati Puja	1
(7)	Doljatra	1
(8)	Good Friday	1
(9)	Easter Saturday	1
(10)	Chaitra Sankranti	1
(11)	New Year's Day (Bengali)	1
(12)	May Day	1
(13)	Birthday of Rabindranath	1
(14)	Buddha Purnima	1
(15)	Id-ul-Fitr	1
(16)	College Foundation Day	1
(17)	Janmastami	1
(18)	Independence Day	1
(19)	Id-Uz-Zoha	1
(20)	Birthday of Mahatma Gandhi	1
(21)	Mahalaya	1
(22)	Puja Holidays (from Durga Sasthi to Kali Puja)	24
(23)	Bhratridwitiya	1
(24)	Jagaddhatri Puja	1
(25)	Muharram	1
(26)	Birthday of Guru Nanak	1
(27)	Rathajatra	1
(28)	Principal's Discretion	5

**TOTAL HOLIDAYS :**

**56**

**PART—III**

**PROVIDENT FUND**

**Provident Fund.**

137. Every whole-time teacher of a college shall subscribe to the College Provident Fund, subject to such rules as may be framed by the State Government from time to time.

**PART—IV**

**SUPPLEMENTAL**

Statute 138—Omitted.

**Interpretation.**

139. In this Chapter, unless the context otherwise requires "college" means an affiliated college, including a Constituent or a Professional College, but does not include a Government College.

## CHAPTER XIII

### *Statutes relating to the terms of employment and conditions of service of non-teaching employees of colleges affiliated to the University other than Government Colleges.*

1. These Statutes may be called the *Statutes relating to the terms of employment and conditions of service of non-teaching employees of colleges affiliated to the University other than Government Colleges.*

2. These Statutes shall apply to the *non-teaching employees of colleges affiliated to the University other than Government Colleges.*

3. For the purposes of these Statutes, the employees concerned are classified as follows—

(a) Ministerial Staff comprising the posts of—

(i) Office Superintendent, Cashier, Accountant, Head Clerk, Senior Assistant and Senior Clerk and such other posts as may be approved by the State Government.

(ii) Assistant, Clerk, Library Assistant, Laboratory Assistant, Store Clerk, Store-keeper, Care-taker, Stenographer, Record Keeper, Collection Clerk and such other posts as may be approved by the State Government.

(b) Lower Subordinate Staff comprising the posts of—

(i) Skilled Driver, Laboratory Attendant, Skilled Bearer, Electrician, Mechanic and Carpenter : and

(ii) Unskilled Bearer, Messenger Peon, Durwan, Night Guard and Sweeper.

4.(i) In these Statutes, unless there is anything repugnant to the subject or context—

(a) 'Compensatory allowance' means an allowance granted to meet the personal expenditure necessitated by special circumstances in which duty is performed.

(b) 'Duty' includes (i) service as a probationer provided that such service is followed by confirmation ; (ii) attendance in law courts in his official capacity as Juror or Assessor of appearance before any Court, Tribunal, Committee or Commission as witness in connection with any case, dispute of any other matter in which the college is a party ; (iii) duty in the Territorial Army ; (iv) periods of casual leave, quarantine and maternity leave and paid holidays ; (v) leave duly sanctioned by the authorities concerned.

(c) 'Holidays' means a holiday declared as such by the college concerned and includes a Sunday :

Provided that in relation to the college or any particular office or branch of it "Holiday" shall include a day on which such college, office or branch is ordered to be closed by the Principal of the college or in his absence by such person who performs the duties of the Principal.

(d) 'Lien' means the title of an employee to hold a permanent post substantively, either immediately or on the termination of a period or periods of authorised absence from the post.

(e) 'Medical Certificate' means a certificate from a registered medical practitioner, recognised by the State Government.

(f) 'Month' means a calendar month unless otherwise specified or made clear by the context. In calculating a period expressed in months and days, complete calendar month, irrespective of the number of days in each should first be calculated and the odd number of days calculated subsequently.

(g) 'Officiating in a post' means performing the duties of that post during temporary vacancy for any period caused by the non-availability of the permanent incumbent due to some reason or other.

