

SERVICE RULES OF ALDER COLLEGE KOHIMA : NAGALAND

Pending finalization of the complete Service Rules. The following rules shall apply.

A. General

1. Every employee shall maintain integrity, efficiency and devotion to duty. They shall endeavour to promote the policies and interests of the College.
2. Every employee shall abide by and comply with the Rules and Regulations of the College.
3. No employee shall divulge directly or indirectly, and confidential document, statement or information to any person , group to whom he/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. **Commutated Medical Leave** : An employee shall be entitled to twenty (20) days of half pay leave in a year on medical grounds only with certification from competent medical authority. This shall be cumulative upto a maximum period of eighty (80) days. Misuse of this rule shall result in full financial recovery together with other disciplinary actions.
3. **Vacation** : Vacation shall be as per the College and University calendar. It is not applicable to the Principal, Vice Principal and clerical staff.
4. **Maternity Leave** : Female employees shall be entitled to maternity leave of two (2) months with full pay subject to a maximum of three (3) times during her entire service.
5. **Earned Leave** : Earned leave of thirty (30) days a year is admissible for the Principal, Vice Principal and clerical staff only. This shall be cumulative upto a maximum period of one hundred fifty (150) days. This shall be with retrospective effect from

1/1/1995. Leave encashment shall be admissible only at the time of retirement from service.

6. Important Leave Rules:

- i. When the exigencies of service so require, leave of any kind may be refused or revoked by the authority competent to grant it.
- ii. 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 actions which may lead to termination from service.
- iii. Competent authority to grant casual leave shall be the Principal, and that for other kinds of leave shall be the Chairman, Governing Body.
- iv. Leave of any kind shall always be applied for and sanctioned before it is availed of except when casual leave becomes necessary due to unforeseen circumstances. Even in such cases, the office should be notified in the morning hours of the day casual leave is availed.

C. Appointment and Regularization

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

D. Promotion, Retirement and Termination

1. Promotion shall be effected on the basis of both seniority and merit for regularized staff.
2. An employee shall be eligible for voluntary retirement on completion of twenty (20) years of service. Compulsory retirement shall be enforced on completion of thirty three (33) years of service or fifty eight (58) years of age, whichever is earlier.
3. An employee, whether temporary or regular, can be terminated from service on grounds of one or a combination of the following reasons:
 - a. Absence of requisite qualification.
 - b. Incompetency in work.
 - c. Insubordination Objectionable behaviour.

Place : Kohima
Date : 27/09/96

(KEVI LIEGISE)
Chairman
Alder College

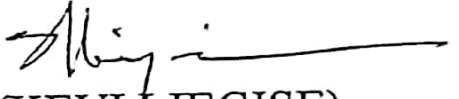
ALDER COLLEGE
Kohima: Nagaland

No.AC/LE/4/05-06

Dated 3rd Oct. '06

ORDER

As per relevant rules, a staff is entitled to 12 days of casual leave in a year. As a partial relaxation, it is herewith allowed that those who are absent from duty beyond the permissible 12 days shall be subject to 50% pay deduction for up to 6 days only. Further absence shall be subject to 100% pay deduction and may even invite additional disciplinary action. In extreme cases, it may lead to termination of service.


(KEVI LIEGISE)
Chairman
Alder College.

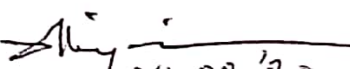
VERY IMPORTANT NOTICE ON LEAVE RULES

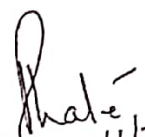
No educational institution can run effectively without strict adherence to leave rules as the major work is daily class routine. When teachers do not come to take class without proper advance information it greatly undermines the educational environment of the institution, to say the least. At a time when we are reviving and promoting good education, we need to be highly vigilant on these matters. Following are reminders of some leave rules to be strictly enforced.

1. All leaves must be applied for in writing to the Principal in advance, and at least one day advance for Casual Leave.
2. Leave cannot be given to more than one teacher at a time in the same department.
3. Normal penalty for absence beyond 12 days of casual leave (excluding 3 restricted holidays) a year is pay deduction. Deduction rate is 50% for 6 days and 100% for 6 more days. Beyond this, the case will be referred for much sterner action, including possible service termination.
4. Conditions apply for medical and deserving reasons as per existing rules (maternity/leave without pay/etc).

Needless to say, above rules are made purely in the interest of sound educational services, and based on rules framed as early as 2006 and earlier. Let us conduct ourselves in such a way that penalty rules are not imposed on anyone.

Another crucial reminder is that teachers must enter and leave classroom judiciously on time as class bell rings to ensure that the limited class time is fully utilized.


104.02.20
Chairman


Principal 4/2/200