

St Anthony's College, Shillong, Meghalaya

Service Rules for College Approved Posts for Teachers, of St Anthony's College, Shillong 2019

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 Anthony's College, Shillong has resolved to frame a set of Service Rules to optimise the working conditions of the teachers in the College approved posts.

Therefore, the Governing Body adopted a resolution framing the following rules governing the conditions of service for the said teachers of the College. These Service Rules has been adopted by the Governing Body in its meeting, held on 25th April 2019.

1. Title

The rules shall be termed "Service Rules for the College approved posts for teachers of St Anthony's College, Shillong".

2. Extent of Application and date of commencement:

These rules are applicable to the College approved Post for Teachers of St Anthony's College, Shillong. They shall come into force with effect from 1st June 2019.

3. Definition of terms:

- i. "COLLEGE" or "INSTITUTE" means St Anthony's College, Shillong.
- ii. "GOVERNING BODY" or "MANAGEMENT" means the 'BODY' constituted by the Sponsoring Body as per the Constitution of the Governing Body of the College and Rules and guidelines of the Government of Meghalaya.
- iii. "PRINCIPAL" means the Head of the Institution.
- iv. TEACHER or STAFF or EMPLOYEE means teaching Staff employed in the College approved post or any other staff involved for maintenance of Academic standards in Education, as decided by Governing Body.

4. Category of Teachers:

Categories of permanent teacher in College-approved posts are as follows:-

- i. Assistant Professor –Stage I
- ii. Assistant Professor- Stage II
- iii. Assistant Professor- Stage III

- iv. Associate Professor.
- v. Professor

The conditions for placements/promotions in different categories will be as per UGC's Career Advancement Scheme, as approved by Government of Meghalaya.

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:

I. Selection Board:

The Governing Body (GB) of St Anthony's College Shillong 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 Principal of the College as the Convener.
- b. Rector of the Institution
- c. Administrator of Institution
- d. Vice Principal(s) of the College
- e. Head/ Director of the Department of the subject and/or an expert from the College in the relevant subject.
- f. University (NEHU) representatives.
- g. One teacher representative who is also a member of the GB of the college.
- h. Coordinator, Internal Quality Assurance Cell (IQAC) of the College.
- i. One Government Representative
- j. Two members of the Governing Body (GB) of the College nominated by the Chairman of GB.

II. Qualification:

Candidates fulfilling UGC norms will be preferred.

III. Period of probation and confirmation:

- a. An Incumbent shall be on probation for a period of two years from the date of joining. The period of probation may be extended by another year if the GB so decides.
- b. The confirmation at the end of two years shall be automatic, unless extended for another year by a specific order issued before the end of the probationary period.
- c. The incumbent shall be notified in writing before the expiry of two years' probation period if his/her period of probation is to be extended/service terminated and in the absence of such a notice, the incumbent would be deemed to have been confirmed.
- d. It is obligatory on the part of the College to issue an order of confirmation to the incumbent within 45 days of completion of probationary period, the employee shall remind the Principal for letter of Confirmation if necessary.

6. Pay Scales and Benefits:

- i. Pay Scales for the teachers will be framed by a committee set up by GB of the College. The GB of the College shall approve the pay scale with modifications if necessary. This approved pay scale shall be implemented as specified by Governing Body.
- ii. Pay components shall be reviewed every five (5) years.
- iii. The committee for Pay scales shall consist of the Principal as the Convener, three (3) teacher representatives and other members as decided by the GB. The three (3) teacher representatives will be selected by the teachers themselves.
- iv. Annual increment shall be granted to teachers as a matter of course unless it is specifically withheld. The increment would be applicable as per eligibility in connection with the services of the teaching faculty in the College.
- v. There will be incentive for M.Phil/Ph.D.

7. Service agreement:

- i. An undertaking must be signed by the teacher concerned and the same should be deposited with the Principal of College. This undertaking shall be signed in the presence of two GB members as witnessed.
- ii. Teachers' training is compulsory. The pedagogical imperatives of the College are to be apart of Teachers' training and other programs such as induction program. The induction program shall be completed during the probation period.

The training programs maybe in house or in other institutions.

8. Workload:

- i. The workload of the teachers in full employment for direct teaching – learning process hours should be as follows:

The workload of teachers in full employment should not be less than 40 hours a week for 30 working weeks (180 teaching days) in academic year. It should be necessary for the teacher to be available for at least 5 hours daily in the College for which necessary space and infrastructure should be provided by the College. Direct teaching-learning process hours should be as follows:

Assistant Professor – 16 hours per week

Associate Professor – 14 hours per week

A relaxation of two hours in the work load may, however, be given to Professors who are actively involved in extension activities and administration. A minimum of 6 hours per week may have to be allocated for research activities of a teacher.

