

ST. JOSEPH'S COLLEGE (AUTONOMOUS)

JAKHAMA, NAGALAND



★ SERVICE RULES ★

Website: <http://stjosephjakhama.ac.in>
E-mail: stjosephc@gmail.com

Article Twenty-nine	--: Casual Leave	:	37
Article Thirty	--: Office Order	:	40
Article Thirty-one	--: Social Media/Information Technology/Cyber Law	:	42
Article Thirty-two	--: Rules of Discipline	:	43
Article Thirty-three	--: Misconduct	:	43
Article Thirty-four	--: Deviant and Unlawful Activities	:	44
Article Thirty-five	--: Penalties	:	45
Article Thirty-six	--: Minor Penalties	:	45
Article Thirty-seven	--: Major Penalties	:	45
Article Thirty-eight	--: Procedure to Impose Minor Penalties	:	45
Article Thirty-nine	--: Procedure to Impose Major Penalties	:	46
Article Forty	--: Grievance Settlement	:	48
Article Forty-one	--: Service Certificate	:	49
Article Forty-two	--: Sexual Harassment	:	50
Article Forty-three	--: Mandate of the Governing Body/ Management Board	:	50
Acknowledgement	--:	:	51

Ref. No. SJC/SERVICE-RULES/1/2021

Dated: 04/12/2021

**SERVICE RULES
(First Amendment)**

APPROVED AND PUBLISHED

BY

AUTHORITY

Jakhama - Kohima - Nagaland

(the 4th December, 2021)

CONTENTS

Introduction	:	1
Article One	--: Short Title and Commencement	: 1
Article Two	--: Definitions	: 2
Article Three	--: Nature of the College	: 4
Article Four	--: Objectives	: 5
Article Five	--: Governing Body	: 6
Article Six	--: Power of Governing Body	: 7
Article Seven	--: Management Board/Committee	: 7
Article Eight	--: Code of Professional Ethics	: 8
Article Nine	--: Classification of Employees	: 13
Article Ten	--: Eligibility	: 14
Article Eleven	--: Appointment	: 16
Article Twelve	--: Teacher Promotion Assessment	: 19
Article Thirteen	--: Head of Department/Co-ordinator Teacher-In-Charge	: 19
Article Fourteen	--: Department/Fund/Audit	: 21
Article Fifteen	--: Clubs/Association/Fund/Audit	: 22
Article Sixteen	--: Remuneration for External Invigilation/Examiner	: 23
Article Seventeen	--: Resignation/Termination	: 24
Article Eighteen	--: Retrenchment	: 25
Article Nineteen	--: Retirement/Superannuation	: 25
Article Twenty	--: Abandonment of Service	: 26
Article Twenty-one	--: Salary	: 26
Article Twenty-two	--: Incentives	: 29
Article Twenty-three	--: Norms for Double Increment	: 32
Article Twenty-four	--: Duties and Responsibilities of Employees	: 32
Article Twenty-five	--: Application for Change of Post	: 33
Article Twenty-six	--: Higher Studies	: 34
Article Twenty-seven	--: Working Hours and Attendance	: 35
Article Twenty-eight	--: Holiday	: 37

INTRODUCTION

St. Joseph's College, Jakhama is an Autonomous College Affiliated to Nagaland University. The Governing Body of the College is the apex authority in administrative and managerial matters. The functions of the Governing Body of the College are listed in the Memorandum of Association of the College. Since the College was established, owned and managed by the Diocese of Kohima, it comes under the purview of the Church law and educational policies of the diocese. The guidelines given below are made to identify and delineate the roles and functions of different officials of the College. The Bishop is the president of the Governing Body of the College. He appoints the Principal, the Vice Principals, the Administrator, the Director of men's Hostels and other administrative staff of the College in consultation with the Management Board. He is the final authority on all matters pertaining to the administration and management of the College.

1. SHORT TITLE AND COMMENCEMENT

- 1.1 These rules shall be called St. Joseph's College (Autonomous) Service Rules.
- 1.2 These rules shall come into force with effect from the date of approval by the Governing Body of the College duly signed by the President and Principal of the College.
- 1.3 These rules shall be subject to changes as per notifications, circulars and regulations issued by the Principal in consultation with the Governing Body and adopted by the College from time to time.
- 1.4 The Management Board is mandated to coordinate the standards of higher education in the College, the guidelines and rules enshrined in this Service Rules are subject to ratification by the Governing Body.

2. DEFINITIONS

In this Service Rules unless the context otherwise requires:

- 2.1 “College” means St. Joseph's College (Autonomous), Jakhama
- 2.2 “Registered Society” means St. Joseph's College Society.
- 2.3 “Chairman” means the Bishop of Kohima
- 2.4 “Head of College” means the Principal, who is the academic and administrative head of the College appointed by the Bishop of Kohima.
- 2.5 “Principal” means the Secretary of Governing Body
- 2.6 “Governing Body” means the Apex Body of the College. The apex body of the College is duly constituted by the Registered Society as per its Memorandum of Association and its Rules and Regulations. The Governing Body of the College is vested with full and final authority over the College.
- 2.7 “Management Board” means the power vested authority established by the Governing Body and is charged with executive power to manage, supervise, and organize the day-to-day administration and affairs of the college.
- 2.8 “Diocese of Kohima” means the geographical jurisdiction under the pastoral care of the Bishop for the Catholic Church in Nagaland.
- 2.9 “Staff” means a member or members of the teaching or non-teaching personnel(s) of the College/Institution appointed by the Management Board on behalf of the Governing Body
- 2.10 “Salary” means a fixed or non fixed monetary payment paid by the College to an employee.
- 2.11 “Guidelines/Regulations” means University Grant Commission Guidelines/Regulations
- 2.12 “Service Rules” means the rules and norms of the College
- 2.13 “Promotion Assessment” means the procedures for the assessment of Ph.D Degree holders
- 2.14 “Assessment” means the procedures for the assessment of non Ph.D Degree candidates
- 2.15 “Promotion Assessment Committee” means the Committee members appointed by the Governing Body to scrutinized the API/CAS of the teachers for promotion

- 2.16 “He/she” shall mean male/female
- 2.17 “Appointment” means an appointment made against a substantive post in accordance with the provisions of these rules.
- 2.18 “Regular Appointment” means an appointment made on regular basis after a period of probation.
- 2.19 “Probationary Appointment” means an appointment made for a period two years (twenty four months)
- 2.20 “Contractual Appointment” means an appointment made for a period of six months (one semester)
- 2.21 “Temporary Appointment” means an appointment made for a short period of time such as substitution of teacher or office staff.
- 2.22 “Part-time Appointment” means an appointment made to do certain urgent and required works in the College.
- 2.23 “Casual Appointment” means an appointment to do work intermittently
- 2.24 “Regulation” means the Regulations made by the authority of the College under this Act for the time being in force
- 2.25 “Service” means the College Service
- 2.26 “Academic Year” means the Calendar Year
- 2.27 “Semester” means 6 months of academic courses
- 2.28 “HOD” means Head of the Department
- 2.29 “Coordinator” refers to the teacher who takes the responsibility of the department for Post Graduate or Under Graduate Academic Block
- 2.30 “Teacher-in-Charge” refers to the teacher who takes the responsibility of the department until he/she qualifies to become HoD or Coordinator
- 2.31 “UGC” means University Grant Commission
- 2.32 “B.A/M.A” means Bachelor of Arts/Master of Arts
- 2.33 “B.Sc/M.Sc” means Bachelor of Science/Master of Science
- 2.34 “B B A / M B A ” means Bachelor of Business Administration/Master of Business Administration
- 2.35 “B.Com/M.Com” means Bachelor of Commerce/Master of Commerce
- 2.36 “IQAC” means Internal Quality Assurance Cell

- 2.37 “API” means Academic Performance Indicator
- 2.38 “SET” means State Eligibility Test
- 2.39 “SLET” means State Level Eligibility Test
- 2.40 “NET” means National Eligibility Test
- 2.41 “M.Phil” means Master of Philosophy
- 2.42 “Ph.D” means Doctor of Philosophy
- 2.43 “University” means Nagaland University or any other University recognized by the UGC
- 2.44 “Higher Education” means the undergraduate and above levels of education, or a bench-mark level of education to be determined by the government from time to time.
- 2.45 “Degree of Recognized University” means degree of a University incorporated by an Act of the Central or State Legislature in India, or other educational institutions established by an Act of Parliament, or declared to be a Deemed University under the UGC Act, 1956, or an equivalent qualification declared as such by an order of the Government
- 2.46 “Retrenchment” shall mean the action of reducing the content or quantity.
- 2.47 “Casual leave” means authorized absence from duty.
- 2.48 “Service Certificate” refers to No Objection Certificate or Experience Certificate

3. NATURE OF THE COLLEGE

- 3.1 St. Joseph's College (Autonomous), Jakhama is a private, Christian (Catholic) Minority Institution, established and administered by the St. Joseph's College Society with address: St. Joseph's College, Jakhama, P.B. No. 39, Kohima-797001, Nagaland.
- 3.2 It is a Registered Society with a No. RS 848 of 1985 dated 14th May 1985, under the Registration of Societies Act 1860 as amended by the Registration of Societies (Nagaland first Amendment) Act 1969.
- 3.3 It is registered as St. Joseph's College Society.

