

**SNGAP SYIEM COLLEGE,  
MAWKYRWAT**




**Estd : 1985**

**CONSTITUTION**

**&**

**RULES AND REGULATIONS**

  
Principal  
Sngap Syiem College  
Mawkyrwat



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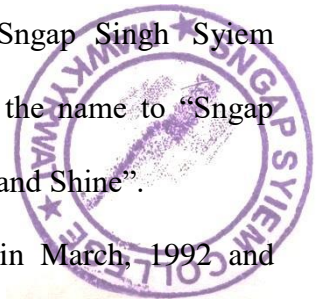
## **in the College**

### **PREAMBLE**

Sngap Syiem College was set up by the Maharam Syiemship Higher Education Association (MSHEA) on the 11<sup>th</sup> April, 1985 with Shri.K.D. Ramsiej as the founder Principal. The MSHEA appointed an Ad-hoc Governing Body of the College on the 1st January, 1985. Shri. Rowell Lyngdoh, the then MLA & Minister of PWD, Government of Meghalaya, was the President and held the post till date. Immediately after the establishment of the College, the Government extended support to this noble cause by sanctioning 9 Teaching Posts and 4 non-teachings (2 Staff & 2 Grade IV). Initially, the College was sheltered at Maharam Government High School till 1987. From 1<sup>st</sup> August, 1987, classes were conducted in a rented building till the College got its own Campus on July, 1991. The College is named after “Sngap Syiem” or “Sngap Raja”, the then Chieftain of Maharam Elaka and a freedom fighter against the British regime along with his contemporary, “UTirot Singh”. The first name of the College was “Sngap Singh Syiem Memorial College” but the Governing Body, on 6<sup>th</sup> May, 1994 abridged the name to “Sngap Syiem College” which remains till date. The motto of the College is “Arise and Shine”.

Provisional Affiliation for B.A. Pass Course was granted by NEHU in March, 1992 and Honours Affiliation was granted in June, 2000. The Institution has been in existence for about three decades catering to varied needs of aspirants of the students hailing from scores of villages inhabited by Scheduled Tribes in the south western part of the State of Meghalaya. The Institution is providing education in Arts Stream to the poor and less-privileged rural students of the area at an affordable cost.

The College is permanently affiliated to North Eastern Hill University and is recognized by UGC under 2(f) & 12B. It is under the grant-in-aid system of the Government of Meghalaya. This Institution is, so far, the only Degree College in South West Khasi Hills District.



# PART I

## THE CONSTITUTION OF THE SNGAP SYIEM COLLEGE, MAWKYRWAT

### I. Name and Registered Office:

1. The name of the institution shall be the **SNGAP SYIEM COLLEGE**, hereinafter referred to as the College.
2. The registered office of the College shall be at Mawkyrwat South West Khasi Hills District, Meghalaya – 793114.

### ii. VISION, MISSION, AIMS & OBJECTIVES

**MOTTO:** “*Arise and shine*”

#### **VISION**

The vision of the College is to educate and empowers learners for life in full inclusive development.



#### **MISSION**

- Imparting both traditional and scientific knowledge to learners from grass root to global level with strong ethical back ground.
- To empower learners with life skills to function for life as responsible professionals and productive citizens.
- To develop the spirit of humanism, selflessness and empathy among learners for social wellbeing.
- Creating new knowledge through Action research and consultancy to solve problem arising from institutional and community levels.
- To create awareness, concern and care for rural pristine environment by imbibing sustainable values and action among learners in all aspects of life.

## **AIMS AND OBJECTIVES:**

1. To provide general education to all students.
2. To tap students' talents and potentials and groom them for future employment or self-employment;
3. To provide skill based education so as to enable students to take active leadership roles in all areas of social life.
4. Developing keen interest curricular and extra-curricular activities.
5. To instill social, moral and spiritual values among students.

**III. Affiliation of the College: The College shall be affiliated to the North Eastern Hill University.**

## **IV. The Governing Body:**

### **(A) Membership**

The Governing Body of the College shall be constituted by the Sponsoring Body, viz., the Maharam Syiemship Higher Education Association (MSHEA) and shall consist of the following:

- (1) The Chairman to be nominated by the Sponsoring Body.
- (2) The Principal of the College, who shall be appointed by the Sponsoring Body, shall also be the Secretary of the Governing Body – Ex-Officio.
- (3) The Vice-Principal of the College – Ex-Officio.
- (4) Three persons other than members of the Teaching Staff to be nominated by Sponsoring Body.
- (5) Two Donors or Founder Members to be nominated by the MSHEA on rotation.
- (6) One Member of the Alumni.
- (7) At least two Teachers Representative to be nominated by the Staff Community of the College.
- (8) One of the Principals of other Colleges under the North Eastern Hill University to be selected by the Governing Body on rotation.
- (9) Two persons (Official or non-official) to be nominated by the State Government



(10). Two representatives of the North Eastern Hill University.

**(B) Period of Appointment of Members of the Governing Body**

(1) The term of office of the Governing Body shall be for a period of three years from the beginning of the College financial year (i.e. 1<sup>st</sup> April).

(2) Vacancies occurring within the period of membership of appointment shall be filled by the appointing body within three months as far as possible. The new appointment shall be for the unexpired period of the previous holder's term.

**(C) Meetings of the Governing Body**

(1) The Governing Body of the College shall meet at least twice a year

(2) (a) Regular meetings of the Governing Body shall be called on the notice of the Secretary in consultation with the Chairman.

(b) Special (or extraordinary/emergent) meetings of the Governing Body shall be called on the written request of the Chairman and the Secretary, or on the written request of six members of the Governing Body.

(c) Notices of regular meetings of the Governing Body including copies of the Agenda, shall be sent to the members by the Secretary at least 15 days before the date of the meeting.

Notices of Special meetings including the copies of the Agenda, shall be sent to the members by the Secretary at least seven days before the date of the meeting.

(D) Quorum: 1/3 (One-Third) members present shall form a quorum.

**Powers and Functions:** The powers and functions of the Sponsoring Body and Governing Body of the College shall be:

**MAHARAM SYIEMSHIP HIGHER EDUCATION ASSOCIATION (MSHEA)**

- Nominate GB Members
- Accepting Annual Report from the GB
- Raising fund for the College
- Setting up of other higher educational institutions in its jurisdiction.