- ii. A teaching faculty if required, maybe engaged in teaching the subject in other Departments, apart from the department in which he/she is appointed.
- iii. No teaching faculty shall be required to teach for more hours than laid down and as per UGC guidelines for workload. Any extra work load will be appropriately remunerated as per College norms.
- iv. Shift allowance will be applicable to a teacher engaged in more than one shift.
- v. Shift Allowance will be applicable to a teacher engaged in more than one shift, if the total workload in shifts exceeds the workload as in 8 (i)
- vi. Teaching Days

	Number of weeks: 6 day a week pattern	Number of weeks: 5 day a week Pattern
Teaching and Learning Process	30 (180 days) weeks	36 (180 days) weeks
Admission/Examination Preparation for Examination	10	8
Vacation	10	6
Public Holidays (to increase and adjust teaching days accordingly)	2	2
Total	52	52

9. Code of Professional Ethics:

i. 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.

A teacher shall strictly abstain from intoxicating drink or drug while in the campus. No one shall indulge in smoking or consumption of tobacco in any form or betel nut products in the College Campus.

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.
- 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.

ii. 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.
- k. Sexual abuse of minors/students shall be considered as misconduct by the teacher concerned and shall be dealt with under relevant provision of the rules.

iii. 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.

iv. 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 their own 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 their institution in the formulation of policies of the 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.

v. 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.

vi. Teachers and Guardians:

Teachers should try to see through teachers' bodies and organizations, that the institution maintains contact with the 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.

vii. 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:

- a. Leave is earned by actual duty only.
- b. 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 authority empowered to grant it.

10.1 Casual leave:

Casual leave cannot be accumulated and cannot be combined with any other kind of leave and vacation. However, such casual leave may be combined with holidays including Sundays. Holidays or Sundays falling within the period of casual leave shall not be counted as casual leave. Casual leave can be granted up to 15 (fifteen) days in a calendar year, and shall not be more than 5(five) days at a time excluding Sundays and holidays.

10.2 Commuted leave:

Commutated leave, not exceeding half the amount of half pay leave due, may be granted on the basis of medical certificate from a registered medical practitioner to a permanent teacher subject to the following conditions:

- i. Commuted leave during the entire service shall be limited to a maximum of 240 days;
- ii. When commuted leave is granted, twice the amount of such leave shall be debited against the half – pay leave due.

10.3 Half Pay leave:

Pay leave admissible to an employee in permanent employment in respect of each completed year of service is 20 days. Such leave may be granted on the basis of medical certificate, for private affairs or for academic purposes.

Employee in probation is also eligible for half pay leave at the rate mentioned above.

10.4 Maternity leave:

- i. Maternity leave on full pay is granted to women teacher who has put in more than one year of service. The number of days of such leaves will be as per the teachers in the deficit colleges.
- ii. Maternity leave may also be granted in case of miscarriage, subject to the condition is not more than 45 days and the application for leave is supported by a medical certificate.
- iii. Maternity leave may be combined with half pay leave or extraordinary leave but any leave applied for in continuation of maternity leave may be granted if the request is supported by a medical certificate.
- iv. A woman teacher who has not yet put in one year of service is however eligible for such maternity leave or miscarriage without pay.
- v. Can be availed maximum of twice in entire service career.
- vi. Maternity leave more than twice can be taken but without salary.
- vii. 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. Paternity Leave:

Paternity leave on full pay will be granted to a male teacher during the confinement of their wives, and such leave shall be granted only up to 2 children. The number of days of such leaves will be as per the teachers in the deficit colleges.

10.6 Study leave:

- i. Study leave with pay may be granted to Assistant Professor after a minimum of five years of continuous service, to pursue any special line of study or research directly related to his/her work in the College or to make a special study of the various aspects of College and methods of education giving full plan of work.

