

FR. CONCEICAO RODRIGUES COLLEGE OF ENGINEERING

Fr. Agnel Ashram, Bandstand, Bandra (W), Mumbai - 400050

(Autonomous College affiliated to University of Mumbai)

REVISION OF STAFF SERVICE, ACADEMIC AND OTHER RELATED RULES / NORMS / POLICIES

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STAFF SERVICE, ACADEMIC AND OTHER RELATED RULES / NORMS / POLICIES

1.0 Recruitment and Employment

1.1 Policy:

Appointment for the various posts i.e. teaching and non-teaching in the Institute shall be in terms of qualifications, experience, pay scales and other guidelines issued by the All India Council for Technical Education (AICTE), the affiliating University, and Government Resolutions as amended from time to time. However, being a private self-financing, unaided Minority Educational Institute, the Executive Committee or the Competent Authority reserves the right to modify the same depending upon the needs/circumstances keeping in view foremost the interest of the Institute.

- i. All vacant/additional permanent regular teaching posts are generally advertised in prominent newspapers and/or on the College Notice Board/Website. However, the Management reserves the right to recruit its employees on adhoc, temporary & contractual basis, directly through other sources as well, such as internal referrals, placement agents, jobsites etc., depending upon the urgency and availability of the candidate keeping in view the interest of the students and the Institute.
- ii. The Selection Committee duly constituted as per prevailing norms, shall interview the eligible candidates for regular permanent teaching posts and recommend the shortlisted candidates for selection.
- iii. Based on the recommendation of the Selection Committee appointed by the University / Chairman, the selected candidates may be appointed by the Competent Authority in an appropriate salary structure applicable for the relevant post, subject to medical fitness (Fit for Employment) certified by Registered Medical Practitioner appointed by the Competent Authority.

1.2 Probation and Confirmation

- i. A new staff member for regular permanent post subject to the procedure prescribed for selection and appointment, will be appointed on probation for a period not exceeding 24 months from the date on which he/she joins duties and after the satisfactory completion (the decision of the Competent Authority shall be final and binding) of the probation period he/she may be confirmed and informed accordingly in writing. Otherwise his/her services shall be terminated at any time provided that at least one month's notice is served on him/her prior to the expiry of the period of probation or one month's pay is paid to him/her in lieu of the notice period.
- ii. The Management of the Institute will maintain an Assessment Report of a staff member on probation, and decide, if a staff member is to be confirmed or not at the end of the probationary period.



- iii. During the probation period if any member of the staff has not attended the institute on account of long leave with prior permission (with or without pay) due to valid/genuine reasons such as sickness, accident, maternity etc., the probation period shall be extended to the extent of the total duration of the absence from duty, the reason being, a staff member should be present in the institute to assess his/her performance during the entire probation period.
- iv. While on probation if any member of the teaching faculty and technical staff decides to resign the post/service he/she shall follow the following procedure/rules:
 - a) Shall tender a resignation letter to the Competent Authority through proper channel.
 - b) Shall not resign from the service in the College/Institution without giving prior notice in writing to the Competent Authority of his/her intention to resign. The period of such notice shall be one calendar month.
 - c) If the resignation is accepted by the Competent Authority by a written communication, it shall be effective only from the end of the Academic Year. Under no circumstances one shall be relieved from the service in the College/Institution in between the Academic Year, for whatsoever reason.
 - d) Shall complete all instructional and term work requirements, to the satisfaction of HOD, Principal and Director and upon handing over charge to the HOD / Principal or any person duly designated/notified by them.
 - e) Shall submit the College 'Clearance Form' duly signed by all concerned.
 - f) Probationary staff should utilise their available leaves during the period of probation. Leave will not be accumulated during the probation period.
- v. In the event a confirmed member of the teaching & technical staff decides to leave the services of the Institute, he/she shall follow the same procedure as mentioned in Clause No. 1.2 Sub-clause iv (a-e) above, except that the period of prior notice shall be three calendar months in the case of the teaching staff and in the case of technical staff the period of the prior notice shall be one calendar month.
- vi. Physical attendance in the College/Institute during the entire notice period is mandatory. Effective from the date the resignation is accepted by the Competent Authority, all types of leave entitlement ceases and all accumulated/balance leave if any, even if pre-sanctioned, shall stand automatically forfeited/cancelled.
- vii. After serving the entire mandatory notice period a member of the staff shall be issued service certificate/relieving letter, subject to completing/fulfilling all the requirements mentioned in Clause No. 1.2 Sub-clause iv (a-e), v, and vi above.
- viii. In case of default in giving the mandatory prior notice if the staff member leaves the institute it shall be presumed that the staff member has abandoned his/her service in the Institution on his/her own and consequently, the Competent Authority shall have the right to recover the dues from the concerned staff member, an amount not exceeding the salary for the shortfall in the required notice period as well as not issue Service Certificate & Relieving Letter.



