



# **SERVICE RULES 2023**



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<b>Title</b>	<b>Service Rules</b>
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<b>Authorizing Body</b>	Management
<b>Process Owner</b>	Management & Administration

## INTRODUCTION

Modern Society of Education is the sponsoring authority of

1. Modern Higher Secondary School (MHSS)
2. Modern College (MC)
3. Modern Institute of Teacher Education (MITE)

Modern Higher Secondary School(MHSS) is a registered recognised institution of NBSE and located at Kohima.

Modern College is a UGC recognised college u/s 2(f) and 12(B), affiliated to Nagaland University. Modern College has campus at Piphema and office at Kohima. MC is NAAC Accredited Grade B and AAA accredited B+.

Modern Institute of Teacher Education (MITE) is an NCTE recognised and UGC recognized college u/s 2(f), affiliated to Nagaland University. MITE is located at Kohima.

This book will provide the rules of Service for employment at MHSS, MC and MITE.

### 1 SHORT TITLE AND COMMENCEMENT

- 1.1 These rules will be known as **SERVICE RULES** and shall apply to Modern Higher Secondary School, Modern College and Modern Institute of Teacher Education.
- 1.2 These rules shall come into force w.e.f. July 2023.
- 1.3 These rules shall be subject to changes as per notifications, circulars and regulations issued by the Principal in consultation with the Governing Body and adopted by the School/College from time to time.
- 1.4 These rules will supersede all the previous rules and regulations.

### 2 DEFINITIONS

- 2.1 'School' means Modern Higher Secondary School, Kohima.
- 2.2 'College' means Modern College, Piphema Campus, Kohima Office & Modern Institute of Teacher Education, Kohima
- 2.3 'Institute/Institution' means MHSS, MC and MITE

- 2.4 'Registered Society' means "Modern Society of Education".
- 2.5 'Sponsoring Authority' means 'Modern Society of Education'.
- 2.6 'Head of Institution' means the Principal, who is the Academic and Administrative Head of the School/College appointed by the Governing Body.
- 2.7 'Management'/ 'Governing Body' means the local body/ organization duly constituted by the Sponsoring Authority as per its Rules and Regulations and charged with the day to day supervision of the affairs of the college.
- 2.8 'Chairman/Chairperson' means a member of the Sponsoring Authority and also heads the Management and the Governing Body with the veto power. The Chairperson of MSE is the Chairperson of the Governing Body of the college.
- 2.9 'Managing Director' means the executive member of the Management and directly responsible for executing all management decisions and operations of the institution.
- 2.10 'Staff' means the members of the teaching and non-teaching staff of the college appointed by the Management.
- 2.11 Pay/ Salary means the total amount including the basic salary and other allowances drawn by the employee in terms of employment in a month.
- 2.12 A 'month' means a month according to the English Calendar.
- 2.13 'Leave' means 'authorized absence' from duty.
- 2.14 'Service' means Modern College Service.
- 2.15 'Year' means a 'Calendar Year'.
- 2.16 'MHSS' means Modern Higher Secondary School.
- 2.17 'MC' means Modern College.
- 2.18 'MITE' means Modern Institute of Teacher Education.
- 2.19 'UGC' means University Grants Commission.

- 2.20 'IQAC' means Internal Quality Assurance Cell.
- 2.21 'API' means Academic Performance Indicator
- 2.22 'PBAS' means Performance Based Appraisal System.
- 2.23 'MA' means Master of Arts.
- 2.24 'MSc' means Master of Science.
- 2.25 'MCom' means Master of Commerce
- 2.26 'MBA' means Masters in Business Administration
- 2.27 'D.El.Ed.' Diploma in Elementary Education
- 2.28 'B.Ed.' means Bachelor of Education
- 2.29 'M.Ed.' means Master of Education
- 2.30 'NET' means National Eligibility Test.
- 2.31 'SLET' means State Level Eligibility Test.
- 2.32 'CAS' means Career Advancement Scheme.
- 2.33 'MPhil' means Master of Philosophy.
- 2.34 'PhD' means Doctor of Philosophy.
- 2.35 'Degree of Recognized University' means Degree of a University incorporated by an act of the Central or State Legislature in India or other Educational Institution established by an act of Parliament, or declared to be a Deemed University under the UGC Act,1956 or an equivalent qualification declared as such by an order of the government.
- 2.36 'NU' means Nagaland University
- 2.37 'NCTE' means National Council for Teacher Education
- 2.38 'NAAC' means National Assessment and Accreditation Council
- 2.39 'NBSE' means Nagaland Board for School Education
- 2.40 'AAA' means Academic and Administrative Audit.



