

Yogoda Satsanga Palpara Mahavidyalaya

Palpara, Purba Madinipur, Pin - 721458

(NAAC Accredited grade 'B' College)

Policy Document for the Non-Teaching Staff of the Institution

Date: 26.11.2018

The Institution follows the terms of employment and conditions of service of Non-Teaching Employees of Govt. Aided and Affiliated colleges of West Bengal:

A. Types of Non-Teaching Employee: The employees concerned are classified as follows:

(a) **Ministerial Staff** comprising the posts of— (i) Head Clerk, Accountant, Cashier, Data Manager and such other posts as may be approved by the State Government. (ii) Clerk (L.D.), Library Clerk, Laboratory Attendant, Lady Attendant, Peon, Library Peon and such other posts as may be approved by the State Government.

(b) **Lower Subordinate Staff** comprising the posts of— (i) Skilled Bearer and Electrician cum Generator Operator and (ii) Unskilled Bearer, Messenger Peon, Darwan, Guard, Night Guard, Sweeper etc.

B. Appointing Authority: Appointments to all the posts shall be made by the Governing Body in accordance with such rules as may be framed for the purpose by the State Government.

C. Promotion: Whenever a permanent vacancy occurs in any of the posts, such vacancy shall in the first instance be filled up by promotion from among the employees holding any of the posts referred to. In the matter of such promotion, efficiency, seniority including academia qualifications, character rolls and attendance shall have to be taken into consideration. In case no suitable candidate for such promotion is available, such permanent vacancy shall be filled up by direct recruitment in accordance with the procedure laid down for the purpose:

D. Leave Rules: Leave cannot be claimed as 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 it.

(a) Leave ordinarily begins on the day on which transfer or charge is affected and ends on the day preceding that on which duty is resumed. Holidays may be prefixed or affixed or both prefixed and affixed to Casual and Quarantine Leave.

(b) An employee on leave shall not return to duty before the expiry of leave granted to him without permission of the authority who sanctioned the leave.

(c) No person who has been granted leave on medical certificate for infectious diseases shall return to duty without producing a medical certificate of fitness.

(d) Unless extension is granted, a person who remains absent after the end of his leave is entitled to no leave salary for the period of such absence.

(e) Wilful absence from duty after the expiry of leave may be treated as misconduct calling for disciplinary action.

(f) Subject to the foregoing general principles the following kinds of leave may be granted to the employees:

(i) **Casual Leave:** Casual leave for short periods not exceeding 5 (five) days at a time or 14 (fourteen) days in a financial year, may be granted to an employee. Casual leave cannot be combined with any other kind of leave or vacations and the balance will not be carried from one year to another. An employee on casual leave will be treated as on duty.

(ii) **Earned Leave:** Employees of a college shall be treated as working in non-vacation institutions and all whole-time employees shall earn as earned leave one-eleventh of the period spent on duty provided that a person shall cease to earn such leave when the earned leave due amounts to 300 days.

(iii) **Half-pay Leave:** All whole-time employees may be granted leave on half-pay for 20 (twenty) days for each completed year of service subject to a maximum period of 180 days during the entire period of service on **medical grounds** on production of medical certificate;

(iv) **Commutated Leave:** Provided that a permanent employee will be entitled to commute the half-pay leave that he has earned to full-pay leave and such full pay leave shall not exceed **90 days** in the whole period of service. Provided that no

commuted leave may be granted unless the authority competent to sanction the leave has reason to believe that the employee will return to duty on its expiry.

(v) Medical Leave: If no leave is due on any account, an employee may be granted leave for a period not exceeding **180 days** as special leave during the whole period of service for medical treatment of the employee concerned, Such leave may be debited against the half pay leave which the employee may earn subsequently. Before sanctioning such leave, the appointing authority should satisfy himself that the employee concerned is likely to return from leave and continue in service for a sufficient period to earn the leave granted.

(vi) Leave in Extraordinary Circumstances: When no other leave is by rule admissible, a permanent employee, in extraordinary circumstances may be granted leave without pay for such period as may be determined by the college authorities, but an employee shall not be allowed to enjoy such leave for more than **90 days** at a time.

(vii) Special Disability Leave: An employee who is disabled by injury accidentally sustained in course of the due performance of his official duties or by illness resulting from the performance of any particular duty which has the effect of causing or aggravating his illness or causing injury beyond the ordinary risk attaching to the post may be allowed special disability leave for a maximum period of 24 (twenty four) months.

(viii) Maternity Leave: Maternity leave may be granted to a female-employee for a period up to 180 days and 6 (six) weeks for miscarriage and emergency abortion. It can be continued with other leaves (except CL) up to six months without medical certificate.

(ix) Child Care Leave: Child Care Leave may be granted to female employees for taking care of up to two children up to 18 years of their age, whether for rearing or to look after any of their needs like examination, sickness etc. This kind of leave may be granted for maximum 730 days during entire period of service, with not more than three spells in a calendar year and not less than 15 days in a spell.