## **GOVERNING BODY:**

The role of GB as the top management in the design and implementation of its quality, policy and plans are:

- Preservation of the College charter and make amendments according to need and time.
- Determination of objectives and broad policies to be followed in the institution.
- Taking of major decisions to ensure quality education, infrastructural, academic, financial, administrative, supervision, etc
- Issuing guidelines and frameworks to the lower levels of management, allotting of job descriptions to all levels of personnel.
- Assembling resources and funds for implementing operations.
- Accepting reports and suggestions from the lower level of management.
- Appoints other crucial committees Finance, IQAC, CCDC, RUSA
- Appointing authority, Principal, Vice Principal, IQAC Coordinator, Finance Officer, Faculty, Administrative staff, Auditors, with respective assignments and responsibilities.
- Accountable to MSHEA for its activities.
- Approves *major proposals and purchases* from various committees
- Granting permission to any union, association, society, organization, distance education centres, related to higher education.
- Institutional performance evaluations;
- Fundraising;
- Liaison with external agencies and political bodies;
- Budget approval;
- Oversight of campus policies and investment strategies;
- The most important, hiring and evaluating the ongoing performance of the Principal.



- To administer the College in accordance with the Constitution of the College.
- To appoint, confirm, suspend, and dismiss the Teachers and other staff of the College except the Principal who shall be appointed by the Sponsoring Body
- To appoint the Vice Principal, the Accountant, the Wardens of the Hostels and other designated person for the concern responsibilities.
- To determine the Scales of Salary and allowance etc., of all non- Government sanctioned employees of the College
- To establish and administer the Provident Fund or any other Funds in accordance with the Rules.
- To raise funds and control the finance of the College and receive the audited statement of all accounts.
- To consider and pass the College Budget and sanction the expenditure of any sums that is outside the Budget.
- To appoint Chartered Accountants and fix their remuneration; and arrange for half-yearly internal audit of all the accounts of the College Funds.
- To appoint any committee for carrying out any particular part of its functions.
- To Frame, amend or delete bye-laws/rules to regulate the conduct of its own business and the administration of the College.

### **Functions of the Chairman and Secretary**

(1) The Chairman: The Chairman of the Governing Body shall preside over the meetings of the Governing Body and in his absence any other member of the Governing Body may be elected to the Chair





### **PRINCIPAL: Power and Functions**

As the leader of the institution the principal is actively involved in the following activities, on His/ Her absence on any reason, must entrust full responsibilities to the Vice-principal

- Determines the specific objectives and policies framed by the Governing Body.
- Executes all the policies and decisions made by top level of management.
- Signing appointment orders of all staff approved by GB
- Prepares flexible action plans and policy statements for fulfilling the vision and mission of the institution.
- Interacts with the stakeholders, students, faculty, parents, Alumni, community members in major matters only.
- Receives reports from the personnel, the different committees and feedbacks from the stakeholders.
- Motivates and coordinates the administrative and academic works done by others below him/her.
- Ensures that the work assigned by the GB has been carried out by his lower levels of management.
- Issues directions regarding the implementation of decisions.
- Motivates and coordinates the administrative and academic works done by others below him.
- Receives reports from the IQAC.
- Approves the proposal for minor purchases suggested by the concerned committees and authorizing the Purchase Committee to do the needful.
- Responsible to the GB for his/her work and activities.



## **VICE PRINCIPAL IN CHARGE OF ACADEMIC ACTIVITIES**

On absence of the Principal on any reason thereof, the Vice-principal should take full charge as the power and functioned bestowed to Principal

- Admission
- Exams
- Attendance (staff and students).
- Curriculum
- Lesson Planning and Teaching methodologies
- Discipline
- Research and publications
- Time table
- Teachers diary
- Coaching
- Library

## **VICE PRINCIPAL IN CHARGE OF FINANCE, PROFESSIONAL COURSES, ETC**

- Professional/add-on courses
- Scholarships
- Welfare schemes
- Hostels
- Staff quarters
- Canteen
- HSS Section (All aspects except preparation of time table)
- Campus development
- Community service
- PTA
- Alumni



## **FACULTY**

- Preparing action plan, budget and academic calendar for their respective Departments in line with the academic plan of the institution.
- Adopting innovative strategies and participative teaching methodology in the process of curriculum delivery and development.
- Giving special attention to special children e.g., PWDs, slow learners and gifted students.
- Preparing teaching plan and teachers' diary.
- Organizing co-curricular programmes, extension activities, seminars, etc
- Implementing evaluation of teaching learning through internal tests, assignments, etc.
- Receiving feedbacks from the students.
- Publishing articles, books individually or collectively either independently or through Research Committee.
- Learning and practicing professional ethics like hard work, commitment, honesty, obedience, cooperation, resourcefulness, creativity, humility, at the workplace.
- Maintaining report in a prescribe format (PBAS/CAS) for API score.

## **ADMINISTRATIVE STAFF:**

- They must know their own designation and duties.
- Must accept and carry out their assigned duties and other additional duties as directed by all concern Departments and Committees.
- Maintain report in a prescribed format.

### **INTERNAL QUALITY ASSURANCE CELL (IQAC)**

- Planning for Quality Assurance
- Allotment of work and portfolios to all employees of the College
- Coordination of all HODs, Committees and Cells.
- Monitoring all Departments and Committees.
- Proper utilization of resources – human as well as physical.



- Co- ordination with other Agencies/Department
- Handling of feedback system
- Implementation of de-linking of 10+2.
- Setting up of various committees.
- Organization of seminars and workshops.
- Inviting and keeping records of individual faculty, departments and committees.
- Preparing reports to be sent to higher education authorities such as UGC, NAAC, RUSA, NEHU, DHTE etc.
- Organizing placement facilities for students
- Preparing AQAR every years and also SSR for the nest NAAC visit
- Preparing and updating the College Website
- Motivating faculty and sending them to OC/RC/Faculty Development Programme
- Extending better hospitality to guests
- Preparing agenda for GB Meeting
- Making proposals for personnel requirement in the college
- Implementing and networking *along with the Principal* and with all stake holders for assuring quality of higher education in the College.

#### **COOPERATIVE SOCIETY:**

- Improving the general welfare and quality of life of all faculty members
- Promoting co-operation among Faculty, Students, Administrators, Other Campus entities and the community.
- Collecting , investing and reinvesting all found and income for the benefit of the society
- Working in collaboration with Government agencies and NGO and others entities for the development of the Society



- Determining additional duties that may qualify members of good standing
- Implementing all provision of the society
- Obeying the constitution and bye –law of the society
- Granting right to members to inspect and examining the book of Accounts and other records that society keeps during office hours
- Granting right to members to participate, vote during decision making and to avail services without discrimination.

