

## **SERVICE RULES FOR STAFF**

As it is necessary to define the service rules its terms and conditions of the appointment leave and other services of the all the employees, i.e teaching and Non- Teaching persons employed in all the institution managed by CBCP and to provide for their duties ,conduct/ discipline and pay and perks payable to them the management of the CBCP has made the following rules and regulations for administration of the institutions under their management

The lecturer is main pillar on which the system of collegiate education rests. Teaching is the important function of the lecturer which should be undertaken with utmost dedication and sincerity.

### **APPOINTMENT OF FACULTY:**

All faculty members are appointed on ad-hoc basis have to be ratified by the selection panel. Any faculty not ratified may be relieved of duties based on the decision of the management committee.

1. All the members of faculty have to work for a minimum period of one academic year. Registration in the middle of the academic year is not accepted
2. Willingness to continue in the institute for the next academic year should be submitted before 31<sup>st</sup> march. Those who have not submitted are assumed to be not continuing their services in the institute.
3. Once academic year starts in June/ July resignation will not be accepted.
4. Faculty increments and promotions will be based on students feedback, results, self-appraisal, principal's and HOD assessment.
5. The service of any staff member can be terminated at any time, without giving any reason thereof, for any of the following reasons:
  - Poor academic feedback from the students.
  - Threatening the students in the class or in general as well
  - Misbehavior towards girl students.
  - Encouraging communal feelings/politics.
  - Non co-operation with the organization.

**WORKING HOURS:** all the faculty including non-teaching staff are required to be present in the college during the college timings.

**LATE COMING:** all the faculty members and all the staff are required to be always before time. Every three late comings shall be treated as one leave resulting in 1 day loss of pay. Late permissions are only for 30mts. Thereafter it will be treated as one late coming.

**PERMISSIONS:** no permission to go out during the college working hours is granted. If any reason, faculty needs to go out, he/she is required to take leave from the principal only after getting he/her classes adjusted with another faculty after only endorsed by the HOD and authorized by the principal.

**LEAVE&ABSENCE:** leave is a privilege, staff should not cause damage, loss to the students in enjoying privilege. Should take prior permission; make alternate arrangements for their classes before proceeding on leave. This will ensure proper utilization of students time and ensure discipline. This is an important aspect of a good teacher.

1. All senior teaching faculty and non-teaching staff (who have completed one year services in the institute are allowed 18days of leave per academic year, effective from June to may. Faculty /non-teaching staff with less than one year services in the institute is eligible for 12days leave per year. Faculty can use it any time not exceeding 3 days at a time, all the days will be treated as loss of pay even when they have leave eligibility. Any excess leave used will be treated as loss of pay at the end of semester and academic year.
2. It is mandatory to be present on the lost working day and first working day of each semester. Being absent on the last working day or the first working day shall entail completed loss for duration of the terminal holidays.
3. Faculty member are required to apply for leave at least (1) day in advance after adjusting his/her classes with another faculty and get the same sanctioned from the principal. If however, due to any reason, applying for advance leave is not possible. The faculty must telephone before the "In-time" and take permission. Unsanctioned leave/ non-information before in-time/ absenteeism shall lead to 2 days loss of pay
4. No leave are allowed during invigilation duties.
5. Discretion to give permission of leave (advance or emergency) lies entirely with principle on the recommendation/ endorsement of HOD.

#### **CONDUCT AND DISCIPLINE**

6. Every employee must and should abide by conduct and discipline rules of the college and comply with and obey all the orders as per the direction of the management form time-to-time with utmost care towards promoting interests of the organization where the staff is engaged by showing sincere courtesy and care in all the activities.
7. No employee shall engage himself/herself in order activities such as business or engaging in part-time jobs in other organizations whether on contract or honorary without prior written permission of the management. However, an employee with a specific permission of the organization may undertake the work of a social, charitable nature or artistic subject provided such work does not interfere with his official duties.
8. Every employee must and should maintain confidentiality with regards to the activities of the institute and its rules and regulations and shall not divulge directly or indirectly any information of confidential nature either to a member of the public or the institution staff without the permission of the management.
9. An employee shall not absent himself/herself or abscond from the duties without obtaining to permission of the organization. In case of un-avoidable situations, if any, a letter or message should be sent on the following working day giving the genuine reasons for the absence.