### 3 NATURE OF INSTITUTION

Modern Higher Secondary School is a Private, Secular and Co-educational institution established, sponsored and administered by Modern Society of Education.

Modern College is a Private Aided, Secular and Co-educational institution established, sponsored and administered by Modern Society of Education.

Modern Institute of Teacher Education is a Private Aided, Secular and Co-educational institution established, sponsored and administered by Modern Society of Education.

### 4 CLASSIFICATION OF EMPLOYEES

4.1 Employees of the school/college consist of Teaching Staff, Non-Teaching staff and Operations/Infrastructure Staff.

4.2 Teaching Staff includes those who teach and thus known as faculty members of the institute.

4.3 Non-Teaching staff includes the Librarian, Asst. Librarian, Library Assistants, Office staff, Laboratory Assistants, Accountant of the college/school and Wardens of hostels.

4.4 Operations and Infrastructure Staff include supervision of construction, development and maintenance of Infrastructure and campus. This will include supervisor, hostel cooks, drivers, cleaning staff, and gardener.

4.5 A Regular employee is one who has been appointed on regular basis under a proper 'Letter of Appointment' after completing the probation period. These regular appointments are subject to be terminated by one month notice from either side before the end of the Semester/ Session or by paying/surrendering one month salary if the party fails to uphold the exit policy.

4.6 A Probationer is an employee who is provisionally appointed on trial basis with a view to fill a regular post. This probation is for a period of 1(one) year and may be extended by another year if necessary. A probationer must complete 1 year of service, physically present in the college for duty to apply regularisation of service.

4.7 A contract employee is one who is appointed for a short period against a post which is vacated temporarily by a regular employee due to any kind of leave granted by the authority or arising out of necessity. The period of contractual appointment will be as fixed by the authority.

4.8 A 'Personal File' for every Teaching Staff is to be opened from the date of appointment.

4.9 'Service Book' will be maintained for all the regular employees. The Office Manager will be the custodian of the Service Book.

### 5 ELIGIBILITY FOR APPOINTMENT

5.1 **For Teaching Staff :**

As per UGC norms for Teaching post in Modern College.

As per NCTE norms for Teaching post in MITE.

As per NBSE norms for Teaching post in MHSS.

5.2 **For Non-Teaching Staff :**

As per College norms except for Librarian and Assistant Librarian which would be as per UGC.

As per School norms.

5.3 **For Operations and Infrastructure Staff :**

As per the Institution norms.

5.4 An employee is appointed on the recommendation of the Interview Committee.

5.5 The Principal shall issue the Appointment letter for teaching and non teaching staff.

5.6 The appointment letter for Operations and Infrastructure staff will be issued by the Principal or any competent authority.

5.7 Every appointment shall contain terms and norms of agreement, nature of appointment, tenure of service, date of joining, and basic necessary definition of salary.

5.8 All appointed employees must declare and sign the Appointment letter, sign the Acknowledgement of the

Service Rules and the Code of Conduct (for faculty members) and report to duty (date of joining) as per the Appointment letter.

- 5.9 Newly appointed employees should mandatorily submit one photocopy of their academic records from HSLC onwards (marksheets and pass certificates), two recent passport size photos, and other relevant documents for which the appointment is made. Those with experience should submit experience certificate from the last employer.
- 5.10 The service of unsatisfactory employee(s) on probation shall be terminated with an order of termination. The service of satisfactory employee(s) shall be retained when his/her service is required. This shall be done with an order of confirmation.
- 5.11 The Principal in consultation with the Management shall issue a letter of termination or extension of service.
- 5.12 An employee has to complete 12 months (1 year) of probation, in service with physical presence in the college to be eligible to avail regularised employment.
- 5.13 If the documents in the application (CV) of the employee are found to be false at anytime in the whole duration of the service, the appointment will be declared invalid and the defaulter will be immediately removed from employment.