- ix. If a staff member (whether on probation, confirmed, ad-hoc or contractual) is found to have divulged any particulars, working or methodology of the Institute, in the course of employment with the Institute to anyone else without the prior sanction of the Management or resorts to any action which would hamper the functioning or working of the Institute or involves in any activity which according to the Management is against the interest of the Institute, the Competent Authority shall be within its rights to terminate the services by giving one month's notice or wages/salary in lieu thereof. In the case of ad-hoc and contractual staff members, their services can be terminated without assigning any reason whatsoever.
- x. In the event of a clash between the Service Rules and the terms and conditions of the Appointment Letter, the prevailing Service Rules and any amendments made thereafter by the Competent Authority, shall prevail.

1.3 Retrenchment on account of abolition of post or reduction in work-load.

- i. In the event of abolition of a post or reduction in work load, a staff member on probation may be retrenched/ terminated by giving him/her one month's notice or by paying one month's pay.
- ii. Three months notice or three months pay in lieu thereof, if the teacher/staff member is confirmed in the post.
- iii. In case the workload is reduced to half or less than half, if the teacher so wishes, he/she shall be continued as a part-time teacher and shall be paid as per the scale of the part time teacher.

2.0 Pay Structure

The pay structure for different categories of staff in the institute are usually fixed as per the norms, notifications and guidelines issued by Mumbai University, All India Council of Technical Education (AICTE) and Govt. of Maharashtra through Government Resolutions (GRs), from time to time. However, being a private, un-aided, self-financed, minority educational institute, the Management reserves the right to have separate pay structure, as provided by law.

3.0 Career Advancement of Staff

3.1 Career Advancement of teaching staff

- i) Career Advancement norms for scheme for the teaching staff shall be as per the Guidelines laid down in the Govt. GR No. MAPAVI 2019/C.R. No. 37/ MAFSU dated 8th March 2021 implementing the VII Pay Commission Pay scales and AICTE Notification dated 1st March 2019 as well as the Institute's own norms / guidelines laid down in the Screening Committee meetings as well as Office Orders / Circulars / Notices issued from time to time.
- ii) The Screening Committee of the college consisting of the Director, Principal, the Heads of Departments and external members if required, not less than the rank of Professor/Principal, meet usually once in two years to recommend to the Management, the names of the eligible teaching faculty for career advancement, provided they fulfil the criteria and meet all the requirements laid down by the All India Council of Technical Education (AICTE), University of Mumbai, Govt. of Maharashtra as well as the Institute's own guidelines/norms issued from time to time.



3.2 Time Bound Promotion to non-teaching staff

- i) Time Bound Promotion for the non-teaching staff shall be as per the Guidelines laid down in the Govt. Resolutions received as well as the Institute's own norms / guidelines laid down in the Screening Committee meetings as well as Office Orders/Circulars/Notices issued from time to time.
- ii) Non-teaching staff (technical/administrative), who have completed 12 years of continuous service in the institute without a break, will be granted time bound promotion, twice in their Service period provided their performance, commitment and conduct are satisfactory and meet the expectation of the Management.

