



Principal: - 03412777054, Office: - 03412678921

PANDAVESWAR COLLEGE

Estd.- 04-08-2005

Affiliated to Kazi Nazrul University (Govt. Aided)

P.O- Pandaveswar, Dist-Paschim Bardhaman (W.B) PIN-713346

Email: pandaveswarcollege126@gmail.com Website: www.pandaveswarcollege.ac.in

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6.2.2: The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules and procedures, etc.

Service Rules of Govt. aided College Teachers

Appointment of teachers, whole-time or part-time, including Principals, of affiliated colleges other than Government Colleges shall be made in accordance with the provisions of the West Bengal College Service Commission Act, 1978 (West Bengal Act LXII of 1978) and the rules made there under.

Commencement of Period of Service: In calculating the period of service a teacher of a college in any post for any purpose including the operation for a time scale of pay, service shall be counted from the date of his joining the post on his first appointment as a probationer; provided that if the teacher began his service as a temporary appointee who was afterwards appointed for the same or any other post, service shall be counted from the date of his joining the appointment as a temporary appointee if there is no break in service during the period preceding his permanent appointment.

Explanation;—The following shall be treated as ‘break‘ in service :— (a) unauthorized leave of absence ; [b) unauthorized absence in continuation of authorized leave of absence.

Jayanta Mousherjee

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Hours of Work: A teacher of a college shall ordinarily be required to take 24 periods of class work of 45 minutes each per week including seminars and theoretical, tutorial and practical classes : Provided that no teacher shall ordinarily be required to work for more than five periods of class work in a day. Teachers of a college may be required, from time to time, to co operate and assist in carrying out the functions relating to the educational responsibilities of the college (such as assisting in appraising the applications for admission, advising or counseling students and assisting in University and College examinations including supervision thereof). Every teacher including the Principal of a college shall sign a daily attendance register maintained for the purpose and such daily attendance shall be countersigned by the Principal. In particular and without prejudice to the foregoing provision, a teacher shall perform the following duties :— (a) to perform invigilation work in any examination for any course of study taught in the college ; (b) to draw routines ; (c) to carry out assignment for such field work as may be necessary for the courses taught in the college (d) to assist the Principal with regard to admission of students ; (e) to participate in N.C.C., N.S.S. and Sports and Games for the well being of the students ; (f) to assist the Principal in the management of hostels and messes attached to the college or administered by the college ; (g) to make the internal assessment of students ; and (h) to evaluate answer scripts of students for any examination conducted by the college. (5) The Principal of a college shall ordinarily take not less than four periods of class work in a week in a subject taught in the college.

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Leave Rules : Leave of absence from duty cannot be claimed as a matter of right and may, on application by a teacher of a college, be granted only when satisfactory grounds have been shown. When the exigencies of service so require, the authority competent to grant leave may refuse leave of any description or when any such leave is granted, revoke such leave or part thereof, (2) No teacher who is under suspension shall be granted any leave. (3) Absence without leave shall render a teacher subject to such disciplinary action as may be provided in the "Disciplinary Rules" prescribed by Statutes, Leave shall ordinarily commence on the date with effect from which it is actually availed of and terminate on the day preceding the date of resumption of duty : Provided that Sundays or holidays may be prefixed or suffixed to leave, so, however, that for the purpose of prefixing or saffixing to leave holidays exceeding three days or a college vacation, previous sanction of the authority competent to grant the leave shall be obtained. (2) Except with the previous permission of the authority granting the leave no teacher on leave may return to duty before the expiry of the period of leave granted to him. Casual leave on full pay may be allowed to a teacher of a college upto a maximum of fifteen days in any one academic year but not more than five days at a time. 96 (2) Casual leave may be prefixed or suffixed to Sundays but not to any other holidays or to vacations or to any other kind of leave. (3) All casual leave to which any teacher of a college may be entitled during any academic year shall cease to be due to him at the end of such academic year and cannot be accumulated or taken over or brought forward to any other academic year. Every teacher of a college shall be entitled to leave on full pay, hereinafter referred to as earned leave, — (a) during the first seven academic years of service, to the extent of 15 days for every twelve months of active service, and (6) from the eighth year of service onwards to the extent of thirty days for every additional twelve mouths of active service : provided that when the earned leave due amounts to one hundred and twenty days revised at three hundred days. Absence from duty of a teacher of a college on account of academic work elsewhere approved by the Governing Body of the college or on account of obligations in regard to the National Cadet Corps or the Social Service Camp or similar other obligations shall be deemed to be absence on duty and shall not be counted towards casual or earned leave. In case of illness, a teacher of a college may be granted leave ou half pay for such period, not exceeding twenty days for each completed year of service as may be certified to be necessary by a registered medical practitioner, in addition to the earned leave to which he may be entitled

