



# **XITE GAMHARIA**

**SERVICE RULES**

**AND**

**REGULATIONS OF**

**TEACHING STAFF**

**XITE COLLEGE, GAMHARIA**  
**SERVICE RULES AND REGULATIONS OF TEACHING STAFF**  
**(2019)**



**XITE COLLEGE**  
**BEHIND TATA COMPLEX COLONY**  
**GAMHARIA, SARAIKELA-KHARSWAN**  
**JHARKHAND**

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## FOREWORD

XITE Gamharia is a unit of XITE which is a non-profit organization registered under the Societies Registration Act, 1860 as a Christian Religious Minority Educational Institution. XITE is established and managed by the Jamshedpur Jesuit Society. As a Jesuit institution, XITE Gamharia imparts quality education and forms its students to be men and women for others. It aims at the total and integral development of the whole person. With these objectives in mind, XITE Gamharia selects staff and students who are willing to accept and abide by our values and norms. In order to achieve these educational goals and values as well as for the smooth functioning of the College, it is imperative to have certain rules and regulations. With these objectives in mind we have laid down these rules and conditions of service.

However, these rules are not exhaustive and hence, in future there will always be room for improvement and modification of these rules in the light of further experience and changing situations.

The service rules contained in this booklet shall be applicable to all the teaching staff of XITE Gamharia. It is our sincere hope that the implementation of these Service Rules will help in the promotion and strengthening of a true sense of justice, respect, concern, and mutual understanding between the Founder Body, the Management and the Teaching Staff and thus will enable all concerned in building up of a healthy relationship and for forging a community spirit in the College.

Secretary

XITE Gamharia

## **XITE COLLEGE SERVICE RULES AND REGULATIONS OF TEACHING STAFF**

### **1. PREAMBLE:**

XITE Gamharia is a College founded and established with the sole aim of imparting academic excellence and professional competence to its students through a value-based education system in order to prepare them as socially and ethically responsible and enlightened citizens of India. The College Management inculcates in the students right knowledge and a reverence for the Divine, and it upholds the social inclusion in every social and academic activity during the year. The College advocates the "Life Skill Education Model" wherein it imparts the education of Head, Heart, Hand and Health [4Hs]. All these are achieved through a dedicated team of faculty members, collaborators and co-workers. Each student is prepared with caring love and support to become men and women for others with a human face.

'Discipline', which is a time honoured tradition in all Jesuit Institutions, is the duty of all members of the staff. Teachers are entitled to receive respect and obedience from all the students of the College. This respect they should command by the moral tone of all their actions and words both on and off the College campus. The College upholds moral, ethical and religious values of all. The following rules and regulations are a means to achieve these ends.

### **2. APPLICATION:**

These rules and conditions of service shall apply to all Teaching Staff who are presently employed at XITE Gamharia and to all those who may take up employment later. The present Service Rules will supersede the Terms and Conditions stated in any previous appointment letter in case of any difference.

### **3. DEFINITIONS**

- a) "Institute "means Xavier Institute for Tribal Education (in brief XITE), XITE Registered Society
- b) "College" means XITE Gamharia, run by XITE Registered Society
- c) "Governing Board or Board of Governors" means the Board of Governors of XITE
- d) "Chairman" means the head of XITE Association/ XITE Registered Society



- e) "Secretary" means the Secretary of XITE Registered Society
- f) "Principal" means the Head of the academic programmes and administration of the College
- g) "Administrator" means the person who has over all control of the general administration of the College and includes a person acting in his place or authorized to perform all or any of the functions of the Administrator
- h) "Treasurer" means the person who is over all in charge of the finance and account matters of the College
- i) "Employee" means and includes all teaching, non-teaching and maintenance staff of the College
- j) "Teaching Staff" means all teaching staff of the College
- k) "Non-teaching Staff" means all those employed to carry out non-academic functions of the College and shall include administrative staff, office staff, library staff etc. of the College.
- l) "Maintenance Staff" or "Support Staff" shall mean all those employed to carry out the maintenance and cleanliness activities of the College.