- ii. Subject to the terms contained in this Clause 10.6 (i) in respect of granting study leave with pay for acquiring MPhil/Ph.D./Other courses (specified) in a relevant discipline while in service, the number of years to be put in after entry would be a minimum of five years of continuous service in the College.
- iii. Care should be taken that the number of teachers given study leave for MPhil/Ph.D./Other courses (specified), does not exceed 5% of the total number of teachers in college post.
- iv. Study Leave shall be granted by the Governing Body on the recommendation of an expert committee constituted by the Governing Body.
- v. The paid period of study leave should be for three years, initial two years may be given in the first instance, extendable by one more year, if there is adequate progress as reported by the Research Guide. The leave shall not be granted for more than three years in one spell, save in very exceptional cases, in which the Governing Body is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the College/Institution. This additional period of leave after three years shall be without salary.
- vi. Study leave shall not be granted to a teacher who is due to retire within five years of the date on which he/she is expected to return to duty after expiry of study leave.
- vii. Study leave may be granted not more than twice during one's career. However, under no circumstances, shall the maximum period of study leave admissible during the entire service exceed five years.
- viii. Study leave may be granted more than once provided that not less than three years have elapsed after the teacher returned to duty on completion of earlier. Spell of study leave. For subsequent spell of study leave, the teacher shall indicate the work done during the earlier period of leave and also give details of work to be done during the proposed spell of study leave.
- ix. After the leave has been sanctioned the teacher shall, before availing himself/ herself of the leave, execute a bond in favour of the College, binding himself/herself for the due fulfillment of the conditions as laid down in para (xiii) including refunding his/her salary during the period of the study leave in the event of the teacher not acquiring the Ph.D/MPhil/Successful Course completion within the time frame stipulated by the University/Institute where the teacher availing such leave has registered for Ph.D/MPhil
- x. No teacher who has been granted study leave shall be permitted to alter substantially the course of study or the programme of research without the permission of the Governing Body. In the event of the course of study falls short of study leave sanctioned, the teacher shall resume duty on the conclusion of the course of study unless the previous approval of



the Governing Body to treat the period of short-fall as Extra-Ordinary leave has been obtained.

- xi. A teacher, who is due to be placed in a higher scale during study leave, shall be placed in that position as and when due.
- xii. A period of study leave shall count as service for the purpose of retirement benefits (viz., pension/contributory provident fund) etc. provided that the teacher rejoins the College/institution on the expiry of his/her study leave, and serve for the period for which the bond has been executed.
- xiii. Study leave granted to a teacher shall be deemed to be cancelled in case it is not availed of within 12 months of its sanction, provided that where study leave granted been so cancelled, the teacher may apply again for such leave.
- xiv. A teacher availing herself/himself of study leave, shall undertake that he/she shall serve the College/institute for a continuous period of at least for a period equal to the period of study leave availed, to be calculated from the date of his/her resuming duty on expiry of the study leave.
- xv. A teacher
 - Who is unable to complete his/her studies within the time frame stipulated by the university/institute where the teacher availing such leave has registered for Ph.D/MPhil/other programme of study;
or
 - Who fails to rejoin the service of the College on the expiry of his/her study leave;
or
 - Who rejoins the service of the College but leaves the service without completing the prescribed period of service after re-joining the service as stated in the bond;
or
 - Who within the said period is dismissed or removed from the service by the College shall be liable to refund to the College/institution the amount of leave salary and allowances and other expenses incurred on the teacher or paid to him/her or on his/her behalf in connection with the course of study failing which appropriate action shall be initiated against such teacher.
- xvi. The teacher on study leave shall submit to the Principal of the College six-monthly reports of progress in his/her studies from his/her supervisor or the Head of the institution. This report shall reach the Principal within one month of the expiry of every six months of the study leave. If the report does not reach the Principal within the specified time, the payment of leave salary may be deferred till the receipt of such report.

- xvii. When a teacher is awarded a scholarship or stipend (by whatever nomenclature used) for pursuing further studies leading to Ph.D/Post Doctoral qualification or for undertaking teaching project in a higher education institution abroad, if the amount of scholarship/fellowship is less than the salary drawn by him/her in parent Institution then it shall be compensated by paying the differential amount so that total amount now shall be equal to the salary drawn prior to availing the fellowship. The awardee shall be paid salary for the entire duration of fellowship/scholarship, provided of courses/he does not take up any other remunerative job like teaching in the host country.
- xviii. A teacher on Study Leave shall not take up, during the period of that leave, any regular or part-time appointment under an organization in India or abroad. He/she may however be allowed to accept a fellowship or a research scholarship or an adhoc teaching and research assignment with honorarium or any other form of assistance, other than regular employment in an institution either in India or abroad, provided that the Governing Body of his/her parent institution may, if it so desires, sanction study leave on reduced pay and allowances to the extent of any receipt in this regard, in lieu of teaching etc., which may be determined by his/her employer.
- xix. Study leave without pay can also be granted to a confirmed member of the teaching staff subject to the fulfillment of the following conditions:-
- a. Study leave without pay may be granted to Assistant Professor after a minimum of three years of continuous service, to pursue any special line of study or research directly related to his/her work in the College or to make a special study of the various aspects of College and methods of education giving full plan of work.
 - b. Subject to the terms contained in this Clause 10.6 (xix) (a), in respect of granting study leave without pay for acquiring MPhil/Ph.D./Other courses (specified) in a relevant discipline while in service, the number of years to be put in after entry would be a minimum of three years of continuous service in the College.
 - c. The period of study leave should be for three years, but two years may be given in the first instance, extendable by one more year, if there is adequate progress as reported by the Research Guide. The leave shall not be granted for more than three years in one spell, save in very exceptional cases, in which the Governing Body is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the College/institution.
 - d. Study leave shall not be granted to a teacher who is due to retire within five years of the date on which she/he is expected to return to duty after the expiry of study leave.
 - e. Study leave may be granted not more than twice during one's career. However, under no

circumstance, shall the maximum period of study leave admissible during the entire service exceed five years.