4. OBJECTIVES

The objectives for which the society is established (cf. a.b. Memorandum of Association of St. Joseph's Society) are:

- 4.1 To administer and run an institution of higher education under the name of St. Joseph's College at Jakhama under the auspices of the Catholic Diocese of Kohima.
- 4.2 To support and promote diffusion of knowledge and advancement of educational activities in all its branches including vocational, technical, professional, cultural, social and moral education for all persons irrespective of creed, race, caste, community or social status.
- 4.3 The primary aim of St. Joseph's College (Autonomous) is to provide Higher Education in a Christian atmosphere to eligible students, especially to those belonging to the Catholic Church, Christian communities and those belonging to the Scheduled Tribes, Scheduled Castes and OBCs.

5. GOVERNING BODY

Governing Body (GB) shall mean the Governing Body of the society constituted as provided in the rules and regulations (cf. 1.b. Rules and Regulations of St. Joseph's College Society): The constitution/composition of the Governing Body shall be as per UGC guidelines for Autonomous Colleges (cf. 13.3, UGC-Notification/12th February 2018).

Number	Category	Nature
5 Members	Management	Trust or management as per the constitution or bylaws, with the Chairman or President/Director as the chairperson
2 Members	Teachers of the College	Nominated by the Principal
1 Member	Educationist or industrialist	Nominated by the Management
1 Member	UGC Nominee	Nominated by the UGC
1 Member	State Government Nominee	Academician not below the rank of professor or State Government official of Directorate of Higher Education/State Council of Higher Education
1 Member	University Nominee	Nominated by the University
1 Member	Principal of College	Ex-Officio

5.1 Governing Body Members from Management

1. The Bishop of Kohima is the Chairman of the Governing Body.
2. The Principal is the Secretary of the Governing Body.
3. The Vice Principals, Dean of Science, Post Graduate Coordinator and Administrator are members from Management.

5.2 Ex-Officio Members of Governing Body

The Governing Body shall also include teachers of the college, educationist or industrialist, UGC nominee, University nominee, and state government nominee (preferably from Dept. of Higher Education).

5.3 Other Ex-Officio Members of Governing Body

The Governing Body shall also include the President of CAN, President of Southern Angami Catholic Union (SACU), the Parish priest of Mary Help of Christians Parish, Jakhama, and other persons of public and academic prominence nominated by the Chairman of the Governing Body.

6. POWERS OF THE GOVERNING BODY

- 6.1 The Governing Body is the apex decision making and final appellate authority of the College.
- 6.2 For any of the objectives and purposes of the Society, the Governing Body has the power to employ and procure the assistance of teachers, researchers, attendees and any other personnel or staff, either with remuneration or for gratuitous service.
- 6.3 The Governing Body is vested with power to suspend and dismiss any employee of the College for breach of terms and conditions laid down in the Service Rules.
- 6.4 The Governing Body is the final decision making body as and when situation arises.
- 6.5 The Governing Body is the apex body to accept, approve, reject, or deny the recommendations made by the Management Board and the Academic Council.
- 6.6 The Governing Body shall issue order and notification at the request and recommendation by the Management Board.
- 6.7 The Governing Body (GB) shall meet at least twice a year.

7. MANAGEMENT BOARD/COMMITTEE

- 7.1 The Management Board is the executive body established by the Governing Body and is authorised with power to exercise the managerial duties and responsibilities to manage the general and day-to-day administration of the College.
- 7.2 The Management Board consists of the Rector/Principal, Vice Principals, Administrator, Dean of Science (Priest or Religious), Post Graduate Coordinator (Priest or Religious), Director of St. Joseph Men's Hostel (Priest) and one religious superior from the hostels in the campus nominate by the Principal.
- 7.3 The Rector/Principal shall be the President of the Management Board.
- 7.4 The Rector/Principal may nominate any one of the Management Board members to be the Secretary.

- 7.5 For the smooth functioning of the College, the Management Board members shall work and exercise duties and responsibilities as per job description and uphold team spirit.
- 7.6 The Rector/Principal shall call for the Management Board meeting as and when needed (at least once a month).
- 7.7 The Management Board shall attend to urgent matters of a routine nature not foreseen by the Governing Body at its scheduled meetings.
- 7.8 The Management Board is the policy making body to decide rules and norms to manage the daily administration of the College subject to the approval of the Governing Body.
- 7.9 In consultation with the Governing Body, the Management Board shall exercise the power to employ and procure the assistance of teachers, researchers, attendees and any other personnel or staff, either with remuneration or for gratuitous service.
- 7.10 The Management Board shall refer to the Governing Body when grave matters of the College call for dialogue and decision making.

8. CODE OF PROFESSIONAL ETHICS

The Code of Professional Ethics shall be called the College Penal Code and shall extend to all the employees.

8.1 CRIMINAL PROCEEDINGS

- 8.1.1 Every employee shall be liable to punishment under this code of Service Rules and for every act or omission contrary to the terms and norms laid down in the Service Rules if found to be guilty.
- 8.1.2 Criminal proceedings shall be initiated against all employees who write seditious and subversive posts on social and other media platforms.
- 8.1.3 The Management Board shall without any form of correction or warning issue letter of dismissal to employees from service, on grave disciplinary grounds, and breach of code of professional ethics.

- 8.1.4 Strict action shall be implemented against the College employee(s) whose writings challenge the coordination, integrity, sovereignty of the College, harm college interest, and hamper development activities of the College.
- 8.1.5 The Management Board shall initiate appropriate legal and disciplinary action against the delinquent College employee when the Board gets serious cognizance and report of misconduct and transgression.
- 8.1.6 Misconduct and transgression such as inciting and seditious movement(s) shall constitute serious offence(s) and be treated under the College Code of penal law and UGC Code of Professional Ethics. Gross misconduct under the service conduct rules shall invite criminal prosecution and disciplinary action including immediate dismissal from the service.

8.2 TEACHERS AND THEIR RESPONSIBILITIES

- 8.2.1 As per the Code of Professional Ethics from UGC, whoever adopts teaching as a profession assumes the obligation to conduct himself/herself in accordance with the ideal of the profession.
- 8.2.2 A teacher is constantly under the scrutiny of the students and the society at large. Therefore, every teacher should see that there is no incompatibility between one's precepts and practices. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students than his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative and amiable in disposition.
- 8.2.3 Teachers should adhere to a responsible pattern of conduct and demeanour expected of them by the community.
- 8.2.4 The teachers should manage their private affairs in a manner consistent with the dignity of the profession. Seek to make professional growth continuous through study and research.
- 8.2.5 Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge.

- 8.2.6 Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication.
- 8.2.7 Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation.
- 8.2.8 Participate in extension, co-curricular and extra-curricular activities including community service.

8.3 TEACHERS AND THE STUDENTS

Teachers should:

- 8.3.1 Respect the right and dignity of the student in expressing his/her opinion.
- 8.3.2 Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics.
- 8.3.3 Recognize the difference in aptitude and capacities among students and strive to meet their individual needs.
- 8.3.4 Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
- 8.3.5 Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, secularism, patriotism and peace.
- 8.3.6 Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
- 8.3.7 Make themselves available to the students even beyond their class hours and help and guide them without any remuneration or reward.
- 8.3.8 Aid students to develop an understanding of national heritage and national ideals.
- 8.3.9 Refrain from inciting students against other students, colleagues or administration.

8.4 TEACHERS AND COLLEAGUES

Teachers should:

- 8.4.1 At all time treat other colleagues of the profession in the same manner as they themselves wish to be treated.
- 8.4.2 Speak respectfully of other teachers and staff, render assistance for professional betterment.
- 8.4.3 Refrain from discriminating colleagues based on caste, religion, race or sex in their professional endeavour.
- 8.4.4 Refrain from lodging unsubstantiated allegations against colleagues to higher authorities.