3.3 Policy for Annual increments :

- i. Annual increments in salary as per rules are normally granted to the confirmed and probationer staff members (excluding ad-hoc/temporary) subject to satisfactory overall performance and conduct. The annual increments are paid in the salary for the month July every year, provided they have put in at least 6 months' continuance service during the preceding academic year and also subject to their satisfactory performance meeting the expectation of the management.
- ii. The annual increment is not a matter of right and the Competent Authority shall be within its rights to withhold or reduce the annual increment amount of any member of the staff on grounds of unsatisfactory performance, attendance, punctuality, bad behaviour or any misconduct and/or for such or similar reason.

4.0 Policy regarding incentives for acquiring PhD (Technology) while in service.

- i. Confirmed teaching faculty members who complete full time PhD degree course while in service, with prior written permission from the Competent Authority shall be granted 2 (two) non-compounded advance increments, if such PhD is in the relevant branch/discipline and has been awarded by a University recognised by UGC or IIT/NIT or any such Institution of similar ranking, provided they have completed their PhD within 4 years from the date of admission to the PhD course with respective Institute /University, including the period of prescribed course work and evaluation.
- ii. Since NET/SET qualification for teaching Basic Science and Humanities subjects is mandatory at the entry level, no special increment shall be given to the existing faculty members who acquire NET/SET qualification while in service.
- iii. Teaching faculty members, who are appointed with PhD qualification for any post as per the minimum prescribed qualification by AICTE/University for that post, shall not receive any additional increments for PhD qualification.
- iv. Non-teaching confirmed/probationer technical staff who acquire higher qualification while in service, with the written permission from the Competent Authority, may be given one increment in their existing salary at the sole discretion of the Management and not as a matter of right but merely as a token of appreciation, even though the said higher qualification may not be required for the job they are appointed. Further, their higher qualification will not entitle them for any promotion to higher post unless due procedure is followed and clear vacancy exists for such a position and is recommended in the regular interview by the Selection Committee.

5.0 General Working Conditions

5.1 Work Hours/Work Days

- i. All members of the staff shall observe the work hours/days as applicable to their respective category in the Institute and as may be communicated by the Management from time to time. Any increase in working hours/days shall not attract additional remuneration.
- ii. Currently the working hours are 8.30 a.m. to 4.30 p.m. or as per time table assigned.
- iii. The duty hours are inclusive of 30 minutes staggered Lunch Break.
- iv. The working hours/days/pattern may be altered/changed by the Competent Authority by a Notification.
- v. The following norms shall be generally applicable and followed by the teaching faculty with regard to 'Teaching Contact Hours' including lectures, tutorials, practical and projects:
 - a) Principal – Minimum 6 hours per week
 - b) Head of the Department – Minimum 12 hours per week
 - c) Professor – Minimum 14 hours per week
 - d) Associate Professor - Minimum 14 hours per week
 - e) Assistant Professor - Minimum 16 hours per week

5.2 Attendance

It is mandatory to report to work on time and record attendance both IN and OUT. All staff members are required to be at their workplaces on time and remain till the end of the shift. Coming late/leaving early without permission is a serious offence liable for strict disciplinary action.

5.3 Reporting Time:

- i) The Grace Time given over and above the reporting time will be 15 minutes. There is no grace period for reporting half day (2nd half).
- ii) Staff members are allowed to report two times in a month late by 30 minutes from their reporting time. This relaxation should not be considered as a right but should be considered as a facility for the exceptional cases. Staff members reporting after 30 minutes from their reporting time shall apply for half day leave.
- iii) Late reporting on account of reasons beyond the control of Staff members i.e. heavy rain affecting the train/bus services, delay in train/bus services on account of rail fracture, train accidents, strikes etc will be waived as a special case subject to receiving a common application from the concerned employees.
- iv) Half day CL will be deducted for every 3rd late reporting (reporting after grace time) in a month. Head of Department are required to monitor the late reporting of the staff under their control. A review of late reporting will be made prior to grant of year increment.
- v) Habitual late reporting on duty will also amount to misconduct and the Management shall take strict disciplinary action as deemed fit.

