

LITTLE FLOWER DEGREE COLLEGE

(Affiliated to Osmania University)

Uppal, Hyderabad

Managed by Brothers of St. Gabriel Educational Society



STAFF RECRUITMENT & SERVICE RULES POLICY



Preface

LFDC established in 2008 has outlined the criteria for hiring, promoting and retaining employees. For this effective staff recruitment and service rules are vital. These policies ensure that hiring processes are transparent, equitable and aligned with the institution's academic and administrative goals. Service rules provide guidelines on professional conduct, performance expectations and disciplinary measures. Together these policies enhance institutional integrity, faculty satisfaction and compliance with educational standards.

1. Categorization of Staff

- Teaching Faculty
- Office staff
- Technical Staff
- Supporting Staff

1.1 Posts under each category

1.1.1 Teaching Faculty - Professors and Assistant professors

Other Category - Physical Director, Librarian

1.1.2 Office Staff - Senior Assistant, Junior Assistant, Record Assistant and Receptionist

1.1.3 Technical Staff - Lab Assistants, Technicians, Library Assistants

1.1.4 Supporting Staff - Watchmen attendants, care-takers, Gardeners, Carpenters, Plumbers.

2. RECRUITMENT/SELECTION AND APPOINTMENT OF STAFF

The staff appointed by/for the institutions administered by the Governing Board of Brothers of St. Gabriel Educational Society are governed by the terms and conditions contained in the agreement entered into between the staff and the appointing authority. Such agreements determine the rights and duties of the staff concerned, including their service conditions.

2.1 Selection (Eligibility Criteria)

- 1) The selection of staff for regular appointment is normally done in April/May when suitable candidates will be easily available.
- 2) Posts should be advertised in the popular dailies and in the college website (www.lfdc.edu.in) at least 20 days prior to the date of the interview.
- 3) All regular appointments will be made by a Selection Committee constituted and convened by the Correspondent of the institution.
- 4) The Selection Committee includes the Correspondent, the Principal, the Vice-Principal and HOD of the concerned department.
- 5) The procedure for selection should normally include a written test, followed by a demonstration class and an oral interview.
- 6) Merit with proven competence and experience should be the only criterion for selection. Minimum qualifications for the particular post for which the candidates are selected should be strictly adhered to i.e. above 55% in PG and preferably PHD/NET/SLET.
- 7) Ad-hoc appointments, caused by the requirement of time, are generally made by the Correspondent in consultation with the principal.

2.2 Appointment

- 1) After the selection, appointment should be made by a special Deed of Contract, laying down the norms for the payment of salary, leave facility, duties pertaining to the post and the period for which it is valid. When the post is accepted by the candidate, an agreement between the Management and the candidate should be signed in the prescribed manner and form.
- 2) All new appointments are made on a contract line eleven months or less, till the end of the academic year, after which their services will automatically cease as per the terms and conditions laid down in the Deed of Contract.
- 3) The service of an employee may be regularized only after the satisfactory completion of the period of contract, by a letter of Regularization of Service.

- 4) All regularization of service of the staff, wherever applicable needs the ratification of the Governing Board and subject experts from Osmania University. No employee shall be given the letter of Regularization of Service unless his/her performance is assessed and evaluated by a team appointed by the Governing Board.

2.3 Service Conditions of the Teaching and Non-teaching Staff

- During the period of contract an employee is paid an amount fixed by the Governing Board.
- An employee on contract is eligible for only Casual Leaves, at the rate of one CL per month.
- The staff whose services have been regularized are liable to be transferred to any of the institutions of similar nature managed by the Society.
- Service in any other institution shall not be counted for the purpose of pay fixation or calculation of the retirement benefits, unless it is a transfer decided by the Governing Board.
- The staff appointed in the institutions Society shall devote their entire time to the duties assigned and shall not on their own account or otherwise carry on or be Concerned in any trade, business or canvassing work in politics, private tuitions or the like of a remunerative kind either directly or indirectly.
- No employee is permitted to apply for any job or appear for any exam or interview without obtaining the prior written permission of the head of the institution.
- Promotion or reduction in rank or grade of the staff is at the discretion of the Managing Committee whose decision shall be based on the employee's efficiency and dedication to his/her work.
- Every member of the staff shall conform to all the rules and regulations in the institutions and all the future amendments, He / She shall honestly, efficiently and diligently discharge the duties entrusted to him/her by the competent authority.
- All the members of the staff should be present in the institution during the regular working hours, whether they have teaching work or not, and they are expected to take an effective part in the co-curricular activities of the institution and all that

pertains to the discipline and other established traditions of the institution. They are to be available even outside the normal working hours, if the activities of the institution demand their presence.