8.5 TEACHER AND AUTHORITIES

Teachers should:

- 8.5.1 Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession and initiate steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest.
- 8.5.2 Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.
- 8.5.3 Co-operate with the authorities in the formulation of the policies of the institution by accepting various offices and discharge responsibilities which may demand.
- 8.5.4 Co-operate with the authorities for the betterment of the institution keeping in view the interest and in conformity with dignity of the profession.
- 8.5.5 Should adhere to the conditions of contract.
- 8.5.6 Refrain from availing themselves of leave except on unavoidable grounds. Provide prior intimation, keeping in view their particular responsibility for completion of academic schedule.

8.6 TEACHERS AND NON-TEACHING STAFF

- 8.6.1 Teachers should treat the non-teaching colleagues as equal partners in a cooperative undertaking within educational institution.
- 8.6.2 Teachers should help in the function of joint store councils covering both teachers and non-teach staff.

8.7 TEACHERS AND GUARDIANS

Teachers should try to see through and help the institutions to maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians to share the possibilities to help the students and for the betterment of the institution.

8.8 TEACHERS AND SOCIETY

Teachers should:

- 8.8.1 Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided.
- 8.8.2 Work to improve education in the community and strengthen the communities' moral and intellectual life.
- 8.8.3 Be aware of social problems and take part in such activities as would be conducive to the progress of society.
- 8.8.4 Refrain from taking part in or subscribing to or assisting in any activities which tend to promote feeling of hatred or enmity among different communities, religion or linguistic groups but actively work for unity and national integration.

9. CLASSIFICATION OF EMPLOYEES

- 9.1 Employees of the College consist of Teaching and Non-Teaching Staff and there is a clear distinction between them. Non-Teaching Staff include Controller of Exam and

Colleagues, Co-ordinators, Office Assistants, Librarian and Colleagues, Clerical Employees, Laboratory Assistants and Grade IV Employees of the College.

- 9.2 A regular employee is an employee who has been appointed on a regular basis under a proper letter of appointment after a period of probation.
- 9.3 A probationer is an employee who is provisionally employed on trial basis with a view to fill a regular post. The period of probation is for two years. The period of probation may be extended by another one more year if needed. A probationer must complete twenty-four (24) months of service, physically present in the college for duty to apply for regularization of service.
- 9.4 An employee with contractual appointment is one who is given appointment on contract basis, normally for six (6) months or a period of one semester.
- 9.5 An employee with contractual appointment can also be a specialist, a person with specialized skills, professional consultant etc. who is paid on contract basis for his/her service in the area of specialization.
- 9.6 An employee with temporary appointment is one who is employed for a job which is essentially of a short period of time. A candidate may be given temporary appointment to substitute teacher/office staff who has taken leave for medical reason, research studies, maternity leave etc. for a short period of time.
- 9.7 A part-time employee is one who is given work by the college to do certain urgent and required works. The nature of the work is such that it may not require employee's service whole time through the day or week.
- 9.8 A casual employee is one who is engaged for work intermittently.

10. ELIGIBILITY

- 10.1 For Teaching Staff: As per UGC norms, Notification, New Delhi, the 18th July, 2018, University to which the College is

- affiliated and norms of College with Autonomous Status.
- 10.2 The recruitment to the posts of Assistant Professor, Associate Professor and Professor in the College shall be the basis of minimum qualification through advertisement, followed by selection by a duly constituted Selection Committee.
- 10.3 The minimum qualifications required for the post of Assistant Professor, Associate Professor, Professor, Senior Professor, Principal, Assistant Librarian, Deputy Librarian, Librarian, Assistant Director of Physical Education and Sports, Deputy Director of Physical Education and Sports and Director of Physical Education and Sports, shall be as specified by the UGC.
- 10.4 The National Eligibility Test (NET) or an accredited test State Level Eligibility Test (SLET/SET) shall remain the minimum eligibility for appointment of Assistant Professor and equivalent positions wherever provided in these Regulations. Further, SLET/SET shall be valid as the minimum eligibility for recruitment to the College:

Provided that candidates who have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulation, 2009, or the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil/Ph.D. Degree) Regulation, 2016, and their subsequent amendments from time to time, as the case may be, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Professor in the College.

Provided further that the award of degree to candidates registered for the M.Phil/Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bylaws / Regulations of the Institutions awarding the degree. All such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or

equivalent positions in the College subject to the fulfilment of the following conditions:

- a) The Ph.D. degree of the candidate has been awarded in regular mode only;
 - b) The Ph.D. thesis has been awarded by at least two external examiners;
 - c) An open Ph.D. viva voce of the candidate has been conducted;
 - d) The candidate has published two research papers from his/her Ph.D. work out of which at least one is in a refereed journal;
 - e) The candidate has presented at least two papers, based on his/her Ph.D. work in conferences/seminars sponsored/funded/supported by the UGC/ ICSSR/CSIR or any similar agency. The clearing of NET/SLET/SET shall not be required for candidates in such disciplines for which NET/SLET/SET has not been conducted.
- 10.5 A minimum of 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed) at the Master's level shall be the essential qualification for recruitment of teachers and other equivalent cadres at any level.
- 10.6 A relaxation of 5% shall be allowed at the Bachelor's as well as at the Master's level for the candidates belonging to Scheduled Caste/Scheduled Tribe/Other Backward Classes (OBC) (Non-creamy Layer)/Differently abled.
- 10.7 The eligibility marks of 55% marks (or an equivalent grade in a point scale wherever the grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based only on the qualifying marks without including any grace mark procedure.
- 10.8 A relaxation of 5% shall be provided, (from 55% to 50% of the marks) to the Ph.D. Degree holders who have obtained their Master's Degree prior to **19 September, 1991**.
- 10.9 A relevant grade which is regarded as equivalent of 55%, wherever the grading system is followed by a recognized university, at the Master's level shall also be considered valid.

- 10.10 The Ph.D. Degree shall be a mandatory qualification for appointment and promotion to the post of Associate Professor.
- 10.11 The Ph.D. Degree shall be a mandatory qualification for appointment and promotion to the post of Professor.
- 10.12 The Ph.D. Degree shall be a mandatory qualification for direct recruitment to the post of Assistant Professor in Universities/College with effect from **01.07.2023 (UGC)**
- 10.13 The time taken by candidates to acquire M.Phil. and/or Ph.D. Degree shall not be considered as teaching/research experience to be claimed for appointment to the teaching positions. Further the period of active service spent on pursuing Research Degree simultaneously with teaching assignment without taking any kind of leave, shall be counted as teaching experience for the purpose of recruitment/ promotion.
- 10.14 No person shall be appointed to the post of Assistant Professor, Librarian or Director of Physical Education and Sports, in the College recognised under clause (f) of Section 2 of the University Grants commission Act, 1956 or in an institution deemed to be a University under Section 3 of the said Act if such person does not fulfil the requirements as to the qualifications for the appropriate post as provided in the Schedule 1 of UGC Regulations.
- 10.15 For Non-Teaching Staff: Decision by the Management Board based on the qualification of the applicant and as per requirements of the College.

11. APPOINTMENT

- 11.1 As autonomous College, the College has complete administrative autonomy and privilege to appoint Administrative staff, teaching faculty and Principal (cf. 3.9, UGC Notification/12th February 2018).
- 11.2 An employee is appointed on the recommendation of the Management Board. The appointment of teaching staff is done through the interview conducted by the Board of Studies. The appointment of non-teaching staff is done

through the consultative meeting of the Management Board of the College.

- 11.3 Appointments against Article 9 shall be made by the Principal in consultation with the Management Board.
- 11.4 The Principal (Secretary to the Governing Body) shall issue the Appointment letter for all the employees except the Fourth Grade Staff.
- 11.5 Every appointment made by the Principal shall contain terms and norms of agreement, nature of appointment, tenure of service, date of joining, and basic necessary definition of salary scale.
- 11.6 All members of staff thus appointed must declare and sign the Appointment Letter, sign the Acknowledgement of the Service Rules and without fail report for duty (date of joining) as per the Appointment Letter.
- 11.7 It is mandatory for all members of staff to submit the original certificate of the latest academic study, two recent passport photos, one photo-copy of academic records from HSLC, (Mark sheets and certificates) and other relevant documents which pertain to the nature of job for which appointment is made.
- 11.8 The Management Board shall maintain a confidential record of each staff and no employee has the right to access the report. The record consists of confidential and evaluated statement with regard to the performance of the staff. Refusal on the part of the staff to sign the record shall be signed by the Principal of the College.
- 11.9 The service of unsatisfactory employee(s) on probation shall be terminated. The service of satisfactory employee(s) shall be retained if and when his/her service is required.
- 11.10 The Principal in consultation with the Management Board shall issue a letter of termination or extension of service.
- 11.11 A staff has to complete 24 months (two years) of probation, in service with physical presence in the college to be eligible to avail regularised appointment. If any staff passes through the period of deferment of appointment/employment then such period shall not be counted as period of service.