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Retirement : - A whole-time teacher of a college enjoying University Grants Commission scale of pay introduced since the 1st April, 1973, shall retire from service with effect from the afternoon of the last day of the month in which he attains the age of superannuation, i.e., 60 years, revised as per Ropa 2019 65 years.

Service rules of Non-Teaching Staff of Govt. aided College.

The terms of employment and conditions of service of Non-teaching employees of colleges affiliated to the University other than Government Colleges of West Bengal: the employees concerned are classified as follows— (a) Ministerial Staff comprising the posts of— (i) Office Superintendent, Cashier, Accountant, Head Clerk, Senior Assistant and Senior Clerk and such other posts as may be approved by the State Government. (ii) Assistant, Clerk, Library Assistant, Laboratory Assistant, Store Clerk, Store-keeper, Care-taker, Stenographer, Record Keeper, Collection Clerk and such other posts as may be approved by the State Government. Lower Subordinate Staff comprising the posts of— (i) Skilled Driver, Laboratory Attendant, Skilled Bearer, and Electrician. Mechanic and Carpenter; and (ii) Unskilled Bearer, Messenger Peon, Durwan, Night Guard and Sweeper. 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.

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PROMOTION : Whenever a permanent vacancy occurs in any of the posts referred to in Sub Clause (i) of Clause (a) of Statute 3, such vacancy shall in the first instance be filled up by promotion from amongst the employees holding any of the posts referred to in Sub-Clause {ii} of Clause (a) of Statute 3. 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 : Provided that the provision relating to recruitment of non teaching employees of affiliated colleges as laid down in the forth going Statutes shall not apply in cases where, on compassionate ground, a wife, son, daughter, or dependant of any employee—both teaching and non-teaching—dying in harness is to be offered a job consistent with his/her qualifications. He/She shall have precedence over others in the matter of appointment or placement, as the case may be.

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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. (6) Leave ordinarily begins on the day on which transferor 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. (c) Leave (except casual and quarantine leave) either be affixed or prefixed to holidays, but cannot both be prefixed and affixed to holidays. When leave (except casual and quarantine leave) is combined with a holiday by both prefixing and affixing it to the holiday, the holidays shall be reckoned as leave in calculating the amount of leave on full pay that may be admissible at a time. (d) An employee on leave shall not return to duty before the expiry of leave granted to him without permission of the authority which sanctioned the leave. (g) No person who has been granted leave on medical certificate for infectious diseases shall return to duty without producing a medical certificate of fitness. (f) 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. Willful absence from duty after the expiry of leave may be treated as misconduct calling for disciplinary action. (g) Subject to the foregoing general principles the following kinds of leave may be granted to the employees;— (i)

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Casual leave (ii) Earned leave (iii) Half-pay leave (iv) Commuted leave (v) Medical leave (vi) Leave in extraordinary circumstances (vii) Maternity leave (viii) Hospital leave (ix) Quarantine leave (x) Leave preparatory to retirement (xi) Special disability leave. 126 (xii) Casual leave for short periods not exceeding five days at a time or twelve 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. 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 120 days. (j) All whole-time employees may be granted leave on half-pay for 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; 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. 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.

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(Z) 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. 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 twenty four months. (n) Maternity leave may be granted to a female-employee for a period up to the end of three months from the date of its commencement or to the end of six weeks from the date of confinement whichever is earlier. (o) An employee may, on production of a certificate from hospital, be allowed hospital leave for a period up to three months during any period of three years, while undergoing treatment in hospital for illness or injury caused or sustained in course of his official duties if, such illness or injury be caused or sustained because of risks directly involved in the performance of such official duties. (p) 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. Working Hours and Attendance: {a) the normal working period will be of 7 hours' duration with, a recess of half-an-hour on week days and on Saturdays. it will of 3.5 hours' duration without recess. The commencement of duty is to be based on fixed routine, but variations may occur if exigency arises. (&) Each employee, while reporting for duty, shall sign the attendance register.

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

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