(h) 'Pay' means the amount drawn monthly by an employee as pay including special pay and personal pay in terms of his employment and conditions of service.

(i) 'Permanent Post' means a post carrying a definite rate of pay sanctioned without limit of time and declared as such.

(j) 'Personal Pay' means additional pay granted to the employee either to save him from loss of substantive pay or on the basis of individual and personal consideration.

(k) 'Probationer' means a person appointed on probation against substantive vacancy or in a post involving work of a permanent nature.

(l) 'Special Pay' means an addition of the nature of pay to the emoluments of an employee in consideration of (i) the specially arduous nature of duties, or (ii) a specific addition to the work of responsibility.

(m) 'Subsistence Grant' means a monthly grant made to an employee who is not in receipt of pay or leave salary during a period of suspension.

(n) 'Substantive Pay' means the pay other than special pay and personal pay which an employee is entitled to an account of a permanent post to which he has been appointed substantively.

(o) 'Temporary Post' means a post declared as such and sanctioned for a limit period.

(ii) Words and expressions used but not otherwise defined will have the same meaning as in the Act.

#### 5. Appointing authority :

Appointments to all the posts referred to in Statute 3 shall be made by the Governing Body in accordance with such rules as may be framed for the purpose by the State Government.

### PROMOTION

6.(a) Whenever a permanent vacancy occurs in any of the posts referred to in Sub-Clause (i) of Clause (a) of Statute 3, such vacancy shall in the first instance be filled up by promotion from amongst the employees holding any of the posts referred to in Sub-Clause (ii) of Clause (a) of Statute 3. In the matter of such promotion, efficiency, seniority including academic qualifications, character rolls and attendance shall have to be taken into consideration. In case no suitable candidate for



such promotion is available, such permanent vacancy shall be filled up by direct recruitment in accordance with the procedure laid down for the purpose :

Provided that the provision relating to recruitment of non-teaching employees of affiliated colleges as laid down in the foregoing Statutes shall not apply in cases where, on compassionate ground, a wife, son, daughter, or dependant of any employee—both teaching and non-teaching—dying in harness is to be offered a job consistent with his/her qualifications. He/She shall have precedence over others in the matter of appointment or placement, as the case may be :

Provided further that the provision mentioned above shall also be applied in case of a college employee who is disabled permanently or otherwise incapacitated rendering him unfit to continue in service, provided this fact of disablement is certified by a medical officer authorised by the Director of Health Services.

(b) Whenever a permanent vacancy occurs in any of the posts referred to in Sub-Clause (ii) of Clause (a) of Statute 3 in the matter of filling up of such vacancy, the procedure as laid down in these Statutes for direct recruitment shall be followed.

(c) In the case of filling up of vacancies in the posts referred to in Sub-Clause (ii) of Clause (a) of Statute 3, efficient and experienced members of the lower subordinate staff having the requisite qualifications shall get preference over others.

*Explanation :* A dependant of an employee shall mean husband, wife, son, unmarried or widowed daughter, unmarried or widowed sister, brother or parent, provided such relation of the employee is solely dependant on him/her.

6A. In observing the procedure of filling up of the posts mentioned in Statute 3, either by direct recruitment or by promotion, the principle of reservation of posts for Scheduled Caste

and Scheduled Tribe candidates should be followed as per the orders issued by the State Government from time to time.

7. Pay and Allowance :

(a) An employee shall begin to draw the pay and allowance attached to a post to which he has been appointed with effect from the date he assumes the duties of that post and shall cease to draw the same when he ceases to discharge these duties.

(b) Unless otherwise provided in a contract, on first appointment to a post, pay is fixed at the minimum of the time-scale applicable to that post :

Provided that an employee of a college who, while having a lien on a permanent post, is as appointed to officiate in a higher post in that college shall be eligible to draw in that higher post as initial pay, pay at the stage of the time-scale of pay of the higher post next above his substantive pay in his substantive post :

Provided further that, if he has on any previous occasion or occasions held substantively or officiated in the same post or a post in the same or identical time-scale, his initial pay shall not be less than the pay, other than special pay or personal pay, which he drew on last such occasion.

