



PUNJAB ASSOCIATION (Regd.)

Voluntary Service - Non-Profit Organisation. Recognized by The Govt. of India & Govt. of Tamilnadu
Regd. Office : "Lajpat Rai Bhawan", Old No.170-172, New No. 202, 204 & 206 Peters Road, Chennai-14.
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HR Policy

RULES, REGULATIONS AND SERVICE CONDITION OF EMPLOYEES

- a. Anna Adarsh College for Women, Anna Nagar, Chennai-40.
- and
- b. Any other Recognized College in future started by Punjab Association.

THE COLLEGE EMPLOYEES INCLUDE

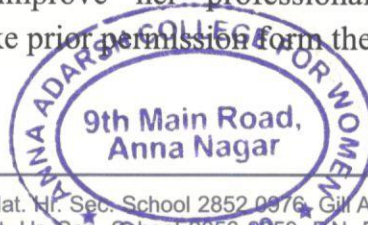
- a. Head of the Institution designated as Principal.
- b. Librarian
- c. Physical Director

A. GENERAL INSTRUCTIONS FOR PROFESSORS/LECTURERS.

1. An Employee is bound to discharge her duties efficiently and diligently and shall conform to the Rules and Regulations.
2. She will cooperate fully with and carry out the instructions of superiors, given from time to time for efficient running of the institution.
3. She shall give top most priority for aiming at quality and excellence in work and conduct, setting a role model for the students.
4. She shall maintain all records under her charge properly, neatly and upto date.
5. All Professors\Lecturers of the College except in cases otherwise provided for in the agreement shall be full time teaching staff. They shall devote their entire time to the work of the College and shall not engage themselves in any other work of honorary or of a remunerative kind without the permission of the Management.
6. No Staff member shall Publish any Book/Textbook/Guide on Books or any printed matter of profitable nature without the prior permission form the Management.
7. If any teaching staff wishes to improve her professional qualification through Correspondence Course, he/she must take prior permission from the Management.

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B. RECRUITMENT OF STAFF.

The Recruitment of all staff shall be made according to University norms . Only qualified Members of the staff shall be recruited following the set procedure of recruitment. Any exemption needed shall be obtained from the University. While recruiting teaching staff, necessary advertisements are being given in the newspapers; get the resume; select the right application; interview them by the panel in addition to allowing them to give necessary demonstrations; negotiate with them for the expected salary by the HR personnel and finally issue appointment orders.

C. SCALE OF PAY.

All Members of staff appointed against the regular vacancies shall be entitled to draw their salaries in the scale of pay and allowances sanctioned by the Board of Management from time to time. Teachers appointed on temporary or leave vacancies may be given consolidated salary as decided by the Management. The number of temporary vacancies will be decided by the management keeping in view the stability of the strength of the college and number of optional subjects introduced. If any regular post is abolished due to non-demand, the Junior most faculty member in that category will be relieved.

D. AGE LIMIT.

Incumbents with the age below 45 years will be appointed. The upper age limit of 45 years may however be relaxed by the management in special cases keeping in view the suitability of the candidate for the job. A member of the staff shall be in service till the age of completion of 58 years or the age of retirement decided by the Management considering other external factors. Any member could be compulsorily retired any time on grounds for continued illness or inefficiency due to physical instability or any other valid reasons prejudicial to their service to the students as teaching staff before the age of superannuation.

E. PROBATION AND CONFIRMATION

1. Initial appointments shall be temporary for one year and based on their performance they will be placed under probation for a period of **one year or extended for one more year as per Principal's Decision** and they will be put into Regular Scale of Pay of Lecturers. The normal **one year** probationary period may be extendable further for one more year under certain special circumstances as suggested by the correspondent and decided by the General Secretary for which no reason need be given to the employee. She will be relieved of her

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duties with one month's prior notice without assigning any reason during the extended period of probation.

2. If any employee has to leave the job in the middle of an academic year for any unavoidable reasons, the employee will have to give the Management one month clear notice or Pay back a sum of one months salary. Similarly an employee will be given one month's notice if the Management wants to relieve her earlier than the period of service stipulated in the appointment order.
3. In case of temporary employees, their services will automatically get terminated at the end of the academic year. In such a case or in case of any employee on first year of provocation not continuing in service for the second year, the employee is not eligible for summer vacation salary. However an employee who has completed two years of probation will be eligible for vacation salary on termination of her services or resigning from service on her own.
4. After successful completion of probationary period an employee shall be confirmed in the post, if the vacancy in the permanent post exists and shall be eligible for Medical leave , maternity Leave, and Earned Leave as laid down by the Management.
5. In case of employees confirmed in their appointments, services may be terminated without any terminal benefits on ground of continued inefficiency, wilful neglect of duties, gross insubordination, or any other act prejudicial to the working of the college decided upon by the management. However in such a case the employee shall be given fair opportunity to explain her conduct or get herself absolved of the charges framed against her by the management.

In such cases, the final decision of termination or continuation in service with or without warning or stoppage of increment will however be the management.