**COLLEGE CAMPUS DEVELOPMENT COMMITTEE (CCDC):**

- Planning for infrastructural development of the whole College ranging from preparing Master plan, Contour Survey of the Campus and its buildings
- Acquisition of land for the College, including its Registration
- Seeking out donations, Funds and Grants for development of the Campus
- Collaborations with other Agencies - Governmental and NGOs and others Agencies for infrastructural development
- Beautifying the Campus, Planting of Trees, Gardens, Parks, and Vegetations
- Looking after sanitation including construction of drains, toilets, waste bins, water supply etc.
- Preparing DPR and others project proposals for applying schemes for infrastructural development
- Constructing Classrooms, Auditorium, Parking Lots, Ramps, Ponds, Dams, etc
- Looking after electrification, construction of power houses, Web-connection
- Construction of playgrounds, courts and platforms
- Making furniture
- Building fencing and boundaries around College campus.
- Repairing and renovation of rooms and furniture.



**Finance:**

- Look after the financial management and financial health of the college.
- Preparing budgets
- Asking for finance proposal from committees, departments and cells.
- Preparing reports to higher ups for financial accountability and transparency.
- Auditing
- Stock register
- Decommissioning of faulty items.
- Monitoring expenditure
- Reporting

**RUSA:**

- As per RUSA Guidelines

**Research and Publication:**

- To develop research in any discipline.
- To disseminate information and publish scholarly research and books.
- To organize and maintain personal communication among expert of different fields with common interest.
- To prepare budget for research and development.
- Reporting.

**People with Differently-abled (PWDS)**

- To identify PWDs.
- To facilitate all kinds of assistance.
- Preparing budget.
- Reporting



### **Women and Sexual Harassment Cell:**

- Timely registering sexual harassment complaints..
- Providing counseling to victims and women in need.
- Ensuring safety of female students and faculty.
- Gender sensitizing.

### **NSS:**

- As per guidelines

### **NCC:**

- As per guidelines

### **Evangelical Union:**

- As per guideline

### **Add-on Courses:**

- To identify relevant courses according to local and people needs.
- To select courses based on the priority or needs.
- To frame the modality of the courses.
- To prepare budget.
- To collaborate with industries/agencies/institutions.
- Reporting.

### **Information and Career Guidance Cell:**

- To provide information and guidance to students to choose prospective educational lines suitable to them
- To study job potentiality available at the job market.



- To establish contact with companies/organisation to invite them for campus recruitment and placement.
- Facilitating referral service when needed.
- To encourage students to appear for the competitive exams and public service.
- To keep track of passed out student's job profile and placement.
- Sending report

#### Exam Cell:

- Scheduling dates for test and internal test.
- Receiving of questions paper from HODs, MBOSE and NEHU
- In charge strong room.
- Preparing Seats plan (MBOSE & NEHU exams)
- Preparing invigilation duty (All types of Exams).
- Packaging and dispatching of answer scripts.
- In charge of central evaluation of degree exams.
- Receiving marks.
- Moderating.
- Publication of results.
- Budget and reporting.



#### Student,,s Welfare:

- Anti-ragging
- Students Council.
- Electing Class Representatives.
- Organisation of Co-curricular activities
- Student discipline



- Students' facilities.
- Feedback mechanism (students).
- Budgeting and reporting.

Sports Committee:

- Organizing sports and events.
- Participation at various levels.
- Maintenance of sports equipment.
- Budget and reporting.



Arts and Culture:

- Organizing cultural events.
- Participation at various levels.
- Maintenance of musical instruments.
- Budget and reporting

Award Committee:

- Inviting reports from HODs, Committees about deserving students.
- Screening.
- Arranging and facilitating of graduation day.
- Budget and report.

Parent Teachers Association:

- Fixing schedule for Meeting.
- Making preparation and provision for PTA Meeting.
- Inviting feedbacks from parents.



- Working in close cooperation between teachers and parents for overall growth and developments of the students.
- Budget and reporting.

### **Officers of the College**

The following members of the administrative staff shall be the officers of the College

(1) The head of the College shall be the Principal who shall be responsible to the Governing Body of the College. He/ She shall be in charge of the administration and proper discipline of the College.

(2) There shall be a Vice-Principal who shall have such powers as shall be assigned by the Governing Body of the College and who shall be responsible to the Principal.

(3) There shall be an accountant who shall keep proper records of all moneys received and expended by the College.

(4) There shall be a Dean of Men and a Dean of Women.

(5) Wardens

(6) Coordinator of Internal Quality Assurance Cell.

(7) Nodal officer of RUSA/State/Central Schemes

(8) Student Counsellor

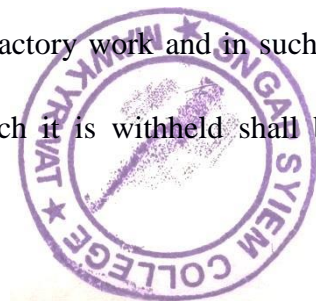


### **VII. Appointment of Staff**

(1) Appointment of Principal is solely depends on the Governing Body either through Interviewing Process or direct recruitment. All teachers appointed by Expert/ Selection Committee at time of interview for the Post of Teaching are considered eligible to appoint as principal once the post lie vacant. Therefore appointment will be based on

certain factors like Seniority, Capability, Contribution made by concern Teacher toward the overall functioning of the College and whose remaining year of service is not less than 10 years. Since the College is Government Aided with no UGC Scale, therefore, Guidelines laid under UGC regarding appointment of Principal is not treated as primary condition.

- (2) All appointments of whole-time teaching and non-Teaching staff shall be made by proper advertisement and selection by the Selection Committees in conformity with the University Rules prescribing the minimum qualifications of staff. The Governing Body has the final authority to appoint any staff among the selected candidates approved by the Selection/Interview Board. The Governing Body reserves the right to make appointment without advertisement subject to the minimum qualification prescribed by the University.
- (3) When a person is appointed as Principal or a lecturer, a formal letter of appointment shall be issued to him specifying the nature of the post and the terms and conditions thereof for which necessary rules shall be framed by the Governing Body.
- (4) An appointment may be made either on permanent basis or for a fixed period.
- (5) In the case of appointment to a permanent post, a Lecturer shall ordinarily be on probation for two years and shall be confirmed in the post on the expiry of the period of probation if his services are found satisfactory on the report of the Principal. If the confirmation when due and applied for by the person concerned is withheld, the Governing Body shall record reasons thereof in the resolution on the subject.
- (6) An increment in the time scale of pay shall be drawn as a matter of course. The increment, however, may be withheld on grounds of unsatisfactory work and in such a case the grounds shall be recorded and the period for which it is withheld shall be specified.