(x) Quarantine leave: Quarantine leave may be granted on the basis of a medical certificate for a period not exceeding 21 days, or, in exceptional circumstances, 30 days.

(xi) Leave not due: This kind of leave should be limited to half-pay leave the employee is likely to earn only in case of exceptional illness for a period of 360

days in entire service period with Medical Certificate; or 90 days at a time and 180 days in entire service period without Medical Certificate.

E. Working Hours and Attendance:

- (a) The normal working period will be of 7 hours duration, with a recess of half-an-hour on weekdays and on Saturdays, it will of 3.5 hours duration without recess.
- (b) The commencement of duty is to be based on fixed routine, but variations may occur if exigency arises.
- (c) Each employee, while reporting for duty, shall sign the attendance register.

F. Retirement: A whole-time Non-Teaching staff of the College shall retire from service with effect from the afternoon of the last day of the month in which he/she attains the age of superannuation, i.e., 60 years.

G. Resignation: A whole-time Non-Teaching staff of the College is expected to give advance notice of 3 months / 3 months' pay in lieu of notice in case of resignation, so that alternative can be arranged without disruption to College activities. The Authority reserves the right not to accept the resignation while the semester in progress or any crucial academic activities are going on.

H. Relationship with the Society: The activities of the Non-Teaching Employees are not only related to the Mahavidyalaya but also have a serious impact on common social interest. Therefore, the following aspects merit consideration in the regard:

1. Adherence to desirable standards expected of Institution by the society.
2. Participation in diverse activities of the community as a good citizen.
3. Soliciting public co-operation in the educational programme of the Institution.
4. Taking necessary efforts for the enrichment of educational, ethical, spiritual, cultural and intellectual life of the community.

I. Staff Welfare Activities: Yogoda Satsanga Palpara Mahavidyalaya over the years has undertaken a plethora of welfare, development and training initiatives. The welfare activities are highlighted below:

- a) Educational assistance,
- b) Scholarship,

- c) Medical insurance,
- d) Annual medical Camp,
- e) Annual eye check up,
- f) Bonus,
- g) Annual refreshment, through staff picnic.

Apart from its initiatives for the welfare of the staff, the Institution has its registered 'Employees Credit and Co-operative Society' established on 30th September, 1975. All the permanent staff of the Mahavidyalaya are the member of the Co-operative Society. Any member of the Society can avail instant loan from own fund of the Society. Apart from that, a member can avail house building, house repairing and house renovation loan, loan for any emergency requirement etc.

J. Redressal of Grievances: For redressal of grievances and complaints, the Mahavidyalaya shall adhere to the following:

1. Grievances, if any, may be presented before the Governing body through proper channel, i.e., Head Clerk, Principal and the DDO of the Institution.
2. Before that, there should be a sincere effort from the part of the staff members to find solutions for the problems.
3. The Internal Grievance Redressal Cell objectively and with due respect to the Institutional and academic goal, looks into the grievances and takes appropriate action to remedy the situation.
4. All matters requiring the intervention of the Governing Body should be presented in person and in writing or through e-mail to the Principal of the Institution.

K. Selection Procedure with Leave Rules for the College Engaged Casual Non-Teaching Staff:

The College engages Non-Teaching staff as per the requirement purely on temporary basis through adoption of the procedure of engagement approved by the Governing Body. As per the decision of the Governing Body, Principal proceeds for engagement through the approved procedure. For this, a notification of engagement is served by the Institution in the Govt. Local offices like Anchal Office, Post Office, B.D.O Office, including College website & notice board. A committee is formed for selection of the candidates for such engagement as a College engaged casual worker in the following terms and conditions:

1. This engagement is purely temporary and can be terminated at any time without assigning any reason thereof.
2. They cannot claim D.A., H.R.A., M.A. & increments for rendering service in this Institution.
3. They have to do duty as per the instruction of the Head-clerk-in-charge under the custody of the Principal and to do any task applicable apart from the assigned task.

They have to serve up to the satisfaction of the Authority and are not coming under the service rules applicable for the Permanent Non-teaching staff of any category.

With regard to the leave facilities, they are entitled to get 10 Casual Leaves along with other official declared leaves. Provided they cannot avail the official declared leave in case of emergency as per the requirement of the Authority. However, they are entitled to get the Medical Leave in case of Medical Exigency subject to production of the Medical Certificate from a registered Physician/ Govt. Medical Officer up-to the satisfaction of the Authority.

H. Talwar
26-11-2018
Secretary
Y.S. Palpara Mahavidyalaya

[Handwritten Signature]
Principal 26/11/2018
Yogoda Satsanga Palpra Mahavidyalaya

Principal
Y.S. Palpara Mahavidyalaya