

# **KANYA MAHA VIDYALAYA, JALANDHAR**

**(Autonomous)**

## **Service and Conduct of Teacher**

- 1. The following Ordinances to govern Services and Conduct of Teachers shall apply to all the teachers employed in college including those already in service unless otherwise specified.**

The Appointment of every regular employee in the college shall be on a written contract as per the College/Guru Nanak Dev University from time to time.

1. Recruitment to the posts of Assistant Professors in the colleges shall be made out of the candidates who possess qualifications prescribed by the University Grants Commission/State Govt./Guru Nanak Dev University, Amritsar as adopted by the College from time to time.
2. College employee will be paid at least the minimum pay-scale as laid down by the UGC/GNDU/College.
- 3.1 The management employee will ordinarily be appointed on one year's probation after which he/she will normally be confirmed if his/her work is found satisfactory. It would be obligatory on the part of the Managing Body to notify to the teacher in writing before the expiry of one year's probationary period, whether he had been confirmed or his period of probation had been extended and in the absence of such a notice the teacher would be deemed to have been confirmed.

The probationary period, in no case, will be extended beyond two years from the date of appointment.
- 3.2 The period for which an Assistant Professor has worked against a leave vacancy on ad-hoc basis due to an appointment made by the Principal or on a temporary basis against a leave vacancy due to an appointment made by the properly constituted Selection Committee will not count towards the probationary period, if such a person is appointed on a regular basis against a substantive post by the duly constituted Selection Committee unless the Selection Committee makes a specific recommendation to that effect in their proceedings.
- 3.2 Annual increments shall be drawn as a matter of course and shall not be withheld without assigning specific reasons in writing and the teacher shall have the right of appeal to the Principal.
- 3.3 The annual increment shall be allowed with effect from the first day of the month in which it falls due, instead of the actual date.

### **Crossing of Efficiency Bar**

- 4.1 Promotions from lower grade to higher grade of college teachers shall be according to the guidelines issued by UGC under Career Advancement Scheme(CAS) from time to time & adopted by the College.
- 4.2 ACRs should be written in the proper form prescribed by the UGC/University by the Principal of every Assistant Professor regularly and proper record should be maintained by the Principal.
- 4.3 All adverse remarks written in the ACRs should be communicated to the Assistant Professors concerned, so that he/she may be able to file an appeal, and the reports regarding his/her work and conduct should be placed before the committee constituted by the managing committee for this purpose. He/She should also be given an opportunity to improve his/her work and conduct.
- 4.4 The committee shall consider the last three ACRs of the Assistant Professors along with the special report from the Principal.
- 4.5 If the committee desires overall assessment of the Assistant Professors concerned from the date of his/her joining service it may also be considered in case the last three ACRs are not satisfactory.
5. A management employee whether permanent or on probation or appointed temporarily shall be entitled to summer vacation salary as under:
  - (i) Those who complete nine Months service ...full salary
  - (ii) Those who complete service for three months ... proportionate salary on the basis of full salary for nine months.  
or more but less than nine.

Provided that no employee who has served for less than three months will be entitled to any summer vacation salary.

Provided further that if an employee leaves service on his/her own accord, he/she shall not be entitled to summer vacation salary or any portion thereof.

Provided further that an employee who retires from service on attaining the age of 60 years or on the expiry of the period of any extension granted to him thereafter or on completing the period of his re-appointment for a specified period on contract basis beyond the age of 60 years will not be entitled to summer vacation salary or any portion thereof.

- 6.1 The Principal, being the Head of the Institution will exercise general control over the teaching departments and will head the departments for their smooth and proper functioning.
- 6.2 There shall be a Head of the Department for each subject provided the number of teachers in the subject is at least four. The Head of the Department shall be appointed by the Principal on the basis of seniority in the same college, provided he/she is unconditionally approved by the College for teaching Post-graduate/Degree classes as the case may be.
- 6.3 If an eventuality arises, the Principal may appoint the next senior person in the Department as Head of the Department, in the interest of the college work.