- Punctuality in attendance is an essential part of work discipline and every lecturer shall observe it as such.
- Every lecturer should strive to be a 'model' to his/her students in honesty, loyalty, hard work, uprightness of character and religious tolerance.
- Every employee should be present in the college on the first and the last working day of every term of the academic year.
- As the Correspondent/Principal may require the service of any of the employee during the vacations, he/she should not leave the station any time without due permission and after providing the contact address.

3. CODE OF ETHICS

3.1 TEACHING STAFF

- He /She shall carry out his/her duties with utmost dedication with a view to do maximum *good* to the students *under* his/her care.
- A lecturer shall uphold the vision and mission of the institution.
- He/she updates themselves with ICT tools and implements it effectively in teaching and learning.
- Remedial Classes as and when required of the lecturers by the principal, shall be done by them.

3.2 NON-TEACHING STAFF

- The college office remains open every day of the academic year and the staff are to be on duty except Public/General holidays.
- Every member of the non-teaching staff is eligible for a summer vacation of 15 days. Due to the nature of the institution and exigencies of work, the office remains open even during the terminal and annual vacations. However, the working hours during vacations are decided by the principal and the staff shall be present in the office on rotation.

4. LEAVE RULES

4.1 CASUAL LEAVE

- A permanent and long-term employee can avail of fifteen (15) days of Casual Leave (C.L.) in the course of the calendar year/academic year.
- A contract employee gets 11day CL (1 CL/month)
- Application for C.L. specifying the reason(s) should be submitted to the principal/vice principal of the Institution in advance and his/her approval obtained.

4.2 EARNED LEAVE

- Each permanent employee is eligible for Earned Leave (E.L.) at the rate of 15 days for every year
- An employee may accumulate the Earned Leave. And can be availed not exceeding 30 days at a time, subject to eligibility, in case of prolonged illness or other grave reasons.
- **Surrender of E.L.:** E.L. may be surrendered by an employee to an extent of fifteen (15) days in a calendar year.
- **Encashment of E.L.:** Accumulated Earned Leave can be encashed at the time of retirement subject to eligibility.

4.3 HALF-PAY LEAVE

- Half-Pay Leave (HPL) is earned at twenty (20) days for each completed year of regular service and the employee shall cease to earn Half-Pay Leave when he/she has to his/her credit such leave amounting to 240 days.
- Half-Pay Leave may be sanctioned for serious illness or for any other grave reasons.
- Service for the purpose of calculation of Half-Pay Leave includes E.L. and Half-Pay leave availed by the employee.
- Half-Pay means half of the basic pay and half of the allowances.
- Only 240 days of H.P.L. are granted in the entire service.
- Commuted Leave during the entire service is limited to a maximum of 120 days.
- When Commuted Leave is granted twice the amount of such leave shall be debited against the Half-Pay Leave due.

- Total duration of E.L. and Commuted Leave taken in conjunction shall not exceed 120 days at a time.

4.4 MATERNITY LEAVE

- A permanent female employee is eligible for 90 days Maternity Leave with full pay.
- A long-term female employee is eligible for 90 days maternity leave without with loss of pay

4.5 EXTRAORDINARY LEAVES

- It's left to the discretion of the Governing Board to grant Extraordinary Leave to the members of the staff on the recommendation of the college Managing Committee.
- The period of Extraordinary Leave will not be counted for the purpose of increment.
- If extraordinary leave is taken under medical grounds, the leave period can be added to the service for all kinds of benefits including retirement benefits. If it is taken under private affairs, the period cannot be counted for any other benefits.

SALARY AND WAGES

5.1 The salary and wages of college staff shall be fixed by the Governing Board taking into account the nature of the institution and socio-economic conditions of the region where the institution is located.

5.2 Allowances, ad hoc and arrears payments and special incentives will be decided by the Governing Board from time to time.