#### **4. CLASSIFICATION OF EMPLOYEES:**

- a) A "Permanent" employee is one who has been engaged on a permanent basis and shall include any person who has satisfactorily completed a probationary period in a permanent job and has been confirmed as such in writing.
- b) A "Probationer" is one who has been provisionally employed to fill a vacancy in a post and has not completed the prescribed period of probation.
- c) A "Temporary" employee is one who has been appointed for a limited or specific period or who has been temporarily employed in connection with a temporary nature of work.
- d) A "Substitute" employee is one who has been employed in place of any permanent employee or a probationer during his/her leave of absence.
- e) A "Casual" employee is one who is employed in work of a casual nature or employed intermittently.

- f) A "Contract" employee shall mean an employee who has entered into a contract with the management to fill up a particular post or to do a particular work for a specific period of time.
- g) "Part-time Employee" shall mean an employee who is employed on a part-time basis only (one or two lectures in a day).

## **5. ELIGIBILITY AND SELECTION OF TEACHING STAFF**

- a) Eligibility and selection of Teaching Staff will be as per the norms of the University Grant Commission (UGC).
- b) The Selection Committee, approved by the Governing Board, will regulate the selection procedure.
- c) Two persons from the same family will not be appointed in the College even if s/he has the eligibility and passes the selection process.

## **6. APPOINTMENT AND CONFIRMATION:**

- 1) **Appointing Authority:** The Secretary of XITE shall be the appointing authority for all classes of personnel.
- 2) **Appointment offer and acceptance of the offer:** The employee selected for employment will be given an appointment letter which will explain the basic terms and designation of employment. The rest will be as specified in these Service Rules. By signing the copy of the appointment letter, the employee accepts all terms and conditions of these Service Rules.
- 3) **Probation and Confirmation:**
  - a) Every employee appointed in the College will be on probation for a period of one year. It may be extended by another one year if deemed necessary.
  - b) No Teaching Staff shall be regularized unless s/he passes National Eligibility Test (N.E.T.) and Doctor of Philosophy (Ph.D.).
  - c) If the service/conduct of the probationer is found to be unsatisfactory during the probationary period, his/her service may be terminated with one month notice without assigning any reason.
  - d) At the end of probation, if the performance of the employee is found satisfactory, s/he may be confirmed in the post by giving in writing.



- e) All Teaching Staff shall be liable to be transferred from one department/section to another as per need of the College.
- f) The appointment of any Teaching Staff will be subject to being found medically fit by a registered medical practitioner appointed by the College.
- g) For verification of the date of birth, the applicant will be required to furnish: either i) School Leaving Certificate. or ii) Matriculation Certificate granted by the Board of Secondary Education or iii) Baptism Certificate or iv) Certificate from the Office of the Registration of births and deaths.
- h) The date of birth of an employee once admitted and entered in the Service Records, shall be the sole evidence of his/ her age in relation to all matters related to employment. If, at a later date, it is proven that the date of birth has been falsified, service of the employee is liable to be terminated.

#### **7. PERSONAL RECORD:**

The Management will maintain personal records in respect of all Teaching Staff of the College which will contain the bio-data, appointment letter, confirmation letter, particulars regarding disciplinary action, correspondence, transfers, commendations, performance appraisal, etc.

#### **8. PAYMENT AND WAGES:**

- 1) The salaries of the Teaching Staff shall be transferred to their respective bank accounts during the first week of the month.
- 2) Salaries of employees shall be paid to them without any deduction except:
  - a) Fines
  - b) Deduction for absence from duty
  - c) Deduction for damage to or loss of goods expressly entrusted to an employee for custody and for loss of money which s/he is required to account for, if the damage or loss is directly attributable to his/her neglect or fault.
  - d) Deduction for income tax payable by the employee.
  - e) Deduction required to be made by a court or by an authority competent to do so.
  - f) Deduction for contribution to the Provident Fund.
  - g) Deduction for allowance such as food, lodging, electricity etc.
  - h) Deduction for loans advanced to the employee.



- i) Any other statutory deductions permitted by any law in force.
- 3) An employee who is appointed on contract basis is given a consolidated/ lump sum amount mentioned in the contract.
- 4) All confirmed employees shall be governed by the scale of pay and allowances applicable to them, as stated in the appointment letter.
- 5) Once the scale is fixed by the Management, it shall be binding till it is altered by the Governing Board.
- 6) A person, who reaches the maximum in the scale of pay, is eligible for a stagnancy increment only in alternate year, up to a maximum of three increments.

