



Education Manual

INTRODUCTION

1.1. SCOPE AND DEFINITION

1. These service rules come into force from the year 2010 and shall be applicable to all the employees of the educational institution run by the Achdiocese of sagar.
2. Conditions which are not mentioned in the individual contract or appointment letter, but which are mentioned herein shall be automatically applicable to the Management & employees.
3. Besides these service rules or the contract of employment or any other law currently in force, the minority character of the institution shall also be taken into consideration.
4. In course of time, if it is needed, these rules and conditions of service may be suitably amended by the Governing Body of the said Society. Such amendments shall become binding on employees when communicated to them.
5. In case of any confusion or conflict in the interpretation of these service rules, the decision of the Chairman of the Society or Secretary or of the team appointed by the Chairman, shall be final and binding.
6. The Chairman is the highest authority in the society. He has the ultimate control over the affairs of all the educational institutions of the society
7. The head of the college is the Principal; it is to him that the employees report.
8. Non-teaching employee is any person engaged by the institution in any work, skilled or unskilled, semi skilled, technical, full time or part time and given a pay for hire or reward.
9. Educational institution means Higher Education, Senior Secondary College, Higher Secondary College, High College, Secondary College, Primary College, Kindergarten and Nursery College undertaken by the society.



10. The expression 'Habitual' denotes any act which is committed three times within a period of three months.

2. EDUCATION UNDER THE SOCIETY

VISION: Our vision is to be a leading institution that contributes to the development of education and society through excellence in grooming leadership entrepreneurial talent and research.

MISSION: To create intellectual capital in term of scholarly and practice oriented research relevant to its evolving tech-civilization context. To continually promote a culture of academic excellence bench marked to the best institution in its peer group.

2.1. OBJECTIVES

1. To allow students to discover their innate talents.
2. To develop their humanness to work towards their fullest development, as far as possible to make them better citizens of the nation.
3. To encourage the young to stand for truth, analyze reality, form critical judgment, search for solutions, moral conscience and to choose justice in society.
- 4 To collaborate with all people of goodwill in order to make God's Kingdom of peace and love a reality.
5. To provide value based education with emphasis on personalized counselling and guidance.
6. To create compassion and love for the poor and the marginalized.

2.2. EDUCATION POLICY

1. College is a place for the integral formation of persons by means of systematic and critical assimilation of culture. This vital approach takes place in the college in the form of personal contacts and commitments which consider certain values in life context and seek to insert them into the frame work of life.



The college stimulates the student to exercise his/her intelligence through the dynamics of understanding to attain clarity and inventiveness.

2. All values, human and spiritual, especially those elucidated by the great religious leaders and thinkers, shall find their echo in the methodology of the educational system. Human anthropology permeated by spiritual and ethical values must be the shared vision of the college community. The principle of universal human brotherhood necessitating the acceptance of God as the prime source of all shall become its internal motivation and final goal.
3. The staff must dedicate themselves in a special way to education, particularly of the youth and the underprivileged. They must consider this as a noble service to humanity and a privileged means of promoting the formation of the whole person.
4. The college must motivate and stimulate the students to exercise their innate and acquired intelligence through effective dynamics that help to understand what is 'Truth' and the true purpose of life.
5. Every member of the college community must adopt a common vision and outlook of life, based on the values he/she believes.
6. The college must provide the student, scope for development from within and the educational programme is to be directed to the growth of the whole person.
7. Academic excellence is to be achieved through hard work, practical applications and clear logical thinking.
8. Each pupil is to be helped to discover and improve his/her physical, moral, spiritual, intellectual, psychological and emotional gifts, and to develop his/her ethical sensitivity and sense of the Transcendent.
9. An appreciation of our cultural and religious values is to be inculcated through an exposure to our cultural heritage so as to arouse in the children a social awareness with a view to helping youth to function in a responsible and constructive manner.
10. Liberty, Justice, Solidarity and Peace are stressed as urgent, personal and social needs.
11. Religious values are to be instilled into the students to help them develop into mature persons who are able to achieve harmonious integration between religious values and life.



