

ST. JOSEPH'S COLLEGE (AUTONOMOUS)

JAKHAMA, NAGALAND



★ SERVICE RULES ★

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- 21.15 A non regularised staff cannot avail additional benefits such as gratuity, short term loans, teacher Promotion Assessment, annual increment(s) and award of Certificate of Recognition. An employee can avail the benefit of gratuity only after completion of five (5) years of continuous service (Ref. Gratuity Act, 1972).
- 21.16 The salary/pay scale of Grade IV staff shall be according to the job specification and not according to the academic qualification, specialization or year of experience.
- 21.17 If an employee fails to report for duty for more than five (5) working days, the Management Board has the full right to withhold the salary of the employee.
- 21.18 A regularized employee may avail medical/health insurance through the College. The monthly payment of medical/health insurance shall be deducted from the salary.
- 21.19 The Gross Pay Scale structure of an employee with Probationary Appointment and Regularised Appointment shall be divided under the following categories: Basic, DA (Dearness Allowance), Gratuity, HRA (House Rent Allowance), EPF (only for Regularised employee).
- 21.20 An increment of 3% of the basic shall be realized in favour of all teaching staff and office staff with probationary appointment.
- 21.21 A teaching staff who is serving in the College and completes Ph.d studies can avail 3% increment of pay from the amount existing (difference of pay) between NET pay scale and Ph.d pay scale provided he/she produces Ph.d certificate. This increment can be availed from the month provided he/she submits Ph.d certificate before the 15th (date) of the month. A teacher who joins the College with Ph.d cannot avail this incentive.

## EMPLOYEE WITH PROBATIONARY APPOINTMENT

BASIC	DA (Dearness Allowance)	HRA (8% of Basic)	GRATUITY (50% of Basic/12 Months)	INSURANCE	PROFESSIONAL TAX	TOTAL GROSS
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## EMPLOYEE WITH REGULAR APPOINTMENT

BASIC	DA (Dearness Allowance)	HRA (8% of Basic)	EPF (13.15% of Basic)	GRATUITY (50% of Basic/12 Months)	INSURANCE	PROFESSIONAL TAX	TOTAL GROSS
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- 21.22 An increment of 3% of the basic shall be realized in favour of all teaching staff and office staff with probationary appointment.
- 21.23 A teaching staff who is serving in the College and completes Ph.D studies can avail 3% increment of pay from the amount existing (difference of pay) between NET pay scale and Ph.D pay scale provided he/she produces Ph.D certificate. This increment can be availed from the month provided he/she submits Ph.D certificate before the 15th (date) of the month. A teacher who joins the College with Ph.D cannot avail this incentive.

## 22. INCENTIVES

- 22.1 A double increment (*one increment in addition to the yearly increment*) may be awarded, as per prescribed norms, to an employee selected by a committee appointed by the Governing Body.
- 22.2 A regularised employee may avail encashment of un-availed casual leave at the end of the academic year. However, the Management Board has the full power and right to hold back/revoke encashment of un-availed casual leave as and when situation demands to do so. The provision of encashment of un-availed casual leave is a gesture of appreciation and encouragement from the Management for the employees and no employee can take it as rightful claim.
- 22.3 The provision of encashment of un-availed casual leave is

applicable only if the employees are physically present in the College for duty.

- 22.4 The Management Board shall from time to time decide staff bus fare affordable by staff.
- 22.5 As and when required, the Management Board may depute employee(s) to attend courses, training programmes, seminars, conferences, workshops and exchange programmes. To this end the College shall meet the financial expenses.
- 22.6 Interest free short term loan up to a maximum of Rs. 1, 00,000/- (one lakh) may be granted to regularized employees for justifiable purposes, repayable within twelve months. The employee shall refund the loan by deduction from the monthly salary or make full refund within twelve months. Failure to refund the loan within twelve months shall incur interest according to the prevalent rate.
- 22.7 The provision for short term loan can be availed only by regularised employee.
- 22.8 A staff cannot claim short term loan every year. There should be at least 12 months gap to avail short term loan.
- 22.9 Promotion under Career Advancement Scheme (CAS) with increase in basic pay/number of increments shall be decided by the Management Board for eligible teachers.
- 22.10 The Management Board shall from time to time decide the amount for financial incentive.
- 22.11 Financial incentives for staff who publishes research articles with DOI number in peer/reviewed journals under UGC Care List or contribute research/scientific article in publish books and journals with ISBN/ISSN number. However, a staff cannot claim double encashment for the same article which had been used for seminar presentation and publication. Financial incentives shall be given only for publication of a book, contribution in a book or article in peer/reviewed/UGC Care list journals.
- 22.12 A Ph.D teacher shall not claim financial incentives for the Articles he/she had submitted to the University where he/she studied as part of requirement for completion of Ph.D studies.

No financial incentives shall be granted for such Articles and Publications.

- 22.13 To avail financial incentives, one has to produce proof in hard copy with all the details of publication(s). In the case of paper presentation, provide details of the paper presentation mentioning the nature of seminar and whether the paper presented at the seminar/conference has been published. Mention the publication of paper presentation if published in edited book. The College will not give financial incentive to any staff for being resource person at various seminars, conferences, workshops or webinars.
- 22.14 Financial incentives shall be different for single author and co-authors.
- 22.15 Financial incentives shall be considered necessary only for the primary (main) author of the article, publication or presentation.
- 22.16 Financial incentives must to be claimed within a period of three months of publication after which no financial incentives shall be granted.
- 22.17 Financial incentives shall not be considered if the article is not published in peer reviewed journals under UGC Care List.
- 22.18 Financial incentives shall not be considered if the article or publication is without affiliation to St. Joseph's College, Jakhama.
- 22.18 For the event of Department Jubilee celebration, the Management Board shall decide upon certain amount of financial assistance, not exceeding Rs. 20,000 (twenty thousand) for the celebration of the occasion.
- 22.19 The practice of giving financial incentive for publication of articles and books is purely a good will gesture from the Management and it can be revoked as and when it is felt necessary.

### **23. NORMS FOR DOUBLE INCREMENT**

- 23.1 A regularized employee is eligible for double increment if he/she has attained a level of excellence as a teacher according to the assessment of Management Board.