#### **9. THE ANNUAL INCREMENT:**

The annual increment will ordinarily be given to those eligible on first of July every year.

#### **10 PUBLICATION**

Only those Teaching Staff who publish a minimum of three research articles during the academic year in international journals/UGC listed journals/reputed journals with ISSN # will be eligible for receiving annual incentive as per norms of the College.

#### **11. PROVIDENT FUND:**

All the confirmed employees of the College are eligible for Provident Fund and shall be governed by the Employees Provident Funds and Miscellaneous Provisions Act, and Rules, 1952.

The rate of contribution of the employees and the management will be 12% of the basic pay. The employee's contribution will be deducted from his/her monthly salary.

#### **12. GRATUITY:**

All employees are eligible for gratuity. In all matters related to gratuity, the College shall follow the Payment of Gratuity Act and Rules in force from time to time.

#### **13. WORK TIMINGS:**

As per the University Guidelines the members of Teaching Staff are expected to be in the College from 9.00 am to 4.00 pm on a working day. Besides teaching, the faculty members must be available to guide, help, and counsel the students and to do other academic related works of the College. When work demands and the College programmes are held, the members of Teaching Staff have to be present even if these are held on non-working days.

**Hours of work:** All the members of Teaching Staff are required to work 40 hours a week. Duty will be determined by the Principal of the College or someone authorized by the Secretary. However, if any exigency arises Teaching Staff may be asked to stay beyond their working hours.

#### **14. HOLIDAYS:**

Holidays are classified into Academic holidays and the College holidays. This is applicable to University holidays also. On the College holidays the entire College will remain closed. There will be no classes on Academic holidays and hence the Teaching Staff and students can have holidays.

Festival, National and Gazetted holidays for the Teaching Staff will be as per the College calendar.

#### **15. ATTENDANCE:**

- a) All Teaching Staff must register regular attendance through the bio-metric machine as per prescribed timings.
- b) Delay of fifteen minutes and more shall be considered as late attendance.
- c) Late attendance of every three days in a month shall be considered as absence for one day.

#### **15. ABSENCE**

- a) Any employee who, after presenting himself/ herself for work, is found absent without permission from his/ her place of work during working hours, shall be liable to be treated as absent for the whole day.
- b) Any employee absent without permission will lose the pay and allowances for the period of absence.

#### **16. RESIGNATION:**

An employee may terminate his/her contract of service by resigning with a month's notice or one month's wages in lieu of notice. The resignation becomes effective only when it is accepted by the competent authority/the Secretary.

#### **17. LEAVE:**

- a) For any leave to be granted, an employee must apply in writing.



- b) Leave cannot be claimed as a matter of right. All applications for leave shall be submitted to the Principal who deals with them in accordance with the prescribed rules and regulations.
- c) Except in an emergency, an application for leave for more than 3 days shall be submitted to the authority concerned at least one week before the date from which the leave is to be taken.
- d) Grant of leave to an employee would depend on the exigencies of the work of the College and shall be at the discretion of the Principal. The sanction of leave can be refused, revoked, or granted for a shorter period than applied for.
- e) Every employee who proposes to go out of station during leave shall give his/ her contact number to be contacted during emergency.
- f) If an employee avails any type of leave either on Saturday or on Monday, it is counted as one day leave. However, if an employee takes leave from Saturday to Monday, it will be counted as three days leave. In order to avail Sunday as "OFF" day, one must be present on duty either on Saturday or on Monday.
- g) Any holiday falling in between personal leave shall be counted as part of the personal leave.

#### **1) Casual Leave (CL)**

- a) Casual Leave is provided as a safeguard against the unexpected and unforeseen events that happen in life.
- b) Every Teaching Staff is entitled to ten (10) days of Casual Leave with full pay in a financial year.
- c) Casual Leave cannot be carried forward to the next financial year.
- d) Attendance on the last working day before vacation and first working day after the vacations such as Puja, Deepawali, Christmas, Summer, etc. is compulsory.
- e) Attendance is also compulsory on the last and first day of the academic year.

#### **2) Sick Leave (SL):**

All permanent employees are entitled to (10) days of Sick Leave during a calendar year. Sick Leave can be accumulated up to 20 days.