7. (a) The service record of Principal/Teacher and the Annual confidential report of his/her work and conduct shall be maintained regularly by the Managing Committee/ Principal. The person concerned shall be informed in writing in case there is an adverse report.  
(b) Every employee shall have the right to inspect his/her service book during the first quarter of the financial year and his signatures will be obtained in confirmation of his/her having inspected the service book.  
A certified copy of the service book shall be supplied to the employee if asked for by him on payment of copying fee as may be prescribed.
- 8.1 The age of superannuation of Teachers in the college shall be 60 years or as per Govt. rules prevalent from time to time.  
Provided that the Teacher will be entitled to seek voluntary retirement in accordance with the Punjab Govt. rules prevalent from time to time.
- 8.2 The date of retirement of an employee shall be the afternoon of the last day of the month in which the actual date of his retirement falls.
9. The Management Committee of the College shall include on its management, in addition to the Principal, who shall be an Ex-officio member, two representatives of teachers elected by teachers of not less than five years standing, provided that (i) the two representatives so elected shall be of not less than ten years standing and (ii) if two teachers of ten years standing are not available on the staff of the college, one representative shall be elected of not less than five years standing. Provided further that if no teacher even of five years standing is available in a College, a teacher who happens to be the senior most on the staff, shall be invited by the Management Committee to serve on it. The term of office of such representative shall be the same as for the remaining members of the Management Committee, provided that in no case it shall exceed three years.
- 9.1 The Management Committee of a College will be entitled to determine the engagement of a permanent employee after giving him three months' notice in writing or on payment of three months salary in lieu of notice, for a good cause. Provided that in case of moral turpitude or misconduct, the Management Committee shall have the right to suspend the employee with immediate effect.
- 9.2 A copy of the order of suspension together with a copy of the charge-sheet shall be sent within a week to the Registrar/Dean, College Development Council, who may direct that the teacher shall not be placed under suspension.
10. A permanent employee may, at any time, terminate his/her services by giving the Management Committee three month's notice in writing or three month's salary in lieu thereof. However, if he/she is on extra-ordinary leave without pay, he/she must inform the management at least three months prior to the expiry of leave that he/she would not be rejoining the college, and in case

he/she fails to give this information, he/she shall be liable to pay three months salary to the college. The aforesaid information given three months prior to the expiry of leave will be treated as valid resignation notice.

11. During the period of probation and when an employee is holding a temporary appointment, the notice period required on either side shall be one month.
12. The dismissal or removal or retrenchment from service or reduction in rank of an employee shall be governed by the provisions of the Panjab Affiliated Colleges (Security of Service of Teachers) Act. 2008.

## **(II) Conduct Ordinances**

1.
  - (i) No employee shall take part in, subscribe to in aid of or assist in any way, any movement which tends to promote feelings of hatred or enmity between different classes of subjects of the Indian Union, or to disturb public peace.
  - (ii) No employee shall stand for elections to Parliament/State-Legislature or Local Bodies without the prior permission of the Managing Committee.
2. No employee shall, except with the previous permission of the Managing Committee, own wholly or in part, or conduct or participate in editing or managing of any newspaper or any periodical, or act as correspondent of a newspaper.
3. No employee shall in any manner criticize adversely in public the administrative actions of the Managing Committee of the College.
4. No employee shall except in accordance with any general or special order of the Managing Committee or in the performance in good faith of the duties assigned to him, communicate, directly or indirectly, any official document or information to any employee or to any other person to whom he is not authorized to communicate such document or information.
5. (i) No teacher shall engage himself/herself directly or indirectly in any trade, occupation or business or undertake any employment by organizing or holding private coaching/tuition in any manner.

For this purpose as and when a complaint is received by the College/University, the Principal/Vice-Chancellor shall appoint a committee including the Principal as a Chairperson of the college. The committee shall submit the report to the Governing Body of the College.

If established that the complaint is genuine, the University may recommend to the Managing Committee of the concerned college to initiate disciplinary action against the defaulting teacher in terms of the Service Security Act for the college teaches. The University may also withdraw the approval of the concerned teacher.

Provided that a teacher may undertake honorary work of a purely social or charitable nature or occasional work of a literary, artistic or scientific character with prior permission subject to the condition that his official duties do not thereby suffer, but he/she shall undertake or shall discontinue such work, if so directed by the Principal and in the case of the Principal if so directed by the Governing Body. Provided further that no permission shall be necessary for examination work of this University or other Indian Universities/Deemed to be Universities/Institutes of National importance including Public Service Commissions and other Statutory Bodies.

Provided that no permission shall be necessary for examination work of this University or other Indian Universities for which additional emoluments are expected, the previous permission of the Managing Committee shall be necessary.

- (ii) No employee in the College shall write a guide or a help book or cheap notes. He shall follow the procedure laid down by the University in case he intends to publish any work.
6. An employee shall avoid habitual indebtedness or insolvency. An employee who becomes the subject of legal proceedings for insolvency shall forthwith report the full facts to the Principal of his College.
- 1. No employee shall bring or attempt to bring any outside influence to bear upon the authorities of his College to further his interest in respect of matters pertaining to his service in the College.
  - 2. No employee shall be a member, representative or office bearer, of any association representing or purporting to represent teachers or any class of teaching profession unless such association satisfies the following conditions:
    - (a) Its membership is confined to teachers or a distinct class of teachers and it is open to all such employees or class of employees, as the case may be;
    - (b) It is not in any way connected with any political party or organization or does not engage in any political activity.

