

**MOTHER THERESA INSTITUTE OF COMPUTER APPLICATIONS  
PALAMANER - 517408**



**STAFF HANDBOOK SERVICE RULES - 2020-21**

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## **FOREWORD**

We are happy to place the amended staff Hand book Services Rules till 31<sup>st</sup> December 2020 as a reference guidelines for all employees of MTCA. This Service Handbook will be useful for all stakeholders.

**Principal**

## **A. SERVICES RULES**

This Staff Handbook services Rules amended till 31<sup>st</sup> December 2020 is applicable to all employees of MTCA.

### **I. DEFINITION**

1. Institute means Mother Theresa Institute of Computer Applications (MTCA)
2. Board of Governors (BOG) means the MTCA Board of Governors
3. Competent Authority means any person or committee in whom relevant decision making power has been vested in MTCA.
4. Employee means a MTCA employee whether temporary, probationary or permanent.
5. Head of the Department (HOD) means a nominated senior faculty with a flair for administration of the Department.
6. Key Resource Person means a person nominated to be academically resourceful and sound in research.
7. Dean means a nominated senior faculty possessing experience in teaching, administration and research.
8. Chair Professor means a distinguished senior faculty having specialized expertise and knowledge in an identified domain.
9. Temporary employee means an employee, appointed through an explicit order, on a defined tenure drawing consolidated salary.
10. Teaching Staff means employees who are entrusted with the responsibility of teaching.
11. Non-teaching staff means an employee who is in a supporting role.

### **B. RECRUITMENT**

Eligible candidates can apply at any time of the year. The vacant positions are advertised in the website and it is on-going and open ended. The details and application form are given in the advertisement notice

#### **i. CADRE STRUCTURE**

There shall be one Director/Principal for the institution and one Head for each department there may be Deans for academic affairs, examination, continuing education, research and development, student affairs, industry interaction, and training & placement depending upon requirement. The faculty to student ratio shall be 1:20 (or any other ratio as specified by AICTE from time to time). The qualification and experience for various faculty positions shall be as per AICTE norms.

## **ii. Regular Appointments**

All recruitments are finalized by selection committee duly constituted for the purpose. The Selection Committee comprises of the following members – Management Representative, Governing Body nominee, Director / Principal or his nominee, Head, One or two senior faculty members, and one or two subject experts. The list of subject experts shall be drawn from an approved list.

Appointment orders will be issued to the selected candidates as per the merit list given by the selection committee. All appointments shall be subject to the following conditions.

An appointee shall be on probation for two years, extendable by one year based on performance. In case of unsatisfactory performance or breach of discipline, the services of a probationer are liable to be terminated at a week's notice.

## **C. PROMOTION – TEACHING STAFF**

An employee, who records requisite performance, possesses/acquires the requisite qualification, and renders satisfactory service, will have periodical career advancement opportunities. Career advancement or promotion provides for the progress of employees at the discretion of the competent authority subject to satisfying the following parameters.

- I.** Annual appraisal reports
- II.** Student evaluation record of each year
- III.** Record of publications, reports, patents etc.
- IV.** Consultancy & Training, R & D project proposals / grants
- V.** Contribution towards the development of the Institute
- VI.** Recognitions received from outside agencies in the form of awards, projects etc.

## **D. PERFORMANCE BASED EVALUATION FOR ALL STAFF**

An open, transparent and objective Performance Based Appraisal System comprising self-appraisal and student evaluation is in place. MTCA would evolve guidelines for this purpose from time to time. In case of non-satisfactory performance, a faculty shall be given opportunity for improvement through faculty development programs (FDP's).

## E. RESIGNATION

Applicability: All employees

- I.** An employee wishing to leave the services of MTCA may do so by tendering his/her resignation and by providing two months' notice to the Competent Authority. Employee should continue to discharge the duties during the notice period. For teaching staff, such notice shall be co-terminus with the end of the semester.
- II.** Where the employee fails to provide notice, such an employee shall be liable to pay the institution an amount equal to two month's gross salary in lieu of the notice.
- III.** In case an employee leaves the institute without serving a notice, then the institute reserves the right to initiate legal action. The institute also reserves the right to inform the new employer of such employee.
- IV.** The services of any Employee can be terminated by the College, giving a notice of 1 month or in lieu one month salary.