(7) The calculation of the period of service of an employee shall be prescribed by rules.

(8) The matters relating to discipline shall be prescribed by the rules.

### **VIII. Governing Body of the College:**

The Governing Body shall be responsible to the University/Sponsoring Body/Government for efficient management of the affairs of the College in accordance with the Statutes, Ordinances, Rules and Regulations of the University enforced from time to time.

### **IX Properties**

All properties of the College, movable and immovable, shall be deemed to be the properties of the Governing Body and shall not in any way be sold, mortgaged or disposed off except with the approval of the concern Body.

### **X. Amendments.**

Amendments to the constitution shall be recommended by the Governing Body of the College for approval by the MSHEA.

## **PART II**

### **1. SERVICE AND CONDUCT RULES OF TEACHERS**

1. The following Ordinances to govern service and conduct of teachers shall apply to all the teachers employed in the College including that already in service unless otherwise specified in these ordinances.

2. In these ordinances, unless the Context-otherwise requires:

- (i) 'College' means Sngap Syiem College admitted to the privileges of the University; and
- (ii) 'Employee' means a teacher, non-teaching staff including the Principal in the service of the College.

3. The appointment of every employee in a college admitted to the privileges of this University shall be in writing in the form of a contract to be prescribed by the University from time to time and it shall be executed within one month from the date of appointment. (Appendex-I)

4. (a) The appointment will be valid only if the selection has been made through a duly



constituted selection committee as below and is approved by the University :

(i) For Principal of a college the selection committee shall consist of:-

1. Chairperson of the Governing body of the concerned college.
2. One member of the Managing Board to be appointed by the President.
3. Two representatives to be nominated by the Vice- Chancellor.
4. Representative from the Government.

If only one application is received for the post of Principal and the candidate fulfills the qualifications/experience prescribed, he shall be interviewed by the selection committee constituted as per rules. In case the candidate is found fit he may be selected.

(ii) The committee for selection of Lecturers:-

1. Chairperson of the Governing Body of the college concerned or his representative.
2. Principal of the college concerned.
3. Two representatives of the vice-chancellor of the University concerned. One of the representatives should be a subject expert.
4. Representative of the Government (Directorate of Higher and Technical Education)
5. Subject expert (Senior Lecturer of the College).

(iv). For recruitment of teachers for the College affiliated to the University appointment policy shall be as laid down in Annexure-II.

(b) In case of the post of Principal in the college falling vacant any senior teacher shall be appointed as officiating Principal.

5. (a) Every employee shall be paid at-least the minimum pay scale as laid down by the Government or Governing Body.

(b) The pay scales of teaching personnel (sanctioned Posts) of the Colleges in the State should revise according to Government guidelines.

(c) The Qualifications for appointment of the Principal of the Colleges shall be as under:



### **Principal (Professor's Grade)**

1. A Master's Degree with at least 55% of the marks or its equivalent grade of B in the 7 point scale with letter grades O,A,B,C,D,E & F.
2. Senior Teacher recommended by the Governing Body based on capabilities and experience whose remaining years of service should not less than 10 years.
3. Ph.D or equivalent qualification/ PhD Thesis Submission/ Result waiting.
3. Total experience of about 15 years of teaching/Research in Universities/Colleges and other institutions of higher education.

### **An approved Lecturer/Assistant professor**

5. The employee appointed on two years' probation would be confirmed if his work and conduct is found satisfactory, subject to availability of a post.
6. The employer shall notify to the employee in writing before the expiry of one year's probationary period, if his period of probation is to be extended and in the absence of such a notice, the teacher would be deemed to have been confirmed. The probationary period shall in no case be extended beyond two years from the date of appointment. In case a person appointed temporarily is re-appointed on probation, the period of his service in temporary capacity shall be counted towards his probationary period.
7. No college teacher shall be required to teach for more periods than laid down by the University apart from such co-curricular activities as may be assigned to him by the Principal as per UGC guidelines and work load of teachers adopted by the University. Further, if a teacher is given some extra teaching work temporarily for a fortnight or more he shall be paid proportionately for that;
  - Provided that the additional work load given to a teacher shall not exceed 18 periods a week. If it exceeds this limit, then part time lecturer would be appointed by the college and paid at the rates approved by the University.
8. The Principal and the teachers of a college shall be paid their salary regularly, and in no case

later than the 10th day of the month following that for which salary is due.

9. Annual increment shall be granted to teachers by the Principal as a matter of course unless it is specifically withheld. Promotion and multiple increments will be based on API/PBAS/CAS as per the scaling laid down by the UGC.

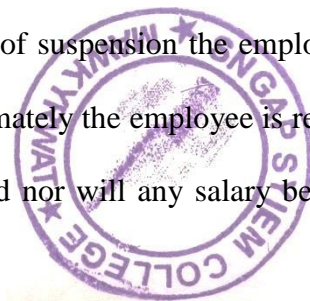
10. The Governing Body/Principal shall maintain proper and regular service record of the Principal/teachers and as and when any punishment is to be given to any staff member, the service record shall be taken into account. Adverse remarks, if any, shall be communicated to the person concerned by the 30th Sept. of the current year and the concerned employee shall have the right to appeal within 30 days of receipt of the said remarks.

11. The age of superannuation of an employee in the College shall be 60 years (or subject to Government Amendment Rule); Provided that the employee would retire on the last day of the month in which his retirement becomes due.

12. The Governing Body of the College shall have on its management in addition to the Principal (who shall be an ex-officio member), two representatives of teachers elected through secret ballot by simple majority or by regularly appointed. The two representatives so elected shall have not less than five years' service to their credit and the term of office of such representatives shall be the same as for the remaining members of the Governing Body; provided that in no case it shall exceed three years.

13. In case of moral turpitude or misconduct the Governing Body shall have the right to suspend the employee with immediate effect. The period of suspension shall not exceed six months within which the case must be decided. During the period of suspension the employee shall be paid an allowance equal to half amount of his salary. If ultimately the employee is removed from service, notice period of such removal shall not be allowed nor will any salary be paid in lieu thereof.