12. Each pupil is to be helped to discover and realize one's own goal in life.

2.3. CLASSIFICATION OF EMPLOYEES

Employees are classified as: 1. Temporary 2. Probationary 3. Permanent 4. Part time 5. Contractual 6. Honorarium 7. Fixed tenure 8. Casual

1. A temporary employee means any person who has been appointed for a limited period of time or who is employed temporarily as conditional workman due to a temporary increase or unusual pressure of work.
2. A probationer is one who is provisionally employed with a view to being considered for employment in a permanent post on completion of his/her period of probation. Unless confirmed in writing, the probationer will remain on probation even after the expiry of the probation period. However, if an employee is not issued the confirmation /termination letter up to three years from his/her date of appointment, he/ she shall be deemed to have been confirmed, on the expiry of the maximum of three years of service.
3. A permanent employee is one who has been confirmed in his/her post and has received a letter of confirmation from the head of the institution after the completion of his/her period of probation, original or extended.
4. A part-time worker is one who is employed for less than the normal period of working hours.
5. A contractual employee is one with whom a contract with terms and conditions is signed for a particular work after mutual agreement.
6. Honorarium is a gift given to a person as an honour without the normal privileges and duties on account of his/her professional service for a limited period.
7. In a fixed Tenure a person who is engaged for a specific period as warranted by the circumstance. The services of such a person can be dispensed with before the expiry of the fixed period without any prior notice or any payment in lieu thereof. However, if an employee is required to work beyond the fixed period, he/ she



shall be issued an extension letter of engagement as deemed fit and no prior notice or any payment in lieu thereof shall be given to him / her, if his / her services are to be dispensed with, without the expiry of the extended fixed tenure.

8. A casual employee is one whose employment is occasional or casual in nature.

3. THE MANAGEMENT AND STAFF

3.1. THE MANAGEMENT

3.2. THE STAFF

The Staff is of two kinds: teaching and non-teaching. While the teaching staff means those who are actively involved in teaching, non-teaching staff includes office staff (secretary and clerks) accountants, librarians, lab attendants, computer technicians, guards, peons, drivers etc.

3.2.1. THE TEACHERS

A person who chooses teaching as a career assumes the obligation to conduct himself/herself at all times in accordance with the highest standards of the teaching profession, aiming at quality and excellence in his/her work and conduct, setting an example which will command the respect of the students, the parents and his/her colleagues. Hence,

1. Every teacher shall, by precept and example, instil in the minds of the students entrusted to his/her care love of the motherland and respect for law and order.
2. Every teacher shall organize and promote all the college activities with a view to fostering a feeling of universal brotherhood and tolerance for all religions among the pupils.
3. No teacher shall be a member of any political party or carry on activities either overtly or covertly in support of any such party in the college campus, and to see that his/her students also are not involved in the same in the college campus or outside.
4. No teacher shall be a member of the State or Central Legislature. He/she must resign his/her job before standing for election as a candidate.



5. Every teacher shall co-operate with and secure the co-operation of other teachers in all activities which aim at the improvement of the moral, mental and physical well being of the students.
6. Every teacher should be sympathetic, impartial and helpful to all students, particularly to the slow learners.
7. Every teacher must be a learner throughout his/her life, not only to enrich his/her own life but also of those who are placed in his/her care.
8. Every teacher should be temperate and sober in his/her habits. He/she should scrupulously avoid chewing of betel leaves, smoking and such other undesirable habits in the presence of students and within the precincts of the college.
9. Every teacher should have an exemplary moral character. His/her dealings with the members of the other sex in the college or outside of it should not be such as would cause reflection on his / her character or bring discredit to the college.
10. No teacher shall indulge in or encourage any form of malpractice connected with examinations, admissions or other college activities.
11. No teacher should undertake private tuition or private employment or otherwise engage himself/herself in any business. Any teacher violating these instructions will be liable to disciplinary action.
12. Teachers should be clean, neat and dignified in their dressing while on duty. He/she should on no account be dressed in such a way as to be provocative or be an object of distraction or ridicule at the hands of his/her students/colleagues.
13. Every teacher should be punctual in attendance, in respect of his/her class work and for any work connected with the duties assigned to him/her by the Principal.
14. Every teacher should abide by the rules and regulations of the college and show due respect to the constituted authority, diligently carrying out instructions issued to him/her by the superior authority.
15. Every teacher shall avoid monetary contacts with the students and parents and refrain from exploiting college influence for personal ends.
16. No teacher shall engage himself/herself as a selling agent or canvasser for any publishing firm or trader.
17. No teacher shall apply for an assignment or job outside the college directly



