

NANJIL CATHOLIC COLLEGE OF ARTS AND SCIENCE
NEDUMCODE,
KALIYAKKAVILAI,
KANYAKUMARI DISTRICT.

ADMINISTRATIVE AND SERVICE MANUAL

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NANJIL CATHOLIC COLLEGE OF ARTS AND SCIENCE
NEDUMCODE, KALIYAKKAVILAI, KANYAKUMARI DISTRICT

*(AN INSTITUTION OWNED BY THE R.C DIOCESE OF KUZHITHURAI,
 REGISTERED UNDER KUZHITHURAI INTEGRAL DEVELOPMENT SOCIAL SERVICES -
 ESTABLISHED: 2012)*

CHAPTER – I

PRELIMINARY

1. Preamble :-

It is an educational institution owned by the R.C Diocese of Kuzhithurai, registered under KIDSS and assigned it to St. Joseph's Nanjil Farmers Association for administration.

2. Vision:

NACCAS strives to be a Global leader in transforming lives through an innovative, professional, compassionate and lifelong learning approach to education.

3. Mission:

The mission of our college is to provide innovative educational opportunities, environments and experiences that enable students to learn, grow, prosper and liberate (transform) the world.

4. Administrative/ Executive / Governing Council:-

As the college is established by Kuzhithurai Integral Development Social Services (KIDSS) and left it to St. Joseph's Nanjil Farmers Association for administration and therefore the executive members of both the association are the college committee members of the college.

5. The Managing Committee:

- (i) The Managing trustee is the Chairman and President of the college committee by virtue of this post in the association.
- (ii) The Secretary/ Correspondent, Associate Secretary and Treasurer are appointed by the Bishop of Kuzhithurai.
- (iii) The Service Team members, Vicar General, Chancellor and Financial Administration will be the Ex-officio members of the college.

(a) The Chairman and President:

- (i) The Bishop of R.C. Diocese of Kuzhithurai is the Chairman of the College. He is the supreme authority of the College.
- (ii) Being the supreme authority, he has control over all the activities of the College.



- (iii) He has powers to amend the resolutions, recommended by the College Administrative Council in order to uphold the stability, sovereignty, reputation and good name of the institution.
- (iv) He gets periodical briefings from the President and Secretary on all matters concerning with the Administration of the College.
- (v) He is the appellate and supreme authority to determine all disputes about related to the matters connected with the College.

(b) **Vice President:**

- (i) As Vicar General of the R.C. diocese of Kuzhithurai, he becomes the Vice President of the College Committee by virtue of his office.
- (ii) He also carries out the responsibilities delegated by the Chairman.

(c) **Secretary/ Correspondent**

1. The Secretary of the Nanjil Catholic College of Arts & Science is appointed by the Bishop of Kuzhithurai Diocese
2. The Secretary is the Administrator of the college
3. He is empowered to implement the policies and decisions taken by the College Committee
4. He is responsible for all infrastructure and assets of the college
5. He is the custodian of all important documents of the college
6. He is accountable for maintaining college reputation and discipline
7. The Secretary makes the formal appointment of Principal, Teaching and Non-teaching staff after getting approval from the Chairman
8. The Secretary can fill up vacancies from the rank list, as per the University norms, selected by the Selection Committee
9. He issues promotion / increment orders and fix up salary of the staff in consultation with the College Committee
10. He is responsible for the disciplinary proceedings and awarding punishment which are described in chapter no2, rule no.(4)19.
11. He is responsible for issuing relieving orders
12. He is the sanctioning and approving authority of finance and accounts of the college but it shall be done in consultation with the Bursar of the college for important matters.



(d) **Associate Secretary/ Co – Correspondent:**

- (i) He is appointed by the Bishop of Kuzhithurai diocese.
- (ii) He assists the secretary/ Correspondent to the day-to- day administration of the College.
- (iii) In the absence of the Secretary/ Correspondent his powers and responsibilities will be delegated to the Associate Secretary.
- (iv) In the absence of the Secretary, he is not empowered to take any important decisions.

(e) **Bursar:**

- (i) He is appointed by the Bishop of Kuzhithurai diocese.
- (ii) He is the financial administrator of the College, and shall act in consultation with the Secretary/ Correspondent.
- (iii) He has to keep the accounts in correct with vouchers and Bills for expenditure and income.
- (iv) He has responsible for the annual budget.
- (v) He has to arrange for annual audit and submit the report of the College at the College Committee in time.

(f) **Members of the College Committee:**

- (i) The members shall maintain absolute Secrecy.
- (ii) Influence in any means should be avoided.
- (iii) Keep polite and decent words in discussion.
- (iv) No remuneration for attendance of meetings.
- (v) Work hard for the well growth of the College.
- (vi) The College Committee should meet once in two months.