- 11.12 After completion of two years of probationary service, an employee may apply for regularization of appointment. The tenure of regularized service shall be for three years only.
- 11.13 At the termination of three years regularized service, the employee may apply for renewal of regularized appointment. He/she shall fill the renewal form, duly signed and submit to the office of the Principal three months before the expiry of the contract.
- 11.14 When an employee completes three years of regularized appointment and the regularized appointment is renewed then he/she need not apply again for renewal of regularized appointment.
- 11.15 The service of the unsatisfactory employee shall be terminated with an order of termination and that of the satisfactory employee shall be confirmed with an order of confirmation.
- 11.16 The members of teaching staff with required qualification to teach Bachelor Degrees and Master Degrees are liable to be transferred from Under Graduate teaching post to Post Graduate teaching post and vice versa.
- 11.17 If the documents in the application (CV) of the employee are found to be false at any time in the whole duration of the service, the appointment will be declared invalid and the defaulter is liable to legal proceedings, punishment and fine.
- 11.18 The appointment of a teaching staff with NET/Ph.D qualification shall be to teach both Under Graduate and Post Graduate Degree Programmes.
- 11.19 A teaching staff with NET/Ph.D qualification shall be transferred from Post Graduate section to Under Graduate section and vice versa as per the requirement of the College.
- 11.20 If a teaching staff with NET/Ph.D is unwilling to teach both Under Graduate and Post Graduate students, then he/she shall not avail the provision of regularized appointment and shall not receive any additional benefits even if he/she serves the institution for many years.

12. TEACHER PROMOTION ASSESSMENT

- 12.1 To apply for Teacher Promotion Assessment, an employee has to fulfil the eligibility requirements as enshrined in the Teacher Promotion Assessment Guidelines of the College.
- 12.2 The applicant must possess good academic record with NET & Ph.D. Degrees in the concerned/allied/relevant disciplines.
- 12.3 A Master's Degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) with a relaxation of 5% for ST and SC.
- 12.4 A minimum of **eight years of experience of teaching** and/or research in an academic/research position equivalent to that of Assistant Professor in the College with a minimum of **seven publications** in the peer reviewed/UGC Care List journals and a total research score of **Seventy Five (75)** as per the criteria given in Appendix III, Table 2 of UGC regulations.
- 12.5 Contribution to educational innovation, design of new curricula and courses, and technology mediated teaching learning process.

13. HEAD OF DEPARTMENT/COORDINATOR/ TEACHER-IN-CHARGE

- 13.1 Every Department in the College shall have only one Head of Department (HOD).
- 13.2 The Principal shall issue a letter of appointment for the Head of Department/Coordinator/Teacher-In-Charge. The letter of appointment shall contain job description of the post.
- 13.3 The tenure of Head of Department/Coordinator/Teacher-In-Charge shall be three years with effect from the date of appointment. The Management Board may re-appoint a teacher to the post of Head of Department/Coordinator/Teacher-in-charge as and when needed, after studying the cases and situations and if the Management Board feels that there are no competent, proficient and capable candidates to hold the post in the department.
- 13.4 The Head of the department of Bachelor of Business Administration shall be called as Director.

- 13.5 A teaching staff is eligible to hold the office of Head of Department only after completion of the period of three years of regularised appointment. In case of any department without teaching staff with completion of three years of regularised appointment then that department shall have only Teacher-in-charge of the department.
- 13.6 The post of Head of Department shall be conferred based on seniority of service. However, the Management Board shall be vested with complete autonomy to decide the post of Head of Department, if the Management Board feels that such decision has to be made due to circumstances and relevant situations.
- 13.7 The Management Board is vested with the power to remove a teacher from the post of Head of Department if he/she is found to be non-competent and resourceful in holding the post of Head of Department. The same policy shall be applied to Coordinator/Teacher-In-Charge of the Department.
- 13.8 If a teacher is found to be non-competent and resourceful in holding the post of Head of Department/Coordinator/Teacher-In-Charge, the Management Board shall nominate the next senior most teacher or a responsible teacher with leadership qualities to take the post.
- 13.9 The Head of Department can be either from the Post Graduate Block or Under Graduate Block. If the Head of Department is from the Post Graduate Block, then the Under Graduate Block shall have a Coordinator/Teacher-In-Charge and vice versa of the Department. A teacher shall be given designation of Coordinator for Under Graduate Programme and Post Graduate Programme if the Head of Department is from the Under Graduate Programme or Post Graduate Programme.
- 13.10 A teaching staff shall be called Teacher-In-Charge if he/she does not complete the period of probation or without regularized appointment but nominated to hold the post.
- 13.11 The Management Board shall be the final decision making body to nominate and appoint the Head of Department/Coordinator/Teacher-In-Charge.

14. DEPARTMENT/FUND/AUDIT

- 14.1 The department shall judiciously utilize the departmental fund for all departmental activities, programmes, seminars, workshops etc.
- 14.2 Every Department shall constitute Finance Committee of not less than 3 members.
- 14.2 The Head of the Department/Coordinator/Teacher-in-charge shall be the bursar of Finance Committee.
- 14.3 If a department has both HoD and Coordinator, then the HoD and Coordinator of the respective department in PG or UG block shall be responsible to take care and supervise the finance of PG or UG block and submit financial audit to the Administrator.
- 14.4 The fund allotment from the College to the departments for both PG and UG shall be as per the enrolment of students in the department.
- 14.5 The fund allotment from the College to the Clubs and Associations of the College shall be for the Under Graduate students unless otherwise decided by the Management Board.
- 14.6 If any teaching staff or student misappropriates and siphons the department fund in any form then he/she shall refund the whole lost sum with interest of 5% to the department.
- 14.7 No individual teaching staff or student can spent the money of the department without collective knowledge and permission from the finance committee of the department.
- 14.8 Every Department (PG & UG) shall maintain financial record (income & expenditure) supported by receipts.
- 14.9 Every Department (PG & UG) shall conduct financial audit at the end of every semester and submit the report to the Administrator of the College. The financial audit must mention the various sources of income and expenditure.
- 14.10 All activities related to the department shall be financed by the respective Department.
- 14.11 No Department shall conduct fund-raise or ask any financial contribution from the students or other people, without prior permission from the Head of the institution.

- 14.12 The Departments shall conduct only one-time fund raise in one academic year with written permission from the Head of the institution.

15. CLUBS/ASSOCIATIONS/FUND/AUDIT

- 15.1 Clubs and Associations are academic and student progress oriented groups established by the College authority to help, assist and facilitate all round development of students.
- 15.2 Any club or association to be established in the College has to be authorized by the Head of the Institution.
- 15.3 If a club or association is non functional and does not support student progression, the Management Board shall have the full right to decide and abolish such club or association.
- 15.4 Clubs and associations shall have two staff directors as Director and Assistant Director and other staff as collaborators to manage, organise, supervise and oversee all the activities and help the students to develop their skills, abilities and talents.
- 15.5 Clubs and Associations shall conduct only one-time fund raise in one academic year with written permission from the Head of the institution.
- 15.6 No club or association shall conduct fund-raise or ask any financial contribution from the students or other people, without prior permission from the Head of the institution.
- 15.7 Clubs and Associations shall judiciously utilize the fund for various activities, programmes, seminars, workshops etc.
- 15.8 Every club and association shall constitute Finance Committee of not less than 3 members.
- 15.9 The director of club and association shall be the bursar of Finance Committee.
- 15.10 The director of the club or association shall be responsible to take care and supervise the finance and submit financial audit to the Administrator.
- 15.11 The fund allotment from the College to the club and association shall be as per the norm of the college.
- 15.12 The fund allotment from the College to the Clubs and

Associations of the College shall be for the Under Graduate students unless otherwise decided by the Management Board.

- 15.13 If any teaching staff or student misappropriates and siphons the club or association fund in any form then he/she shall refund the whole lost sum with interest of 5 percent (5%).
- 15.14 No individual teaching staff or student can spent the money of the club and association without collective knowledge and permission from the finance committee.
- 15.15 Every club and association shall maintain financial record (income & expenditure) supported by receipts.
- 15.16 Every club and association shall conduct financial audit at the end of every semester and submit the report to the Administrator of the College. The financial audit must mention the various sources of income and expenditure.
- 15.17 All activities related to the club and association shall be financed by the respective club and association.