(c) The holder of a post, whether he holds it in a substantive or officiating capacity, shall be treated as if he was transferred to a new post on the new pay :

Provided that he may at his option retain his old pay until the date on which he has earned his next or any subsequent increment in the old scale or until he vacates his post or ceases to draw pay on that time-scale. The option once exercised shall be final.

(d) An increment shall ordinarily be drawn unless withheld as a punishment. When an efficiency bar has been prescribed in a time-scale the increment next above shall not be allowed without the specific sanction of the appointing authority.

(e) All duty in a post on a time-scale shall count for increment in that time-scale except in case of efficiency bar, if any.

(f) Officiating or temporary service in another post and leave other than extraordinary leave shall count for increments in the time-scale applicable to the post on which the person concerned holds a lien.

(g) Earned leave will count towards increment in the time-scale applicable to a post which an employee holds in an officiating or temporary capacity.

(h) Extraordinary leave will not count towards increment but the authorities concerned may, in any case in which they are satisfied that the extraordinary leave was taken on account of illness or for any other reason beyond the employees' control, direct that the whole or any portion of such leave may count for increment in the time-scale of the post on which that employee holds a lien.

(i) When an employee carries on, in addition to his own duties, the duties of a post belonging to a category higher than that on which he holds a substantive appointment, he will draw as additional pay one-fifth of the minimum of the scale of pay of that post, provided that he carries on such duties for a period not less than one month.

(j) A building owned or taken on lease by the college or any portion thereof may, by general or special order of the Governing Body, be allowed to be used as a residence of any employee on such terms and conditions as it may fix.

(k) An employee of a department or branch discharging the duties of another employee belonging to the same classification shall not be entitled to any remuneration for such duties.

(l) The employees of a college shall be entitled to such allowances as may be sanctioned by the Governing Body of the college from time to time.

8. Lien : An employee on substantive appointment to a permanent post acquires a lien on that post and ceases to hold any lien previously acquired on any other post.

9. Leave and Leave Salary :

(a) Leave cannot be claimed as of right. When the exigencies of service so require discretion to refuse or revoke

leave of any description is reserved to the authority empowered to grant it.

(b) Leave ordinarily begins on the day on which transfer of charge is effected and ends on the day preceding that on which duty is resumed. Holidays may be prefixed or affixed or both prefixed and affixed to Casual and Quarantine Leave.

(c) Leave (except casual and quarantine leave) may either be affixed or prefixed to holidays, but cannot both be prefixed and affixed to holidays. When leave (except casual and quarantine leave) is combined with a holiday by both prefixing and affixing it to the holiday, the holidays shall be reckoned as leave in calculating the amount of leave on full pay that may be admissible at a time.

(d) An employee on leave shall not return to duty before the expiry of leave granted to him without permission of the authority which sanctioned the leave.

(e) No person who has been granted leave on medical certificate for infectious diseases shall return to duty without producing a medical certificate of fitness.

(f) Unless extension is granted, a person who remains absent after the end of his leave is entitled to no leave salary for the period of such absence. Wilful absence from duty after the expiry of leave may be treated as misconduct calling for disciplinary action.

(g) Subject to the foregoing general principles the following kinds of leave may be granted to the employees :—

- (i) Casual leave
- (ii) Earned leave
- (iii) Half-pay leave
- (iv) Commuted leave
- (v) Medical leave
- (vi) Leave in extraordinary circumstances
- (vii) Maternity leave
- (viii) Hospital leave
- (ix) Quarantine leave
- (x) Leave preparatory to retirement
- (xi) Special disability leave.

(h) Casual leave for short periods not exceeding five days at a time or twelve days in a financial year, may be granted to an employee. Casual leave cannot be combined with any other kind of leave or vacations and the balance will not be carried from one year to another. An employee on casual leave will be treated as on duty.

(i) Employees of a college shall be treated as working in non-vacation institutions and all whole-time employees shall earn as earned leave one eleventh of the period spent on duty provided that a person shall cease to earn such leave when the earned leave due amounts to 120 days.

(j) All whole-time employees may be granted leave on half-pay for twenty days for each completed year of service subject to a maximum period of 180 days during the entire period of service on medical grounds on production of medical certificate :

Provided that a permanent employee will be entitled to commute the half-pay leave that he has earned to full-pay leave and such full pay leave shall not exceed 90 days in the whole period of service.