## 6 QUALIFICATION FOR TEACHING STAFF

### 6.1 Age

- 6.1.1 The age of a candidate for direct appointment to teaching staff shall not be less than 24 years and not more than 40 years on the first day of the year in which recruitment is held.
- 6.1.2 The upper age limit is relaxable by 5 years in case of SC/ST candidates, Persons with Disabilities (PwDs) and candidates having PhD degree (PhD degree is applicable for MC & MITE).

- 6.1.3 Only under extraordinary circumstances, if the vacant position is not filled up due to non-availability of candidates in the above mentioned age bracket, only then the upper age limit bar will be exempted and will require approval from the Chairperson of the Governing Body.

## 6.2 Educational Qualification

### For MHSS

- 6.2.1 Qualification shall be as per the latest NBSE norms.
- 6.2.2 Those appointed earlier without B.Ed./D.El.Ed. are given 2 years period to qualify.
- 6.2.3 In case B.Ed./D.El.Ed qualified candidates are not available, then the Governing Body may recruit candidate(s) on probation subject to the condition that he/ she must clear in 2 years.

### For MC

- 6.2.4 As per UGC norms and whichever Statutory/Regulatory body such as NCTE, NAAC, etc as per the program.
- 6.2.5 Qualification shall always be as per the latest UGC norms.
- 6.2.6 Good Academic record with at least 55% marks at Master Degree level in the relevant subject relaxable by 5% for SC/ST and PwDs from a UGC recognized university.
- 6.2.7 The candidate must have cleared NET conducted by UGC, CSIR or similar test conducted by State like SLET/SET.
- 6.2.8 Candidates who have been awarded PhD Degree in accordance with the UGC (minimum standard and procedure for award of Ph.D Degree) Regulation 2009.
- 6.2.9 As a good practice, all the regular teaching staff shall appear NET every 2 (two) years to test and assess their knowledge. NET score to be updated by every HoD in their annual report. This is to be effective from the year 2023.
- 6.2.10 NET/SLET/SET shall also not be required for such Master Programmes for which these tests are not conducted.
- 6.2.11 In case NET/ PhD qualified candidates are not available, then the Governing Body may recruit candidate(s) on

probation subject to the condition that he/ she must clear NET in a year. Till that time the candidate shall be put on fixed pay.

6.2.12 It is mandatory for every teaching staff to produce a minimum of one research paper for publication annually.

6.2.13 Those appointed earlier without NET are given a one year period i.e. upto June 2024 to qualify for NET.

6.2.14 It will be preferable for the HoDs to possess PhD degree.

#### **For MITE**

6.2.15 Qualifications shall be as per NCTE norms and regulations 2014 or if there is any further notifications citing change.

6.2.16 In case NET/ PhD qualified candidates are not available, then the Governing Body may recruit candidate(s) on probation subject to the condition that he/ she must clear NET in a year.

6.2.17 As a good practice, all the regular teaching staff shall appear NET every 2 (two) years to test and assess their knowledge. NET score to be updated by every HoD in their annual report. This is to be effective from the year 2023.

### **7 RETIREMENT**

A regular employee shall retire from service on the last day of the month in which he/she attains the age of sixty years.

### **8 CODE OF PROFESSIONAL ETHICS**

The Code of Professional Ethics shall consist of Code of Conduct for Faculty Members and Code of Conduct for Non teaching staff and Operations/Infrastructure staff.

Every employee is required to comply to their respective Code of Conduct and need to sign it on the day of joining the institute.

Violation of the Code of Conduct will lead to disciplinary action against the delinquent employee. In severe cases, it will lead to immediate dismissal from service.

### **9 DISQUALIFICATION**

9.1 The candidates who are in service shall not be appointed at another organisation unless Release Order or No

Objection Certificate from the earlier employer is furnished.

9.2 No person shall be appointed to the service whose character and antecedents are adversely reported upon by a competent authority.

9.2.1 If the behaviour or conduct of the candidate is found inappropriate and not in line with the **values**

- ("Knowledge, Innovation, Excellence, Respect, Integrity, Joy") of MHSS & Modern College.

- ("Learn to teach and Teach to learn") of MITE

9.2.2 Constantly reporting late for duty which means reporting late to office, reporting late for class, constantly late in submission of reports. At least two caution notice will be served to improve before disqualification. One month notice will be issued.