16. REMUNERATION FOR EXTERNAL INVIGILATOR/ EXAMINER

- 16.1 The department cannot claim remuneration from the examination fee collected from the students by the college. A portion of the examination fee collected from the students shall be set aside to meet the expenses incurred at Exam Branch.
- 16.2 In case of dissertation, project work and viva voce etc. for Elective Paper, which is equivalent to End Semester Exam, the college may pay remuneration for external invigilator/examiner, provided certain fee is collected for such paper.
- 16.3 If a department invites an external guest lecturer or resource person then remuneration for such guest lecturer/resource person shall be paid by the respective department.
- 16.4 If any teacher wishes to have guest lecturer to teach his/her assigned subjects/units which he/she is supposed to teach, and agreed upon by the department teaching staff, then he/she is obliged to make personal contribution towards

remuneration for such guest lecturer/resource person or be paid by the department. However, the department can decide whether partial personal contribution be paid by the respective teacher or the whole remuneration be paid from the department fund. The teacher or department shall not ask the students to meet the remuneration.

17. RESIGNATION/TERMINATION

- 17.1 An employee with temporary appointment/contractual appointment or a probationer who wishes to resign from the job shall give a one month's notice or surrender one month's salary for failure to give such a notice.
- 17.2 During the period of probation, the Management Board may terminate the service of an employee any time with a one month's notice or pay one month's salary for failure to give such a notice.
- 17.3 A regularized employee who wishes to resign from the post shall give three months' notice or surrender three months' salary for failure to give such a notice.
- 17.4 The service of a regularized employee can be terminated by the Management Board after due process of at least three (3) corrective measures, notices, warnings.
- 17.5 Based on the report and investigation of the performance and exercise of duties of an employee other than regularized employee, the Management Board can take decision to retain or dismiss an employee.
- 17.7 In case of serious misconduct, indiscipline, breach of terms and norms of Service Rules, and failure to perform duties or if the credentials furnished by the employee are found to be false, no notice/investigation is deemed necessary on the part of the Management Board to terminate the service of any category of employees.
- 17.8 An employee who engages in offensive and aggressive acts and incites other colleagues/employees against the Management authorities shall be terminated from the job without due process of termination.

18. RETRENCHMENT

- 18.1 Retrenchment shall mean the action of reducing the content or quantity. In case of retrenchment due to change in University Norms or closure of any Department/Section of the Institution, employees (teaching and non-teaching) will be retrenched beginning with the junior most, with a notice of three months or three months' pay for failure to give such notice.
- 18.2 Notwithstanding the aforesaid, in determining this (Article 15.1), the Management Board shall be at liberty to determine which teacher/staff to be retrenched after taking into consideration the staff requirement to handle different subjects and administrative affairs.

19. RETIREMENT/SUPERANNUATION

- 19.1 The retirement age for all employees shall be 60 years. However, if an employee retires in the course of the academic year, his/her service may be extended till the end of the academic year.
- 19.2 The Management Board may for special reasons recommend to the President of the College the extension of service beyond sixty years of any particular teacher. The President on considering the merit of the case and subject to the staff being certified medically fit by the medical officer authorized for the purpose by the President may grant extension for one year at a time but not exceeding five years.
- 19.3 The Management Board may for special reasons, in consultation with the President of the College may request the retiring employee who is certified fit to continue his/her service in helping and assisting the Management Board in the administration or academic affairs with revised pay scale. The retiring employee shall cease to draw the salary in service which he/she had been paid.

20. ABANDONMENT OF SERVICE

- 20.1 If an employee remains absent for five consecutive days without prior sanction or leave or permission, he/she shall be deemed to have abandoned the employment and his/her service shall stand terminated automatically with effect from the date on which the absence commenced unless decided otherwise by the Management Board/Head of the Institution.
- 20.2 If an employee remains absent beyond the leave originally granted he/she shall be deemed to have abandoned the employment and his/her service shall stand terminated automatically with effect from the date on which the absence commenced, unless decided otherwise by the Management Board/Head of the Institution.
- 20.3 An employee who fails to arrive on the reopening day after terminal/summer/winter/ holiday/break shall be deemed to have abandoned his/her service unless decided otherwise by the Management Board/Head of the Institution.

21. SALARY

- 21.1 Salary/Pay Scale and emoluments shall be according to the decision of the Governing Body in consultation with the Finance Committee.
- 21.2 Salary/Pay scale for temporary appointment shall be different according to academic qualification. The required academic qualification and pay scale shall be as per NET/SLET/Ph.D certificates.
- 21.3 Since B.ED/SET/TET/M.Phil and other equivalent specializations are not required for minimum qualifications to teach at HEIs, the salary/pay scale shall not be considered based on such certificates.
- 21.4 The Management Board, in consultation with the Finance Committee shall decide the Salary/Pay scale of non-teaching staff as per qualities, abilities, skills, and required certificates.
- 21.5 Full salary shall be paid for twelve months including the

holidays to all who complete one academic year of service provided they are present on the first and the last working day of each Semester.

- 21.6 A staff with Contractual Appointment is not eligible to get salary for full twelve months. He/she shall be paid for the number of working days mentioned in the Appointment Letter.
- 21.7 To be entitled for holiday pay, an employee should have served the institution for at least six (6) months (one semester). If the period of six (6) months of Contractual Appointment falls within the holiday period and if the employee continues to serve the institution after the period of holiday, then he/she shall be given holiday pay.
- 21.8 Those who join the service in the middle of the year are entitled salary only till the last working day or unless decided otherwise by the Management Board/Head of the Institution. A day's wage is arrived at by taking the total salary divided by 30 days.
- 21.9 Every employee appointed shall be paid from the date on which he/she commences the service in the institution.
- 21.10 In normal situation, the salary of every employee shall be paid by the 4th day of the following month. If that day is holiday, the salary will be paid on the next working day.
- 21.11 The Management Board/Administrator shall deduct from the pay at the source the amount due on Professional Tax/EPF/HRA/Gratuity or any other dues legally recoverable and pay the amount to the concerned department(s) on behalf of the employee.
- 21.12 Provident Fund: The College will from time to time give information and instruction with regard to EPF as per the norms and regulations from the Government. That is, Provident Fund contribution shall be governed by the Provident Fund Act.
- 21.13 A teaching staff with NET & Ph.D qualifications shall receive equal salary pay scale whether he/she teaches the Under Graduate or Post Graduate Degree Programmes.
- 21.14 A teaching staff without NET or Ph.D shall receive only a lump sum payment decided by the Management Board.

- 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
-------	----------------------------	----------------------	--------------------------------------	-----------	------------------	-------------

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
-------	----------------------------	----------------------	--------------------------	--------------------------------------	-----------	------------------	-------------

- 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.

- 23.2 Excellence as a teacher refers to the following areas.
- (a) Concern and commitment to students and enthusiasm and creativity in teaching.
 - (b) Efficiency and effectiveness as a teacher: preparation of classes, organization of subject matter, presentation, use of teaching materials and aids, ability to make students understand, and ability to motivate students.
 - (c) Organization, involvement and participation in various extra-curricular activities of the college.
 - (d) Influence and good rapport with students outside the class room and encouraging student participation in various College activities.
 - (e) Team building among one's colleagues and healthy interaction with other staff members and the management.
 - (f) Good knowledge in the academic field.
 - (g) Any outstanding achievement in the academic field.
- 23.3 Achievement of a level of excellence by a teacher will be decided through a process of evaluation which will include feedback from the students, feedback from the staff and feedback from the management. The final evaluation will be done by a committee appointed by the principal consisting of students and the staff. The decision of the Management will be final.

24. DUTIES AND RESPONSIBILITIES OF EMPLOYEES

- 24.1 Supervision and control over all employees shall be vested in the Head of Institution, who will allot duties and responsibilities, both curricular and extra-curricular, for the efficient management of the Institution, the maintenance of discipline and overall development of the students.
- 24.2 An employee shall not join or continue to be a member of an association, the objective or activities of which are prejudicial and detrimental to the objectives of the institution, public order or morality, as also the interests of the Catholic Church and its Institutions.

- 24.3 No employee shall engage himself/herself in gainful (profitable) employment without permission of the Head of Institution.
- 24.4 It is not permitted for an employee to take any document in full or partial from the IQAC without prior permission from the Principal.
- 24.5 No employee has the right to claim remuneration for extra time called for administrative work.
- 24.6 No employee shall take undue advantage of the facilities provided for administration of the institution for personal work.
- 24.7 Teaching staff with SLET/NET/Ph.D degrees are subject to interchangeable duties. The Management Board shall make interchangeable duties for staff for both Under Graduate and Post Graduate classes as and when required.
- 24.8 Every employee shall diligently carry out the duties and responsibilities as stated in the job description.