OTHER BENEFICIAL SCHEMES

5.3 The staff Welfare Schemes like Cooperatives may be encouraged.

5.4 The Staff who put in 100% attendance in the academic year may be given a special cash award preferably on the Institution Annual Day.

5.5 Ten years of service may be recognized by a monetary gesture of paying Rs. 10000/- to the employee.

5.6 Emergency or relief loans may be sanctioned by the Governing Board to the regular staff in special cases, on the recommendation of the Managing Committee.

6. RETIREMENT BENEFIT SCHEME

- The age of retirement (superannuation) is 58 years.

The following schemes are applicable to the employees (Teaching & Non-Teaching) of the un-aided college *under* the Management of the brothers of St. Gabriel Educational Society.

- EPF
 - *Service Gratuity from the Management.*
1. Retirement benefits as per the EPF Scheme as made compulsory for educational *institutions.*

7 SERVICE GRATUITY

- In the case of employees retiring due to superannuation, service gratuity is paid at the time of retirement per the following norms which may be revised by the managing committee from time to time.
- A retired employee is eligible for retirement gratuity $\frac{1}{4}$ th of the pay last drawn for each completed six months period of service (subject to a maximum of sixty-six times of such six-monthly periods) or 16 $\frac{1}{2}$ (sixteen and half months) pay last drawn or Rs. 3,50,000 whichever is less.
- Gratuity is calculated on the basis of emoluments last drawn.
- Emoluments for the purpose of service gratuity shall consist of basic pay plus permitted allowances
- Average pay shall mean pay calculated on the basis of the pay drawn during, 'the last 10 (ten) months.
- Less than 6(six) months is ignored for the purpose of calculation of service

8. QUALIFYING SERVICE

- Qualifying Service of an employee commences from the date of appointment on a regular basis.
- All types of leave taken during the service for which leave salary is payable and all extraordinary leave granted on medical grounds shall be counted for qualifying service.
- The period of break or gaps in service, the period of unauthorized absence and the period of leave refused by the Management shall not count as qualifying service.
- The period of suspension treated as "dies non" shall not be counted for qualifying service.

9 DATE/DAY OF RETIREMENT

- An employee shall be retired on the last day of the month in which he/she attains superannuation.

10 FORFEITURES OF SERVICE

- Dismissal or removal or termination from service entails forfeiture of his/her past service.
- Resignation from service also entails forfeiture of past service.
- Consequently, gratuity, pension and other monetary benefits, if any are paid only to those who retire from service and not to those who are dismissed or removed or terminated or have resigned.
- However, the employee's share of EPF may be claimed from the EPF Office subject to eligibility, by the employee in question.

11. VOLUNTARY RETIREMENT

- An employee who has completed 20 years of qualifying service can apply for Voluntary Retirement.
- Application for voluntary retirement should be made 3 months in advance or 3 pay 3 months' salary in lieu thereof.

- Normally voluntary retirement is not considered in the middle of the academic year.
- Application for voluntary retirement or medical grounds should be supported by a Certificate from the District Medical Officer.
- An employee may be asked to go on voluntary retirement for genuine reasons such as prolonged illness or permanent incapacity. Such cases are to be decided by the Managing Committee.

12 COMPULSORY RETIREMENT

An employee may be required (by the appointing authority) to retire from service in the public interest/institutional interest, with the approval of the Governing Board. In such cases, the employee shall be entitled to a retiring benefit given hereunder, provided the employee gives a notice in writing at least 3 (three) months before the date on which he is required to retire in the public/institutional interest or 3 months pay in lieu thereof in both the cases.

13 GENERAL RULES

1. These revised rules as applicable to retirement benefits come into force from 25-04-2010.
2. All previous rules issued by the Management and agreements between the Management and the employees regarding Retirement Benefits are deemed to have been superseded.

14 SERVICE RULES: CLASS IV EMPLOYEES

- The appointment of all Class IV employees in the institutions of Brothers of St. Gabriel, will be done by the Correspondent in consultation with the Managing Committee.
- **Qualification:** The minimum qualification prescribed for attenders is class X pass and for others class VII pass.