### **10 TRAINING**

10.1 An Assistant Professor is required to attend refresher courses and orientation course organized by academic staff college/ UGC HRDC from time to time. Failing to do so will affect their annual appraisal.

10.2 If an Assistant Professor fails to complete such courses, the entire period will be treated as 'unauthorized absence from duty.

10.3 Non teaching staff will be required to undergo training as in when arranged by the administration/institute. He/She should complete the training /assessment and submit certificate of successful completion. In case, he/she fails to complete the training, it shall be treated as 'unauthorized absence from duty.

### **11 HEAD OF DEPARTMENT/FACULTY-IN-CHARGE /CO-ORDINATOR**

#### **For MHSS**

The High School section will have Co-ordinators and the Higher Secondary section will have HoDs for every stream

## **For MC**

- 11.1 Every Department In the College shall have only one Head of Department (HoD).
- 11.2 Only regular faculty members will be eligible to hold the post of the Head of Department.
- 11.3 In case of any department without faculty members with regularised appointment (i.e. who have not completed the probation period) then that department shall have Faculty-in-charge of the department.
- 11.4 The Principal shall issue a letter of appointment for the Head of Department/Faculty-in-Charge.
- 11.5 The tenure of the Head of Department/Faculty-in-charge shall be three years from the date of appointment. However, if the Administration feels that there are no competent and capable candidates, they may re-appoint a teacher to the post of the Head of Department as and when needed.

## **12 LEAVE RULES**

Refer to the Leave Policy

There is a separate Leave Policy for regular employees and those who are on probation. For details, please refer to the Leave Policy (Annexure I).

## **13 RESIGNATION/TERMINATION/EXIT POLICY**

- 13.1 An employee who wishes to resign from the job shall give a one month's notice before the end of the semester/ session to the respective HoD/ Headmaster(High School) or Principal.
- 13.2 In case of serious misconduct, indiscipline, breach of terms and norms of Service Rules, and failure to perform duties or if credentials furnished by the employee are found to be false, no notice is deemed necessary on the part of the Management to terminate the service of any category of employees.
- 13.3 Any employee who engages in offensive and aggressive acts and incites other colleagues/employees against

Management/Authorities shall be terminated from the job without due process of termination.

- 13.4 An employee serving notice period should ensure that he/she clears all dues and get the No Due Certificate issued from the Administration, Librarian and Accountant.
- 13.5 A formal letter of working experience/No Objection Certificate will be issued only when an employee completes the Exit Policy Mandate which are
  - 13.5.1 That he/she has served one month prior notice and leaving at the end of semester.
  - 13.5.2 That he/she has knowledge transitioned the responsibilities and handed over all relevant documents to the person-in-charge/HoD/Principal.
  - 13.5.3 That he/she has submitted the No Due Certificate.

## **14 ABANDONMENT OF SERVICE**

- 14.1 If an employee remains absent for five consecutive days without prior sanction or leave or permission, he/she shall be deemed to have abandoned the employment and his/her service shall stand terminated automatically with effect from the date on which the absence commenced unless decided otherwise by the Management/ Head of the Institution.
- 14.2 If an employee remains absent beyond the leave originally granted he/she shall be deemed to have abandoned the employment and his/her service shall stand terminated automatically with effect from the date on which the absence commenced, unless decided otherwise by the Management/ Head of the Institution.

## **15 SALARY**

- 15.1 Salary/Pay Scale and emoluments shall be according to the decision of the Management.
- 15.2 Salary/Pay Scale for temporary appointment shall be different according to academic qualification. The required academic qualification and pay scale shall be as per NET/ SLET/PhD certificates for MC and MITE.