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- vi) Staff members are required to record their outgoing Biometric attendance after the scheduled time. Staff members leaving earlier than scheduled time will forfeit half a day.
- vii) All staff members should not leave their designated place of work before the scheduled leaving time.
- viii) In exceptional cases Staff members will be allowed to visit the Bank once in a month for the work related to the S.B. A/c where their salary is being credited for half an hour which can be availed together with lunch break of half an hour (total one hour) by recording In and Out time in the Biometric attendance system.
- ix) It is mandatory to all Staff members to record their Biometric Attendance for all In and Out entries.
- x) If any member of the staff (teaching/non-teaching) remains absent without the permission of the Competent Authority is liable for disciplinary action such as loss of salary.
- xi) If any member of the staff remains absent without permission of the Competent Authority for more than 10 (Ten) consecutive days, he/she shall automatically lose his/her claim on the job.

5.4 Outdoor duty:

- i. Outdoor duty (O.D.) may be sanctioned only for official work (any work related to the Institute or work assigned by University only). Faculty members deputed by the Institute for training courses/seminars (STTP) as a part of training, with the written permission of the Competent Authority will be eligible for OD.
- ii. OD may be sanctioned to the faculty members invited as keynote speaker, resource person for FDP/ STTP/Workshops and also to the Members of Governing Council / Academic Council / Board of Studies.
- iii. No OD shall be sanctioned for attending any conference/paper publication. If it is related to and a necessary requirement of his/her PhD thesis permission has to be sought from the Principal.
- iv. Staff members are not allowed to attend outdoor duty directly without written approval from the Head of Institution / Management. Teaching staff attending University examination related work on working day in other colleges can proceed directly without reporting with prior approval from the Principal. They are required to submit the attendance certificate for such work on the following day.
- v. Staff members attending outdoor duty / Faculty members attending examination related duty in other colleges / university are expected to return to the Institute after completing the work provided the same is over on or before half of the day. If the outdoor work is of small duration, they should prefer to go out in the second half of the day.
- vi. A staff member required to go on Outdoor Duty from the Institute or directly from home without recording attendance in the Institute, must regularize his/her absence either for the full day or part of the day, by filling in the prescribed outdoor duty form on the Biometric Attendance System. Failure to regularize the absence while on outdoor duty will result in marking the same, as leave without pay.

- vii. Outdoor duty should be taken without compromising the academic programme. Not more than one or two ODs are allowed per month for the faculty.

5.5 Weekly Off:

Sunday shall be the Weekly Off for the Institute. However, the Management reserves the right to change the weekly off or introduce staggered weekly off system in respect of an individual member of the staff or class of staff members (teaching or non-teaching) depending on need and keeping in view the academic interest of the students viz: Examination, Practical, Assessment of students' papers, Admissions etc., at any time in future by issuing a suitable communication. A staff member will not be entitled to any additional compensation for working on such changed weekly off day.

5.6 Paid Holidays:

Presently the Institute grants paid public holidays in a calendar year, as declared by the University of Mumbai / Government of Maharashtra. In addition, Second and Fourth Saturdays of the month are declared as holidays. However, the Management reserves the right to make changes either in the number of holidays or cancel/substitute a holiday as the case may be depending on specific needs of the Institute taking into consideration the interest of the students.

5.7 Vacation

- i. All confirmed teaching faculty members and probationers after completing probation period, are eligible for taking vacation, subject to completing the work assigned by the respective HOD/Principal.
- ii. The calendar for an academic year including vacation shall be as fixed by the Institute from time to time. Vacation can be availed only after completion of academic term and examination related work.
- iii. It is mandatory that Vacation as per entitlement should be taken at a stretch without breaks in between.
- iv. If any faculty member is called for any important work during the vacation with the approval of the Principal & Director, their vacation can be extended by those many days, but not beyond the end of the vacation period.
- v. Vacation will automatically lapse if not consumed before the last day of vacation. However, if vacation is not permitted by the Director, in only in such a case unutilised vacation will be converted to Earned Leave equal to one half of such unutilised vacation. Such E.L. cannot be encashed and cannot be accumulated for more that 100 days.
- vi. A teacher, other than the Principal, is entitled to 42 days of vacation (excluding holidays) during the period of 12 months commencing from the beginning of the academic year (June to May).