- f. The second study leave may be granted once more, provided that not less than three years have elapsed after the teacher returned to duty on completion of earlier spell of study leave. For subsequent spell of study leave, the teacher shall indicate the work done during the earlier period of leave and also give details of work to be done during the proposed spell of study leave.
- g. No teacher who has been granted study leave shall be permitted to alter substantially the course of study or the programme of research without the permission of the Governing Body. In the event of the course of study falls short of study leave sanctioned, the teacher shall resume duty on the conclusion of the course of study unless the previous approval of the Governing Body to treat the period of short-fall as Extra-Ordinary leave has been obtained.
- h. A teacher, who is due to be placed in a higher scale during study leave, shall be placed in that position as and when due.
- i. The period of study leave shall count as service for the purposes of retirement benefits (viz. provident fund, gratuity) provided that the teacher rejoins the College/institution on the expiry of his/her study leave.
- j. Study leave granted to a teacher shall be deemed to be cancelled in case it is not availed of within 12 months of its sanction. The teacher may apply fresh for such leave.
- k. A teacher availing herself/himself of the second study leave, shall undertake that he/she shall serve the College/institution for a continuous period of at least three years to be calculated from the date of his/her resuming duty on expiry of the study leave.
- l. The teacher on study leave shall submit to the Principal of the College six-monthly reports of progress in his/her studies from his/her supervisor or the Head of the institution. This report shall reach the Principal within one month of the expiry of every six months of the study leave failing which a reminder to be communicated by the Principal to the teacher concerned after seven months. A teacher failing to submit the report even after seven (7) months shall be served a Show Cause notice as a follow up action. In no case the teacher is allowed to rejoin before twelve months from the date of study leave taken

10.7 Extra Ordinary Leave:

Extra ordinary leave without pay, may, in extreme exigencies, be granted to a confirmed member of the staff. The total period of absence from duty shall in no case exceed three years in the full working life of the individual.

- i. A confirmed member of the staff may be granted extra ordinary leave when no other leave is admissible
- ii. Extraordinary leave shall not count for normal increment except in the following cases:
 - a. Leave taken on the basis of medical certificates;
 - b. Cases where the Governing Body is satisfied that the leave was taken due to causes beyond the control of the teacher, such as inability to join or rejoin duty due to civil commotion or a natural calamity, provided the teacher has no other kind of leave to his credit;
 - c. Leave taken for pursuing higher studies;
 - d. Leave granted to accept an invitation to a teaching post or fellowship or research- cum-teaching post or on assignment for technical or academic work of importance;
 - e. Extraordinary leave may be combined with any other leave except casual leave, provided that the total period of continuous absence from duty on leave (including periods of vacation when such vacation is taken in conjunction with leave) shall not exceed two years except in cases where leave is taken on medical certificate. For medical leave beyond this period an expert opinion on the case may be sought by the institution.

10.8 Compulsory Leave:

Any employee desiring to seek election to Legislative body shall be on compulsory leave without pay from the date of filing his/her nomination till the end of the next academic session or till the termination of the term of his/her office to which he/she may be elected as the case may be. Such employee, however, shall not be allowed to retain such leave for a period exceeding five years.

10.9 Sabbatical Leave:

- i. Permanent teachers of the College who have completed seven years of service as Associate Professor may be granted sabbatical leave to undertake study or research or other academic pursuit solely for the object of increasing their proficiency and usefulness to the College and higher education system.
- ii. The duration of leave shall not exceed one year at a time and two years in the entire career of a teacher.
- iii. Sabbatical leave shall not be granted until after the expiry of five years from the date of the teacher's return from previous study leave or any other kind of training programme of duration one year or more.

- iv. A teacher shall, during the period of sabbatical leave, be paid full pay and allowances (subject to the prescribed conditions being fulfilled) at the rates applicable to him/her immediately prior to his/her proceeding on sabbatical leave.
- v. A teacher on sabbatical leave shall not take up, during the period of that leave, any regular appointment under another organization in India or abroad. He/she may, however, be allowed to accept a fellowship or a research scholarship or adhoc teaching and research assignment with honorium or any other form of assistance, other than regular employment in an institution of advanced studies. In such cases the Governing body may, if it so desires, sanction sabbatical leave on reduced pay and allowances depending on scholarship amount received.
- vi. During the period of sabbatical leave, the teacher shall be allowed to draw the increment on the due date. The period of leave shall also count as service for purposes of provident fund and Gratuity; provided that the teacher rejoins the college on the expiry of his her leave.