CHAPTER - II
SERVICE RULES

(1) Application:

It is applicable only to the employees of the Nanjil Catholic Arts and Science College at Kaliyakkavilai.

(2) Classification of Employees:

- (i) Regular
- (ii) Probationary
- (iii) Temporary
- (iv) Part – time
- (v) On-contract
- (vi) Casual

2 (i) Regular:

- (a) The first two years of service will be treated as probation.
- (b) The Management has the discretion to extend the period of probation.
- (c) During probation, the individual can be terminated from service; if found unsatisfied.
- (d) Also the Management has discretionary powers to terminate and regular appoint because of:
 - (i) Cessation of the post/program
 - (ii) Lack of sufficient number of students.
 - (iii) Change of Curriculum / Syllabus

2 (ii) Probationary:

- (a) The first two years of service of a regular appoint is treated as probation.
- (b) He / She may be appointed in regular; if he/she completed the probation period successfully; failing which either extension or termination will be awarded if not satisfactory.

2 (iii) Temporary:

One who is appointed for a fixed or specific period of time; on necessity.

2 (iv) Part – time

One who is employed to do work for less than the normal period of working hours for consolidated payment.

2 (v) On – Contract:

One who is employed on a contract for stipulated period or for a specific work, to a fixed salary.

2 (vi) Causal:

One who is employed on a day to day basis for their work of an occasional or casual nature.

(a) CODE OF CONDUCT OF EMPLOYEES:

1. (i) Every member of the Staff will devote fully his/her whole time and energy to the duties of his/her profession.
(ii) He/ She will not on his/her own account or otherwise directly or indirectly carry on or be concerned in any trade, business, canvassing work, tutorial institution or the like of remunerative nature.
(iii) During research, writing of books of an academic nature, he/ she shall be done with the permission of the head of the institution/ management.
2. (i) No number of the Staff will normally or on any pretense absent himself/herself from his/her duties without first having obtained the permission of his/her superior Officers authorized in this behalf.
(ii) In case of sudden illness or inevitable incident, when necessary, a medical certificate satisfactory to the management as may be required by the leave rules that may be in force in the institution at that time, should be produced.
3. (i) He/ She shall not speak in public or do any act or carry on any work or activity or cause or facilitates any work or activity to be carried out or done which tends to create communal disharmony and secular
(ii) He shall not participate in any demonstration which is prejudicial to the established principles of the constitution of India.
4. He/ She shall not contest in any of the elections of the administrative bodies of the State.
5. No member of the Staff shall comment on or interfere in the working of the Management in any way.
6. He/ She shall not organize any meeting or participate in, or mobilize any collective representation to the management or any other body connected with the college.
7. No member of the Staff shall meet any member of the managing committee, in that capacity, to discuss or influence him in his view or opinion regarding the decisions or policies of the management.
8. All Correspondences and representations by the Staff of the College to the management should be made through the Principal only.
9. No Staff of the College shall engage himself / herself in strike or incitements thereto or in similar activities.

Explanation:



For the purpose of this rule of expression "Similar activities" shall be deemed to include the absence from work or neglect of duties without permission and with the object of compelling something to be done by the Superior or the management or any demonstration or fast.

10. No Staff of the College shall engage himself / herself or participate in any demonstration which is prejudicial to the interest of the sovereignty and integrity of India, the security of the State. Public Order, decency or morality and against religious freedom and minority rights enshrined in the constitution of India.
11. No member of the Staff shall possess or consume liquor or any intoxicating drugs within the campus of the college.
12. Applications for Jobs, attending courses or study shall be submitted to the Secretary/ Correspondent through the principal.
13. As a general rule, teachers are expected to teach and do invigilation work by standing.
14. It shall be his/her duty to do any work in connection with any examination conducted by the University or College, and other College functions which he/she is required to do by the principal.
15. Any member of the staff involved in any criminal proceedings shall inform the management through the principal voluntarily about the same forthwith.
16. (i) No member of the Staff in the employment of the institution shall engage himself/ herself in any political activity. He/ She shall not associate with any political party or organization which takes part in politics parties or subscribe to or assist in any other manner in political movements.

(ii) They are also forbidden from taking part in any fundamental activity of the antisocial nature.
17. He/ She shall conform to all the rules and regulations in force in the institution from time to time and obey all lawful orders and directions as he/ she shall receive from the Secretary/ Principal of the institution.
18. The management has the right, as the appointing authority, to award punishments, call for explanations, or issue memo for any action of any member of the Staff, which the management considers is against the interest of the institution or against the law of the land as detailed below:
 - I. Censure
 - II. Compensation / loss
 - III. Withholding increments with or without cumulative effect.
 - IV. Withholding of promotion



- V. Suspension
- VI. Reduction to a lower rank in the seniority list or to a lower post.
- VII. Recovery from the pay the whole or part of any pecuniary loss caused to the college by negligence or breach of orders.
- VIII. Compulsory retirement
- IX. Removal from service
- X. Dismissal from service.

