



**MOHAMED SATHAK
COLLEGE OF
ARTS AND SCIENCE**

Service Policy

STAFF SERVICE RULES

In accordance with the Governing Body, Mohamed Sathak College of Arts and Science has laid down these service rules for teaching and non-teaching staff. The rules govern the following:

I. RECRUITMENT POLICY

1. Appointment of Teaching and Non- Teaching Staff

- The appointing authority for all categories of employees, teaching and non-teaching, is the Chairman of the college.
- No one may consider himself/herself as an employee of the College unless he/she has been issued the appointment letter duly signed by the Chairman.
- The date of appointment given on the letter of appointment will be the date considered for all subsequent requirements.
- If the particulars given in the application are found to be false, the appointment will be declared invalid.
- The date of birth recorded on the application form and supported by proper certificate (Birth Certificate, Education Board's, and College Leaving Certificate) cannot be altered and no affidavit will be accepted.
- Change of name with the change of marital status or otherwise must be intimated with proper documents.
- Change of address, telephone number or other particulars must likewise be intimated. If the change of address is not intimated, any communication sent in the given address will be considered sufficient as notice.
- On appointment, a permanent employee or an employee on probation cannot hold or take up any another job without the knowledge of the College Authorities.
- Employee of the College cannot use College address or telephone numbers or the status of being a College staff for any business purposes or contacts other than what is relating to the College.

2. Appointment procedure for Teaching /Non Teaching Staff

- As per rule existing vacancies are advertised in the leading newspapers and all applications received in response are scrutinized and the qualified candidates are shortlisted and called for an interview. Based on the performance of the candidate in the interview he /she may be appointed and issued the appointment letter.
- The staffs selected are in accordance to the guidelines set by the UGC and University of Madras.
- The non teaching Staff is selected in accordance to the rules laid by the Governing body of the Management.

3. Pay and Allowance

- All staff members of Mohamed Sathak College of Arts and Science will draw salary and allowances as decided by the college Governing Body from time to time.
- Salary shall be paid by the end of every month, if the day is a holiday, then salary shall be paid on the working day succeeding it.
- The college shall deduct appropriate charges for advances and staff member's contributions towards Provident Fund, Professional Tax and other deductions. Income Tax, if applicable shall be deducted at source and deposited in the income tax account by the college.
- The Employee shall be eligible for the annual increment as and when it falls due unless decided to the contrary by the employer.

4. Provident Fund

- Every employee on probation and permanent status is bound to become a member of the Contributory Provident Fund according to the Provident Fund Rules of the Government of India and its amendments as far as College may be concerned.

5. Gratuity

- Every employee who has completed 5 continuous years of service in the College may be entitled to Gratuity as per rules contained in the Gratuity Act and its amendments as far as the College is concerned.
- The staff members who have 10 years of continuous service in the institution are granted for group insurance policy.

II. TRAINING AND DEVELOPMENT

1. Induction / Orientation

- The newly recruited Staff is given orientation training for two days where they are sensitized on the Institution's vision, mission, rules and regulations of the college, service rules and the governance and administration to accustom the new recruits to the new environment.
- The staff shall undergo need-based training programs to update their knowledge and skills and become professionally competent. They are encouraged to enhance their knowledge through online courses offered on MOOC platforms as part of skill development.

III. PROBATION AND CONTINUATION OF SERVICE

- The appointment of the employee is being made on probation initially for a period of one year which may be extended up to another year by the Governing Body, in its sole discretion. During the probationary period if found unsatisfactory, the services may be terminated by giving three months' notice or salary in lieu of notice.
- If during the period of Probation or the extended period as the case may be the employee shall desire to resign, he/she shall give one month's notice in writing to this effect to the employer or surrender one month's salary to the College in lieu of notice. If the employee is a permanent one, three months notice in writing should be given or the employee should surrender three months salary in lieu of notice.
- The Governing Body has the power to modify, revise and /or alter the code of conduct and Service Rules for the Staff of the College and the employee agrees to abide by such modifications, revisions and/ or alternations made by the Governing Body from time to time.

IV. Pay and Incentives

- 1.** The pay scale will be decided by the governing body of the college which is subject to revision from time to time based on the qualification, experience and other relevant considerations.
- 2.** Revision of salary shall be done once in 5 years taking into account the performance and experience and other academic criteria on par with the living index
- 3.** Pay band shall be implemented for various positions such as Asst. Professor, Associate Professor and Professor
- 4.** Incentives shall be provided for presenting papers in conferences and seminars and workshops
- 5.** Similarly, Paper registration fees for 1st author, 2nd author shall be provided for scholars in publications.

V. PROMOTION

- The Promotion of Staff is as given in the policy framed by the Governing Body. The Eligibility Criteria for career advancement will be prescribed by the Management from time to time.
- Faculty members who have completed 13 years of service with M.Phil and NET/SET and / Ph.D are eligible for promotion to position of Associate Professor.
- Should have completed the Probation period at our college and should have obtained qualification Approval from University of Madras.
- Should have participated in orientation/ refreshers courses/ workshops /FDP/ seminars.
- Has to his/her credit at least 2 publications in UGC listed journals.
- Earned good self appraisal assessment through commitment and participation in various college activities.

VI. Termination of Service

A staff may be terminated from service without any prior notice or pay in lieu on one of the following grounds:

- Continual neglect of duty.
- Directly or indirectly, carry on or be concerned in any trade, business work, or the like of a remunerative kind without the prior written sanction of the Director of the College.
- Any immoral conduct of a gross kind
- Repeated act of insubordination.
- Any disputes arising out of any breach of contract between the employee and the employer.
- However, before the act of such termination through domestic enquiry will be conducted by a committee following the course of natural justice.

VII. Leave Policy

The staff can avail Privilege Leave, Causal Leave, Maternity Leave, Medical Leave and OD as per the rules.

- Leave is not a matter of right. Prior permission is to be sought to avail leave.
- If already taken CL on emergency, then leave letter in the prescribed format to be submitted to the office duly signed by Principal and Director
- No leave can be considered without proper leave letter
- Any faculty taking leave should make necessary arrangements to handle their assignments in college in case of unavoidable circumstances, a request can be made to the HOD.
- One hour permission is allowed per month and 3 late will lead to ½ day CL and over and above will be carried forward to the following month. Any part of above 3 late will be carried forward
- Before giving acceptance for external duty prior permission should be obtained from the Principal for OD.
- OD is granted for academic purpose only
- No mail/registered post should be sent for any leave taken
- No faculty can leave college during college hours without the permission of the Principal and exit from the campus during college hours should be only through the movement slip

VIII. Grievance Redressal

- The grievance committee members are appointed by the Management to look into the complaints/grievances of employees, if any.
- The grievance can be addressed to the committee members and such grievances will be resolved within 10 days of the receipt of the grievance
- Any disputes arising out of any breach of contract between the employee and the employer, will be resolved by the committee convened by the Principal.

Chairperson-IQAC

Coordinator-IQAC