Before availing leave an undertaking shall be submitted by the teacher that he/she shall resolve by himself/herself any dispute arising out with the new institution/organization he/she is to join.

10.10 Duty Leave:

- i. Duty leave of the maximum of 30 days (not including travel) in an academic year may be granted to those who have put 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 university or any other academic body;
 - e. Duty leave should be given also for attending meetings in the UGC, DST 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.

- ii. The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion.
- iii. The leave shall be granted on full pay. Provided that if the teacher receives a fellowship or honorium or any other financial assistance beyond the amount needed for normal expenses, he/she may be sanctioned duty leave on reduced pay and allowances.

11. Application for other employment opportunities:

A permanent teacher may apply for other employment opportunities, with the permission of the Principal of the College in writing. He/she shall be entitled, however, to send an advance copy of the application, the original of which is to be forwarded through the Principal of the College to the institution he/she applies for.

12. Age of Superannuation:

All teachers shall retire from service as per Meghalaya government aided College Teachers' post. However 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.

Subject to availability of vacant position, need and fitness, teachers shall also be reemployed on contract appointment beyond retirement by Superannuation. Reemployment beyond the age of Superannuation shall, however, be done selectively, for a limited period of 3 years in the first instance and then for another further period of 2 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 from Service:

- i. A probationer may resign from his/her service with one month's notice or by payment of one month's salary in lieu of such notice.
- ii. 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.

14. Compulsory Retirement:

If an employee becomes permanently incapacitated by any physical injury or mental infirmity, the GB will have discretion to retire him/her compulsorily notwithstanding the provision regarding age of retirement under the provision of the Service Rules. For retiring, under this clause, a certificate from the civil surgeon of the district in which the Institution is situated, stating that the employee concerned is rendered permanently incapable for pursuing active life must be obtained. 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. 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.

15. Misconduct, Suspension, Penalties, Appeal:

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 Procedure for dealing with misconduct:

- i. The Principal shall seek an explanation in writing from the person concerned within a period of 7 working days.
- ii. If the Principal is not satisfied with the explanation given or in the absence of one, he will constitute a Disciplinary Committee of 5 persons, at least 2 of whom shall be teacher representatives, to look into the allegations.
- iii. The report of the Disciplinary Committee will be tabled before the Principal for necessary consideration and action.

15.2 Disciplinary Action, Suspension and Penalty:

If the GB of the College, in his decision, puts an employee in suspension due to violation of the Code of profession ethics, he shall communicate such decision in writing to the employee concerned. During the entire course of disciplinary procedure and appeal/clarification offered by the employee, he/she shall remain under suspension. An employee under suspension will be entitled to receive a monthly subsistence allowance as follows:

- i. During the first two months of suspension, at the rate of 50% of his/her total emoluments.
- ii. If there is delay beyond two months in arriving at a decision, subsistence allowance will be paid at the rate of 75% of his/her total emoluments.
- iii. Final decision on the future of suspended employee must be taken by the GB of the College within a period not exceeding 1 (one) year from the date he/she is placed in suspension, otherwise he/she is exonerated from all charges.
- iv. In case an employee is exonerated of all charges, all arrears of pay and allowances will be paid to the employee for the total period of suspension.

Penalties:

The following penalties may be imposed by the Principal on the recommendation of the GB:-

- i. Letter of Censure
- ii. Recovery of damage or loss incurred by the College from the individual.
- iii. Withholding of increment without cumulative effect (following year double increment without arrears).
- iv. Withholding of increment with cumulative effect (loss of increment permanently).
- v. Dismissal from service (without retirement benefits).

None of the above penalties including suspension shall be imposed on a staff until he/she has been given reasonable opportunity to defend himself/herself against the action proposed to be taken against him/her.

15.3. Right to appeal:

A teacher under disciplinary action shall have the right to appeal against the decision of the Principal taken under clause 15.2 within a period of 30 days from the receipt of the written communication from the Principal.

15.4. Appellate Authority:

The Governing Body shall be the final Appellate Authority in respect of all cases where a penalty is sought to be imposed against a member of the staff. The Governing 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 of the decision of the Principal.

16. Social Security/ Retirement benefits:

16.1 Benefits under New Pension Scheme will be applicable to all employees with matching contribution from employer.

16.2 Death-cum-Retirement Gratuity (DCRG) benefit: DCRG - SAC, 2015 will be applicable to employees as per the provisions of the scheme adopted by Governing Body.

17. Incentives for Ph.D/MPhil:

The incentives for Ph.D./M. Phil. to eligible teacher shall be admissible as per UGC regulations.

