

SRI KALISWARI COLLEGE (AUTONOMOUS), SIVAKASI

Affiliated to Madurai Kamaraj University

Re-accredited with A Grade (CGPA 3.11) by NAAC

Service Rules for Teaching and Non-Teaching Staff

Nature of the Institution

Sri Kaliswari Trust, comprising a team of munificent philanthropists endowed with wisdom and foresight. Sri Kaliswari College was started in Sivakasi, Tamilnadu in 2000-2001 as an Autonomous, Self Financing, Co-educational Institution to be affiliated to Madurai Kamaraj University.

The following Service Rules are applicable to the teaching and Non-Teaching staff of Sri Kaliswari College, Sivakasi.

Selection and Appointment of the Employees

A teaching staff is appointed on the recommendations of the Selection Board consisting of:

- (i) Secretary
- (ii) Principal
- (iii) Vice Principal
- (iv) Subject Expert
- (v) Head of the Department

A non-teaching staff is appointed on the recommendations of the Selection Board consisting of:

- (i) Secretary
- (ii) Principal
- (iii) Vice Principal
- (iv) Office Superintendent

Selection Process

Teaching Staff

The selection process for teaching staff consists of:

- Advertisement
- Screening of applications
- Interview of shortlisted candidates
- Demo class, if any
- Selection and Appointment

Non-teaching Staff

The selection process for non-teaching staff consists of:

- Advertisement
- Screening of applications
- Interview of shortlisted candidates
- Selection and Appointment

Probation and Confirmation

On initial appointment, the staff will be on probation. The period of probation is for a maximum period of one month.

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Age of Admission

No person below 18 years of age should be appointed to any post.

Job Description

Every employee would be provided with a job description of his/her specific assignment. The job description may be changed or modified by the management as per the need of the institution. All are expected to carry out their responsibilities faithfully and to the satisfaction of the management. Any failure to carry out his/her assigned duty will be treated as misconduct.

Hours of Work

Employee working hours for the teaching and administrative posts will be notified by the Principal.

Feedback and Evaluation

Performance appraisal and evaluation are made annually for current and future reference and steps are taken, wherever needed. For teachers, students-evaluation is taken at the end of each semester and the Principal shares the summary of the students-feedback with the teachers. Teaching staff submit the self-appraisal at the end of every academic year.

Remuneration and Emoluments

Remuneration

- Salary of an employee is fixed as per the salary structure of the institution.
- Salary of the employees shall be paid before the 2nd working day of the following month.
- Statutory deductions towards income tax, professional tax, provident fund, or any other tax payable by the employees will be deducted at source.

Increment

- The annual increment is one step higher in the scale of pay applicable to employees.
- An employee will be eligible for an increment based on satisfactory performance of his/her responsibilities during the procuring year
- The outstanding performance of an employee/completion of PhD/PDF may be rewarded with the additional increment at the discretion of the management.
- The management reserves its right to withhold increment if it is not satisfied with the performance of the staff members.

Provident Fund

- All the administrative and supporting staff should join the provident fund from the first day of appointment itself.

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Norms of Leave

Leave

- While leave is the privilege of an employee, it is subjected to the exigencies of work. Hence the management has the discretion to postpone, curtail, refuse or revoke leave according to the exigencies of the situation.
- An employee seeking leave shall submit a leave application in the prescribed format before proceeding on leave. He/she shall not proceed on leave unless the said leave has been approved by the authority concerned. Application for leave of more than three days should be made at least 3 days in advance. Application for leave of more than 07 days should be made at least 07 days in advance specifying the address of the place of stay during the leave.
- In case of an emergency or unfortunate circumstance where an employee may not be able to obtain prior approval of leave he/she shall immediately contact and inform his/her authority about his/her inability to attend office and the reason for which such leave is required. If the oral communication is accepted by the authority, it should be followed by a written leave request on or before rejoining the duty.
- An employee who has taken leave without prior approval of leave for a period of more than 15 consecutive calendar days shall be deemed to have left his/her job on his/her own accord.
- No two types of leave can be combined at the same time.
- To avoid inconvenience to the students, teaching staff who avail leave shall arrange his/her classes to be conducted by other teachers. The details of arrangements, duly signed, should be submitted along with the leave letter.
- An employee is entitled to 12 days of casual leave in a year.
- Casual leave can be availed for a maximum of 2 days at a time.
- Casual leave can be availed only after the approval. However, in case of emergency, this condition may be waived at the discretion of the sanctioning authority.
- The authority to grant casual leave shall be the Principal/Vice-Principal.

Duty Leave

- Duty leave may be allowed to the teachers who wish to attend meetings in the University, academic seminars, conferences, workshops, paper presentations serve as resource persons/chief guest and submission of thesis/viva voce examination.
- The duty leave may be granted if the sanctioning authority is satisfied that such attendance/participation is in the interest of the institution.
- Teaching /non-teaching staff who has been deputed for official work of the Institution will be eligible for duty leave.

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Marriage Leave

The Management provides 5 calendar days of special leave in a single slot for the marriage of the concerned staff member.

Extraordinary Leave

The management may sanction an extraordinary leave on the loss of pay at its own discretion

Unauthorized Absence

- Absence without leave shall be construed as misconduct.
- Salary for the days of absence without authorized leave shall be deducted from the monthly pay.