except through proper channel. All such applications shall be sent through the Principal and in the case of the Principal's absence or refusal, may approach the Education Commission for the same.

18. No teacher shall represent his/her grievances, if any, except through proper channel. He/she shall not exert pressure or influence of any person in respect of any matter pertaining to his/her service in the college.
19. No teacher shall, except with the sanction of the Principal, ask for or accept contribution to or otherwise associate with the raising of any funds or other collections in cash or in kind in pursuance of any object, whatsoever.
20. In carrying out his/her duties, the teacher must strictly follow the instructions of the Principal. He/she shall carry out his / her duty with utmost dedication with a view to doing maximum good to the children under his/ her care.
21. The Indian Constitution confers on management of certain rights to preserve their spirit of service and religious traditions in freedom. All associated with these minority institutions must share the same vision and motivation. It is the duty of both the management and the staff to foster the culture and values of these Institutions.
22. A teacher shall deliver the lessons only after thorough preparation and with appropriate teaching aids. Otherwise, it shall be deemed as neglect of duty. Any sign of negligence renders the teacher liable for appropriate reformatory action by the Management and any teacher who is incapable of maintaining discipline shall be considered inefficient and may be relieved from service following the prescribed procedure.
23. A teacher shall do remedial teaching as and when required by the Principal without expecting any remuneration.
24. Every teacher is required to be present within the college premises before the commencement of the morning assembly and sign the attendance register as per the schedule of the college.
25. A teacher should keep in mind that creativity, experimentation, critical thinking, keen sense of observation, improvisation etc. are the hallmarks of a good teacher not only the ability to motivate and inspire the taught.
26. The teachers are to use the reference section of the college library regularly.



27. The teachers' duty also includes organizing and conducting of co-curricular activities, college function, competitions etc. as proposed by the Principal.
28. Every teacher is to consider the work connected with examinations and tests as an integral part of his/her duty. Any slackness in the work of invigilation is a serious offence against his/her duty. If a teacher is found helping the students in the examinations or tests, or neglecting to take proper steps to correct malpractice, it will be deemed as a serious and deliberate lapse which will invite punitive measures.
29. Teachers are to maintain cordial and co-operative relationship with the management and among themselves. Any difference of opinion or dispute of any kind shall be resolved through dialogue with the person concerned and in a proper manner.
30. No teacher shall accept or permit any member of his family or any other person acting on his behalf to accept any gift, including free transport, boarding, lodging or other services or any other advantage of that type, from any student, parent or any person with whom he/she has come into contact by virtue of his/her position in the college.
31. The Management reserves the right to transfer an employee from one college of the Management to another without any prejudice to his/her remuneration.

3.2.2. THE NON-TEACHING STAFF

1. The above rules of conduct of teachers will also apply, in general, to the Non-teaching members of the staff as well.
2. The non-teaching staff is a non-vacation staff and has an eight hour duty and should be available after college hours and even on holidays.
3. No staff can earn leave during vacations unless his/her services are utilized fully like on any normal working day.
4. If the service of an employee is required to complete the pending work during vacations, it shall not be construed as additional or extra work and such service cannot be treated for the purpose of earning leave.
5. Every employee shall put in a minimum of 8 hours of work daily.