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F. CONTRIBUTORY PROVIDENT FUND AND EX-GRATIA BENEFIT

- Every member of the staff is eligible for Provident Fund benefit as per rules of the Employees Provident Fund Department .
- Though the Teaching faculty do not come under our purview for the payment of gratuity the Management has started a scheme (ex-gratia) for the benefit of loyal staff, who complete their superannuation.
- Gratuity will be paid after the completion of 5 years upto a maximum of Rs.10 Lakhs.

The above Gratuity(ex-gratia) is eligible only those who are retiring on superannuation and not for the resigning faculty for some other reasons during their service period irrespective of their total service.

G. ATTENDANCE:

College Working Hours

Shift I	08.00 a.m to 1.15 p.m
Shift II	1.30 p.m to 5.30 p.m Saturday 9am to 2.20p.m

Electronic face reading will be registered for their Attendance. Ten minutes grace time is allowed. Two lates in the morning and two permissions while leaving are allowed.

H. LATE ATTENDANCE / PERMISSION

1. Permission and late can be availed only twice in a Month. The 3rd time whether late or permission will entail half-a-day C.L adjustment. If C.L is not available to the credit, then E.L will be adjusted.Late attendance/Permission can be permitted only on full working days. Late means coming 10 minutes after the scheduled time. Absence for one hour from college during working hours will be treated as permission . Late attendance or permission cannot be clubbed with C.L Leaving the campus during lunch break shall be considered as permission.

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Temporary faculty members can avail late and permission only after 30 calendar days. If they do not have CL then they will be granted L.L.P to write of permission/late.

2. If the staff has teaching work in the first hour, late attendance shall not be permitted and the staff has to apply for leave. Permission also cannot be granted when the staff has teaching work. This has to be ensured by the HODs and if alternate arrangements are made for the teaching work the recommendations of the HOD is required.

HOD's have to ensure that faculty numbers are not availing late permission and late attendance very frequently or as a matter of right especially during class hours. The movement Register should be sent by the HOD every Friday to the Principal for perusal.

I. OTHER DUTY [O.D]

Regular teaching staffs are eligible for two days per semester on "Other Duty" in a year for attending Board of Studies/Academic Council Meeting of the University of Madras, Seminars or Workshops conducted by reputed bodies. Three days of OD may be given for attending UGC sponsored seminars once a year [Academic]. OD cannot be claimed as a matter of right. Application for OD should be sent well in advance to the Principal through the HOD. HODs should ensure that whenever faculty members apply for OD, it is not detrimental to the smooth functioning of the department. OD once sanctioned, can neither be cancelled nor converted into any other kind of leave at a later date. HODs should ensure that not more than 2 members of the staff of their department are allowed to go on OD at any given time.

J. OD FOR VALUATION WORK

Only two faculty members in a department can go for valuation work after 12.15 p.m and two faculty members can go after 12.30 p.m on working days. The discretion to allow staff to go after 12 Noon or 12.30 p.m rests with the HOD and HOD Should ensure that those of the staff members allowed to go for Valuation Work do not have classes during that time.

When a faculty member is appointed as External Examiner for the conduct of Practical Examination by the University of Madras. OD can be granted provided it is not detrimental to the regular functioning of the department. The HOD shall have to make necessary alternate arrangements with the available staff for the smooth functioning of the department.

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K. LEAVE ON LOSS OF PAY

If a staff member is not eligible for any kind of leave and the requirement is genuine, he or she can apply only for Leave on loss of Pay [LLP] upto a period of one month with prior sanction from the General Secretary.

L. GENERAL

1. Employees should not leave the college campus during working hours without the permission of the Principal. Granted permission, the staff can leave the college campus after making in movements Register maintained in the Office. The reporting time should be entered in the Movement Register on returning back to college. Failing to enter time of return will entail one day's casual leave. The Principal will peruse the Movement Register regularly and endorse the same.
2. Habitual late coming availing permission repeatedly and habitual availing of leave without adequate cause shall be viewed seriously within the framework of pre-laid Rules & Regulations and will lead to disciplinary action.
3. Leave cannot be claimed as matter of right. Leave of any kind sanctioned once will not be converted to some other kind of leave at a later date. When the exigencies of service of the college so required, the discretion to refuse, revoke or reduce leave of any kind rests with the General Secretary based on the recommendation of the Principal. During the period of leave the staff shall not take up any employment. Overstay beyond the sanctioned leave period will be treated as Leave on Loss of Pay [LLP] and to lead to disciplinary action.
4. Every Member of the staff shall be present both on the last working day and reopening day after the terminal holidays and summer vacation.
5. While leaving the country, prior written permission of the General Secretary should be obtained.

M. LEAVE RULES:

Management has formulated rules to be followed by the Staff members strictly while availing leave. Disobedience to leave rule will be viewed seriously and appropriate action will be taken.