## F. TEACHING DAYS

Institute will have at least 180 full teaching days per year (or 90 full teaching days per semester). "Teaching Days" here shall mean actual class room / laboratory contact teaching days and shall not include days of examinations / tours / sports etc.

## G. WORK LOAD

Workload of a faculty shall be as per AICTE norms, teaching contact hours should be as follows:

Principal	6 hours / week
Heads of Department / Professors / Senior Professors	12 hours / week
Associate Professors	14 hours / week
Assistant Professors / Sr. Assistant Professors	18 hours / week

For the above stipulation, two tutorial hours / laboratory hours will be counted as one teaching hour. The above workloads are indicative and may change depending upon department's requirement.

## **I. FACULTY WORKLOAD DISTRIBUTION**

This document is prepared in order to ensure uniform understanding of the workload and other responsibilities of the faculty members at MTCA. The workload for different categories of faculty members shall be as per AICTE norms. The workload includes theory, lab, research, consultancy, training, testing and administration.

Theory load includes (a) Preparing the lecture notes, e-notes and PPTs (b) Delivering the lectures (c) Identifying and following up of slow learners (d) Setting and grading the assignments (e) Setting the test question papers and grading of test papers (f) Preparing the teaching aids for the subject (g) Arranging expert lectures for the subject (h) attending to the university examination work of other Institute

Lab load includes (a) Delivering the lab instructions (b) Grading the practical records (c) Preparing the teaching aids (d) Preparing the lab manuals with sample data and calculations (e) Attending to the University examination work.

Research load includes (a) Research and consultancy (b) Publishing the research papers (c) Attending conferences (d) Working towards patents (e) Writing project proposals for funding (f) Chairing technical sessions (g) Delivering technical talks (h) Working on technical committees (i) Visiting institutes of higher learning / industry (j) Guiding UG / PG Projects (k) Guiding Research students (l) Taking up other research related work.

Administration load includes (a) Heading the department / organization (b) Working as lab in-charge (c) Organizing conferences / seminars / workshops (d) Organizing continuing education programs (e) Working as Class Teacher (f) Working as Test Co-coordinator (g) Working as Time Table Officer (h) Coordinating seminars (i) Coordinating ISTE and such other activities (j) Coordinating E-content (k) Coordinating the college placement activities (l) Coordinating industrial Training for students (m) Coordinating Department Placement activities (n) Coordinating university exams (o) Working on Hostel / Discipline / Anti-ragging and other committees (p) Aiding the statutory inspections and other events (q) Any other admin duty assigned.

## **II. REDUCTION IN TEACHING LOAD**

Faculty members working as principal investigators of sponsored project (s) may be exempted depending upon availability of the faculty members in the department from their teaching / lab load up to maximum of 4 hours per week for the duration of the sanctioned project (s).

## **H. SHORT TERM ASSIGNMENTS AT MTCA**

There are various schemes under which a person can take up an assignment on short term basis such as visiting / adjunct faculty for a period ranging from one month to a year.

## **I. LEAVE RULES**

### **I. LEAVE AS A MATTER OF RIGHT**

Leave cannot be claimed as a right and when the exigencies so demand, leave of any description may be refused or revoked by the competent Authority.

### **II. VACATION**

Vacation is a planned period of permitted absence from work for permanent teaching staff. The planning is to be based on administrative, academic and other considerations.

### **III. CONDITIONS**

1. An application for leave must be made in writing in the prescribed form and can be availed only after it has been sanctioned by the Competent Authority.
2. An employee who absents himself / herself from duty without leave will not be entitled to any salary for the days of such absence.
3. Except in an emergency, leave should be applied in advance.
4. Absence beyond sanctioned leave period or absenting when leave is not sanctioned will be treated as leave without pay and will attract disciplinary action.

### **IV. TYPES OF LEAVE**

The following categories of leave are permissible

1. Casual Leave
2. Casual Compensatory Leave
3. Academic Leave
4. Vacation Leave
5. Marriage Leave
6. Any Other kind of Leave



## **1. CASUAL LEAVE (CL)**

Casual Leave is for meeting any exigency and to be away from duty for a specified period. In a calendar year an employee shall be eligible for 15 (Fifteen) days of Casual Leave.