14. A permanent employee may, at any time, terminate his engagement by giving the Governing body three months' notice in writing or three months basic pay in lieu thereof.



15. During the period of probation and when an employee is holding temporary appointment the notice period required on either side shall be one month or one month's basic pay in lieu thereof.

16. All Faculties shall follow the general pattern of the Public Provident Fund Rules, social Security schemes and other incentives as recommended by the College

## ***II. Leave Rules:***

17. Leave account shall be maintained by the Head of the Institution. All leaves other than casual leave must be duly entered in the service book of the teacher and his leave account completed as soon as it is sanctioned. Leave cannot be claimed as matter of right. When the exigencies of service so require, discretion to refuse or revoke leave of any description is reserved to the authority empowered to grant leave.

### ***18. Casual Leave***

Casual leave will be admissible to a teacher in a year (1st Jan. to 31st Dec.) as follows:

- (i) To teachers with 10 years" service 10 days or less.
- (ii) To teachers with more than 10 years" service but less than 20 years" service; 15 days.
- (iii) To teachers with over 20 years 20 days service.

Casual leave will be sanctioned by the Principal at his discretion and shall not be combined with any other leave or summer vacation. It may, however, be combined with holidays and in hard circumstances to be determined by the Principal, it may be combined with autumn/ winter/spring recess; provided that the total spell in either case is not allowed to exceed 16 days. In the case of Principal, leave will be sanctioned by the President/ Secretary of the Governing Body or any other person authorised by the Governing Body.

### ***19. Duty Leave:***

Duty leave may be allowed to the teachers for attending meeting of the University, Government, Education Board and Educational Seminars, Conferences, Workshops, Youth Festivals etc. and for delivering extension lectures, if the sanctioning authority is satisfied that such Attendance/Participation is in the interest of the college.





*20. Half Pay Leave/Commutated Leave:*

Half pay leave admissible to a teacher in permanent employment of the college under the same management in respect of each completed year of service will be 20 days. Commuted leave not exceeding half the amount of half pay leave due, may be granted to a teacher on medical certificate. Commuted leave during the entire service of teacher shall be limited to a maximum of 240 days. Absence without prior permission even on medical certificate is liable to be treated as absence without leaves which can be converted into leave without pay.

Leave on medical grounds shall be granted by the Governing Body as per the requirement.

*21. Study Leave:*

- A teacher who has put in five years' service may be given study leave on such terms as may be settled between him/her and the Governing Body mutually.
- MoU/Bond will be signed by Faculty undergoing/pursuing Ph.D.

*22. Maternity Leave:*

The maximum limit of maternity leave admissible to the women employees shall be 90 days without the necessity of production of a medical certificate. Extension if, any, beyond 90 days shall however, be permissible only after an approval from the G.B.

23. In the case of leave without pay and other kinds of leave where the rules framed by Academic Council/ Syndicate are not clear or where there is no provision in the existing rules, the Governing Body Colleges will be applied.

**III. Conduct Rules**

24. (i) No employee shall take part in subscribe to or assist in any way, any movement which tends to promote feelings of hatred or enmity between different classes of citizens of the Indian Union, or to disturb public peace.

(ii) A teacher offering himself for election to Parliament/ State Legislature shall have to follow certain rule imposed by UGC; provided that on the date, the nomination of the teacher for election of the Parliament/ State Legislature is accepted, he would be deemed to have

automatically vacated his office, even if he had not resigned or his resignation has not been accepted.

25. No employee shall, except with previous permission of the governing body, own wholly or in part or conduct or participate in editing or managing of any newspaper or any periodical, or act as correspondent of a newspaper.

26. No employee shall in any manner criticize adversely in public any administrative action of the Governing Body of the college.

27. No. employee shall, except in accordance with any special or general order of the governing body or in the performance in good faith of the duties assigned to him/her, communicate, directly or indirectly any official document or information to any employee or to any other person to whom he/she is not authorized to communicate such document or information.

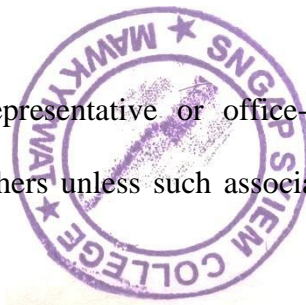
28. No employee shall, except with the previous sanction of the Governing Body, engage directly or indirectly in any trade, occupation or business or undertake any employment.

29. No employee shall bring or attempt to bring any outside influence to bear upon the authorities of his college to further his interest in respect of matters pertaining to his service in the college. No employee shall accept any private employment or be engaged in any trade or business except with the previous permission of the management subject to the condition that his normal duties in the college do not thereby suffer, and shall discontinue such work if so directed by the management.

30. No. employee shall be a member representative or office-bearer of any association, representing or purporting to represent teachers unless such association satisfies the following conditions:

(a) Its membership is confined to teachers.

(b) Meetings of such an association may be held in the premises of the college after college hours or on a nonteaching day with prior permission of the principal which would normally be granted.



(c) The decision taken at such meeting pertaining to the college administration shall be communicated, in writing, to the Principal within ten days.

### *31. General*

(i) Every employee shall at all-time serve efficiently, act in a disciplined manner and maintain absolute integrity and devotion to duty.

(ii) Unless in any case it be expressly provided for, the whole time of an employee shall be at the disposal of College in such capacity and at such places as may from time to time, be directed by the Principal/Governing Body of his College, subject to such conditions as may be laid down by the Authority.

(iii) No employee shall take part in any activity which in the judgment of the Principal is calculated to lead to indiscipline in the college.

### *39. Gratuity Rules*

In addition to the benefit of the Provident Fund a teacher at the time of retirement shall be granted by the Governing Body a gratuity of a sum equivalent to one month salary of his pay last drawn. This will be revised from time to time based on the accumulation of fund under the welfare scheme of the College.

### **IV Superannuation:**

Every employee shall retire from service on attaining the age of sixty years. Provided, further that no employee shall be retained in service beyond the age of sixty three years.

### **V. Suspension**

(a) The Governing Body, if it is satisfied that there is a Prima facie evidence against any employee, suspension should be applied.

(b) During the period of suspension, the employee may be paid a subsistence allowance at the rate of fifty percent of the last pay drawn subject to the condition that the employee does not engage in any employment.