#### **3) Medical Leave (ML):**

If a permanent employee is medically unfit for a long period due to major operation, serious sickness, etc. and has exhausted all his/her leave, the Secretary/Principal at his

discretion may grant up to 30 days leave with full pay. Any medical leave beyond that period shall be considered without pay.

At the end of medical leave the employee must produce a medical certificate issued by a certified medical practitioner containing the details of sickness, treatment and physical fitness before resuming duty.

**4) Maternity Leave:**

As per the Maternity Benefit Act.

**5) Study Leave:**

- a) The examination meets the needs of the College.
- b) Study leave for a maximum period of 30 days shall be granted provided such studies are relevant to the College.
- c) The Teaching Staff concerned shall obtain permission in writing from the Secretary/Principal before proceeding for such leave.
- d) A detailed exam schedule will be submitted by the Teaching Staff to the Secretary/Principal for information before proceeding on such leave.
- e) The period exceeding 30 days will be treated as leave without pay.

**6) Special Leave:**

In case any Teaching Staff is deputed by the College to attend and/ or to participate in training courses, workshops or seminars, for the benefit of the College, such periods will be considered as leave with pay.

The College encourages Teaching Staff participation in academic trainings/ conferences/ workshops, etc. However, the individual must get permission from the Principal before finalising his/her participation.

The College will incur total registration fee and the travel expense by 3<sup>rd</sup> A/C if he/she presents papers and the remaining expense will be met by the individual concerned. The Teaching Staff shall submit supporting documents to receive financial assistance.

**7) Leave without Pay:**

Leave without pay may be granted for a maximum of 30 days depending on the merit of the case.



#### **8) Leave Procedure:**

- a) An employee who desires leave shall apply in writing to the Secretary through the Principal as the case may be. Leave can be taken as granted only when it is sanctioned by the competent authority.
- b) Application for leave for more than 10 days should be made at least 15 days in advance.
- c) According to the exigencies of work the competent authority has discretion to refuse/curtail/revoke leave at any time.

#### **9) Extension of Leave:**

If an employee after proceeding on leave desires an extension of leave, s/he shall write to the Secretary/Principal explaining the circumstances. If the Secretary/Principal is satisfied, the extension may be granted and regularized against leave due, if any or else extra days of absence will be considered leave without pay.

### **18. GRIEVANCE PROCEDURE:**

- Step 1: An employee with a grievance should report it verbally or in writing to the person under whom s/he is working within two working days from the date the cause of grievance is known.
- Step 2: If the employee is dissatisfied with the response of the person concerned, s/he may submit a complaint, in writing, to the Principal within two working days of receiving the reply in step 1. The Principal may personally look into the complaint or appoint a committee of three members under his Chairmanship to look into the matter. He will reply within one week of receipt of the complaint.
- Step 3: If the employee is still not satisfied, s/he may represent the grievance, in writing, to the Secretary within three working days from the date of his/her receiving the reply in step 2. The decision of the Secretary in this matter will be final.

### **19. MISCONDUCT**

The following acts or omission on the part of the employee shall be considered as misconduct:

- a) Wilful insubordination or disobedience, whether alone or in combination with another, to any lawful and reasonable order of the superior officer.
- b) Going on an illegal strike; inciting, instigation or action in furtherance thereof.
- c) Wilful slowing down in performance of work, or absent or instigation thereof

- d) Theft, fraud, or dishonesty in connection with the College's business, or property or the theft of another employee within the premises of the College.
- e) Taking or giving bribes or any illegal gratification.
- f) Habitual absence without leave or for more than ten consecutive days or overstaying sanctioned leave.
- g) Late attendance for more than four occasions in a month.
- h) Habitual breach of any of these Service Rules.
- i) Drunkenness, riotous, disorderly, or indecent behaviour on the premises of the College including the Hostel buildings.
- j) Habitual neglect of work or gross or habitual negligence.
- k) Wilful damage or breakage to the property of the College or any other property lying in the premises of the College.
- l) Threatening or intimidating or using force or using any forms of violence or abusing language against any employee or any person within the premises.
- m) Gambling within the premises of the College.
- n) Holding meeting inside the premises of the College without previous permission of the Secretary/Principal
- o) Tampering with record or disclosing to any unauthorized person any information about the College which may come into the possession of the employee in the course of his or her work.
- p) Commission of any act subversive of discipline or good behaviour, on the premises of the College or outside, if such behaviour has a direct bearing on the discipline or reputation of the College.
- q) Deliberately making false statement or by concealment of such information as would have prevented his/her employment had it been known before his/her appointment.
- r) Conviction by a court of law for any offence involving moral turpitude.
- s) Refuse to accept a charge sheet, order or other communication served in accordance with these Service Conditions.
- t) Unauthorized possession of any lethal weapon in the College campus.
- u) Sheltering unauthorized persons in residential quarters within the College premises.
- v) Sexual harassment at work place.