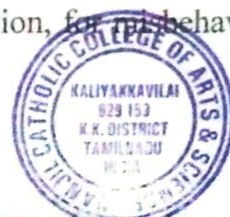
N.B. Censure and compensation / loss can be imposed by the secretary or the management if found necessary without consulting the committee. For the other punishments due action may be initiated by the secretary by observing in due process of law and the punishments shall be decided by the College committee in consultation with Bishop.

- 20. The management reserves the right to terminate the services of any member of the staff with proper notice when the services of the member are no longer required. Permanent members of the staff shall be given three months notice or salary in lieu.
- 21. This code of conduct is subject to modifications as and when found necessary by the management.

5. DUTIES OF PERSONNEL

The Principal:

- 1. The Principal will be the chief of the academic affairs, and acted upon as guided by the management and rulings of the University and the Government.
- 2. He will be the admitting and relieving authority for students of all classes as guided by the management, within the frame work of the rules provided by the University and the Government.
- 3. The Principal will act as a link between the management and the staff of the College. All representations and appeals from the staff to the management / University shall be forwarded by the principal with his comments thereon.
- 4. He will be the sanctioning authority for casual leave and leave on other duties to the teaching and non teaching staff in the College. Applications for all other types of leave shall be forwarded to the Secretary with his recommendation.
- 5. He will be responsible for maintaining discipline among students and members of the staff of the College.
- 6. The principal is empowered to give punishments to the students ranging from admonitions, warnings, suspensions etc, up to expulsion, for bad behavior, impertinence,



irregularity, indecency in word or deed or appearance, etc. of students depending on their gravity. Serious punishments should be given in consultation with the Secretary.

7. Prejudicial behavior of staff necessitating action higher than advice and admonitions shall be reported to the management for future action.
8. He shall send or publish notices to students and circulars to the staff regarding the day to day works, within the general rules of the College.
9. The Principal shall apply for all leave to the Secretary. He shall authorize any senior member of the staff as approved by the Secretary to carry on the routine day to day work without prejudice to the policy of the College.
10. The Principal will operate and be responsible for the student's scholarship funds and the University Examination funds.
11. The Principal can seek the co-operation from the College Council or the Staff academic council in matters of discipline and academic performance.

6. THE COLLEGE COUNCIL

- a. The College council is an advisory body, constituted by the Principal in consultation with the Secretary / Correspondent to elicit opinions or suggestions and co-operation in matters of academic or disciplinary nature.
- b. The college council shall consist of all Heads of Departments and anybody else found necessary by the principal in consultation with the Secretary.
- c. The College Council shall deliberate on any matter brought by the Principal and suggest ways and means for the betterment of the College.
- d. The College Council shall discuss all matters pertaining to academic and disciplinary affairs of the College as brought by the principal.
- e. The College council shall not discuss any action taken by the Management, University or the government.
- f. The College Council is only an advisory body and the Principal or the Management is not bound by the suggestions made by it. It may submit requests to the management through the Principal to better the interests of the students and the Institution at large.

7. THE STAFF ACADEMIC COUNCIL



- (1) The Staff academic Council is an advisory body constituted by the Secretary in order to get feedback and seek suggestions in academic matters of the colleges. The Secretary is the head of the Council and presided over it.
- (2) All the members of the teaching staff are the members of the Council.
- (3) The Secretary may invite the non-teaching also, if he feels necessary.
- (4) It is to serve as a forum; when the Secretary can discuss problems in academic affairs or pass on to the members the decision or directions of the management or University or Government with the aid of the Principal.
- (5) This forum will not be used as a place to criticize or make any derogatory remarks on the policies of the Management, University or the Government.
- (6) The Staff academic Council shall meet once in a month.