3.2.3. THE CLERKS AND ACCOUNTANTS

The Clerks/secretary/accountants will be responsible to the Principal for the following:

1. In his/her capacity as in-charge of the college office, he/she shall organize the college office work efficiently and effectively by maintaining all files and correspondence records.
2. To keep an account of leave of college staff, office stores and equipments.
3. To maintain Scholar's registers, service books, staff attendance register etc.
4. In general, he/she will be responsible to assist the Principal, Vice Principal in carrying out the administrative duties of the college.

The accountant will be responsible to the Principal/ Financial Administrator for the following:

5. To maintain college ledgers and financial documents.
6. To collect and deposit in bank college fees and prepare all documents connected with collection, deposition and accounting of college fees.
7. To prepare fee summaries and monthly fee reconciliation statements, pay and allowances bill for college staff. A copy of the same must be submitted to the Principal as well.

3.2.4. THE LIBRARIAN/LAB ASSISTANT

The following are the responsibilities of the Librarian.

1. He/she should be first and foremost courteous and helpful and ensure that there are adequate arrangements in the library/laboratory.
2. The librarian should maintain proper records for all the books received in the library in the accession register and should see that all the books are allotted accession numbers and class numbers. They should be stamped with a college and library seal on the decided pages.
3. The librarian should see that no book is lost or stolen from the library or tampered with. If books are lost or damaged, he/she is liable to make good the loss/damage.



4. The lab assistant issues / receives back apparatuses and maintains proper account of the same.
5. The lab assistant should avail and arrange materials required for practical work for the students.
6. He/she may be assigned other duties by the Principal if he/she is free from library work.

4. SERVICE CONDITIONS

4.1. APPOINTMENT

4.1.1. APPOINTING AUTHORITY

1. The Principal shall be the appointing and discharging authorities for all employees of a college on behalf of the Governing Body. This shall be done after a meticulous interview and after having published the requirement of a college in the local newspapers.
2. Every year the college shall advertise for the vacant posts of Teaching & Non Teaching staff in National level newspapers (one each in Hindi & English). The college administration shall scrutinize the applications as per the norms of the University Guidelines. The eligible candidates shall appear before the Selection Committee for interviews and sometimes for demonstration on given topics. The lists of selected teachers shall then be sent to the University for approval under college code 28 or minority clause. After the University's approval, the information shall be relayed to the college as well as to the eligible candidates.

4.1.2. APPELLATE AUTHORITY

1. The Chairman/secretary shall be the appellate authority against the decision of the interview board if an interviewee has any grievance. However, the aggrieved party/employee is barred from approaching any court or civil authority before exhausting the appellate remedies.

4.1.3. APPOINTMENT LETTER



1. The employee selected for employment will be given an appointment letter in duplicate signed by Principal and Manager, which will explain the basic terms and designation of the employment. The rest will be specified in the service rules. By signing the duplicate copy of the appointment letter, the employee accepts all the terms and conditions of service as specified herein.
2. Every employee shall sign the acceptance of the offer by returning one copy of the appointment letter duly signed as acknowledgement of acceptance, which shall be kept in the service book.

4.1.4. ELIGIBILITY OF APPOINTMENT

1. At the time of interview candidates are required to produce all original mark sheets, certificates and professional degrees along with 2 passport size photographs and all relevant documents in support of the required post/appointment. Candidate has to attach attested photo copies of the same along with an application to the College Authorities and the same can be subjected to verification with the originals at any time, thereafter, any discrepancy failing which the same shall tantamount to 'misconduct' and lead to termination of service.
2. Candidates who have been subjected to penal action, which constitute to moral turpitude shall be terminated without assigning any reason, on or during employment.

4.2. PROBATION

1. Except in the case of a purely temporary vacancy or leave vacancy or for a specific post of temporary nature, every employee shall on initial appointment, be on probation for a period of three years from the date of his/her joining the duties.
2. If the probationer is found to be untrained and his/her service is found to be unsatisfactory, the appointing authority may terminate his/her service at any time during the probationary period or the probation period may be extended up to another year.