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5.8 Leave Facilities

5.8.1 General

- i. Casual leave shall be calculated on the basis of calendar year from 1st January to 31st December every year. Rest of the leave shall be calculated from the Academic year (July to June).
- ii. No leave can be claimed as a matter of right. All leave requires specific sanction from the Director / Principal as per leave sanctioning procedure. Discretion to grant, refuse, revoke or cancel leave already granted depending on exigencies, lies with the sanctioning authority. Long leave on grounds of sickness or some other extra ordinary situation should be approved by the Director.
- iii. All types of leave are required to be applied in advance. Any leave which is not authorised by the Head of Department / Principal / Management (as applicable) shall be treated as unauthorised leave without pay.
- iv. Staff members availing Leave are required to make alternative arrangements for their duties in the department. Teaching staff availing leave are required to make alternative arrangements for the lecture class / practical scheduled on the particular day of leave. In any case, academic calendar should not be disturbed.
- v. Leave rules etc. for Contractual employees, Temporary staff, Trainees will be defined in their letters of appointment.
- vi. Intermediate holidays between any leave will be considered as leave and not as holidays. No adjustments will be considered.

5.8.2 Casual Leave

- ii. Every staff member (permanent/probationer) is entitled to get maximum 8 (eight) days casual leave in a calendar year. Members of the staff joining on probation in between the calendar year will be granted casual leave on pro-rata basis.
- iii. At a time, maximum of three days of Casual leave can be availed provided the same is available to the credit proportionately. It may be either prefixed or suffixed with any leave/holidays. Casual leave can be granted for half day.
- iv. Casual leave can neither be accumulated nor encashed.
- v. Casual leave shall be applied for in advance. However, in exceptional circumstances where leave cannot be applied for in advance before the leave begins, the staff member may apply for the sanction subsequently i.e. *post facto*. In exceptional circumstances leave sanctioning authority may grant *post facto* sanction of casual leave. If the leave sanctioning authority is not satisfied about the exceptional circumstances, the casual leave availed of without prior permission may be treated as leave without pay or unauthorized absence.
- vi. Mass casual leave shall not be treated as casual leave but misconduct and will be dealt with accordingly.

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vii. Leave Sanctioning Authority may refuse to grant casual leave depending on the exigencies of work or if the reason does not appear to be genuine.

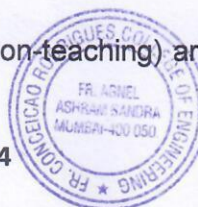
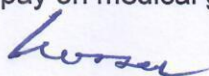
viii. Casual leave should always be taken with prior permission.

5.8.3 Earned Leave

- i. The Principal being an administrative, academic head of the Institute shall be treated as a non-vacation teacher and shall not be entitled to vacations to which teachers are ordinarily entitled. He/she shall, however, be entitled to 30 days of earned leave and subject to a maximum accumulation limit of 300 days.
- ii. If a teacher is refused vacation either in full or part due to his/her responsibilities in the Institute by the Competent Authority (Director), then the unutilised vacation due to the teacher will be converted into Earned Leave equal to one half of such unutilised vacation (as per clause No. 5.7. v above), provided however, such leave cannot be encashed and cannot be accumulated for more than 100 days.
- iii. All the confirmed permanent non-teaching staff are entitled to 30 days of Earned Leave in a year worked out on the pro-rata basis of the working period, including approved leave period.
- iv. Unutilised earned leave at the end of the calendar year shall be carried forward to the following calendar year subject to accumulation limit of 300 days, except in the case of contractual staff.
- v. Earned Leave can be accumulated upto maximum 300 days. Leave in excess of 300 days shall automatically lapse except in case where leave has been refused by the Competent Authority due to contingencies of work in the Institute. In such eventuality the leave in excess of 300 days shall not be encashable.
- vi. Application for earned leave shall be submitted to the "Leave Sanctioning Authority" (Principal and Director) at least 15 days in advance.
- vii. The maximum earned leave that may be applied for at a time, shall not exceed 60 days.
- viii. Earned leave shall not be applied for less than 3 days at a time (except under special cases approved by the Principal / Director).
- ix. All accumulated earned leave by the non-vacational staff (i.e. max.300 days) as per rules, is encashable only at the time of resignation or retirement on attaining the age of superannuation from the Institute.
- x. The cash equivalent for the purpose of encashment of earned leave shall be only Basic Pay + Dearness Allowance + CLA.
- xi. Staff who have promoted to new post should consume / encash, as the case may be, all their stipulated leave before taking any new posting or assignment in the Institute.