- 15.3 The Management shall decide the Salary/Pay scale of non-teaching staff as per qualities, abilities, skills and required certificates.
- 15.4 Full salary shall be paid for twelve months including the holidays to all who are placed under probation provided they are present on the first and the last working day of each semester.
- 15.5 An employee with contractual appointment is not eligible to get salary for full twelve months. He/She shall be paid for the number of working days mentioned in the Appointment letter.
- 15.6 To be entitled for holiday pay, an employee should have served the institution for contractual period. If the period of contractual appointment falls within the holiday period and if the employee continues to serve the institution after the period of holiday, then he/she shall be given holiday pay.
- 15.7 Visiting/Guest faculty will be paid on actuals.
- 15.8 A day's wage is arrived at by taking the total salary divided by 30 days.
- 15.9 Every employee appointed shall be paid from the date on which he/she commences service in the institution.
- 15.10 In normal situation, the salary of every employee shall be paid on the 1<sup>st</sup> day of the following month. If that day is a holiday, the salary shall be paid on the next working day.
- 15.11 The Management shall deduct from the pay at the source the amount on CPF/EPF or any other dues legally recoverable and pay the amount to the concerned department(s) on behalf of the employee.
- 15.12 Provident Fund: The Institutes from time to time shall give information and instruction with regard to CPF and EPF as per the norms and regulations from the Government. That is, Provident Fund contribution shall be governed by the Provident Fund Act.

- 15.13 A non-regularised staff cannot avail additional benefits such as EPF/CPF, annual increment(s), and award of recognition.
- 15.14 The salary/pay scale of Operations and Infrastructure staff shall be as specified by Management and not according to the academic qualification, specialisation and year of experience.
- 15.15 If an employee fails to report for duty for more than five (5) working days, the Management has the full right to withhold the salary of the employee.
- 15.16 An annual increment of the basic salary shall be realised in favour of all teaching staff and office staff for regular appointees only. This shall be done purely based on the Annual Performance Appraisal.
- 15.17 The Annual Performance Appraisal will comprise contribution of a faculty member broadly in the following areas:
  - 15.17.1 Good Knowledge in the Academic Field.
  - 15.17.2 Living and uphold the Values of the College.
  - 15.17.3 Concern and Commitment to Students and enthusiasm and creativity in teaching.
  - 15.17.4 Influence and good rapport with students outside the classroom and encouraging student participation in various activities.
  - 15.17.5 Be an active team player and promote healthy interaction with colleagues and other employees.
  - 15.17.6 Any outstanding achievement in the academic field.
- 15.18 A teaching staff who is serving in the College and completes PhD studies can avail 3 per cent of the basic increment of pay from the amount existing (difference of pay) between NET pay scale and PhD pay scale provided he/she produces PhD certificate. This increment can be availed from the month provided he/she submits PhD certificate before the 15<sup>th</sup> (date of the month).

## 16 INCENTIVES

- 16.1 A regularised employee may avail encashment of un-availed casual leave (CL) at the end of the academic year. However the Management has the full power and right to hold back/ revoke the encashment of un-availed casual leave as and when the situation demands to do so. The provision of encashment of un-availed casual leave is a gesture of appreciation and encouragement from the Management for the employees and no employee can take it as rightful claim.
- 16.2 The provision of encashment of un-availed casual leave is applicable only if the employees are physically present in the School/College for duty.
- 16.3 The Management shall from time to time decide staff bus fare affordable by the staff for 2 years. The same shall undergo revision after every 2 years.
- 16.4 As and when required, employee(s) may be deputed to attend courses, training programmes, seminars, conferences, workshops and exchange programmes.
- 16.5 Promotion under the Career Advancement Scheme (CAS) with increase in basic pay/number of increments shall be decided by the Management for eligible teachers.
- 16.6 Financial incentives for faculty members who publishes research articles with DOI number in peer/reviewed journals under UGC Care List or contribute research articles journals with ISBN/ISSN number. Financial incentives shall be given only for publication of a book or article in peer/reviewed/UGC Care list journals. For details refer to the notification dated 26<sup>th</sup> April 2022. For details refer to the notification dated 26<sup>th</sup> April 2022 (Annexure II).
- 16.7 Financial incentives for faculty members who present research paper in different seminars/workshops.
- 16.8 A PhD teacher shall not claim financial incentives for the articles he/she submitted to the University where he/she studied as a part of requirement for completion of PhD

studies. No financial incentives shall be granted for such Articles and Publications.

- 16.9 Financial incentives shall not be considered if the article or publication or paper presentation is done without affiliation to Modern College.
- 16.10 Financial incentives shall be awarded to certain employees who are entrusted with additional roles and responsibilities.(such as IQAC Coordinator, Social Media Manager etc) as and when required by the Management.
- 16.11 The practice of giving financial incentives for publication of articles/books and taking part in research paper presentation is to encourage research culture among the faculty members and therefore is purely a goodwill gesture from the Management and can be revoked as and when it is felt necessary.