3. The service of a probationer is terminable without assigning any reason or prior notice.
4. If an employee desires to be relieved during the period of probation, it will be necessary for him / her to give one month's notice in writing or one month's salary unless and otherwise the Managing Committee permits relaxation under special circumstances.
5. The period of probation shall be extended or reduced at the discretion of the Management irrespective of the completion of two years, depending on the evaluation of work aptitude, service rendered, qualification and performance shown.

4.3. CONFIRMATION

1. If the work and conduct of an employee during the period of probation are found to be satisfactory, he/she will become eligible for confirmation on the expiry of the period of probation with effect from the date of expiry of the said period provided he/she fulfils the other requisite conditions.
2. A confirmation letter to this effect will be given to the employee upon written request.
3. Even after confirmation, if the management comes to know that the staff has misrepresented his/her educational qualification, age, health, character or non-disclosure of penal action, then his/her confirmation shall be immediately suspended till verification. On verification, if the charges are found to be true then the services of such staff shall be terminated without further enquiry. Such termination shall tantamount to dismissal from service for which the management shall not be liable to pay retrenchment or salary or benefits.
4. A confirmed employee may resign or terminate his/her services giving three months notice or surrendering three months salary in lieu of notice. The management likewise can/may terminate the services of a confirmed employee by giving three months notice or three months salary in lieu of notice.
5. In case of serious misdemeanour or breach of duty as defined in these Service Rules a notice on the part of Management shall be dispensed with impending disciplinary action of termination.



4.4. TERMINATION OF SERVICE DUE TO ABOLITION OF POSTS

1. The Managing Committee can terminate the services of a confirmed employee in case of abolition of a post due to closing down of a college, a class or reduction in the number of sections of a class or discontinuance of a teaching subject.

4.5. PROMOTION

1. The eligibility of an employee for promotion shall be determined by the Management primarily with reference to performance, merit in service and availability of vacancy in the higher grade. For all such promotions to a higher grade within the college, an employee's seniority in service shall not confer upon the employee a right to promotion.
2. In an event of an employee being promoted to higher grade she/he shall be placed on probation on the new post for such period determined by the Management which is liable to further extension on the discretion of the Management. If at the end or during probation, the service of such promoted employee is not satisfactory then such employee shall be reverted back to the previous post so held before promotion and shall draw the salary drawn before the promotion. All additional benefits/ allowances granted or carried in the promoted post shall stand withdrawn without separate notice.

4.6. ABANDONMENT OF SERVICE

1. An employee who overstays his or her leave originally granted or subsequently extended and/or remains absent from duty continuously for a period of ten consecutive days without prior sanction of leave, shall be deemed to have abandoned the services of the college on his or her own accord and accordingly his or her name shall be removed from the rolls of the employment. However, in case of a confirmed employee, before removing the name of such an employee, the employee shall be given due opportunity to explain his/ her position regarding the unauthorized absence. No such opportunity shall be given to an employee who is a probationer or on temporary or on contract service.
2. The management shall follow the under laid procedure in the event of abandonment of services by a confirmed employee.



- a. Whenever the unauthorized absence of a confirmed employee comes to notice, a communication will be addressed to him/her to rejoin the services within a specified time limit. The said communication shall be sent to the last notified address.
- b. This shall be followed by one more communication asking the confirmed employee to rejoin services which shall be at intervals of not less than seven working days each (if she/he has not rejoined by then). The third communication shall be the last communication clearly indicating that besides amounting to misconduct, the unauthorized absence will lead to loss of the employment and the employee shall be deemed to have voluntarily abandoned the services in the college.
- c. If an employee admits the fact of unauthorized absence and /or fails to rejoin services but submits an explanation regarding his/her unauthorized absence even after receipt of three communications, then it shall be deemed that the employee has voluntarily and intentionally abandoned the services in the college and accordingly the name of such employee shall be removed from the rolls of the college.
- d. If an employee submits an explanation in response to the communication/s, which he/she disputes the fact or unauthorized absence and/or justifies the absence and further if the explanation is found to be unsatisfactory, then action shall be taken only after holding a domestic inquiry on this issue.