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1. CASUAL LEAVE:

Total Casual Leave allowed to an employee in a calendar year is 12 days. CL cannot be claimed a matter of right. Total CL allowed for staff members in an academic year [June to April] is 12 days . [Maximum of 6 days per semester]. The period of absence under CL shall be treated on duty for all purposes. i.e the period will count for increment, leave ,pension etc. CL can not be combined with EL or sick Leave [3 days] Medical Leave [more than 3 days] MC/FC required. CL can not be prefixed or suffixed to the vacation period, declared holidays and weekends. Late/Permission and CL cannot be availed on the same day. CL not availed in a particular semester cannot be carried over to the next semester. CL for half-a-day cannot be sanctioned on days when the college working hour is partial.

In the case of Temporary employees, CL may be granted in proportion to the days/months of service completed. They are eligible for CL only after the Completion of 30 days of duty [calendar days].

2. EARNED LEAVE : [EL] Minimum 3 days

Regular employees only are eligible for Earned Leave. EL will be calculated at the rate of one day for 28 days of Duty Period [1/28]. The Duty Period shall not include periods of Earned Leave/Medical Leave /Leave on Loss of Pay availed. EL can be accumulated upto 120 days only.

Any EL earned beyond 120 days will lapse. Holidays declared by the Government may be prefixed or suffixed to the E.L. EL cannot be combined with CL or OD. EL shall be availed for a minimum period of 3 days. Application for EL should be submitted at least 5 days in advance Only the General secretary is empowered to sanction Earned Leave.

Temporary staff in a Consolidated Salary are not eligible for Earned Leave or Medical Leave.

3. SICK LEAVE/MEDICAL LEAVE

Only Regular Staff Members are eligible for Sick Leave/ Medical Leave. Application for Medical Leave should accompany a Medical Certificate obtained from a Registered Medical Practitioner recommending leave, clearly stating the nature of illness and period of treatment, in the prescribed format Medical Leave, without Medical

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Certificate will not be accepted. In case of emergency, the leave letter along with the Medical Certificate should be produced within three days. Fitness Certificate should be produced at the time of rejoining duty. Leave on medical grounds shall not be granted for shorter periods. A minimum period of 3 days will be allowed. Sick leave is granted for a maximum of 3 days and medical Leave for a minimum of 3 days only.

If the leave period exceeds 5 days, or if the staff is in the habit of frequently applying for Medical Leave, the staff will be referred to the Medical Board.

The eligibility of Medical Leave is based on the number of years of service put in by the individual as detailed below: -

SL. NO.	PERIOD OF SERVICE	LEAVE ELIGIBILITY
1	Upto 5 Years	45 Days
2	> 5 Years < 10 Years	90 Days
3	> 5 Years < 15 Years	135 Days
4	> 5 Years < 20 Years	180 Days
5	> 20 Years	270 Days

4. MATERNITY LEAVE:

A whole time permanent female employees may be granted Maternity Leave for delivery of two children only with full pay for a period of 90 days and may be availed as advised by the Doctor either before or after delivery. No further extension of leave shall be granted even on Loss of Pay In case of unauthorized absence disciplinary action may be taken against the employee and case of employees on probation, the services may be terminated.

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5. LEAVE WITHOUT PAY

Leave without pay up to a reasonable period shall be determined and sanctioned by the General secretary only under special circumstances.

N. CONFIDENTIAL REPORTS

Personal Files of all College employees shall be maintained by the Principal which will have all official correspondence between the employee and the Principal/Employer. Personal files shall be kept confidential under the safe custody of the Principal.

O. EXTRA PROFESSIONAL JOB/WORK

No full time employee of the college shall involve herself in any job or work of remunerative nature. Infringement of this rule shall render the employee liable for immediate dismissal from service.

P. DISCIPLINE, EFFICIENCY AND PUNISHMENT RULE:

It is of paramount importance that members of the staff function as a team of dedicated and disciplined missionaries.

They will cheerfully carry out all instructions of their superiors relating to their duties and responsibilities.

In case of inefficiency, willful neglect of duties, non compliance with instruction of superiors and gross insubordination, the following punishment may be awarded as a disciplinary measure.

- (a) Warning
- (b) Censure
- (c) Withholding of increment/increments.
- (d) Reduction to a lower Grade in the time scale of pay.
- (e) Suspension
- (f) Termination of service.

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No member of the teaching staff shall take part in the activities or be a member of any political party, external Union, or Association. She may, however, with the permission of the Principal, associate herself with an organization devoted to the cause of her professional advancement for a temporary period. The Teachers club/Association of the college may have its own Rules and Regulations. These rules will have the approval of the Management. The rules will be to further the interaction of recreational social and professional nature like picnics, staff get-together etc..

The punishing authority of all cases under the above rule shall be the General Secretary of the board of Management of the College.

Q. COLLEGE RULES AND REGULATIONS.

All Members of the staff shall abide by all the Rules and Regulations of the College issued by the appropriate authorities in force from time to time. These rules shall be read along with the service conditions.

A Member of the staff shall affix their signature for having read these rules for adherence. Not affixing signature and thereby citation of ignorance of the knowledge by employees shall be deemed as intentional violation of code of professional conduct.

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