## 17 NORMS FOR DOUBLE INCREMENT

- 17.1 A regularised employee is eligible for double increment if he/she attained a level of excellence as a teacher according to the assessment of the Management. The level of excellence shall be formally measured with the Annual Performance Appraisal.
- 17.2 The final evaluation of the Achievement of Level of Excellence will be decided by the Management in consultation with the Principal.

## 18 DUTIES AND RESPONSIBILITIES OF EMPLOYEES

- 18.1 Supervision and control over all employees shall be vested in the Head of the Institution, who will allot duties and responsibilities, both curricular and extra- curricular, for the efficient administration of the School/College, the maintenance of discipline and overall development of the Students.
- 18.2 No employee shall engage himself/herself in gainful (profitable) employment without permission of the Head of the Institution.



- 18.3 No employee has the right to claim remuneration for extra time called for administrative work.
- 18.4 No employee shall take undue advantage of the facilities provided for administration of the institution for personal work.
- 18.5 Every employee shall diligently carry out the duties and responsibilities as assigned by the Head of the Institution.

## 19 HIGHER STUDIES

- 19.1 Study leave/Academic is intended for pursuing higher studies leading to PhD degree(for College) and Higher Education in the subject taught by the teacher. For details, refer to the Leave Policy.

## 20 WORKING HOURS AND ATTENDANCE

- 20.1 All employees teaching and non-teaching staff shall **sign in** on arrival and **sign out** at departure.
- 20.2 MHSS: The normal working hour shall start from 8:30 a.m./ 8:40 a.m./8:55 a.m. and Departure time shall be 2:35 p.m./ 3:00 p.m.
- MC:** The normal working hour of teaching and non-teaching staff is from 8:45 am to 3:00 pm.
- MITE:** The normal working hour of teaching staff is from 8:55 am to 2:35 pm.
- 20.3 A teaching staff is expected to be available in the institution for conducting classes, holding tutorials, guiding research or carrying out any other academic and curricular or extra-curricular activities provided to him/her by the college.
- 20.4 A teaching staff shall engage in all the hours/periods of direct teaching.
- 20.5 A teaching staff shall engage in remedial classes, mentoring, and organisation of extra and co curricular activities to help the students.
- 20.6 The Administration may arrange/organise classes, works, or any other engagement on Saturdays as and when it is required.

- 20.7 The Management/Administration may ask any teaching staff to help in the administration of the School/College as and when it is required.
- 20.8 During examination days, days of admission, days of common celebrations and on any occasion wherein non-teaching staff is required, the office will remain open and they will be required to carry out their duties.
- 20.9 The non-teaching staff are expected to help in the administration of the School/College as and when the need arises.

## 21 HOLIDAY

- 21.1 Holidays to be observed during the Academic Year shall be mentioned in the Academic Calendar and Handbook.
- 21.2 As a private Institution, the Management and Administration of the School/College shall decide the specific holidays to be observed albeit state and national holidays observed by the government.
- 21.3 If the Academic Calendar does not mention holiday for a particular occasion (religious feasts, birthdays, days of state and national etc) then it is not a holiday.

## 22 OFFICE-ORDER

- 22.1 In order to strengthen matters concerning: digital data security, data documentation, online data transaction, and operation & maintenance of Information & Communication Technology (ICT) in the School/College, all concern staff are to strictly adhere to the following directives.

The official email id of the school/college is

<[admin@mhss.edu.in](mailto:admin@mhss.edu.in)>

<[admin@moderncollege.edu.in](mailto:admin@moderncollege.edu.in)> and

<[admin@emite.co.in](mailto:admin@emite.co.in)> shall be used only by authorised staff for correspondence on behalf of the MHSS, MC and MITE.

- 22.2 All staff shall be issued an official email id on joining the School/College < [staff\\_name@mhss.edu.in](mailto:staff_name@mhss.edu.in) >



<staff\_name@moderncollege.edu.in> and <staff\_name@emite.co.in> . They are expected to use the email id only for official purpose and not for personal use. Any official correspondence to colleagues, students, administration etc. are to be carried out through official email only.

