



# ALDER COLLEGE

Sepfüzou

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## SERVICE RULES OF ALDER COLLEGE

### KOHIMA: NAGALAND

#### A. GENERAL

1. Every employee shall maintain integrity, efficiency and devotion to duty. They shall endeavour to promote the policies and interest of the College.
2. Every employee shall abide by the rules and regulations of the College.
3. No employee shall divulge any confidential document or information to any person or group to whom he or she is not authorized to do so.

#### B. LEAVES

1. Casual Leave: An employee shall be entitled to twelve (12) days of casual leave in a year.
2. Medical Leave: An employee shall be entitled to twenty (20) days of half pay leave in a year on medical grounds with certification from competent medical authority.  
This shall be cumulative up to a maximum period of sixty (60) days. Misuse of this provision shall result in full financial recovery along with other disciplinary actions.
3. Maternity Leave: Female employees shall be entitled to maternity leave of three (3) months with full pay, subject to a maximum of two times in her service.
4. Earned Leave: Earned leave of thirty (30) days a year is admissible for the Principal, the Administrator and clerical staff only. This shall be cumulative up to a maximum of ninety (90) days. Leave encashment shall be admissible only at the time of retirement. In case of voluntary retirement, maximum leave encashment shall be sixty (60) days.
5. Vacation: Vacation shall be in accordance with College and University calendar. It is not applicable to the Principal, the Administrator and clerical staff.
6. Important Leave Rules:
  - a. When exigencies of service so require, leave of any kind may be refused or revoked by the authority competent to grant it.
  - b. An employee who remains absent after expiry of his/her leave shall not be paid salary for such period of unauthorized absence. Frequent or prolonged absence shall invite sterner disciplinary action which may lead to service termination.  
Competent authority to grant casual leave shall be the Principal, and for other kinds of leave shall be the Chairman, Governing Body.
  - d. Leave of any kind shall always be applied for and approved before it is availed of, except when casual leave becomes necessary due to unforeseen circumstances.  
Even in such cases, the concerned authority should be informed in the morning hours of the day casual leave is availed.

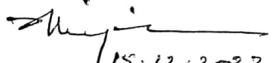
### C. APPOINTMENT, REGULARISATION

1. An employee is initially appointed only on temporary/probation service.
2. Regularization of service shall be effected only on completion of one (1) year of service subject to requisite qualification and competency in work performance.
3. An employee shall not be entitled to benefits of Contributory Provident Fund (CPF) without regularization of service.

### D. PROMOTION, RETIREMENT, TERMINATION

1. Promotion shall be effected on the basis of both service seniority and merit for regularized staff.
2. Retirement from service shall be enforced on completion of sixty (60) years of age or thirty five (35) years of service, whichever is earlier. Voluntary retirement is admissible on completion of twenty five (25) years of service.
3. An employee, whether temporary or regular, is liable to be terminated from service on ground of one or a combination of the following reasons :
  - a. Absence of requisite qualification.
  - b. Incompetency in work.
  - c. Insubordination or objectionable behavior.

  
15-12-2022  
DR RUKHONO K. IRALU  
Principal **PRINCIPAL**  
Alder College **Alder College**  
**Kohima, Nagaland**

  
15.12.2022  
KEVIYACHÜ LIEGISE  
Chairman  
Alder College

**Chairman**  
Alder College  
Kohima : Nagaland