- a. As a general rule, Casual Leave should be availed only after obtaining sanction from the competent authority.
- b. The specific reason for availing the Casual Leave should be mentioned in the Leave letter along with number of CLs already availed.
- c. Casual Leave should be availed only after making alternative arrangements for the assigned task.
- d. Un-availed CL shall be lapsed at the end of the year.
- e. If an employee joins in between the year, he/she shall be entitled for 1 day CL for each completed month of service.
- f. If the faculty joins duty in the second fortnight of a month then he/she shall not be eligible for any casual leave for that month.

## **2. COMPENSATORY CASUAL LEAVE**

Staff members who work on Sundays or on any other MTCA holidays purely for Institute related work will be sanctioned Casual Compensatory Leave subject to the following conditions:

- a. Casual Compensatory Leave should be registered with proper prior permission from HoD and Principal when attending duty on holidays and should be availed within 4 months after the actual date of working with prior sanction.
- b. If the work has been performed in the Institute then it shall be mandatory to record a minimum of 7 hours work as per the biometric attendance. If the work is outside but related to Institute's work then minimum hours shall not be applicable.
- c. Casual Compensatory Leave cannot be accumulated more than 4 days in a period of 4 months and it shall stand lapsed on completion of 4 months from the day of holiday working.
- d. For any financial benefit/Incentive related work if any staff member requests for prior permission to work on holidays in the campus, the same will be permitted but no Compensatory holiday will be granted.

## **3. ACADEMIC LEAVE**

Academic Leave of maximum of 6 days (including travel) in one year (January to December) may be granted by the Management for the following purposes:

- a. For attending Ph.D. Viva-Voce Exam as Guide/External Examiner other than MTCA Scholars.
- b. Attending Conferences, Symposiums, Workshops and Seminars on self-nomination.
- c. Delivering lectures in reputed Institutions and Universities
- d. Participating in a delegation or attending a meeting or working on a committee appointed by the Central Government, State Government, UGC, AICTE, DST or any other academic body.
- e. For attending Faculty Development Programme on self-nomination. f.

For any Projects / Patent / Research related work.

Conditions:

1. To be eligible to avail Academic Leave, a teaching staff must have completed 6 months of service in MTCA on the date of application. However, those who have not completed 1 year of service will be entitled to 3 days Academic Leave.
2. As a special case, for defence viva a maximum of 2 (Two) days Academic Leave shall be granted and in such case clause 1 shall not be applicable.
3. Academic Leave shall not be combined with Vacation Leave or Casual Leave. However, as a special case such request may be considered based on situational context with prior approval.

#### **4. VACATION LEAVE**

The teaching staff and non-teaching staff who have served for over six months in a calendar year shall be eligible for Vacation Leave as notified on year to year basis and subject to the following conditions.

- a. Vacation leave can be availed only after the guideline has been notified.
- b. Employees are required to submit the duly filled vacation form before availing the vacation.
- c. It shall be mandatory for an employee to attend college as and when their presence is required for any specific purpose like Inspection etc., during their vacation.

a. < 6 Months (Staff who joined) - NO Vacation

- b. > 6 Months < 1 Year (Staff who joined) - 3 days vacation leave eligible
- c. > 1 Year & < 2 Years (Staff who joined) – 1 week vacation leave eligible
- d. > 2 Years (Staff who joined) - 2 weeks vacation leave eligible

## **5. MARRIAGE LEAVE**

An unmarried staff member who has served for more than 1 year in MTCA is eligible for 6 days marriage leave on submission of marriage invitation card. The marriage leave can be combined with CL. The concerned staff member shall apply for marriage leave at least 15 days in advance along with the evidence.

## **6. ANY OTHER KIND OF LEAVE**

All other kind of leaves shall be dealt as deemed fit by the authority so empowered.

## **ON DUTY LEAVE**

On Duty Leave to the teaching staff and non-teaching shall be granted only with the prior permission in writing from the HOD and on approval by the Principal/ Management purely for Institute related work or nominated to attend any viva Exam as a guide for MTCA Research Scholar / Scholar's meeting / Conference / Seminar / Workshop / FDP and admin related work.