- 22.3 As a part of the Environmental Initiative and reduce use of paper staff are expected to use email (official email id allotted) to for official communication.
- 22.4 The Administration effectively uses ICT to notify internal office circulars to all staff and students. Therefore, all staff must effectively check their emails so as to not miss out any important notification. Failing to do so will be regarded as neglect of duty and grave failure of responsibility.
- 22.5 On termination or end of service from the institute, the official email id will be deleted by the Institute.
- 22.6 All outgoing and incoming communication in the form of letters shall be maintained in a Logbook before it is sent out or received. The logbook shall be maintained by the Office Manager.
- 22.7 Any kind of external device such as School/College Phone, College Camera, CD/DVD, External HDD is limited only to authorised personnel and staff of the school/college, for official matters only.
- 22.8 All the staff must maintain a high degree of confidentiality in respect of all official documents and data – both electronic and print.
- 22.9 On termination of service or end of service from the School/College, the staff must immediately surrender to the college all necessary documents, papers, books, ID card, records, electronic files, materials, equipments and other properties of the College which are in his/her possession and must not retain any copies or extracts or part thereof.
- 22.10 A staff is liable for repairing or replacing, if any loss or damage is done to School/College property.

## 23 CYBER LAW

- 23.1 Cyber law is an unlawful act and if an employee of the School/College is found to be involved in it, he/she shall be dealt with disciplinary proceedings and even immediate termination. He/she shall be liable to punishment according to the cyber laws of India.
- 23.2 Cyber crime include fake profiles, posting of inappropriate or illegal content, misrepresentation of person, harassment, online threats, stalking, cyber bullying, hacking, fraud, fake accounts, impersonation, offensive messages, defamatory messages, identity theft, false digital signature, false document, email abuse, stealing intellectual property and copyright, intimidation, obscenity etc.,.

## 24 RULES OF DISCIPLINE

- 24.1 The services of a regularised employee can be terminated on the ground of misconduct, moral delinquency, contagious diseases or any other cause which makes the employee unsuitable for retention in service, provided before such termination is made a due inquiry by the Head of the Institution or a Committee appointed for the purpose.
- 24.2 Any staff who fails to attend staff meetings, without prior approval from the Principal, shall be marked as absent and CL will be deducted accordingly.
- 24.3 In case of any event leading to alleged or accused sexual harassment, abuse etc, and if the victim claims compensation, the accused staff shall be solely responsible for his/her action and the College shall not be responsible for the penalty or meet compensation.
- 24.4 No employee shall engage in money collection without permission from the Principal.
- 24.5 Study tour/Field trips/Excursions are to be organised only during vacation. The only exception shall be granted for those defined in the curriculum.



- 24.6 Mandatory attendance on all official days, reopening and last day of the school/college. Re-opening and last day for the staff may differ from that of students. The re-opening day for the staff reporting will be before the starting of classes and the last day reporting for staff will be after the last day of exam/class.

## **25 MISCONDUCT**

- 25.1 Misconduct comprises of wilful acts or omissions on the part of an employee either alone or along with others. In this case, the Management and Administration may impose any fitting penalty on the defaulters.
- 25.2 Neglect of duty which shall be considered as grave failure of responsibility.
- 25.3 Inefficiency and lack of competence in work or want of diligence in performance of duty.
- 25.4 Insubordination, noncompliance to the Administration; repeated violation or orders and directions issued from time to time by the authorities of the College in matters of duty.
- 25.5 Habitual late attendance.
- 25.6 Absence without leave.
- 25.7 Moral delinquency.
- 25.8 Taking up part-time jobs/teaching/tuitions without permission from the Head of the Institution.
- 25.9 Substance abuse.
- 25.10 Breaking the Code of Conduct.

## **26 DEVIANT AND UNLAWFUL ACTIVITIES**

- 26.1 Deviant and Unlawful activities refer to any type that may affect the discipline and reputation of the institution and unbecoming of an employee of an educational institution.
- 26.2 Handling drugs, use of intoxicants, use of alcohol, and gambling in the premises of the institution.
- 26.3 Organising and participating in any form of protest, strike, or demonstration against the Institution, breach of any of

the terms of the Service Rules in the premises or outside the Institution.

