



SERVICE POLICY

SERVICE RULES

Appointment: Faculty and Staff are appointed through the Staff Selection Committee and continue in service upon completion of one year, if found suitable.

Superannuation and retirement: Retirement Age is 65 years on scale for Faculty. After 65 years, an annual contract renewable after each academic year till the age of 70, can be considered. However, the management reserves the right to tender retirement to any faculty member at the age of 60. For all other staff except Faculty members, 60 years of age shall be considered the age for retirement.

Pay Scales: The Pay scale and other allowances for all positions shall be as per the terms and conditions laid down by the college and as approved by the board of management.

Increment: All Faculty members are eligible for increment based on the performance appraisal.

Performance Appraisal: There will be two levels of appraisal for teaching staff. The first level is a self-assessment based on pre-determined standards and the second one is at Management / Director level, based on pre-fixed criteria, including feedback from students, peers and supporting staff.

Career Advancement: Faculty members, who exhibit excellence at work and hold academic qualifications as per the AICTE norms, may express their intent to apply for career advancement at the end of each academic year by submitting a written application and relevant documents to the Academic Director. The Academic Director, along with his recommendation, shall subsequently forward the application to the Management for approval.

3.2 LEAVE RULES

The Members of faculty and other staff are entitled to the following leaves in a year: (a) Casual Leave (b) Earned Leave (c) Vacation Leave (d) Compensatory Holiday (e) On Duty Leave (e) Loss of pay and (f) Other Leaves



(a) Casual Leave (CL):

Staff having completed One year or above of Service can avail 12 days of CL. Staff having completed less than one year of service can avail one CL per month. CL can be availed at a stretch for a maximum of 3 days including Saturdays, Sundays or other holidays. CL cannot be combined with any other leaves including LOP or VL. It however can be combined with CH.

(b) Earned Leave (EL)

1. EL shall be credited to an individual's account on 10th January of each year in lieu of the previous calendar year.
2. EL is calculated for each calendar year. For faculty members who join in the middle of a year, the period from January 1 to the date of joining shall be treated as LOP.
3. The EL is calculated as i) 1/30th of actual service excluding only LLP for approved Probationer / Professor on Contract ii) 1/60th of actual service excluding only LLP for a Probationer / Contractual or Temporary faculty
4. EL for a particular year cannot be encashed. But it can be carried forward to the next year without any facility to be carried forward any further.

(c) Vacation Leave (VL):

Non-class work days may be fruitfully utilized for publications, laboratory developments, curriculum development, syllabus upgradation, preparation of Academic Calendar for the upcoming year, staff industrial visits or interactions, Faculty Development Programmes and to formulate budgets & development proposals, stock taking, undertaking external projects and assignments, conducting short term courses, Staff Training Programmes, Conferences, etc.

(d) Compensatory Holiday (CH):

Compensatory holiday shall be granted to employees as a compensation for working on Sundays and other notified holidays. CH and CL can be combined. However, CH cannot be combined with LOP, VL and ODL.

(e) On Duty leave (ODL):

ODL during regular working period shall be granted to staff for official work only. The vacation period declared at the end of odd and even semesters in an academic year will not be reckoned as regular working periods.



1. If the official work falls during vacation period, vacation leave has to be availed for attending such works. ODL will not be granted for any work during vacation period.
2. The official work for the teaching faculty includes the following:
 - (i) Attending Conference / Seminar / Workshop / Summer School / Winter School / Doctoral Committee Meeting and similar such programmes
 - (ii) Attending Central Valuation / Project Viva- Voce evaluation / Practical Examination / External Invigilation
3. ODL will not be granted for attending Central Valuation / Project Viva- Voce evaluation / Practical Examination / External invigilation / University Representative of other Universities (other than Parent University) during the regular working period. However, the faculty members can take up such work by availing vacation leave if it falls during the vacation period.
4. The members of the faculty who are pursuing part – time M.Phil. / M.S. / Ph.D. programmes are eligible for half-a-day ODL every week during the regular working period.
5. ODL cannot be combined with CL, VL or LOP.
6. The restriction on the maximum number of days vide clause 6, is not applicable to officials of placement and training
7. During an academic year, a maximum of 23 days only (inclusive of holidays) can be availed as ODL. However, the maximum limit may be extended up to 30 days for those faculty members involved in the official work referred under clause 5.
8. Prior permission has to be taken from the Director for availing LOD. The members of the faculty can be prevented from availing LOD by the Director, if any academic work is pending or any other work has to be attended to in the Institution. In all the cases, the faculty member has to submit the attendance certificate after availing LOD. The decision of the Director shall be final in all the above cases.