**(III) Part Time Teacher on Lecture Basis shall be paid remuneration as fixed by KMV management from time to time.**

3. The contract / part-time (fixed) / lecture basis appointment of Assistant Professor may be made by KMV Managing Committee for a period as decided by the college from time to time.
4. The remuneration of Assistant Professor on contract / part-time (fixed) / lecture basis will be prescribed by the management from time to time.
5. The service of Assistant Professor on contract / part-time (fixed)/ lecture basis can be terminated at any time without any notice and without assigning any reason.
6. The rate of remuneration to Assistant Professor on contract / part-time (fixed) / lecture basis shall be prescribed by the Management from time to time.
7. Assistant Professor (contractual) shall be entitled to the casual leave upto 10 days in an academic year which may be granted by Principal.
8. The qualifications prescribed for Adhoc / Part-time lecture appointed to shall be as under : -
  - (i) Matric with Punjabi pass
  - (ii) Graduation with 50% marks
  - (iii) Master Degree with minimum of 55% marks in subject.
  - (iv) Recruitment to the post of Associate Professor may also be made by promotion from amongst Assistant Professor under the merit promotion scheme of the University Grant Commissioner or any other such scheme approved by the Governing body.
  - (v) Recruitment to the Post of Assistant Prof. in the college shall be made out of the candidate who have qualified the National Level/ State level Test Conducted by the UGC/State Govt. or Such tests which are accredited for determining the eligibility of candidates for recruitment of Assistant Professor.
  - (vi) Provided that the exemption given for specific period by UGC/State Govt. to M.Phil / Ph.D. passed candidates from appearing in the eligibility test for the recruitment as Assistant professor shall be applicable in this respect.

- (vii) Further provided that in the subjects / faculties for which UGC / State Govt. is not holding any eligibility test for recruitment of Assistant Professor, the condition of passing such test shall not apply.

**Note :** - In case UGC/ State level test qualified candidate is not available in a subject, the Governing body may approve the appointment of a teacher for a temporary period not exceeding nine months.

#### **(IV) SENIORITY**

A person in a senior scale shall always be senior to the persons in the lower scale.

Under the scheme of revision of pay scales w.e.f. 1-1-2006, the relaxation in other conditions will be as per UGC/ Pb. Govt. / College rules.

The seniority of a person in a grade will be determined as under :

- (1) (a) Length of service in the scale (from date of joining) subject to confirmation from the date of appointment.
  - (b) If the probationary period is extended and a person is not confirmed from the date of appointment, then seniority will be determined with effect from the date of confirmation.
  - (c) If the date of joining and confirmation is the same, a person given the higher start will be considered as senior.
    - (ii) If the starting salary is also the same, then the person old in age shall be senior.
    - (iii) In case of appointment made by direct recruitment, a person placed at No. 1 in order of merit shall be senior to a person placed at No. 2 and so on.
    - (iv) The candidates who have been ranked at No. 1 by the Selection Committee in various subjects shall be grouped together and the elder member shall be senior to others. Similarly, candidates ranking at No. 2, 3 etc., shall be taken from the different subjects and grouped together and the elder number shall be senior to a younger number. In case, two or more candidates have the same date of approval in the same group, the candidate who joins first, shall be senior to others.

## (V) Leave Ordinances

### 5.(1) A leave account shall be maintained by the Institution.

- (i) A leave account shall be maintained by the Head of the Institution or the office concerned in the case of every employee of the College.
- (ii) Leave cannot be claimed as 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 leave;
- (iii) Leave granted without pay shall not count towards gratuity;
- (iv) Leave allowance wherever payable shall be paid monthly in the first week of the succeeding month;
- (v) (a) Casual leave cannot be combined with any other kind of leave, except when leave is granted on account of illness supported by Medical Certificate.  
(b) Casual leave can be combined with holidays, provided the total period, including holidays does not exceed sixteen days.

### (2) A College teacher shall be entitled to :

- (a) Leave in accordance with the Punjab Govt. Rules prevalent from time to time.
- (b) Duty leave for attending meetings of the College bodies and educational seminars organized by the College, University or University Grants Commission.