## **20. DISCIPLINARY ACTION:**

### **1) Procedure for disciplinary action:**

The following are the various steps to be initiated against an employee, charged for acts and omissions mentioned above, under "Misconduct". The proceedings against all employees will be initiated by the Principal.

- a) **Show Cause:** When it is reported or observed or prima facie there are sufficient reasons to believe that there has been misconduct on the part of an employee, the concerned employee shall be issued a show cause letter/notice mentioning the misconduct therein. The show cause will give the said employee an opportunity to give in writing within 48 hours a clarification and / or explanation about the alleged misconduct.
- b) **Domestic Enquiry:** If the explanation to the charge sheet is found unsatisfactory, the Management will inform the concerned employee in writing that there shall be a domestic enquiry into the matter by an Enquiry Officer appointed by the Management. Further action into the matter shall depend on the enquiry report submitted by the Enquiry Officer.

### **2) Suspension:**

For a serious misconduct, the Principal/ Secretary may place an employee under suspension, pending enquiry. An employee thus placed under suspension shall be entitled to receive from the College, a monthly subsistence allowance as under:

- a) During the first three months of suspension, at the rate of 50% percent of the pay which the employee was entitled to immediately preceding his/ her date of such suspension.
- b) At the rate of 75% of such wages for the remaining period of suspension if the delay in the completion of the disciplinary proceedings against such employee is not directly attributed to the conduct of such employee.
- c) If the employee is suspended beyond ninety days for the reasons attributed to the conduct of such employee, then at the rate of 25% of the wage.

### **3) Disciplinary Authority:**

- a) The Principal shall be the Disciplinary Authority for the Teaching Staff in respect of all acts of misconduct which in his opinion warrant only minor penalties as defined below
- b) All actions taken by the Principal in disciplinary matters shall be subject to the prior approval of the Secretary of the College.

- c) The Secretary shall be the final Disciplinary Authority in respect of all acts of misconduct which warrant a major penalty including discharge/dismissal from the services.

**4) Penalties:**

a) Minor penalties:

- i. Warning – either oral or written.
- ii. Recovery of damage or loss incurred subject to the extent of loss or damage.
- iii. Suspension from duty without pay for a period decided by the competent authority.
- iv. Fine up to 2% of their salary of one month.

b) Major penalties:

- i. Demotion.
- ii. Withholding of increment.
- iii. Discharge or removal from service.
- iv. Dismissal.

**21. EXCLUSIVE SERVICE:**

No employee of the College may seek or accept a part time employment. Knowledge of such engagement elsewhere shall result in termination of his/her service from the College.

**22. RETIREMENT AGE:**

Age of retirement in the College for Teaching Staff shall be 65 years. However, the College is at liberty to retain the services of any Teaching Staff beyond 65 years with the approval of the Governing Board for 1 year at a time on conditions to be specified.

**23. TERMINATION:**

- a) If an employee suffering from any disease which, physically or mentally or medically, makes it impossible for him/ her to continue with the work, his/ her service may be terminated.
- b) If the Management decides to shut down a Department due to lack of enrolment of students or any other reason, the service of the employee(s) of the Department will be terminated with three months' notice or three months' wage in lieu of notice.



#### **24. AMENDMENTS AND INTERPRETATIONS OF SERVICE RULES:**

- a) As situations and circumstances change, these rules and conditions of service may be suitably amended and modified by the Management.
- b) In case of any confusion or conflict in the interpretation of these Service Rules, or in respect of any matters which are not expressly covered in these rules, the decision of the Chairman/Secretary will be final and binding on all Teaching Staff of the College.