- 26.4 Instigating colleagues and students against the authorities of the Institution.
- 26.5 Committing any act which is punishable under Indian Penal Code or punishable under customary law or state law.
- 26.6 Fabricating false or incorrect information, withholding any relevant and pertinent information at the time of appointment.
- 26.7 Use of indecent, abusive language or making false allegations against the authorities of the Institution, co-employees, students, parents and guardians.
- 26.8 Possession and use of firearms or other weapons in the premises of the Institution.
- 26.9 Theft or attempt to theft, fraudulent act or act of dishonesty in connection with property of the Institution, property of co-employees and students. Any other act or omission that is detrimental to the pursuit of the aims and objectives of the Institution.

## **27 PENALTIES**

- 27.1 The Head of the Institution on behalf of the Management shall be the disciplinary authority in respect of all acts of misconduct, which warrant penalties.

## **28 MINOR PENALTIES**

- 28.1 Censure or warning in writing.
- 28.2 Recovery of the damage or loss incurred.
- 28.3 Suspension from duty without pay for a period of exceeding four days.

## **29 MAJOR PENALTIES**

- 29.1 Withholding increment.
- 29.2 Demotion.
- 29.3 Compulsory termination of service (before super annulation).
- 29.4 Dismissal.



### 30 PROCEDURE TO IMPOSE MINOR PENALTIES

- 30.1 The employee concerned is notified in writing by the Principal, about the allegation against him/her and the proposal penalties.
- 30.2 The employee shall be given an opportunity to offer an explanation in writing regarding the allegations brought against him/her within seven days.
- 30.3 The Administration shall consider the case and concur or alter the penalty proposed to be imposed by the Head of the Institution.
- 30.4 The decision of the Management shall be final.

### 31 PROCEDURE TO IMPOSE MAJOR PENALTIES

- 31.1 The employee concerned is notified in writing by the Principal, about the allegation against him/her and the proposal penalties.
- 31.2 The concerned employee has made his/her representation to the Head of the Institution against the action proposed to be taken within seven days from the date of receipt of the notice.
- 31.3 The Head of the Institution has considered representation if any, of the concerned employee and has given him/her hearing if so desired.
- 31.4 The employee is free to appeal to the Administration to reconsider the penalty by giving his/her additional evidence within seven working days of the receipt of such order imposing the penalty.
- 31.5 The Administration upon receiving the appeal shall conduct an inquiry in the following manner:
  - a) That it shall consider the appeal at a special meeting. It may appoint a person or a committee to conduct an inquiry.
  - b) That the Inquiry Officer/Committee shall prepare a report of the inquiry after considering the charge sheet and the written statement of the employee. The

inquiry report shall be sent to the Management and a copy shall be given to the appealing party.

- c) The Chairperson shall issue a show cause notice with the proposed penalty and the employee shall be called upon to reply to the notice within seven days of the receipt of the show cause notice.
  - d) After due process the Management shall make its final decision.
- 31.6 During the entire course of disciplinary procedure and appeal, the concerned employee shall remain suspended. An employee under suspension shall be entitled to received from the College/School a monthly subsistence allowance as follows:
- a) During the first two months of suspension, the suspended employee is entitled to receive from the College/School a monthly subsistence allowance of 50% of the salary he/she was earning.
  - b) The subsistence allowance is not payable beyond a period of two months if the delay in arriving at a decision is caused by the appealing party or if he/she institutes a court case.
  - c) If the suspended employee takes up any other paid employment, he/she will not be entitled to any subsistence allowance.
  - d) In case of an employee being exonerated from all charges and reinstated, his/her entire salary for the period of suspension shall be paid after deducting the subsistence allowance already paid.
  - e) The Internal Committee shall deal with Sexual Harassment cases only in the College/School Campus.
  - f) All matters dealing with Sexual Harassment shall be referred to this committee.

## 32 MANDATE OF THE MANAGEMENT

- a) In the event or context of unresolved matter the decision and directive of the Management shall prevail, notwithstanding anything contained in the aforesaid Service Rules.
- b) The guidelines and regulations contained in the Service Rules are subject to amendment by the Management. The Management may add ancillary rules or delete existing ones.
- c) An employee is eligible to receive a copy of the Service Rules. An employee shall sign the Service Rules when he/she receives probationary appointment or the amended Service Rules copy (for existing staff). The employee shall sign the acknowledgment page of the Service Rules and submit the same to the office of the Principal to be maintained in the personal file of the employee.