Provided that no commuted leave may be granted unless the authority competent to sanction the leave has reason to believe that the employee will return to duty on its expiry.

(k) If no leave is due on any account, an employee may be granted leave for a period not exceeding 180 days as special leave during the whole period of service for medical treatment of the employee concerned. Such leave may be debited against the half-pay leave which the employee may earn subsequently. Before sanctioning such leave, the appointing authority should satisfy himself that the employee concerned is likely to return from leave and continue in service for a sufficient period to earn the leave granted.

(l) When no other leave is by rule admissible, a permanent employee, in extraordinary circumstances may be granted leave without pay for such period as may be determined by the college authorities, but an employee shall not be allowed to enjoy such leave for more than 90 days at a time.

(m) An employee who is disabled by injury accidentally sustained in course of the due performance of his official duties or by illness resulting from the performance of any particular duty which has the effect of causing or aggravating his illness or causing injury beyond the ordinary risk attaching to the post may be allowed special disability leave for a maximum period of twenty four months.

(n) Maternity leave may be granted to a female-employee for a period up to the end of three months from the date of its commencement or to the end of six weeks from the date of confinement whichever is earlier.

(o) An employee may, on production of a certificate from hospital, be allowed hospital leave for a period up to three months during any period of three years, while undergoing treatment in hospital for illness or injury caused or sustained in course of his official duties if, such illness or injury be caused or sustained because of risks directly involved in the performance of such official duties.

(p) Quarantine leave may be granted on the basis of a medical certificate for a period not exceeding 21 days, or, in exceptional circumstances, 30 days. Any leave necessary for quarantine in excess of these limits will be treated as ordinary leave. Quarantine leave is not debitable to leave account and may be combined with other kinds of leave. An employee on quarantine leave is not treated as absent from duty and his pay is not intermitted.

(q)(i) Leave at the credit of an employee in his leave account shall lapse on the date he compulsorily retires. An employee, if he applies at least six weeks before the date of proceeding on leave may be granted leave preparatory to retirement for a maximum period of 120 days provided that he has at his credit in his leave account earned leave for such a period.

(ii) An employee retained in service after the date of compulsory retirement shall earn 'earned'

leave during the extended period at the rate as admissible under Clause (i).

- (r)(i) An employee on earned leave is entitled to leave salary equal to the greater of the amounts specified below :

The substantive pay on the day before the leave commences, or in respect of the first sixty days of the earned leave the average monthly pay earned during the 12 completed months preceding the month in which the leave commences ; and thereafter the average monthly pay earned during the 36 complete months preceding the month in which the leave commences.

- (ii) An employee on half-pay leave will be entitled to leave salary equal to half the substantive pay as on the day before the leave commences.
- (iii) An employee on medical leave is entitled to leave salary at the same rate as admissible on half-pay leave.
- (iv) An employee on leave in extraordinary circumstances is not entitled to any leave salary. Such leave shall not count towards increment.
- (v) A female employee on maternity leave is entitled to draw full pay at the rate she was drawing at the time of proceeding on such leave and the said leave is not debitable against the leave account.
- (vi) An employee on hospital leave shall be allowed to draw leave salary equal to either the average monthly pay earned during the 12 complete months preceding the month in which the leave commences or half of such average monthly pay, as the authority granting it may consider proper.
- (vii) An employee on quarantine leave is not treated as absent from duty and his pay is not intermitted.

(viii) If an employee applied for leave preparatory to retirement at least six weeks before the date of proceeding on leave and such leave is refused by the college authority he shall be granted, after the date of his retirement, leave salary for the period of leave applied for and refused.

(ix) An employee on special disability leave shall be entitled to leave salary for the first four months at the average monthly pay earned during the 12 completed months preceding the month in which the leave commences and for the remaining period at half such average pay.

(s) For each employee, a leave account in the prescribed form shall be maintained.

(t) Compensatory allowance should ordinarily be drawn by an employee on duty but college authorities may prescribe the conditions under which an employee on leave may draw such allowance.