#### **DRESS CODE & DECORUM:**

1. Faculty members are required to be dressed in formals on all days.
2. The identity card issued must be worn at all times visible within the campus.
3. Cell-phone must not be taken to class in any case and within campus it should be used silent mode.
4. Faculty to maintain highest standards of decorum in interacting with other and be an example to the students.

#### **DEPARTMENTAL RESPONSIBILITIES:**

1. Faculty must report to the Principal/HOD upon arrival in the college for confirmation of the day's plan and to accommodate any changes,schedule other assignments,if any.

2. Faculty to meet Principal/HOD before leaving for the day of submission of daily report, attendance registers, teaching diaries, and for other assignment/reallocations, if any.
3. Faculty must be at the classroom 5 minutes before the commencement of the class and should leave the class only after the next teacher comes. Faculty must take the subject attendance before commencement of each class.
4. Faculty to ensure student conduct code of dress, cell phone use, and late entry.
5. Taking into consideration the number of working days and periods available for each subject, the month-wise lecture plan should be prepared by each lecturer in the department. Provision should be made for revision of the syllabus before the end of the semester. In case of any dislocation in working days, either due to disturbances or due to his/her own absences in the college, extra classes should be taken to complete the syllabus.
6. Faculty to conduct internals, correct answer sheets, declare marks and compile the marks each month as per the session plan without fail and every mid exam and semester wise exam result analysis should be submitted to the HOD/Principal.
7. Faculty to update the session status sheet with Principal/HOD each and every weekend.
8. Mentors in charge to execute their responsibilities in co-ordination with the Principal/HOD for timely monitoring.
9. Faculty will ensure to spend the non-teaching days of the semester fruitfully in writing articles, studying emerging issues and present the same in a special seminar to be held for the same. This is necessary for the enhancement of intellectual resources within the institution. Institution shall sponsor faculty who write articles for FDPs.
10. Faculty members are required to prepare the subject plan in advance that they desire to take up in the next semester in consultation with the Principal/HOD. Having decided once, changes are not advised.
11. Faculty need to use the LCD projector/OH projector in the class rooms as far as possible. In this regard, all faculty members are required to be ready with their teaching material either OHP transparencies or power point presentation files one month before the semester begins and submit a report of completion. The academic committee instituted will sit for the purpose of examining and observing the faculty in special faculty development session.
12. Faculty are required to function as team in the department and are welcome to offer suggestions for improvement. However, the organizational hierarchy has to be strictly adhered to.
13. Principal/HOD to co-ordinate all departmental activities to ensure smooth conduct, execution and completion on academics.
14. The HOD of the department should review the progress of coverage of syllabus at the end of every month and inform the principal. If the schedule is not completed or the backlog in the succeeding month.
15. Whenever the faculty presence is required they have to stay back up to the completion of the work. If their services are required during holidays they have to come to the college. No compensation is permissible for such service.
16. The lecturer has the primary duty to disseminate the knowledge in his/her subject to all the students.
17. The lecturer should inform the students the schedule of coverage of syllabus.
18. The Lecturer concerned should also plan the seminars, tutorials and assignments and such other academic activities
19. Along with the lecturer method, the lecturer should also motivate the students and enliven the process of learning by adopting other methods of instruction like group discussions, question-answer sessions.
20. The lecturer should attend to all examination duties without fail.

21. The lecturer should co-operate and participate in all co-curricular and extracurricular activities in the college
22. As per the orders of the government and the concerned university from time to time, the lecturers have to adhere to the workload prescribed.
23. At the end of academic year HOD should submit department & lab results analysis to the principal in a CD
24. Any of the above rules can be modified from time to time by the management.
25. Every staff member must account for any item borrowed from the institute library officer or any other department at the end of the every year or at the time of their leaving the institute.

The faculty will appreciate that the interest of the students is supreme and clear cut systems lead to consistency in performance and hence improvement all round. Faculty will please understand that the above is not punitive but a deterrent to non-systems and unprofessional performance. Team work of supreme value and the ultimate mark of our institution's ethos.

It is with in view that management seeks the co-operation of all the Teaching and Non teaching staff for the successful implementation of the above guidelines and help to make the institution move in the right direction.