### 3. (1) (i) An employee, who resigns or is discharged from the employment of the college cannot, if re-employed after an interval, count his former service towards leave without the permission of the authority re-appointing him.

(ii) If an employee who is dismissed or removed or suspended is re-instated, the authority competent to order the re-instatement shall consider and make specific order:

- (a) Regarding the pay and allowances to be paid to the employee for the period of his absence from duty, and
- (b) Whether or not the said period shall be treated as a period spent on duty.

(2) When the employee has been fully exonerated or, in case of suspension if it is established that it was wholly unjustified, the employee shall be given full pay and allowances to what he would have been entitled, had he not been dismissed, removed or suspended, as the case may be. In other cases, the employee shall be given such proportion of pay and allowances as the competent authority may prescribe. In case an employee is re-instated but he is not exonerated, he may, at his option, be granted leave of the kind due to him for the period of his suspension.

(3) If an employee overstays his leave he shall forfeit all his salary during the period of remaining so absent, and if he overstays his leave for more than one week or remains absent without leave for more than a week his office shall be liable to be declared vacant.

**5.(A) Casual Leave :** Casual leave may be granted to an employee as under:-

(i) With service up to 10 years                      10 days in a year.

(ii) With service between  
10 and 20 years                                      15 days in a year

(iii) Exceeding 20 years                              20 days in a year

All women employees shall be entitled to 20 days casual leave every year irrespective of number of years of service put in by them.

**( B ) Medical Leave:**

(i) Twenty days half-pay leave on medical certificate is admissible to all categories of employees in respect of each completed year of service subject to a maximum of 240 days in the entire service.

(ii) The production of medical certificate does not, in itself confer upon the employee concerned any right to the grant of leave. The certificate shall be forwarded to the authority competent to grant leave and the orders of that authority shall be awaited. An employee who absents himself from his duty without permission of the competent authority, is liable to have his absence treated as absence from duty without leave.

(iii) An employee who avails of leave on medical certificate will not return to duty without first producing a medical certificate of fitness.

**(B). Encashment of Earned Leave**

The Principals /Associate Professors/Assistant Professors of the colleges will be allowed earned leave to a maximum number of days as decided by the Punjab Government from time to time.

**( C ). Maternity Leave**

(i) Maternity leave may be granted to a woman teacher on full pay for a period of 180 days.

Provided that no leave under this statute shall be granted to a woman teacher who has two or more living children.

(ii) Maternity leave under this statute may also be granted in cases of miscarriages, abortion including abortion induced under the Medical Termination of Pregnancy

Act, 1971, subject to the condition that the total period of maternity leave on account of miscarriage/abortion should be restricted to 45 days in the entire career of a female employee. In calculating the number of days of maternity leave, such maternity leave granted and availed of by a female College employee in the past should not be taken into account. However in cases requiring longer duration of rest, leave of kind due and admissible can be availed of to cover the period of absence and the application for leave is supported by a certificate from Civil Surgeon or College Medical Officer or Registered Medical Practitioner, countersigned by the College Medical Officer/Civil Surgeon.

- (iii) Maternity Leave may be combined with leave of any other kind, except casual leave, but the leave applied for in continuation of maternity leave may be granted only if the application is supported by a medical certificate.
- (iv) Leave in continuation of maternity leave may also be granted in case of illness of a newly born baby, subject to production of medical certificate to the effect that the condition of the ailing baby warrants mother's personal attention and that her presence by the baby's side is absolutely necessary.

## **(VI) General**

1. (i) Every employee shall at all times serve efficiently, act in a disciplined manner and maintain absolute integrity and devotion to duty.
- (ii) Unless in any case it be expressly provided for, the whole time of an employee shall be at the disposal of the College and he shall serve the College in such capacity and at such places as he may, from time to time, be directed by the Principal/Managing Committee of his College, subject to such conditions as may be laid down by the University.
- (iii) If a teacher, who is assigned an examination duty, either by the Local Controller of examination (Co-ordinator) or the University Office, fails to perform the same,

he shall be treated as absent from his institution for the period in question, besides being liable to such other disciplinary action, under the rules.

- (iv) No employee in a College shall apply for any other job, post or scholarship without the previous sanction of the Principal of is College or in case of the Principal, without the previous sanction of the Managing Committee. Provided persons appointed on contract basis may apply for a job or a post if the post or the job for which they are applying is to commence from a date after the expiry of the period of contract.
- (v) Save in exceptional circumstance, no employee shall absent himself from his duties without having first obtained the permission of the authority provided in the leave Ordinances.
- (vi) No employee shall take part in any activity which in the judgement of Principal is calculated to lead to indiscipline in the College.