(u) Generally, the Principal of a college is competent to sanction leave and leave salary to any non-teaching employee. An employee not satisfied with the decision of the Principal in this regard, shall have a right to appeal to the Governing Body or its equivalent.

(v) The Governing Body or its equivalent may, for manifest reasons which it may consider to be adequate, vary, revise or cancel any other pertaining to any kind of leave issued by itself or by the Principal.

(w) Unless the Governing Body, in view of the special circumstances of a case, otherwise determines, a permanent employee, in the event of his continuous absence without leave, for a period of two years at a stretch shall be deemed to have resigned his post and shall accordingly cease to be in employment of the college.

#### 10. Working Hours and Attendance :

(a) The normal working period will be of 7 hours' duration with a recess of half-an-hour on week days and on Saturdays.



it will be of 3.5 hours' duration without recess. The commencement of duty is to be based on fixed routine, but variations may occur if exigency arises.

(b) Each employee, while reporting for duty, shall sign the attendance register.

(c) Late attendance beyond 15 minutes, without previous permission, for five days within one month shall entail forfeiture of one day's leave. No one will be allowed to attend office if he is late by 1.5 hours or more in a day, except without prior permission of the Principal or the Superior Officer concerned.

(d) No employee shall leave the place of work during working hours without permission from the person in charge of the office or department concerned except on official business.

(e) In special cases Clauses (c) and (d) above may be relaxed by the appropriate authority.

(f) All absence from duty shall be covered by a prior application or intimation in writing. For absence under unavoidable circumstances, application for condonation of absence should be submitted as early as possible.

(g) If an employee being present at the place of his duty, abstains from work without permission or refuses to work at any time during the prescribed hours of work on any day, he shall, in addition to being liable to such disciplinary action as may be taken against him for dereliction of duty, be deemed to be absent without leave for such day and shall not be entitled to draw any pay or allowance for such day.

#### 11. Compulsory Retirement :

(a) An employee shall retire on completing the age of 60 years :

Provided that the college employees who are already in service on the date of the commencement of these Statutes, may, if they so opt, continue in service for such period as was admissible to them under their respective college rules or practice already in existence, but shall not do so after attaining the age of 60 years subject to existing contractual obligations, if any.

(b) The date on which an employee attains the age of compulsory retirement shall mean the last date of the month in which he attains such age.

(c) A permanent employee must be given at least three months' notice or three months' pay in lieu thereof, before his appointment is terminated by abolition of his post. Similarly, a college employee in permanent service must give the college at least three months' notice if he wants to resign his appointment in the college.

(d) A temporary employee shall be given at least one month's notice or one month's pay in lieu thereof, before termination of his appointment.

## 12. Discipline and Conduct :

A. The following penalties may, for reason of :

- (a) neglect of duty,
- (b) want of due diligence in the performance of duties,
- (c) violation of orders regarding attendance and office discipline,
- (d) misappropriation and defalcation,
- (e) insubordination or disregard or violation of the orders of the superior authority,
- (f) commission of any offence involving moral turpitude,
- (g) conviction by a criminal court for an offence involving moral turpitude,
- (h) taking of illegal gratification,
- (i) tampering with official records,
- (j) any other misconduct unbecoming of an employee of the college and for other good and sufficient reasons be imposed upon the employee by the appointing authority or by any authority to which the appointing authority is subordinate, namely :
  - (i) Censure ;
  - (ii) Withholding of increments or promotion ;
  - (iii) Recovery from pay of the whole or part of any pecuniary loss caused to the college by the employee ;

- (iv) Reduction to a lower stage in the time-scale of pay for a specified period with further directions as to whether or not the employee will earn increments or pay during the period of such reduction;
- (v) Reduction to a lower time-scale of pay, grade, post or service which shall ordinarily be a bar to the promotion of the employee to the time-scale of pay grade, post or service from which he was reduced with or without further directions regarding conditions of restoration to the grade, post or service from which the employee was reduced and his seniority and pay in such restoration to that grade, post or service;
- (vi) Compulsory Retirement;
- (vii) Removal or dismissal from service.