25. APPLICATION FOR CHANGE OF POST

- 25.1 An employee may apply for a change of post/designation in the Institution. He/she shall obtain No Objection Certificate from Principal.
- 25.2 The Principal in consultation with the Management Board shall be the sole authority to decide the change of post/designation.
- 25.3 Once the Principal gives the decision to the request of change of post, it is mandatory for the applicant to accept the change of post.
- 25.4 If the applicant does not accept the decision for change of post/designation given by the Principal, then the applicant shall be terminated from the job which he/she had been holding without any further appeal.

26. HIGHER STUDIES

- 26.1 Study leave is intended for pursuing higher studies leading to Ph.D degree in the subject taught by the teacher.

- 26.2 Only those who are working in the College with regularized appointment are eligible for study leave.
- 26.3 A study leave for Ph.D Course work for six (6) months may be granted only to teachers with regularized appointment who have served the college for a minimum of 3 years. Such teachers will be paid three (3) months only full salary during six months leave period. He/she will not be paid for the remaining 3 months of the leave period.
- 26.4 The leave for Ph.D course work will not be extended under any circumstance.
- 26.5 A non regularized teacher/staff may avail study leave without pay for M.Phil or Ph.D course work.
- 26.6 A regularized teacher/staff may avail study leave for M.Phil but without payment of salary.
- 26.7 A study leave for Ph.D field work and Defence of Thesis paper shall be granted for a period not exceeding one year, and shall not be extended under any circumstance.
- 26.8 If a research scholar employed in the College wishes to take study leave for Ph.D field work and Defence of Thesis paper, he/she may sign bond/MoU with the College and avail financial help.
- 26.9 As a rule, only one teacher from a Department will be granted study leave at a time. Preference will be given according to seniority.
- 26.10 Only those who are registered for Ph.D programme in a recognized university or Institution are eligible for study leave.
- 26.11 Application for study leave should be submitted at least six months before the leave commences. The following documents should be submitted with the application.
- (a) Proof of admission or proof of registration to the Ph.D programme.
- (b) A letter from the Research committee/guide of the thesis that the candidate will be able to complete the Dissertation during the period of the study leave.
- 26.12 A teacher and research scholar who has completed five years (with regularised appointment), but less than eight years of

service in the College shall be eligible to draw 50% of normal salary during the period of study leave subject to Article 26.8. However, if he/she is awarded any scholarship/stipend of any kind from any source, he/she will not be eligible to draw any salary during the period of study leave.

- 26.13 A teacher and research scholar who has completed eight or more years of service in the College shall be eligible to draw full pay during the period of study leave subject to Article 26.8. However, if he/she is awarded any scholarship/stipend of any kind from any source, he/she will not be eligible to draw any salary during the period of study leave.
- 26.14 A teacher and research scholar who draws full or partial pay must execute a bond to the effect that he/she will serve the College for a period of at least five years after completion of study leave. If the teacher/research scholar concerned fails to honour the bond, he/she shall refund, with interest (according to the prevailing interest rate of the bank), all the money received from the College during the period of the study leave. In any case the College shall have the right to recover the amount due before the employee leaves the College. The Original Certificates of the research scholar/teacher on study leave will be kept in the College.

27. WORKING HOURS AND ATTENDANCE

TEACHING STAFF

- 27.1 The teaching staff shall sign in on arrival and sign out at departure.
- 27.2 The normal working hour of teaching staff is from **8:30 am to 2:40 pm.**
- 27.3 A teaching staff is expected to be available for at least 6 hours in the institution for at least five days a week for conducting classes, holding tutorials, guiding research or carrying out any other academic and curricular or extra-curricular activities provided to him/her by the College.
- 27.4 Information about late arrival or early departure is to be

provided to the Vice Principal (Academic Affairs) and Dean of Science and to be recorded in the Movement Register.

- 27.5 A teaching staff shall engage in all the hours/periods of direct teaching. He/she is expected to take 16 hours of class a week.
- 27.6 A teaching staff is expected to engage in remedial classes, mentoring, and organization of extra-curricular activities to help the students.
- 27.7 The Management Board may arrange/organize classes, works, and any other engagements on Saturdays as and when it is required.
- 27.8 The Management Board may ask any teaching staff to help in the administration of the College as and when it is required.

NON-TEACHING STAFF

- 27.9 The non-staff shall sign in on arrival and sign out at departure.
- 27.10 The working hours for non-teaching shall be:
 - (a) Monday to Friday:
8:30 a.m to 4:00 p.m with a break of 45 minutes
 - (b) Saturday
8:30 a.m to 12:30 p.m
- 27.11 Taking into consideration the local situation, office staff may take leave on alternative Saturday in rotation to attend to their private work.
- 27.12 During examination days, days of admission, days of common celebrations and on any occasion wherein the presence of the non-teaching staff is required, the office will remain open the whole day and they will be required to perform their duties.
- 27.13 The non-teaching staff are expected to help in the administration of the College as and when the need arises.

28. HOLIDAY

- 28.1 Holidays to be observed during the Academic Year shall be mentioned in the Academic Calendar and Handbook.
- 28.2 As a private and autonomous College, the Management Board

of the College shall decide the specific holidays to be observed albeit state and national holidays observed by the government.

- 28.3 The Management Board shall be vested with power to declare holiday not mentioned in the Academic Calendar or cancel any holiday mentioned in the Academic Calendar if situations and circumstances demand it.
- 28.4 If the Academic Calendar does not mention holiday for a particular occasion (religious feasts, birthdays, days of state and national importance, etc.) then it is not a holiday.
- 28.5 The College shall follow the guidelines of the Diocese of Kohima, directives from the President of the College and Commission for Education, Diocese of Kohima.
- 28.6 No holiday shall be declared after the College Week, Freshers' Day, Graduation Day or Spring Fest unless decided otherwise by the Management Board/Head of the Institution.

29. CASUAL LEAVE

- 29.1 Leave means authorized absence from duty.
- 29.2 An employee with provision for casual leave can avail only one casual leave in a month and the leave should not exceed 3 days.
- 29.3 An employee is not allowed to take casual leave during the exam days. If leave is unavoidable during exam days, then it shall be considered as leave without pay.
- 29.4 If any staff/employee is absent for duty without any prior information or leave application, it would be considered as leave without pay for all consecutive days of absence.
- 29.5 An employee cannot take leave on duty for his/her personal works/studies/exams etc. Leave on duty is applicable only if the employee takes leave to carry out works for the College/administrative work authorized by the Principal.
- 29.6 Leave shall be considered half day leave if any employee takes leave after two hours of sign in. Two half day leaves shall be counted as one casual leave.

- 29.7 All leave must be asked for in writing/prescribed form and in advance, except in unforeseen/unprecedented circumstances. Even in such circumstances an application must be submitted to the College Office through the Vice Principal (Academic Affairs) on the first day after absence, mentioning the reason for the absence and the number of days of leave taken.
- 29.8 If the casual leaves are exhausted then the number of days absent shall be considered as leave without pay.
- 29.9 Any leave that is not sanctioned by the Head of Institution will be considered as leave without pay.
- 29.10 In computing the cut in pay, the salary of the month of the employee concerned will be divided by 30 and multiplied by the number of days including the intervening Sundays and holidays on which the employee was absent from duty, irrespective of the number of calendar days in that month.
- 29.11 A member of the teaching staff with probation appointment or regularized appointment is eligible to all the holidays notified in the academic calendar of the College. However, if the Head of the Institution asks a teaching staff to come to the Institution on a holiday to attend a meeting or for any other purpose connected with the institution/administration, the teacher is bound to come notwithstanding the fact that it is a holiday.
- 29.12 Members of the non-teaching staff are in the category of non-vacation staff and the vacation of the College do not apply to them. However, they are entitled to one full month's (30 days inclusive of Sundays and intervening holidays) leave as vacation. This can be availed only with the sanction of the Head of Institution. This is normally available only to those who have completed one full year of service in the Institution.
- 29.13 All regularized employees are entitled to 10 days casual leave in a calendar year.
- 29.14 Casual leave cannot be accumulated. However, if an employee has not taken casual leave then the College may grant incentive of article 22.2.
- 29.15 Any employee who is entitled to avail medical leave or casual leave may take leave for 3 days at a time.