(d) If the employee is reinstated in service, the period of suspension may be treated as a period



spent on duty if the employee is honourably acquitted of the charges for which he was suspended, otherwise, the period may be treated in such a manner as the management may deem fit in the circumstances of the case.

#### **VI. Penalties:**

(1) The following penalties good and sufficient reasons be imposed upon an employee by the management which is the appointing authority.

- (a) Censure
  - (b) Withholding of increments
  - (c) Reduction in rank
  - (d) Recovery of pay: or
  - (e) Removal from service
- (2) None of the penalties mentioned in sub-rule



- (a) Shall be imposed on an employee until he has been given a reasonable opportunity of showing cause against the action proposed to be taken.
- (b) Where the management is satisfied that for special reasons to be recorded in writing it is not reasonably practicable to give that person opportunity of showing cause, or
- (c) When the management is satisfied that in the interest of the College or the Church, it is not expedient to give to the person such an opportunity.

### **Part III**

#### **ORDINANCES GOVERNING THE SERVICE AND CONDUCT OF THE NON-TEACHING EMPLOYEES WORKING IN SNGAP SYIEM COLLEGE**

*1. In these ordinances unless the context otherwise requires:*

- (a) 'College' means Sngap Syiem College.
- (b) 'Employee' means a member of the Non-teaching staff in the service of a College.
- (c) 'Appointing authority' means the Governing Body or the person authorised to make appointments.

2. *Non-teaching staff in a college may be divided in the following categories:*

(a) Ministerial Staff

(b) Laboratory Technicians, Assistant Librarians, Library Assistants, Library Clerks, Laboratory Assistants, Lecture Assistants, Pharmacists, Mistry/Electricians.

(c) Peons, Daftries, Bearers, Chowkidars, Restorers, Library Attendants, Laboratory Bearers, Attendants, Beldar, Head Mali, Animal Collector Mali, SafaiKaramchhari, Orderly to Principal etc.

AND

(d) Any other category of non-teaching employees not specified above.



3. *Mode of appointment:*

(i) The appointment to the non-teaching staff may be made by direct recruitment and promotion.

While considering appointment by promotion to a higher post due consideration shall be given to seniority-cum-merit and to the recommendation of Principal regarding work and conduct of employee.

(ii) The appointment, suspension and dismissal of the clerical staff shall rest with the Governing Body of the college. However a temporary appointment for a period up-to three months may be made by the Principal.

3a. *Qualifications:*

The minimum educational qualifications for appointment to the various categories, shall be as under :-

(i) *Office Superintendent Grade-I/Accounts Officer :*

M.A. or equivalent degree with seven years' experience as Senior Assistant/Accountant or equivalent post.

OR

(ii)(a) Senior Assistant/Accountant : B.A/B.Com. or equivalent degree with 5 years' experience of office work.

OR

Under-Graduate with 10 years' experience of office work for the post of Accountant preference will be given to a person having experience in accounts.

(iv) Clerk-cum-Typist Matric, HSSC Or equivalent examination Or graduate & 30 W.P.M. speed of type-writing.

(v) Store-Keeper Matriculate.

(vi) **Librarian:** M. Lib or higher Qualification,

**Assistant Librarian:** B.Lib. Science or Library Assistant with 10 years experience.

(vii) Library Assistant- Matriculate with a Certificate in Library Science.

(viii) Library Attendant- Matriculate.

(ix) Restorer Matriculate.

(x) Peons/Daftries/ Middle Pass

(xi). Chowkidars (Preferably Matriculate).

#### *4. Pay-Scale*

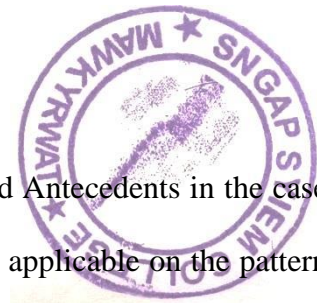
The minimum pay-scales for different categories of staff (Non-sanctioned Posts) shall be the same as are applicable, from time to time, to such Non-Teaching employees as per the GB rule and regulation.

#### *5. Age of Entry*

No person shall be appointed to any post whose age is less than 18 years or more than 35 years on the date of appointment.

#### *6. Medical Fitness and Antecedents*

The rules regarding Medical Fitness and verification of character and Antecedents in the case of Teaching/Non-teaching staff working in Non-govt. colleges shall be applicable on the pattern of Teaching/Non-teaching staff working in Colleges.



### *7. Probation*

Every person appointed to a substantive post shall be on probation for a period of one year. In case his work and conduct has not been found satisfactory, during the period, the Employer may extend his period of probation by one year more. In this case the employer must inform the employee in writing about it before expiry of his one year's probation.

### *9. Termination of Services*

(i) The services of Contractual/Part Time employee may be terminated by appointing authority without assigning any reason and giving any notice.

(ii) The service of an employee on probation can be terminated at any time on the ground of his work and conduct being not satisfactory. If an employee on probation wishes to resign from service, he shall give one month's notice in writing to the college. If the employee fails to give such a notice, the college shall recover one month's salary or salary for the period by which the notice falls short of one month from him in lieu of such notice unless otherwise directed by the appointing authority.

### *10. Revision of pay-scales*

The holder of a post (Sanctioned Posts), the pay-scale of which is revised shall be allowed pay in the revised scale in accordance with the instructions issued by the Govt. For non-sanctioned Posts, revision of scale will be implemented on the provision lay down by Governing Body.

### *11. Increment*

An increment shall be drawn as a matter of course, unless it is withheld by the appointing authority. An increment may be withheld if work and conduct of an employee has not been satisfactory. Increment (Non-sanctioned Posts) will be based on performance

### *12. Age of retirement*

All whole-time employees of the college not holding a tenure post shall retire on attaining the age of 58 years. Or as per the rule of the Government



13. An employee, before leaving the college service, shall hand over the charge of his post to a duly authorised employee and shall return to the college all books, apparatus, furniture etc. issued to him and shall pay in full all the charges due from him. If he fails to do so, the Principal shall recover the amount due from him, on account of the above items, from his last salary or from the college contribution to his provident fund.

#### *14. Service Record*

(i) Service Record of each employee of the college shall be maintained by the Principal's office/IQAC on the printed service books prescribed for the purpose.

(ii) Separate personal files of the employees shall be maintained by the Principal's office/IQAC.