### **General Clause:**

- i. This rule shall be subject to terms and conditions in force from time to time and any changes in the rule shall be amended and notified.
- ii. Leave is not a matter of Right and approval of any such leave shall be at the sole discretion of the authority so empowered.
- iii. In view of any exigency at the Institute, the authority so empowered shall have the prerogative to cancel any such leave and the employee has to report for the duty forthwith.
- iv. Availed leave including (all kinds of leave except OD & Marriage Leave) under any circumstances should not exceed 9 days at a stretch.

v. If this happens then entire duration including any holiday shall be treated as CL if available or Loss of Pay.

vi. If the faculty member receives a fellowship or honorarium or any other financial assistance not less than Rs.10,000/- then only OD Leave request can be considered and 40% amount so received shall be deposited with the Institute.

vii. In case of any clarification/dispute, the decision given by the Competent Authority shall be binding.

## **VII. VACATION AND LEAVE SALARY**

An employee, during the period of permitted vacation, shall be entitled to full pay and allowances as drawn by him / her in regular course as follows:

## **J. ACCIDENT INSURANCE BENEFITS**

All Teaching and Non-Teaching staff are covered under the Group Accident Policy.

## **K. INTERPRETATION**

Any question as to the interpretation of these regulations shall be decided by the institute, whose decision shall be final. The institute shall have the powers to issue clarifications to remove any doubt, difficulty or anomaly which may arise during the implementation of the provisions of these regulations.

**AMENDMENTS CLAUSE:** Any of these rules may be amended or changed partially or completely at the discretion of the Management and any such change comes into effect when it is placed on the website or a circular including e-circular is issued in this regard. Statutory regulations as applicable shall be implemented forth.

Interpretation of the rules & regulations: For any interpretation of the rules and regulations, the decision of the Management is final and irrevocable.

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## **L. MTCA SERVICE & CONDUCT RULES**

Every employee shall at all times:

- (i) Maintain absolute integrity;
- (ii) Maintain devotion to duty; and

If any question arises relating to the interpretation of the following rules, it shall be referred to the MTCA Management, whose decision shall be final.

### **1. Academic Responsibilities for the Faculty Members:**

- a. To maintain strict confidentiality towards question papers for Internal and External examinations.
- b. It is expected that faculty should reach 5 minutes before starting the class. In exceptional case, this may not happen however, faculty should not leave the class until and unless the next faculty has arrived.
- c. Faculty members should not carry their Cell Phones to the class rooms.
- d. Faculty members should not allow the students who are late comers to the class beyond 10 minutes.
- e. Faculty members should become role models and present themselves in the class with proper attire and should handle the class professionally.
- f. It is the responsibility of the faculty members to involve the students in their class and make the class interesting and ensure that students look forward to attend their class with enthusiasm.
- g. Faculty members should have an approach to motivate students and if need be they may do the handholding, mentoring for their overall development.
- h. If there are students with less marks in the Mid Semester exams, then the faculty members should take additional remedial class so that such students improve the subject knowledge, and be able to improve in the subsequent exams.
- i. In the laboratory, the faculty members should explain the experiments properly and should ensure that students carry out the experiment as stipulated. They must be present in the lab entire 3 hours duration which is mandatory. They should ensure updation of the lab observations / records, in the class itself which may be randomly verified by Vice Principal Academics.
- j. Apart from above responsibilities, there are many other regular work which faculty members are required to follow.
- k. HoDs and/or Higher authorities may assign any other work as required from time to time.

## **2. LATE COMING / EARLY LEAVING**

All employees are to adhere to the office timings as a mark of punctuality.

## **3. ASSOCIATIONS**

No employee shall form, join or continue to be a member of, any Association, whose objects or activities are prejudicial to the interest of MTCA.

## **4. DEMONSTRATION AND STRIKES**

No employee shall engage or participate in any demonstration that is prejudicial to the interest of MTCA Group of Institutions, public order, decency or morality, or which involves contempt of court, defamation or incitement to an offence. He / she shall not resort to, or in any way instigate, incite or abet, any form of strike by any MTCA employee.

## **5. EVIDENCE BEFORE A COMMITTEE OR ANY OTHER AUTHORITY**

No employee shall – except with the previous sanction of MTCA – give evidence in connection with any enquiry conducted by any person, Committee or Authority, except when he/ she is summoned by a statutory / judicial authority.

## **6. UNAUTHORISED COMMUNICATION OF INFORMATION**

No employee shall communicate – except in accordance with any general or special order of MTCA or in the performance in good faith of the duties assigned to him / her – communicate, either directly or indirectly, any official document or any part thereof or information to any MTCA employee or any other person to whom he / she is not authorized to communicate such document or information.