- 29.16 Any employee absent on the first day and last day of working day shall be considered as leave without pay even if information or leave application is tendered.
- 29.17 Every two late arrivals for duty if without valid reason or two half day leaves shall be considered as one day casual leave.
- 29.18 All regularized employees are entitled to 15 days medical leave with half pay in a completed year of service supported by the Doctor's and medical bills. For example, if anyone takes 10 days medical leave then 5 days pay will be deducted from his/her salary. In case of 'Serious Illness,' a written application may be made to the Management Board for sympathetic consideration. For computing medical leave, all intervening Sundays and holidays are counted, not however, the vacation of the Institution, unless the medical leave is prefixed or affixed to such vacation, in which case, the whole period including the Institution's vacation shall be treated as medical leave.
- 29.19 Maternity leave up to 90 days with full pay can be availed by a teaching and non-teaching staff. An additional of 60 days of maternity leave without pay may be availed but no extension of leave shall be granted after availing 60 days of leave without pay. Maternity leave shall be granted only for the first and second child. Maternity leave is inclusive of intervening Saturdays, Sundays and holidays, and begins from the date of delivery or the commencement of the leave, whichever is earlier.
- 29.20 If a staff takes maternity leave or other granted leave for more than thirty (30) days, then availed casual leave shall be reduced according to the number of leave days taken. A thirty (30) days leave will reduce one casual leave.
- 29.21 Paternity leave up to seven (7) days with full pay for the first and second child can be availed by a teaching and non-teaching staff.
- 29.22 An employee with temporary/contract appointment is not entitled for salary in case unprecedented closure of the College takes place.

- 29.23 An employee should be present on the first and last working days of the semester to get the benefit of the holiday pay. However, an employee is not entitled to get the benefit of holiday pay if he/she resigns from the job within 30 days after the holiday. If he/she resigns before the completion of 30 days after a holiday, then he/she shall refund the holiday pay.
- 29.24 A staff on probation is entitled to casual leave but not medical leave.
- 29.25 Employees with temporary appointment, part time job or contractual appointment are not entitled for any leave except casual leave in proportion to the duration of their service.
- 29.26 A staff on leave for Higher Studies is not eligible for encashment of any leave.
- 29.27 Governing Body reserves to itself the right to grant special leave with or without pay on suitable grounds.
- 29.28 No staff member can claim leave as a matter of right. When exigencies of service require, discretion to refuse or revoke leave of any description is reserved by the Head of Institution who is empowered to grant it.

30. OFFICE-ORDER

In order to strengthen matters concerning: digital data security, data documentation, online data transaction, and operation & maintenance of Information & Communication Technology (ICT) in the College, all the concern staff of St. Joseph's College are to strictly adhere to the following directives:

- 30.1 Electronic communication (Emails & Fax) having been given a legal recognition for transaction of information by the IT (Amendment) Act, 2008, any official outgoing mail from the College should have prior approval of the higher authorities in file. The Official Email ID of the College <stjosephc@gmail.com> shall be used only for an official matters relating to the College and shall not be used for any other personal/individual purpose.

- 30.2 Data first produced in the performance of this Service Rules, any claim, including but not limited to, copyright subsisting in Scientific and technical articles based on or containing and published in academic, technical or professional journals, symposia proceedings or similar works in draft or final form belong to St. Joseph's College and staff may not use, make reference to or establish, without prior written approval from the College authority.
- 30.3 All outgoing and incoming activities of emails/fax shall be duly entered into a Logbook before it is sent or after it is received.
- 30.4 Use of any kinds of external storage device like Pen/Thumb drive, External HDD, CD/DVD ROMs in the College Computer is limited only to authorised personnel and staff of the College, for official matters only.
- 30.5 All official data in the main desktop computer shall be backed-up regularly (at least once in a month) to avoid important data loss due to computer malfunctions and/or system crash.
- 30.6 All College staff must maintain each folder in the main desktop computer (subject matter wise) and synchronise official documents in their respective laptops to these folders. These has to be regularly updated (at least twice in a month) to ensure all official documents are accessible as and when required, and also to maintain security of the documents. All document update activity shall be monitored, and hence, concern staff must enter details into a log book when any updating is done.
- 30.7 All the staff must maintain a high degree of confidentiality in respect of all official documents and data - both electronic and print.
- 30.8 In order to secure the systems from VIRUS attack, all the computers (both desktops and laptops) must have a valid Anti-Virus/Internet security software installed in the systems. This has to be regularly upgraded every year with a new license.
- 30.9 On termination of the service or end of service from the College, the staff must immediately deliver to the College all

documents, papers, books, records, electronic files, materials, equipment and other properties of St. Joseph's College which are in his/her possession and must not retain any copies or extracts or part thereof.

- 30.10 A staff is liable for repairing or replacing, if any loss or damage is done to College property.

31.SOCIAL MEDIA/INFORMATION TECHNOLOGY/ CYBER LAW

The term social media refers to a computer-based technology that facilitates the sharing of ideas, thoughts, and information through virtual networks and communities. Social media is internet-based and gives users quick electronic communication of content, such as personal information, documents, videos, and photos. Users engage with social media via a computer, tablet, or Smartphone via web-based software or applications.

Cyber law (cyberspace) is a term used to describe the legal issues related to use of communications technology (Internet). Cyber law which is also known as Internet law is the area of law that deals with the Internet's relationship to technological and electronic elements, including computers, software, hardware and information systems (IS).

- 31.1 Cyber crime is an unlawful act and if an employee is found to be involved in it, he/she shall be liable to punishment according to the cyber laws of India (*Ref. Cyber Law of India*).
- 31.2 Some of the Cyber Crimes include fake profiles, posting of inappropriate or illegal content, misrepresentation of person, harassment, online threats, stalking, cyber bullying, hacking, fraud, fake accounts, impersonation accounts, vacation robberies, fake online friendships, offensive messages, defamatory messages, identity theft, false digital signature, false certificate, false document, forgery, web-jacking, E-mail abuse, intimidation, stealing intellectual property and copyright, obscenity etc.

32. RULES OF DISCIPLINE

- 32.1 The services of a regularized employee can be terminated on the ground of misconduct, moral delinquency, contagious diseases or any other cause which makes the employee unsuitable for retention in service, provided before such termination is made a due inquiry is made by the Head of Institution or a Committee appointed for the purpose.
- 32.2 Any staff who fails to attend staff meetings shall be marked as absent, with leave without pay.
- 32.3 In case of any event leading to alleged or accused sexual harassment, abuse etc., and if the victim claims for compensation, the staff/employee shall be solely responsible for his/her action and the college shall not be responsible for the penalty or meet compensation.
- 32.4 No employee shall engage in money collection without explicit permission from the Principal.
- 32.5 Study tour/field trip etc., are to be organized only during vacation. If the schedule is cancelled due to unforeseen situation then the Principal in consultation with the Management Board may consider the case and make a decision in favour or restrain.

33. MISCONDUCT

- 33.1 Misconduct comprises wilful acts or omissions on the part of an employee either alone or along with others. In this case, the Management Board may impose any fitting penalty on the defaulter(s).
- 33.2 Neglect of duty which shall be considered as grave failure of responsibility.
- 33.3 Inefficiency and lack of competence in work or want of diligence in performance of duty.
- 33.4 Insubordination, noncompliance to the Management or Head of Institution; repeated violation or orders and directions issued from time to time by the authorities of the College/Institution in matters of duty.

- 33.5 Habitual late attendance.
- 33.6 Absence without leave.
- 33.7 Moral delinquency.
- 33.8 Taking up part-time jobs/teaching/tuitions without permission from the Head of the institution.
- 33.9 Substance abuse.

34. DEVIANT AND UNLAWFUL ACTIVITIES

- 34.1 Deviant and unlawful activities refer to any type that may affect the discipline and reputation of the Institution and unbecoming of an employee of an educational institution.
- 34.2 Handling drugs, use of intoxication drugs, and use of alcohol and gambling in the premises of the Institution.
- 34.3 Organizing and participating in any form of protest, strike, or demonstration against the Institution, breach of any of the terms of the Service Rules in the premises or outside the Institution.
- 34.4 Instigating colleagues and students against authorities of the College/Institution.
- 34.5 Committing any act which is punishable under Indian Penal Code or punishable under customary law or State law.
- 34.6 Fabricating false or incorrect information, withholding any relevant and pertinent information at the time of appointment.
- 34.7 Use of indecent, abusive language or making false allegations against the authorities of the College/Institution, co-employees, students, parents and guardians.
- 34.8 Possession and use of firearms or other weapons in the premises of the Institution.
- 34.9 Theft or attempt to theft, fraudulent act or act of dishonesty in connection with property of the Institution, property of co-employees and students. Any other act or omission that is detrimental to the pursuit of the aims and objectives of the Institution.