5.8.4 Sick Leave

- i. All confirmed members of the staff (teaching & non-teaching) are entitled to 10 days of sick leave with full pay on medical grounds.



- ii. Staff member availing sick leave are required to give a communication (phone / message / email) to the respective office informing the nature of sickness.
- iii. If a staff member reports sick for two or more consecutive days at a time, he/she shall be required to produce a medical certificate from a Government Medical Officer or a Registered Medical Practitioner, along with the leave application. The Institute shall have at all times a right to verify the medical certificate produced by the member of the staff. If such verification does not satisfy the Competent Authority that the sick leave applied for is not on proper medical grounds, the Institute may refuse to grant such sick leave.
- iv. If the Competent Authority feels that the Medical Certificate produced is false or doubts the genuineness of the same, they may call for all medical reports and also require such staff member to get himself/herself examined by the panel doctor of the Institute, whose opinion shall be final and binding on the Institute as well as the staff member.
- v. At the time of re-joining duty after sick leave for more than one day, the staff member shall produce a certificate of fitness obtained from the Government Medical Officer or from a Registered Medical Practitioner approved by the College.
- vi. Unutilised sick leave shall be carried forward to the following year.

5.8.5 Maternity Leave

The entitlement of 'Maternity Leave' shall be as per the provisions of the 'Maternity Benefit (Amendment) Act, 2017, effective from 1/4/2017. In the light of the above, the maternity benefit will be as under:

- i. A woman having no child or only two surviving children shall be entitled to maternity benefit of 12 weeks of which not more than 6 weeks shall precede the date of her expected delivery;
- ii. If any staff needs additional leave depending on their health and medical condition, Management may consider the maternity benefit up to 26 weeks.

5.8.6 Compensatory Off:

- i. Non-teaching staff including instructional staff is eligible for Compensatory Off for working beyond working hours and also on a holiday in the Institutes.
- ii. On a working day they are required to work minimum of one hour and in multiples of half hour beyond working hours for availing Compensatory off.
- iii. Compensatory off of a full day is equal to full day working on a holiday or equal to number of working hours per day and half day also proportionately half of working hours.
- iv. Head of Institute, Head of Department and Teaching staff are entitled to Compensatory Off for working on a holiday in the Institute and not for working beyond working hours.
- v. Staff members are not eligible for Compensatory Off for working/attending outdoor work on a holiday i.e. outside the Institute without written approval from the Management. Teaching staff attending examination work on a holiday in other colleges are not eligible for Compensatory Off.



- vi. There should be proper authorisation for working on a holiday (applicable to all) or for working beyond working hours (applicable to Non-teaching and instructional staff) from the Principal / HOD / Department in-charge. A written authorised communication is required to be given one day in advance for working on a holiday to the Security and to the office of the Director.
- vii. Compensatory Off has to be availed within a period of six months from the date of working failing which it will be considered as lapsed.

5.8.7 Leave for Contractual Faculty/Staff

Contractual faculty/staff after completion of one year of continuous service subject to renewal of their contract will be entitled to the following leave facilities:

- i) Earned Leave (EL) – 20 days (annual pro-rata basis)
- ii) Casual Leave (CL) – 8 days (annual pro-rata basis)

The contractual faculty/staff are not permitted to carry forward any type of leave.