4.7. RETIREMENT

1. Every employee shall retire from service on attaining the age prescribed by the State/Central government/board/university at the given time. However, if the age of Superannuation falls during the academic session, the concerned employee will retire at the end of the academic session.
2. Generally, extension of service may not be granted.
3. A teaching staff shall be subjected to retirement before the completion of retirement age if he/she is found unfit for continuation of service on medical



report by the medical board so appointed by the Managing Committee.

4. To determine the age of an employee, the date of birth as recorded in the certificate of high college shall be considered legal and authentic. The management shall not entertain or accept any other document for determination of age except high college certificate.

4.8. SERVICE BOOKS AND CONFIDENTIAL RECORD

1. A confidential record of every employee shall be maintained by the Principal. It shall consist of two parts. The first is factual record of employment, salary scale, increment, promotions, leave records, any disciplinary action etc as well as factual assessment with regard to the work done by the employee. The second part consists of confidential and evaluative statements with regard to the performance of the employee.
2. The signature of the employee shall be obtained for entries on the first part. Refusal, on the part of the employee, to sign shall be entered by the Principal and it shall be considered a serious matter.
3. Confidential entries shall be made at least once a year and shall be reviewed by the Management. If there are serious lapses on the part of an employee and the management contemplates any action, the said lapse(s) shall be communicated to the employee to provide him/her with an opportunity to explain himself/herself through written representation and if necessary, through oral submissions in addition to the written rebuttal.
4. Every employee will intimate his/her change of address immediately to his/her authority, failing which the last address on the record of the college shall be treated as the present address and any communication sent to him/her at the recorded address shall be deemed to have been received.
5. Being a private college, no employee is entitled to any retirement benefit.

4.9. EMOLUMENTS

1. The pay scale and allowances of all employees shall be what is stated in the appointment letter which would be revised from time to time. However, in case



of any payment based on wrong information or by mistake the same shall always be recoverable from the employee with retrospective effect and if an employee is found to have intentionally concealed the facts, suitable action will be taken in addition to recovery of the amount with interest/fine.

2. Salaries shall be paid to the employees by deducting the following:

- a) Income tax, payable by the employee.
- b) Contribution to the PF
- c) Deduction for absence from duty
- d) Fines, if any
- e) Refund of any advances taken.
- f) Deduction against damages or loss of college property entrusted to the employee, loss of money, etc. However, such deduction shall be subject to the lapses having been established through a domestic enquiry unless the concerned employee admits the lapse on his / her part.
- g) Any other legitimate deductions.

3. Employees except those employed in temporary vacancies and on part time service, will be required to become members of the Contributory Provident Fund Scheme as required under the employees Provident Fund and Miscellaneous Provisions Act, 1952.

4.10. WORKING HOURS AND ATTENDANCE

1. Generally, the duty Hours of both teaching and non-teaching staff shall be governed by the Government regulations.
2. However, the Management can formulate its own rules in this regard which will be notified to the concerned employee in the letter of appointment.
3. Generally Sundays and other public holidays shall be a holiday for all employees.
4. Working hours for non-teaching staff, office staff and librarians shall be eight hours on each working day. There shall be a half an hour break for lunch allotted



to each non teaching staff without disrupting the normal functioning of the college.

5. Every employee shall have to record the time of his/her arrival and departure on all working days in the manner and in accordance with the regulations in force and prescribed by the management from time to time.
6. Any employee found to be late on duty for three times in a month shall loose half day casual leave. Teaching employees are to report on duty ten minutes before the first bell and non-teaching staff half an hour before the first bell. If they are reported late, i.e. after the second bell is rung, then a red line shall be marked in the attendance register below their signature. Three red lines in a month shall invite action as aforesaid.
7. The attendance register shall be the official record for all benefits like payment of salary, leaves of all nature etc.
8. No overtime shall be recorded or payment made thereof. There shall be no leave additionally granted in lieu of overtime.