(iii) Confidential Report in the proforma of each employee shall be recorded every year in the month of April and shall be maintained by the Principal. Adverse remarks; if any, shall be communicated to the concerned employee who will be entitled to represent against such remarks to the appointing authority within three months of the communication of such remarks. The orders passed by the appointing authority in this behalf shall be final.

#### *15. Working Hours*

The working hours for employees should not less than 42 hours per week of six working days

#### *16. Payment of Salary*

The Non-teaching staff in a college shall be paid their salary regularly and ordinarily not later than the 10th of the month of following the one for which the salary is due.

#### *17. Medical Facilities.*

The Medical facilities will be provided to the employees in accordance with such rules as are framed for the teachers of the college in this behalf from time to time.





*18. Leave*

Some Leave will be applicable as describe in the Teaching Faculty. Leave cannot be claimed as a matter of right. When the exigencies of service so require, discretion to refuse or revoke leave of any description is reserved to the authority empowered to grant leave. Leave account shall be maintained by the Head of the institution. All leave other than casual leave must be duly entered in the service book of the employee & his leave account completed as soon as it is sanctioned.

19. In case of necessity, leave without pay may be granted at the discretion of Principal, subject to the condition that no employee may be granted such leave for more than 2 years during the whole period of service; Provided that in the case of leave without pay, the annual increment of the employee shall be deferred by the period spent as such on leave without pay.

20. Library staff: To maintain Rules and Regulations lay down by Library Committee.

21. In addition to the benefit of the Provident Fund an employee at the time of retirement shall be granted by the Governing Body a gratuity as per G.B provision.

*Conduct:*

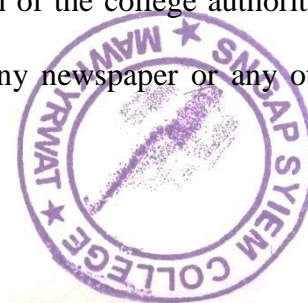
22. Every employee shall at all times maintain absolute integrity and devotion to duty.

23. Every employee shall abide by and comply with the rules of the college and all orders and directions of his authorities issued from time to time.

24. Every employee shall extend utmost courtesy and attention to all persons with whom he has to deal in the course of his duties.

25. Every employee shall endeavour to promote the interest of the college and shall not act in any manner prejudicial to the interest of the college.

26. No employee shall, except with the previous sanction of the college authority wholly or in part, conduct or participate in editing or managing of any newspaper or any other periodical publication.



27. Every employee should maintain the dignity of the Institution, negativity and unwanted comments to any member of the institution should be avoided. If the behavior of any staff is against the sentiment of others, such situation must be promptly deal by the concern authority.

No employee will involve himself/herself the followings;-

(i) Which has effect of any adverse criticism of any decision of his Principal/Governing Body of the college concerning the Management or the college authorities or any current or recent policy or action of the college authorities.

(ii) Which is capable of embarrassing the relations between the services in the college;

OR

(iii) Which involves personal attacks and insinuations against his colleagues and subordinates/superiors.

28. No employee shall, except in accordance with the general or special orders of the Principal or college Authorities or in the performance of the duties assigned to him, convey directly or indirectly any official documents or information to any person to whom he is not authorized to convey the said documents or information.

29. No employee shall bring or attempt to bring any political or other outside influence to bear upon any authority to further his interests in respect of matters pertaining to his services under the college.

40. The employee shall so manage his affairs as to avoid habitual indebtedness or insolvency. Any employee against whom any legal proceedings are instituted for the recovery of any debt due from him adjudging him as an insolvent shall forthwith report the full facts of the legal proceedings to the college concerned.

**Interpretation:**

The MSHEA shall be the final authority in the interpretations of this rule.



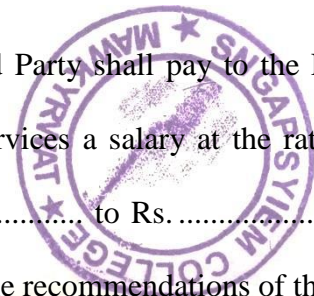
## APPENDIX-I

### AGREEMENT FORM FOR COLLEGE TEACHERS

An agreement made this.....day of ..... 200..... between .....son of Shri.....resident of.....here in after known as the First Party and the Governing Body of Managing Committee of the .....College, through its Chairman/ Secretary, hereinafter known as the Second Party.

Whereas the Second Party has engaged the First Party to serve the .....College as..... subject to the terms and conditions hereinafter set out:

1. That this agreement shall take effect and commence from the day of .....200.....and shall be determinable as hereinafter provided.
2. That the First Party is employed in the first instance on probation for a period of two years and shall be paid a monthly salary of Rs..... The period of probation may be extended in favour of the G.B.
3. That on confirmation (after the period of probation) the Second Party shall pay to the First Party during the continuance of his/her engagement for his/her services a salary at the rate of Rs..... per month rising by annual increments of Rs. .... to Rs. .... to maximum of Rs. .... These annual increments shall be granted on the recommendations of the Principal and shall not be withheld without assigning specific reasons in writing and further the First Party shall have the right of appeal to the G.B.
4. That the First Party shall subscribe to and be entitled to, the benefit of the Standard Provident Fund Rules as recommended by the College and gratuity in accordance with the rules laid down by the College.
5. That the First Party shall be entitled to leave in accordance with the rules laid down by the College.



6. That the First Party shall be paid his salary regularly but in no case later than the tenth day of the calendar month, following the month for which his salary is due.

7. That the First Party shall not take part in any activity which, in the judgment of the Principal is calculated to, lead to indiscipline in the college.

8. That the First Party shall devote his whole time to the duties of his/her appointment, and shall not engage, directly, or indirectly in any trade, occupation or business, whatsoever, or without the sanction, in writing, of the Second Party, engage himself or take any part in any private tuition work or take up any occupation, whatsoever, directly or indirectly, which in the opinion of the Second Party, is likely to interfere with the duties of his appointment.

9. That the First Party shall at all times maintain absolute integrity and devotion to duty.

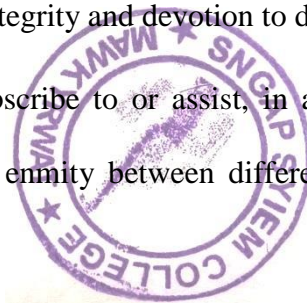
10. That the First Party shall not take any part in, subscribe to or assist, in any way, any movement which tends to promote feelings of hatred or enmity between different classes or subjects of the Indian Union, or to disturb public peace.