5.8.8 Leave for Ad-hoc/Temporary staff

Ad-hoc/temporary staff (teaching/non-teaching) are entitled to 8 days of leave (all inclusive) per annum pro-rata basis, during the period of ad-hoc engagement.

5.8.9 Leave Without Pay

A member of the staff who has exhausted all type of entitled leave may be sanctioned Leave Without Pay for genuine valid reasons, by the Competent Authority at its sole discretion and not as a matter of right. However, if such absence is not regularized by following the leave procedure, it shall not be automatically considered as leave without pay, but absence without permission/unauthorized absence and liable for disciplinary action. If any member of the staff fails to regularize his/her absence by applying for leave with/without pay as the case may be, by the end of the month, then his/her salary for that month shall be withheld.

5.8.10 Leave during the notice period

Physical attendance of the staff member in the institute during the notice period is compulsory. However, in exceptional circumstances such as lockdown due to pandemic or any natural calamity where physical attendance is not possible, the requirement of physical attendance may be waived by the Competent Authority. Effective from the date the resignation is accepted by the Competent Authority, all leave entitlement ceases and all types of accumulated/balance leave if any, even if pre-sanctioned, shall stand automatically forfeited.

5.8.11 Leave Sanctioning Procedure

- i. Vacation/Earned Leave as per entitlement, should be planned in advance and may be availed during the Semester breaks only, so as not to disturb the normal academic activity. This applies to all teaching as well as non-teaching technical staff.
- ii. Any member of the staff who wants to proceed on Earned Leave, Vacation and/or Maternity Leave shall get his /her leave approved from the Competent Authority at least 15 days before proceeding on leave.



- iii. If any staff member, fails to inform the Competent Authority and remains absent without permission for more than 10 consecutive working days is liable to lose claim on his/her appointment.
- iv. Even where the leave has been sanctioned, the Competent Authority is empowered to cancel/prepone or postpone the same at any time depending upon the exigency of work and taking into consideration the interest of the students and the institute.
- v. The Competent Authority for different kinds of leave for all employees shall be as under:
 - a. All kinds of leave to the Principal shall be approved by the Director
 - b. All types of leave for the teaching faculty can be approved by the HOD and Principal.
 - c. All kinds of leave to Administration staff shall be approved by the HOD and Principal.
 - d. Long leave / extra ordinary leave shall be approved by the Director.

5.8.12 Leave Salary:-

Leave salary shall be the monthly basic pay and allowances to which an employee is normally entitled, immediately before the commencement of leave.

5. 8.13 Employee Leave Record:

Leave Record is maintained calendar year wise in the online Biometric Attendance System. Staff member can view and check the Leave Record by logging into the online Biometric Attendance System. Staff Members shall apply for all types of leave in the Software and are required to check the status of approval by the Leave Sanctioning Authorities.

6.0 Staff Performance Appraisal System.

- i. Performance Appraisal and evaluation of the teaching faculty as well as of non-teaching technical staff shall be carried out at the end of academic year. The Institute has introduced a system for performance appraisal and evaluation of teachers by (a) Evaluation by students (b) Self-evaluation (c) Evaluation by HOD (d) Feedback by the Principal/Director.
- ii. The performance evaluation of every teaching faculty member and technical staff is discussed by the HOD at each mid-semester/term during the academic year together with the feedback given by the students. During this meeting, strengths and areas of improvement of each teacher/technical staff are also discussed, and suitable training needs/courses are jointly identified to bridge the competency gaps and later followed up by the HOD for imparting the required training inputs.
- iii. The feedback from students is also taken for the performance evaluation of administrative functions and infrastructure facilities namely, Accounts, Examination Cell, Library, Office and Training & Placement, Cafeteria, along with teaching faculty & Technical Staff.
- iv. In addition to the above, a separate 'Performance Based Appraisal System' used to calculate 'Academic Performance Index' (API) of teaching staff only. The form is prepared as per UGC norms consisting of:
 - I. Teaching, learning and evaluation related activities (*Self-Assessment*)
 - II. Co-curricular, Extension and professional development related activities
 - III. Research and academic contributions

7.0 Grievance Redressal mechanism for staff.

Any member of the staff if he/she has any grievance regarding his/her academic related or administrative issues is free to approach the HOD and the Principal or Staff Grievance Redressal Cell constituted by the Institute.