## **7. CANVASING OF NON-OFFICIAL OR OTHER INFLUENCE**

No employee shall bring or attempt to bring any political or other influence to bear upon any superior authority to further his / her interests in respect of matters pertaining to his / her services under the MTCA.

## **8. SMOKING; CONSUMPTION OF INTOXICATING DRINKS AND DRUGS**

An employee

- a. Shall not indulge in intoxicating drinks or drugs or contraband substances in any area of the MTCA
- b. Not appear in a public place in a state of intoxication
- c. Strictly abide by the Rule of NO SMOKING INSIDE THE MTCA CAMPUS

## **9. SEXUAL HARASSMENT**

No employee shall subject any employee and / or students to sexual harassment. For the purpose of this rule "Sexual harassment" includes such unwelcome sexually determined (whether directly or by implication) behavior such as;

1. Physical contact and advances
2. A demand or request for sexual favors
3. Sexually colored remarks
4. Showing pornography
5. Any other unwelcome conduct of sexual nature

If such matter is reported then the same will be forwarded to Grievance Committee

## **10. BETTING, GAMBLING, MONEY LENDING, CHIT FUNDS**

No employee shall indulge in any type of betting, gambling, money lending or participate in any chit fund activity.

## **11. SUSPENSION, DISMISSAL & REMOVAL**

- I. An employee may be placed under suspension on grounds of misconduct as interpreted in the MTCA Conduct Rules, for a period of up to six months during which time, the competent authority is expected to complete the process of inquiry to establish the charges.
- II. An employee may also be placed under suspension when proceedings have been taken for his / her arrest or judicial detention on civil or criminal charge. If such suspension is in effect, during this period, the employee will not be eligible for any pay or subsistence allowance.
- III. A Suspended employee is entitled to the following payments:
  - a. Subsistence allowance equal to 50% of the basic / consolidated salary drawn at the time of suspension plus applicable Dearness Allowance (DA), along with full House Rent Allowance (HRA).
  - b. In situations where the period of suspension exceeds six months, the Competent Authority reserves the right to increase or decrease the amount of subsistence allowance for any period based on the reasons for extension of suspension not directly attributable to the employee. The said reasons have to be recorded in writing.
  - c. An employee under suspension shall not seek any employment, business, during the suspended period.
- IV. The pay and allowances of an employee, who is dismissed, removed, suspended or compulsorily retired or asked to resign from service, will cease from the date of such dismissal, removal or compulsory retirement.

- V. In case of Dismissal or Removal from service (or employment), salary payment to the employee shall ceased from the date of such dismissal or removal.

## 2. PENALTIES FOR DIFFERENT TYPES OF OFFENCES

A sample representation of possible penalties for misconduct is given in Annexure-1. Employees have to be aware that not all types of misconduct can be envisaged in the rule book. Any additional penalties may be imposed by MTCA at its sole discretion.

### ANNEXURE – I

#### SAMPLE LIST OF PENALTIES

S.No.	Complaints / Allegations proved against an Employee	Simple Punishment / penalties / fine that may be imposed by the Competent Authority
1	Absent in the Class / Lab without prior approval and without suitable arrangements of the class work	Such days will be treated as leave without pay.
2	Misconduct of a non-serious nature	Warning Letter
3	Unauthorized absence for more than seven days	Warning letter and LOP
4	Misuse of college funds less than Rs. 10,000/- (Imprest or advance, research grant etc.,)	Warning letter and debarred for promotion for 3 years
5	Temporary misuse of funds more than Rs. 10,000/- (Conference grant / research grant etc.,	Warning letter and debarred for promotion for 5 years
6	Mistakes of execution of duties (i.e., affects the reputation of the institute, affects the career)	First offence – warning; Repeat offence – reducing basic pay to the next lower slab or termination from service.
7	Misuse of official power to his / her family members to get jobs	Warning letter and stoppage of increment for 5 years
8	Violating rules and regulations for the sake of participation in any public protest	Warning letter and stoppage of increments for 3 years. Those are indicative and actual misconduct after the enquiry will commensurate with the gravity of misconduct and the decision will be final and binding.
9	Violating rules and regulations for the sake of contesting in election or to work in political field	Termination of employment
10	Misuse of college funds (fee, imprest)	Termination of employment