4.11. LEAVE

4.11.1. GENERAL CONDITIONS

1. Leave cannot be claimed as a matter of right. Grant of any leave shall depend on the exigencies of the institution and shall be at the discretion of the Principal.
2. On no account, any complaint against non-sanctioning of leave shall be entertained.
3. No leave application shall be entertained during examination.
4. A teacher is eligible to have all the holidays notified in the college calendar or announced by the college. However, if the Principal asks a teacher/employee to come to the college on a holiday to attend a meeting or for some other purpose connected with the college, the teacher / employee is bound to come notwithstanding the fact that it being a holiday.
5. No period of leave may in any case, be prefixed or suffixed to holidays or vacation periods. Teachers are expected to work till the time appointed for the break-up of the College before holidays and resume duty on the morning of the



reopening day.

6. All leave must be applied in writing to the Principal well in advance except under unforeseen circumstances. In such cases, application for leave must be sent on the first day of leave before the commencement of 1st period.
7. Any leave that is not sanctioned by the Principal shall be considered as an unauthorized absence and be treated as leave without pay. Half-day leave shall be counted in case the teacher signs the register after morning assembly.
8. To be entitled to receive pay for vacations, a teacher should be present and sign his/her attendance on the day preceding the vacation and on the first working day after vacation.
9. Casual / substitute / contractual / probationary employees shall not avail any kind of leave other than holidays as per college calendar, and if availed, it may be treated as leave without pay.
10. Sundays and holidays falling between the period of leave other than casual leave will be taken as part of the leave except the beginning or ending of leave.

4.11.2. CASUAL LEAVE

1. Casual leave is sanctioned only for the period of service completed. In a year of completion of service, thirteen days leave shall be granted with pay.
2. Casual leave cannot be accumulated or be prefixed or suffixed to any other kind of leave, vacation or holiday.
3. As a rule not more than three days casual leave can be taken in a month/ at a time which may however be extended to seven days by the Principal, if the reason is found to be justified.
4. It is permissible to take half day casual leave if the period of absence is half or less than half a working day.
5. Casual leave is essentially meant for short periods of absence necessitated by sudden/brief illness or urgent work.
6. No employee may, except in unavoidable circumstances, like, sudden illness avail himself/herself of casual leave, unless the Principal has sanctioned it



previously.

7. All accrued balance of casual leave not taken during the year shall lapse at the end of the academic year and cannot be carried forward to the next academic year.
8. Leave ordinarily begins and ends on the dates for which it is so sanctioned. Weekly offs, public holidays and restricted holidays may not be prefixed or suffixed to leave. An employee shall not be entitled to the benefit of such holidays, if the same fall within the leave period.

4.11.3. MATERNITY LEAVE

1. Maternity leave shall be availed by only a confirmed female employee of the college for delivery of first two surviving children, as per directives of the Government.
2. Maternity leave with full pay and permissible allowances shall be granted for a period of three months only or as per revised direction of the Government.
3. If an employee has two surviving deliveries before appointment in the college, then such employee shall not be entitled for further maternity benefits.
4. Temporary/probationary employee shall not be entitled for maternity benefits.

4.11.4. MEDICAL LEAVE

1. Employees are entitled to avail only ten days of medical leave with pay in full academic year subjected to production of medical cum fitness certificate from an authorized doctor. In case of frequent application under this category, the management reserves the right to appoint its own medical officer in case of determination and examination of a sick employee.
2. As soon as an employee, rejoins his/her duty after the expiry of any leave of five days or more, he/she shall send a rejoining report.
3. Medical leave cannot be granted for less than three days.
4. Medical leave can be accumulated up to a maximum of 60 days beyond which the same shall lapse automatically. However the medical leave shall not be sanctioned for more than one month at a time.



5. For the computation of medical leave, all intervening Sundays and other holidays shall be counted.

4.11.5. LEAVE WITHOUT PAYMENT (LWP)

1. Under exceptional circumstances, leave without pay may be granted by the Principal at his discretion.
2. Leave without pay does not carry any pay or allowance and does not count for increment unless otherwise specified contributions to saving funds will remain suspended for the period.


Director
(Fr. Selvichan John)
Director
VIDISHA (M.P.)