**B. Explanations :**

**I. The termination of employment of—**

- (a) a person appointed on probation during or at the end of the period of probation in accordance with the terms of appointment, or
- (b) a temporary employee on the expiry of the period of his appointment, or
- (c) a person engaged on contract in accordance with the terms of his contract, is not removal or dismissal from service.

**II. Compulsory retirement** means that the appointing authority may get the employee retired compulsorily as a measure of punishment before he has attained the age of 60 years.

**III. Stoppage of any increment of an employee next above the efficiency bar in the time-scale of his pay on the ground of his unfitness to cross the bar does not amount to withholding of increments or promotion within the meaning of this Statute.**

C. In all cases of imposition of penalties the grounds on which it is proposed to take action shall be reduced in the form of definite charge or charges and communicated to the employee concerned together with a statement of facts on which the charges are based and other circumstances, if any, which it is proposed to take into consideration in passing orders on the cases. The employee charged may put in a written statement of his defence for which he shall be given a minimum period of two weeks from the date of receipt of charge-sheet by him along with documentary evidence, if any. Upon receipt of the statement of defence from the employee, or at the expiry of the period allowed for submission of his statement of defence, the authority concerned may, after examination of relevant facts and circumstances, either drop the case or decide to proceed further. If it is decided to proceed further, a formal enquiry shall be held informing the employee concerned of the penalty provisionally proposed to be taken against him and asking him to be present at the enquiry thereafter, if he so desires, to produce further evidence in support of his defence. The authority concerned shall thereafter take decision on the findings of the enquiry. If however, it is decided to impose a penalty other than what was communicated to the employee at the state of the formal enquiry, another opportunity will be given to him to submit a written statement against imposition of the other penalty within two weeks from the date of receipt of the above communication by him in this respect and if considered necessary, a fresh enquiry will be made and the evidence of such enquiry shall be taken into account before final orders are passed. In all cases principles of natural justice shall be followed and the employee shall be given adequate opportunity to defend his case :

Provided that no pleader or agent shall be allowed to appear at the enquiry on behalf of the college or the employee concerned.

D. An employee who is removed or dismissed from service shall not draw any pay or allowances from the date such removal or dismissal is ordered to be effective.

E. The order of removal or dismissal from service shall not be given retrospective effect with reference to the date of the order.

F. An employee under suspension shall be entitled to get a subsistence grant at one-half of the pay of the post held by him plus admissible allowances.

G.(a) When the suspension of an employee is held to have been unjustifiable or not wholly justifiable, or when an employee who had been removed or dismissed or suspended from service is reinstated, the authority shall grant to him for the period of his absence from duty :

- (i) If he is honourably acquitted the full pay and allowances to which he would have been entitled if he had not been dismissed, removed or suspended ;
- (ii) If otherwise, such proportion of pay and allowances as the authority concerned may prescribe.

(b) In a case falling under item (i) of Clause (a) the entire period of absence from duty shall be treated as a period spent on duty. In a case falling under item (ii) of Clause (a) the period may be treated as duty or leave as the authority concerned may direct.

(c) The amount of subsistence grant, if any, already drawn shall be deducted from the pay and allowance or proportion thereof which may be granted under this Statute.

13.(a) Any employee aggrieved by an order imposing upon him any penalty or penalties specified in item (i) and (ii) under Statute 12A may prefer an appeal to the Governing Body within thirty days from receipt of the order imposing the penalty or penalties. The decision of the Governing Body on such appeal shall be final.

(b) An employee aggrieved by an order imposing upon him any penalty or penalties specified in items (iii) to (vii) under Statute 12A may prefer an appeal to the Vice-Chancellor within thirty days from the receipt of the said order imposing the penalty or penalties. The appeal shall be decided and disposed of by

the Vice-Chancellor in the manner as he will consider just on such appeal shall be final.

14. General :

(a) In any case not expressly provided for in these Statutes, the college authorities may obtain such directions from the University as may be necessary in the special circumstances of the case.

(b) The power of interpreting these Statutes is reserved to the University whose decision shall be binding on all concerned.

15. No employee of a college shall seek election to the Central or the State Legislature without previous sanction of the college authority concerned.

16. These Statutes when applied shall not adversely effect the terms of employment and conditions of service to the existing permanent employees of the colleges.