

"To be an instrument of love"

NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE

NEDUMCODE, KALIYAKKAVILAI – 629 153.

KK.DISTRICT, TAMILNADU, INDIA.

Phone: 04651 -244788, Mobile: 8903013368, 9360331148

Email: nanjilccas@gmail.com, fr.eckermens@gmail.com

www.nanjilcatholiccollegekk.com,



Rev. Fr. M. Eckermens Michael, M.B.A., M.Sc.(Psy), Ph. D.
Secretary


CODE OF ETHICS FOR STAFF MEMBERS

As per the rules and regulations of UGC, the management has selected the faculty members in the institution.

The following rules are

1. The period of probation may be extended at the discretion of the college management for such further period as the management may be deemed fit. If the service is found satisfactory and required the faculty members will be permanent.
2. It is mandatory for all staff members to be present in the premises of the college during the working hours. During the period of his/her employment the faculty members will devote all the time and attention exclusively for work/duties assigned to staff members by the management. The staff members will work for implementing the ideas based on which the college is founded and administered.
3. All the staff members have to submit all the Degree and other certificates required for the above post in original at the time of joining duty. Only then the appointment order will be considered valid.
4. The staff members will be paid salary as per the norms fixed by the management from time to time. Any increase of salary or increment will be linked strictly to staff performance.
5. The staff members shall not apply for any outside job while in service without prior written permission from the college. Staff members shall not engage in taking private tuitions or doing any business while in service.
6. The staff members shall be eligible for 12 days of causal leave per year and the leave needs to be sanctioned/ approved by the correspondent/ principle alone.




Rev. Fr. M. ECKERMENS MICHAEL
M.B.A., M.Sc. (Psy), (Ph.D.)
Secretary
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153
Kanyakumari District, Tamil Nadu, India.

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7. Although the normal work will consist of duties assigned to staff members in the capacity mentioned above, the staff members may at any time be called upon to discharge any other duties which, in the opinion of the management are within your capacity, ability and the staff members should discharge these duties with diligence and care.
8. Their services can be terminated by giving one month prior notice in written by the college. However, no notice will be required to be given in case of his/her services are terminated for any misconduct/indiscipline.
9. In the event of staff members deciding to leave from service, she/he should give three months prior notice in writing to the management, failing to do so the staff members will have to remit three months salary. Leaving service should be preferably made at the end of academic year.
10. If the details furnished by staff members in his/her application regarding their qualification, previous experience, etc. are found to be incorrect or not true, there will be liable for dismissal without notice and/or such further action as the college deems fit.
11. Staff members should follow the rules and regulations of the college that are in force and may be framed/amended from time to time.
12. Not withstanding anything contained above, the management of the college reserves all rights to retain or terminate from there service at its discretion without assigning any reason.




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