35. PENALTIES

The head of institution on behalf of the Management Board and Governing Body shall be the disciplinary authority in respect of all acts of misconduct, which warrant penalties.

36. MINOR PENALTIES

- (a) Censure or warning in writing.
- (b) Recovery of the damage or loss incurred.
- (c) Suspension from duty without pay for a period of exceeding four days.

37. MAJOR PENALTIES:

- (a) Withholding increment
- (b) Demotion
- (c) Compulsory termination of service (before superannuation)
- (d) Dismissal

38. PROCEDURE TO IMPOSE MINOR PENALTIES

- 38.1 The employee concerned is notified in writing by the Principal, about the allegation against him/her and the proposal penalties.
- 38.2 The employee shall be given an opportunity to offer explanation in writing regarding the allegations brought against him/her within seven days.
- 38.3 The Management Board shall consider the case and concur or alter the penalty proposed to be imposed by the Head of Institution.
- 38.4 The employee, however, is free to appeal to the Governing Body to reconsider this penalty by giving his/her additional evidence within fifteen days of the receipt of such_order imposing the penalty.
- 38.5 The decision of the Governing Body shall be final.

39. PROCEDURE TO IMPOSE MAJOR PENALTIES

- 39.1 The concerned employee has been informed in writing by the Head of Institution of the action proposed to be taken against him/her.
- 39.2. The letter is accompanied by the allegation on the basis of which the action is proposed to be taken.
- 39.3 The concerned employee has made his/her representation to the Head of Institution against the action proposed to be taken within seven days from the date of the receipt of the notice.
- 39.4 The Head of institution has considered representation if any, of the concerned employee and has given him/her hearing if so desired.
- 39.5 The penalized employee is free to appeal to the Management Board for further inquiry.
- 39.6 The Management Board upon receiving the appeal shall conduct an inquiry in the following manner:
 - (a) The Management Board shall consider the appeal at special meeting. It may appoint a person to conduct an inquiry.
 - (b) The Management Board or the Inquiry Officer shall prepare a report of the inquiry after considering the charge sheet and the written statement of the employee. The inquiry report shall be sent to the President/Chairman of the Governing Body and a copy shall be given to the appealing party.
 - (c) The President/Chairman of the Management Board shall issue a show cause notice with the proposed penalty and the employee shall be called upon to reply to the show cause notice within seven days of the receipt of the show cause notice.
 - (d) After due process the Management Board shall make its final decision.
 - (e) If for any reason the employee or Head of Institution is aggrieved by the decision of the Management Board, the concerned party shall have the right to appeal to the

Governing Body which shall be the Final Appellate Tribunal which should be done within fifteen days of the receipt of the decision of the Management Board. The Governing Body in its process of decision making shall follow the procedure as mentioned above in the case of inquiry by the Management Board. In all matters, the decision of the Governing Body shall be final.

(f) No legal practitioner shall be allowed to represent the employee, the Head of Institution, the Management Board or the Governing Body.

- 39.7 During the entire course of disciplinary procedure and appeal, the concerned employee shall remain suspended. An employee under suspension shall be entitled to receive from the College a monthly subsistence allowance as follows:

(a) During the first two months of suspension, the suspended employee is entitled to receive a subsistence allowance of 50% of the salary he/she was earning.

(b) In case of delay of redress from the part of the Management Board or the Governing Body, and the delay goes beyond two months in arriving at a decision, the subsistence allowance will be paid at the rate of 75% of his/her salary for the period beyond two months.

(c) The subsistence allowance is not payable beyond a period of two months if the delay in arriving at a decision is caused by the appealing party or if he/she institutes a court case.

(d) If the suspended employee takes up any other paid employment, he/she will not be entitled to any subsistence allowance.

(e) In case of an employee being exonerated from all charges and reinstated, his/her entire salary for the period of suspension will be paid after deducting the subsistence allowance already paid.

40. GRIEVANCE SETTLEMENT

- 40.1 A member of the staff or a group of staff with a grievance relating to the application or interpretation of the Service Rules may seek redress of the same. The following procedure shall be followed:
- 40.2 **Redress through Head of Institution:** A member of the staff or group of Staff with a grievance with regard to application and interpretation of any service rule shall first tender an application in writing to the Head of Institution who shall try to arrive at a fair and just solution provided the issue in question falls within the area of his competence and jurisdiction.
- 40.2 The Head of the Institution shall try to dispose of the grievance within a period of one month of the receipt of the application unless he is prevented by compelling circumstances from doing so. In case of grievances beyond his competence and jurisdiction he may refer the case to the Management Board or the Governing Body within a period of 15 days of the receipt of the application by him.
- 40.3 In case the concerned member(s) is/are dissatisfied with the decision of the Head of Institution, he/she/they shall be entitled to appeal to the Management Board through the Secretary of the Management Board within a period of 15 days from the date of intimation of the decision by the Head of Institution.
- 40.4 **Redress through Management Board:** If an appeal against the decision of the Head of Institution is received by the Management Board, the Management Board shall dispose of the appeal within two months of the receipt of the appeal, unless it is prevented by circumstances beyond its control, after considering the evidence and if necessary after giving a hearing to the appealing member or one representative of the appeal group of staff members. The Management Board may also appoint a sub-committee to resolve the matter. In the event that the grievance is beyond the competence and jurisdiction of the Management Board, the matter shall be

referred to the Governing body within 15 days after the meeting of the Management Board. In the event that the appealing party is not satisfied with the decision of the Management Board the concerned party may appeal to the Governing Body within 15 days from the intimation of the decision of the Management Board.

- 40.5 **Redress through the Governing Body:** If an appeal against the decision of the Management Board is received by the Governing Body, unless prevented by circumstances beyond its control, it shall try to dispose of the appeal as expeditiously as possible after considering all the material on record and the decision given by Head of Institution and the Management Board. The Governing Body may appoint a panel of conciliators from among persons who are not in any way connected with the administration of the Institution and refer the matter to them for guidance. The Governing Body may or may not accept the advice/guidance/recommendation of the panel of conciliators in arriving at a final decision of the appeal.
- 40.6 The decision of the Governing Body shall be final.
- 40.7 In all proceedings under these rules, the appellate bodies will be guided by the existing Service Rules and conditions applicable to the Institution and to the members of the staff.

41. SERVICE CERTIFICATE

Every employee is entitled to a Service Certificate or No Objection Certificate (NOC) on leaving the service for whatever reason. Every employee is entitled to take an Experience Certificate, provided he/she does not have any financial dues or record of non amendable offense against the institution.

42. SEXUAL HARASSMENT

- 42.1 The Principal shall constitute Internal Complaint Committee as per UGC norm.

- 42.2 The Internal Complaint Committee shall deal with Sexual harassment cases only at the College Campus.
- 42.3 All matters dealing with Sexual Harassment shall be referred to this committee. If one is dissatisfied with the decision of the Internal Complaint Committee, he/she shall follow the Grievance Settlement Procedure(s) again and settle the issue.

**43. MANDATE OF THE GOVERNING BODY/
MANAGEMENT BOARD**

- 43.1 In the event or context of unresolved matter the decision and directive of the Management Board shall prevail, notwithstanding anything contained in the aforesaid Service Rules.
- 43.2 The guidelines and regulations contained in the Service Rules are subject to amendment by the Governing Body. The Governing Body may add any ancillary rules or delete existing ones.
- 43.3 The Management Board is required to refer and consult the Governing Body for any grave alteration of any article enshrined in the Service Rules.
- 43.4 An employee is eligible to receive a copy of the Service Rules. An employee shall sign the Service Rules when he/she receives probationary appointment. The employee shall sign the acknowledgement page of the Service Rules and submit the same to the office of the Principal to be maintained in the personal file of the employee.

ACKNOWLEDGMENT

To,

The Principal
St. Joseph's College (Autonomous)
Jakhama - P.B. No. 39
Kohima - 797001 - Nagaland.

Subject: Acknowledgment

Sir,

I hereby acknowledge the receipt of the Service Rules of St. Joseph's College (Autonomous), Jakhama. I have read the terms and conditions laid down in the Service Rules and accept my appointment. I do hereby declare and promise to abide by them faithfully, work with commitment and dedication, desiring to work for the benefit of the students and the good of the Institution.

Yours Sincerely,

Date:


(Signature of employee)

Name

Address

Phone Number

Sd/-
Most Rev. Dr. James Thoppil
Chairman (Governing Body)
St. Joseph's College (Autonomous)
Jakhama- Kohima- Nagaland


Dr. Fr. George Keduolhou Angami
Secretary (Governing Body)
St. Joseph's College (Autonomous)
Jakhama- Kohima- Nagaland