Demission from Duty

Resignation

- In the interest of the students and to maintain overall administrative efficiency, no staff member shall leave service in the middle of the academic year.
- A staff member may resign his/her post by giving due notice for the period of time prescribed in the appointment order or salary in lieu thereof. The resignation becomes effective only when it is accepted by the Management.
- If a member resigns in between the semester without the notice period, he/she has to pay three months' salary to the college as a reimbursement.

Retirement/Superannuation

- Staff shall retire from the service of the institution at the completion of 60 years of age.
- Retired faculty member may be continued/re-employed by the Institution as per the decision taken by the management.

Termination

- The services of a staff in the probationary period may be terminated after giving one month's notice or paying one month's salary in lieu of notice.

The services of regular staff may be terminated for any of the following reasons:

- If the employee becomes of unsound mind or physically incapacitated.
- If the employee is a party to any criminal offence inside or outside the campus.
- Moral turpitude
- Dereliction of duty
- Absence from duty for more than 15 consecutive days without prior intimation/leave or overstays beyond the sanctioned leave without intimation/and sanction of leave.
- Non-discharge of duties in relation to the assigned examination work
- Negligence of academic or extracurricular or clerical or other duties that have been assigned by the Head of the Institution.

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- Failure to complete academic duties assigned despite of repeated reminders.
- Unsatisfactory services
- Misconduct or wilful and persistent neglect of duty
- Unsatisfactory feedback of students about his/her teaching and other academic undertakings.
- Stealing of intellectual property
- Indulgence in such acts of conduct which are prejudicial to the interests, objectives or reputation of the institution such as sexual harassment, defamation of fellow employees, use of physical violence, participation in a strike, and abetting.

Penalty and Punishment

Minor Misconduct: The penalty and punishment for minor misconduct are:

- Oral warning
- Warning by a letter
- Censure
- Suspension without pay for a period not exceeding 4 days

Major Misconduct: The penalty and punishment for major misconduct are:

- Suspension from duties
- Compulsory retirement
- Dismissal/Termination of service

Power to impose penalties

The power to impose penalties on the staff will rest with the Principal in respect of minor misconducts and with the management in respect of major misconducts.

Complaints

- All complaints of employment, including unfair treatment, should be submitted by the employee to the Principal.
- If the employee feels that he/she has not obtained redress or intimation of redressal within a month, he/she may submit his/her grievance in writing to the Secretary of the College.
- On receipt of complaint, the Secretary of the College shall provide the decision within 90 days after an in-depth study/enquiry.

Rules of Employment

- No employee shall keep in person or take out of the office, any document of the institution either original or copies, without the explained written permission of the management.
- Employee should not represent the college without the prior permission of the Management/Principal.
- No employee should sign any document or financial vouchers on behalf of the institution unless authorized by the management or the Principal.

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- No teacher shall engage in any kind of private tuition or regular teaching in any other institution.
- All employees should record/sign the attendance register twice a day- the first while reporting for duty in the morning and a second time while leaving the campus at the prescribed time in the afternoon.
- Every employee should be present for his/her duty on time. Late attendance will be considered as a one day permission.
- When an employee needs to go out of the premises during working hours for any work he/she should obtain the prior permission of the Principal/Vice Principal. While going out for any assignment he/she should enter the thumb impression in the biometric scanner or in the movement register.
- No employee is ordinarily permitted to bring his/her children to the office or place of work during working hours.
- Any teaching faculty member taking leave shall arrange the classes with the consent of the head of the department and a written statement signed by the teacher taking leave and the substitute teacher. It has to be submitted to the office with the consent of the Principal/Vice Principal.
- Teachers should be punctual for their classes. They should be present in their classroom at the stroke of the bell for the classes and begin the classes without delay. Teachers should not dismiss the classes earlier than the close of the assigned hour. They shall not cancel any class without the prior permission of the head of the institution.
- The teaching staff shall devote their time to develop and improve their academic and professional competence by availing themselves of all opportunities to attend and participate in academic programmes such as research, seminars, paper presentations, orientation courses and in service programmes.
- Annual/Biannual evaluation of the teachers will be made to assess their performance individually.
- No teacher shall discriminate any student on political/social/religious ground or for other reasons and shall not incite students against other students or other teachers, colleagues, or the management.
- In addition to the duties of teaching and allied activities, every teacher shall strive to make himself/herself available to the students/institution and management by organizing useful and relevant programmes, co-curricular and extra-curricular activities.
- The workload of a teacher shall be prepared according to the guidelines of the University/Government from time to time. However, the management may increase/decrease the workload of staff members depending on the specific needs of the institution.

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- The working hours of non-teaching staff will be specified either in the appointment letter or changed and fixed through written or oral communication.
- No member of the staff shall approach the higher authorities of the institution or the education department or the Government in connection with any matter connected with the institution except through the Principal.
- Every staff member shall attend the institution in decent attire befitting his/her profession, being prescribed by the management.
- All staff members shall help the institution to maintain discipline and inculcate good habits among the students.
- An employee should not engage himself/herself in any act prejudicial to the interests of the management or institution.
- An employee is not permitted to join any association or trade union within or outside the institution.
- No employee shall engage directly or indirectly in any trade/occupation or business without prior sanction of the management.
- No employee shall participate in the editing/managing of any newspaper/periodical/act as a correspondent of newspaper or periodical without the consent and permission of the management.

Signature of the Secretary

**Secretary
SRI KALISWARI COLLEGE,
SIVAKASI.**

Signature of the Principal

**Principal
SRI KALISWARI COLLEGE
(Autonomous)
SIVAKASI - 626 130**