8.0 Miscellaneous

8.1 Wearing of Identity Badges:

All employees who have been issued Identity Badges are required to wear the same when they are present in the Institute premises. Teaching faculty members shall also ensure that students wear their Identity Badge in the College campus.

8.2 Use of Mobile:

Use of Mobile phones by the Teaching faculty and instructional staff at the time of Lecture / Practical classes in laboratory for other than instructional work is strictly prohibited. Head of Institute / Head of Department are required to ensure that the same is implemented in letter and spirit.

All the staff members are required to restrict the use of mobile phones in the campus and not to waste time in unnecessary discussions of non-official matters.

It is the duty of each Staff member to ensure that students do not use the mobile phone in the class rooms / laboratories / library etc.

8.3 Dress Code:

All employees shall wear decent clothes. Wearing of revealing or tight clothes, sleeveless tops, T-shirts as well as caps is not permitted. Gents are not allowed to wear jeans, ear rings, keep long hair/pony tails, do body piercing/tattoos etc.

8.4 Religious practices and personal beliefs:

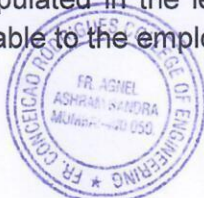
Religious practices and personal beliefs of an employee are purely personal and shall not be manifested in whatsoever manner.

8.5 Service Book:

A Service book is maintained in respect of each staff member in the prescribed format. The Service Record (in the Service Book format) is also available online in the College Portal and all the staff members can view the same by logging in to the College Portal.

8.6 Release from service:

A staff member shall stand automatically released from the service of the Institute as per the terms and conditions stipulated in the letter of appointment or such other rules subsequently framed and made applicable to the employees.



8.7 Handing Over Charge:

A member of the staff before leaving the services of the Institute, shall hand over proper charge of his/her post/department to a duly authorized person and shall return to the Institute/Library/Department all books, furniture, materials, equipments, identity card etc. issued to him/her and shall pay up in full all charges dues. If he/she fails to do so, the Institute shall recover the amount due from such teacher on account of the above items from his/her final dues. The last salary/dues if any shall be paid to the teacher concerned, only after college clearance certificate in the prescribed format duly filled and signed by all concerned, is submitted to the Accounts section.

8.8 Superannuation/Retirement Age:

The superannuation/retirement age for the Principal shall be 62 years, for the teaching faculty 60 years and for all other staff, it shall be 58 years.

8.9 Non-Liability Certificate:

All service benefits shall be granted to the employees only after a non-liability certificate has been issued by the Institute.

8.10 Contributory Provident Fund (CPF) :

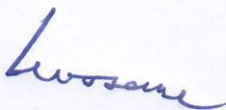
All confirmed members of the staff as well as those on probation shall be covered under the provisions of the 'Employees' Provident Fund and Miscellaneous Provisions Act, 1952.'

8.11 Employees' Group Gratuity-cum-Life Assurance Scheme (GGCA):

All confirmed members of the staff shall be covered under the Group Gratuity-cum - Life Assurance Scheme (GGCA) of Life Insurance Corporation (LIC) of India. The benefits on leaving service shall be applicable to the employees covered under Scheme, after completion of 5 years of continuous / uninterrupted service in the Institute, calculated from the date of Probation. Long absence from duty with or without pay exceeding 6 months for whatever reason, shall not be accounted for continuous service for eligibility for gratuity. However, the Management reserves the right to switch over to any other scheme which may be more beneficial to the employees, in future.

9.0 Amendment:

The Management of Fr. Conceicao Rodrigues College of Engineering may from time to time, add, alter or otherwise amend these terms and conditions of service, and posting/display of such amendments on the Staff Notice Board / College Website / E-mail, shall amount to due notification of the amendment thereof.



Director



Principal

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