17.1 Five non-compounding advance increments shall be admissible at the entry level of recruitment as Assistant Professor to persons possessing the degree of Ph.D awarded in a relevant discipline by the University following the process of admission, registration, course work and external evaluation as prescribed by the UGC.



17.2 MPhil degree holders at the time of recruitment to the post of assistant professor shall be entitled to two (2) non-compounded advance increments.

17.3 Teachers who complete their Ph.D degree while in service shall be entitled to three (3) non-compounded increments if such Ph.D has been awarded as per UGC rules.

17.4 Teachers who complete their MPhil degree while in service shall be entitled to 1 non-compounded increment.

18. Amendment:

The Governing Body reserves to itself 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 of the Governing Body at least 3 months before the meeting of the Governing Body.

Appendix 1

Pay Scales and Benefits

The committee on service rules for College Post Faculty and Staff after discussion in their committee meeting put forward the following suggestion

- a. Basic Pay – The structure of the Pay Scale shall be in line with the State Pay Scales.
- b. DA – A reasonable amount of DA should be admissible to these employees depending upon the financial position of the college.
- c. Other Allowances like HRA, MA, WA, HA. – Possibility should be explored if such allowances can be extended to these employees.



Principal
St. Anthony's College
Shillong - 793001
Meghalaya - India

St Anthony's College, Shillong, Meghalaya

Service Rules for College Approved Posts for Non Teaching Staff of St Anthony's College, Shillong 2019

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 Anthony's College, Shillong has resolved to frame a set of Service Rules to optimise the working conditions of the Non Teaching Staff in the College approved posts.

Therefore, the Governing Body adopted a resolution framing the following rules governing the conditions of service for the Non Teaching Staff of the College. These Service Rules has been adopted by the Governing Body in its meeting, held on 25th April 2019.

1. Title

The rules shall be termed "Service Rules for the College approved posts for Non Teaching Staff of St Anthony's College, Shillong".

2. Extent of Application and date of commencement:

These rules are applicable to the College approved Post for Non Teaching Staff of St Anthony's College, Shillong. They shall come into force with effect from 1st June 2019.

3. Definition of terms:

- i. "COLLEGE" or "INSTITUTE" means St Anthony's College, Shillong.
- ii. "GOVERNING BODY" or "MANAGEMENT" means the 'BODY' constituted by the Sponsoring Body as per the Constitution of the Governing Body of the College and Rules and guidelines of the Government of Meghalaya.
- iii. "PRINCIPAL" means the Head of the Institution.
- iv. STAFF or EMPLOYEE means Non Teaching Staff employed in the College approved post or any other staff involved for maintenance of Academic standards in Education, as decided by Governing Body.

4. Employees:

Recruitment, Qualification, Probation, Confirmation

I. Recruitment:

i. The Governing Body (GB) of St Anthony's College Shillong will constitute a Selection Board. The appointment will be made on the recommendation of the Selection Board.

The Selection Board comprises of the following members

- a. The Principal of the College as the Convener
- b. Rector of the Institution
- c. Administrator of the Institution
- d. Vice Principal(s) of the College
- e. Office – In-charge
- f. One teacher representative who is a member of the GB of the College.
- g. Coordinator of the Internal Quality Assurance Cell (IQAC) of the College

II. Qualification:

Same as in the existing aided College posts.

III. Probation and Confirmation:

- a. An Incumbent shall be on probation for a period of two years from the date of joining. The period of probation may be extended by another year if the GB so decides.
- b. The confirmation at the end of two years shall be automatic, unless extended for another year by a specific order issued before the end of the probationary period.
- c. The incumbent shall be notified in writing before the expiry of two years' probation period if his/her period of probation is to be extended/service terminated and in the absence of such a notice, the incumbent would be deemed to have been confirmed.
- d. It is obligatory on the part of the College to issue an order of confirmation to the incumbent within 45 days of completion of probationary period, the employee shall remind the Principal for letter of Confirmation if necessary.

5. Pay Scales & Benefits:

- i. Pay Scales for the Non Teaching Post will be framed by a committee set up by GB of the College. The GB of the College shall approve the pay scale with modifications if necessary. This approved pay scale shall be implemented as specified by Governing Body.
- ii. Pay components shall be reviewed every five (5) years.

- iii. The committee for Pay scales shall consist of the Principal as the Convener, two (2) Non Teaching Staff representatives, and other members as decided by the GB. The two (2) Non Teaching Staff representatives will be selected by the Non Teaching Staff themselves.
- iv. Annual increment shall be granted to Staff as a matter of course unless it is specifically withheld. The increment would be applicable as per eligibility in connection with the services of the Staff in the College.