11. That the First Party shall not stand for election to Parliament/ State Legislature/Local Bodies, without the prior permission of the Governing Body.

12. That the First Party shall not, except with the previous permission of the Governing Committee, own wholly or in part or conduct or participate in editing or managing of any newspaper or any periodical.

13. That the First Party shall not in any document publish anonymous or in his own name or in the name of any other person or in any communication to the press or in any public utterance, make any statement of fact or express an opinion involving adverse criticism of the actions and policy of the Governing Body of his/her college.

14. That the First Party shall not, except in accordance with any general or special order of the Governing Committee or in the performance, in good faith of the duties assigned to him, communicate, directly or indirectly, any official document or information to any employee or to



any other person, to whom, he is not authorized to communicate such document or information.

15. That the First Party shall not absent himself from his duties without having obtained the permission of the Principal or in the case of the Principal, of the Governing Body. Leave in all cases must be applied for and got sanctioned before it is taken.

## APPENDIX-II

### **POLICY AND SYSTEM TO BE ENFORCED FOR THE RECRUITMENT OF THE TEACHING FACULTY IN THE COLLEGES**

#### *1. No. of candidates to be invited for interview:*

Presently, there is no clear and transparent system for calling the candidates for interviews for the posts of lecturers in Colleges. It is therefore,decided that the following norms for inviting candidates for interview be applied :-



- (a) For one vacancy–maximum 6 candidates subject to eligibility.
- (b) For two vacancies–maximum 10 candidates subject to eligibility.
- (c) For three vacancies–maximum 12 candidates subject to eligibility.
- (d) For four vacancies–maximum 14 candidates subject to eligibility.
- (e) For five vacancies–maximum 16 candidates subject to eligibility.

#### *2. Screening of applications for short listing the highest ranking candidates:*

The selection of candidates for interview will be made only on the basis of their performance and achievement in their respective subject(s) alongwith certain other qualifications. The applications shall be screened on the following grounds giving marks in each field out of the total maximum marks indicated against each parameter as below :-

- (A) Basic qualification 30 marks
- (B) Higher qualification 15 marks
- (C) Extra curricular activities 15 marks
- (D) Publications in the National/ 15 mark International Referral Journals or Books.
- (E) Experience 5 marks

On the basis of inter-se merit of the applicants after Screening, the candidates shall be invited for interview as per para 1 above.

The remaining 20 marks shall be for (a) Interview–10 marks (b) Resume-Writing– 10 marks as per guidelines mentioned in Paras 4 & 5 below.

*3. Method for calculating and granting Marks*

(A) For the basic qualifications as laid-down by the UGC for Humanities, Social Sciences, Sciences, Commerce, Education, Physical Education, Foreign Languages and Law.

(i) "Good academic record with at least 55% of the marks or, an equivalent grade of B in the 7 point scale with letter grades O,A,B,C,D,E & F at the Master's Degree level, in the relevant subject from an Indian University, or, an equivalent degree from a Foreign University.

(ii) Besides fulfilling the above qualifications, candidates should have cleared the eligibility test (NET) for lecturers conducted by the UGC, CSIR or similar test accredited by the UGC."

*(B) Higher Qualifications 15 marks*

In addition to basic qualification, a candidate having achieved any of the following shall get additional marks:-

(i) First Class First with Gold Medal 5 marks

(ii) Basic qualification and M.Phil. 7 marks

(iii) Basic qualification and Ph.D. 10 marks

(iv) First Class First and Gold Medal with M.Phil. 12 marks

(v) Double Gold Medal both in basic 13 marks qualification and M.Phil.

*(C) For Extra-Curriculum Activities:*

For having participated in any International or National or Zonal meet(s) in any event such as Sports/Athletics/ Games/Theatre/Music/Dance both folk and Classical/Painting/Declamation/Literature/ NCC/Scouting/ NSS or any other activity, the marks will be awarded as following:



*International Meets*

- I. For winning Gold Medal in any International meet. 15 marks
- II. For winning Silver Medal in any International meet. 13 marks
- III. For winning Bronze Medal in any International meet. 11 marks
- IV. Simple participation in any International meet. 10 marks

*National Meets*

- V. For winning Gold Medal in any National meet. 13 marks
- VI. For winning Silver Medal in any National meet. 11 marks
- VII. For winning Bronze Medal in any National meet. 9 marks
- VIII. Simple participation in any National meet. 7 marks

*Inter-Zonal or Inter State or Inter-University level where at-least 3 Zones/States/Universities have participated*

- IX. For winning Gold Medal/1st Position 12 marks
- X. For winning Silver Medal/2nd Position 10 marks
- XI. For winning Bronze Medal/3rd Position 8 marks
- XII. For having participated 5 marks

*NCC/NSS OR Similar Activities*

- XIII. For having attended Republic Day Contingent Camp 15 marks
- XIV. NCC having attended at least 4 Camps & Passed 'C' Certificate. 15 marks
- XV. NCC having attended at least 3 Camps & Passed 'C' Certificate. 12 marks
- XVI. NCC having attended at least 3 Camps & Passed 'B' Certificate. 12 marks
- XVII NCC having attended at least 2 Camps & Passed 'B' Certificate. 10 marks
- XVIII. NCC having attended at least 1 Camp. 8 marks
- XIX. NSS or Similar Activities and having attended atleast 2 Camps 3 marks

*(D) For Published Work*



(i) For at least 2 papers published in the International/ or at least 4 papers published in National referral Journal(s)/or combination of 3 papers in International and National Referral Journals out of which at least 1 should be in International Journals. 15 marks

(ii) For publication of at least 1 paper in International or at least 3 papers in National Referral Journal or Combination of total three papers in International & National Journals out of which at least 1 should be in International Journal. 10 marks

(iii) For 1 Paper in International or 2 Papers in National Journal. 7 marks

(iv) For 1 Paper in National Referral Journal 5 marks

OR

(v) Publication of at least 2 books on the subject. 15 marks

(vi) Publication of at least 1 book on the subject. 10 marks

(vii) Publication of at least 4 Articles on the subject published in reputed Journal or News Paper. 7 marks

OR

(viii) Publication of at least 3 books on any subject. 15 marks

(ix) Publication of at least 2 books on any subject. 10 marks

(x) Publication of at least 1 book on any subject. 7 marks

OR

(xi) If 10 or more Articles on the subject or any subject are published in News Paper(s)/Journal(s) of recognised standing. 15 marks