- All appointments shall be made in writing in the prescribed form stipulating the terms and conditions of service, pay etc. Wherever the candidates are appointed to different posts, if not familiar with the English language the letter of appointment shall be read out and explained to the employee in their mother tongue and their signature shall be attested on the Appointment Order as a sign thereof.
- All the class IV employees shall be appointed for a period of one year or less on a contract basis after which their services will automatically cease as per the terms and conditions laid down in the deed of contract.
- All the employees appointed on contract shall be paid an amount fixed for the post by the Governing Board.
- **Leave:** All regular Class IV employees are eligible for availing all the public holidays unless otherwise required by the Head of the Institution. They are eligible for 12 days of casual leave and 20 days of half pay leave per annum which can be commuted on medical grounds subject to a maximum of 240 days. Female Class IV employees may be given 90 days of Maternity Leave twice during the entire service. Class IV employees shall be eligible for 15days vacation every year either at one time or at different times.
- The duties and hours of duty of the Class IV employees will be assigned by the Head of the Institution.
- **Earned Leave:** The rules prevalent in the Institutions in respect of teaching staff are applicable to Class IV employees with regard to the Earned Leave.
- **Retirement Benefits:** The rules prevalent in the Institutions in respect of teaching staff are applicable to Class IV employees also with regard to retirement benefits.

15 UNION ACTIVITIES

Formation of trade unions is not allowed in the Colleges managed by Brothers of St. Gabriel Educational Society. They are also not to take part in any type of trade union activities. Grievances, if any, should be brought to the notice of the Management first. In case no solution is found at the level within a reasonable time of 3 months they may be addressed to the Chairman of the Governing Board who shall try to solve them by dialogue and discussion with the staff in a spirit of sympathy and understanding.

16 DISCIPLINARY ACTION (Termination, Suspension, Dismissal, Compulsory, Retirement)

FOR ALL THE EMPLOYEES


- An employer has a right to terminate the services of his employee by giving him/her a termination notice or by paying him wages in lieu thereof, as per the terms and conditions mentioned in the appointment order.
- Any of the following behavior or misconduct may justify suitable disciplinary action like reduction in rank or removal of employees from service.
 - Willful in-subordination or disobedience, whether individual or in combination with others, to any lawful or reasonable order of a superior.
 - Theft, fraud or dishonesty in connection with the employer's service or property.
 - Willful damage or loss of the employer's goods or property.
 - Taking or giving bribes or illegal gratification. Strikes or inciting others to strikes, etc.

The following procedure should be followed for disciplinary action like dismissal, removal or reduction in rank of any permanent employee;

- Make known the charge sheet of the show cause memo. (There should be no indication of punishment in the charge sheet).
 - Afford him/her an opportunity to submit his/her explanation.
 - Conduct an enquiry into the truth or otherwise of the allegation after giving reasonable time between the issue of the charge sheet and information about the enquiry. The enquiry should be completed within 2 months from the date of the communication of the charges.
 - offer opportunity to the employee to lead evidence in his/her own defense and to cross-examine the witness (The delinquent employee has no right to be represented by an advocate in a domestic enquiry).
 - Consider the evidence gathered, based on the report of the enquiry officer before imposing the punishment.
1. No employee shall be placed under suspension more than four days except when an enquiry into the misconduct of such an employee is contemplated.
 2. No such suspension shall remain in force for more than a period of two months from the date of suspension and if such enquiry is not started and completed within that

period, such employee shall be without prejudice to the enquiry, be declared to have been restored as employee.

3. Provided that the competent authority may for reasons to be recorded in writing extend the said period of two months for a further period not exceeding two months for a further period not exceeding two months if in the opinion of such competent authority the enquiry could not be completed within the said period of 2 months for reasons directly attributable to such employee.
4. Every employee who is placed under suspension shall be paid subsistence allowance at such rates as may be prescribed during the period of suspension.
5. Increments falling during suspension should be added in subsistence allowance and the subsistence allowance should be calculated accordingly.
6. When an employee is exonerated of the charge, which caused his suspension, the subsistence allowance paid to him for any period shall be adjusted against the full wages admissible to him for that period.
7. Leave may not be granted to an employee under suspension.
8. No enquiry is necessary for imposing minor penalties, for the misconduct of employees. A charge sheet is to be given directing to show cause and after the employee submitted the representation, if the representation is not acceptable, minor punishment can be imposed. Some of the penalties which are considered minor are:
 - i) warning
 - ii) Censure
 - iii) Stoppage of increment with or without cumulative effect.
 - iv) Fines
 - v) Suspension without wages, not exceeding four days.


PRINCIPAL
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