6. Service agreement:

- i. An undertaking must be signed by the staff concerned and the same should be deposited with the Principal. This undertaking shall be signed in the presence of two GB members as witnessed.
- ii. Staff training is compulsory. The pedagogical imperatives of the College are to be apart of Staff training and other programs such as induction program. The induction program shall be completed during the probation period.

The training programs maybe in house or in other institutions.

7. Workload:

The workload will be the same as that of the Non Teaching Staff in deficit College.

8. Code of Conduct:

All the Staff shall observe the following code of conduct

- i. Every employee shall, at all times, maintain absolute integrity and devotion to duty and abstain from any activity that is unbecoming of an employee of an educational institution.
- ii. Every employee shall abide by and comply with the rules and regulations of the Institution and directions of his/her superior authorities, under whose superintendence or control, he/she is placed.
- iii. Every employee shall extend utmost courtesy and attention to all persons with whom he/she is to deal with in the course of his/ her duties.
- iv. Every employee shall endeavour to promote the interest of the Institution and shall not act in any manner prejudicial thereto.

- v. No employee shall engage in any political activity within the premises of the Institution.
- vi. No employee shall engage directly or indirectly in any trade or business or undertake any other employment. For undertaking honorary work of a social and charitable nature or work of a literary, artistic or scientific character the employee shall obtain prior permission of the authority.
- vii. An employee of the College shall strictly abstain from intoxicating drink or drug while in the campus. No one shall indulge in smoking or consumption of tobacco in any form or betel nut products in the College campus.
- viii. **Obligation to maintain secrecy:** Every employee shall maintain the strictest secrecy regarding confidential matters concerning the institution and shall not divulge, directly or indirectly, any information of confidential nature either to a member of the public or of the College's staff, unless compelled to do so by a judicial or to other competent authority or unless instructed to do so by a superior officer in the discharge of his duties.
- ix. An employee of the College shall not, without the prior permission of the Principal, engage in any trade or business or adventure by himself or through any member of his family, undertake, accept, engage, solicit or seek any outside employment or office while on duty or on leave whether stipendiary or honorary.
- x. No employee of the College shall enter into any partnership, accept any fees, endowment or commission whatsoever from any part other than the College, except with the prior permission of the Principal.
- xi. **Acceptance of gifts:** An employee shall not solicit or accept any gift from a student of the College or from any subordinate employee, provided that such gifts, grants and donations shall be received by an employee in the official discharge of his duties for the College.
- xii. Sexual abuse of minors/students shall be considered as misconduct by the staff concerned and shall be dealt with under relevant provisions of the rules.

9. Leave Rules:

- i. Leave is earned by actual duty only.
- ii. 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 authority empowered to grant it.

9.1 Casual leave:

Casual leave cannot be accumulated and cannot be combined with any other kind of leave and vacation. However, such casual leave may be combined with holidays including Sundays. Holidays or Sundays falling within the period of casual leave shall not be counted as casual leave. Casual leave can be granted up to 15 (fifteen) days in a calendar year, and shall not be more than 5(five) days at a time excluding Sundays and holidays.

9.2 Commuted leave:

Commutated leave, not exceeding half the amount of half pay leave due, may be granted on the basis of medical certificate from a registered medical practitioner to a permanent Staff subject to the following conditions:

- i. Commuted leave during the entire service shall be limited to a maximum of 240 days;
- ii. When commuted leave is granted, twice the amount of such leave shall be debited against the half – pay leave due.

9.3 Half Pay leave:

Half Pay leave admissible to an employee in permanent employment in respect of each completed year of service is 20 days. Such leave may be granted on the basis of medical certificate, for private affairs.

Employee in probation is also eligible for half pay leave at the rate mentioned above.

9.4 Maternity leave:

- i. Maternity leave on full pay is granted to women Staff who has put in more than one year of service. The number of days of such leaves will be as per the Non Teaching Staff in the deficit colleges.
- ii. Maternity leave may also be granted in case of miscarriage, subject to the condition is not more than 45 days and the application for leave is supported by a medical certificate.

- iii. Maternity leave may be combined with half pay leave or extraordinary leave but any leave applied for in continuation of maternity leave may be granted if the request is supported by a medical certificate.
- iv. A woman Staff who has not yet put in one year of service is however eligible for such maternity leave or miscarriage without pay.
- v. Can be availed maximum of twice in entire service career.
- vi. Maternity leave more than twice can be taken but without salary.
- vii. 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.

9.5. Paternity Leave:

Paternity leave on full pay will be granted to a male Staff during the confinement of their wives, and such leave shall be granted only up to 2 children. The number of days of such leaves will be as per the Non Teaching Staff in the deficit colleges.

9.6. Extra Ordinary Leave:

Extra ordinary leave without pay, may, in extreme exigencies, be granted to a confirmed member of the staff. The total period of absence from duty shall in no case exceed three years in the full working life of the individual.

- i. A confirmed member of the staff may be granted extra ordinary leave when no other leave is admissible.
- ii. Extraordinary leave shall not count for normal increment except in the following cases:
 - a. Leave taken on the basis of medical certificates;
 - b. Cases where the Governing Body is satisfied that the leave was taken due to causes beyond the control of the Staff, such as inability to join or rejoin duty due to civil commotion or a natural calamity, provided the Staff has no other kind of leave to his credit;



- c. Leave taken for pursuing higher studies;
- d. Extraordinary leave may be combined with any other leave except casual leave, provided that the total period of continuous absence from duty on leave (including periods of vacation when such vacation is taken in conjunction with leave) shall not exceed two years except in cases where leave is taken on medical certificate. For medical leave beyond this period an expert opinion on the case may be sought by the institution.

9.7. Compulsory Leave:

Any employee desiring to seek election to Legislative body shall be on compulsory leave without pay from the date of filing his/her nomination till the end of the next academic session or till the termination of the term of his/her office to which he/she may be elected as the case may be. Such employee, however, shall not be allowed to retain such leave for a period exceeding five years.

9.8. Duty Leave:

Duty leave of the maximum of 30 days (not including travel) in an academic year may be granted to those who have put one year of continuous service in the institution. It is allowed for performing any other duty assigned by the College that may require such leave.

10. Application for other employment opportunities:

A permanent Staff may apply for other employment opportunities, with the permission of the Principal of the College in writing. He/she shall be entitled, however, to send an advance copy of the application, the original of which is to be forwarded through the Principal of the College to the institution he/she applies for.

11. Age of Superannuation:

All Staffs shall retire from service as per Meghalaya government aided College Non Teaching post. However if a Staff 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. Resignation from Service:

- i. A probationer may resign from his/her service with one month's notice or by payment of one month's salary in lieu of such notice.

- ii. 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.

13. Compulsory Retirement:

If an employee becomes permanently incapacitated by any physical injury or mental infirmity, the GB will have discretion to retire him/her compulsorily notwithstanding the provision regarding age of retirement under the provision of the Service Rules. For retiring, under this clause, a certificate from the civil surgeon of the district in which the Institution is situated, stating that the employee concerned is rendered permanently incapable for pursuing active life must be obtained. A Staff who is compulsorily retired under the provision of this clause shall be entitled to all the retirement benefits viz. provident fund, Gratuity etc. 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. Misconduct, Suspension, Penalties, Appeal:

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

14.1 Procedure for dealing with misconduct:

- i. The Principal shall seek an explanation in writing from the person concerned within a period of 7 working days.
- ii. If the Principal is not satisfied with the explanation given or in the absence of one, he will constitute a Disciplinary Committee of 5 persons, at least 2 of whom shall be Staff representatives, to look into the allegations.
- iii. The report of the Disciplinary Committee will be tabled before the Principal for necessary consideration and action.

14.2 Disciplinary Action, Suspension and Penalty:

If the GB of the College, in his decision, puts an employee in suspension due to violation of the Code of Conduct, ethics, he shall communicate such decision in writing to the employee concerned. During the entire course of disciplinary procedure and appeal/clarification offered by the employee, he/she shall remain under suspension. An employee under suspension will be entitled to receive a monthly subsistence allowance as follows:

- i. During the first two months of suspension, at the rate of 50% of his/her total emoluments.
- ii. If there is delay beyond two months in arriving at a decision, subsistence allowance will be paid at the rate of 75% of his/her total emoluments.
- iii. Final decision on the future of suspended employee must be taken by the GB of the College within a period not exceeding 1 (one) year from the date he/she is placed in suspension, otherwise he/she is exonerated from all charges.
- iv. In case an employee is exonerated of all charges, all arrears of pay and allowances will be paid to the employee for the total period of suspension.

Penalties:

The following penalties may be imposed by the Principal on the recommendation of the GB:-

- i. Letter of Censure
- ii. Recovery of damage or loss incurred by the College from the individual.
- iii. Withholding of increment without cumulative effect (following year double increment without arrears).
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None of the above penalties including suspension shall be imposed on a staff until he/she has been given reasonable opportunity to defend himself/herself against the action proposed to be taken against him/her.

14.3. Right to appeal:

A Staff under disciplinary action shall have the right to appeal against the decision of the Principal taken under clause 14.2 within a period of 30 days from the receipt of the written communication from the Principal.

14.4. Appellate Authority:

The Governing Body shall be the final Appellate Authority in respect of all cases where a penalty is sought to be imposed against a member of the staff. The Governing 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 of the decision of the Principal.

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