8. HEAD OF THE DEPARTMENT

1. The H.O.D's need not be the senior most member of the department and it need not be permanent one also.
2. All H.O.D shall be in the respective departments at least by 7.45A.M. They shall make suitable alternate arrangements to handle classes of those on leave.
3. They shall maintain a register of the furniture, equipments, fittings and other laboratory items if any, and keep it up to date at all times for inspection or verification at any time by any person authorized for the same. The stock register, damaged articles register etc., shall be produced for audit.
4. They shall maintain the cumulative record of the students in the respective departments and should keep proper record and watch over the performance, behavior and other details of the students in the department. They shall contact parents and inform the parents and inform the parents about the performance of their wards periodically.
5. Punishments, warning, admonitions or advices given to the students should be recorded in the cumulative register for further reference as and when required.
6. H.O.D shall keep watch over the lecture, corrections, evaluation, practicals, etc) done by the staff under them and submit periodic reports to the Principal regarding their performance.
7. H.O.D is responsible for allotting work schedule for the teachers and non-teaching staff of the concerned department so as to get the maximum benefit, and efficiency in the department in consultation with the Principal. In the absence of the H.O.D he shall make necessary arrangements with the senior most teacher available to be in charge of the department, under intimation to the Principal.
8. H.O.D shall prepare a budget get their requirement (Book, furniture, equipments, etc.) for the academic year by the proceeding April and submit the same to the management through the Principal.



9. If any complaint is received by the Principal or the Management about the biased or prejudiced dealing of the H.O.D from the other Staff or the students of the Department and suitable action may be taken by the Management.
10. The HODs shall maintain the unity and integrity of the departments, for the well growth of the college.

9. GENERAL RULES FOR THE TEACHING STAFF

1. (i) All the teachers shall be in the campus in time and mark their attendance both in the morning and afternoon, and shall be in their respective classes immediately after the first bell goes and positively before the prayer bell. /
 (iv) Those who arrive late should apply for causal leave or they will be marked absent for the session.
 (v) They shall not leave the campus without dispersing all the students. Even if classes are dispersed earlier, the staff should leave the college only at the usual hours.
2. All the teachers in a department shall be immediately under the Head of the Department concerned or whoever is incharge and obey his instructions without reluctance.
3. All the teachers should be willing to handle extra classes when required, so that no class need be let free in the absence of another teacher.
4. No class should be let free in working hours.
5. Interchange of class hours within the department or among the department shall be done only with the permission of the Heads of the departments under intimation to the Principal.
6. All the teachers should be willing to engage extra coaching classes, if required, for the academic welfare of the students.
7. All the teachers should be willing to serve as member of any committee or board in the interest of the activities of the college, if asked by the Principal or the Management.
8. The maintenance of general discipline and good behavior of students is the responsibility of all teachers and full co-operation should be given to the Principal in implementing the orders of the Principal.
9. All the teachers shall be always properly and neatly dressed. Oddly coloured outfits, hawai chappals and the like are not allowed in the premises. Their behavior and talks inside and outside the college shall be such as to fit the esteem of their position and serve as a model to be emulated by the students. Drinking alcoholic liquor, smoking



or use of tobacco in any form is not allowed in the campus. Women members of the staff shall put up their hair by tying together so as to differentiate them from the students.

10. All the students should be treated equally without any personal prejudice or preference.
11. All teachers shall keep proper distance from the students physically and morally to keep the decorum and status of their posts.
12. Indecent or unparliamentarily words should not be used inside and outside the classes on any occasion.
13. No collection of money should be made by any member of the staff from students or staff without specific permission of the Principal.
14. The teachers should bear in mind that moulding of young men through proper wholesome education of the students in their responsibility and no effort should be spared in the attempt to inculcate knowledge as well as good conduct and character in all the students under their care.
15. Misbehaviour, indifference or indiscipline among students, inside or outside classes should be brought to the notice of the Principal. Admonitions or punishments may be given only with the aim of improving the students but not with any vindictive or ulterior motive.
16. Overlooking misbehavior or indifference among students, inside and outside college by the teachers will be considered as failure in their duties as teacher in the college.
17. Teachers are bound to obey all orders and instructions as and when issued by the Principal as well as by the management.
18. Attendance should be taken from period to period without fail.



18. Class room Discipline:

- i. The teachers should remain in the class room, till the teacher who handle the next period will be present.
- ii. The teachers should maintain the discipline of the class very well.
- iii. That the staff should always keep in mind that no student of the College has out of the classroom during class hours.
- iv. Staff should monitor the students during lunch and intervals.
- v. No teachers should engage in other duties by avoiding the class hours.
- vi. Also no staff should do extra activities by avoiding class hours.
- vii. The presence of staffs to other departments should be avoided in order to stop loose talks.
- viii. The staff shall keep in mind that they should be always in their cabin during leisure hours.
- ix. Notes of lesson should be submitted to the Principal in periodically.
- x. Works should be completed as per the work scheduled submitted by the teaching staff to the Principal.
- xi. Performance appraisal should be conducted by the Secretary in each semester and appraisal certificate may be issued as emoluments.
- xii. The staff shall have to submit their original certificates during appointment.
- xiii. Three months prior notice or three month salary should be given to the College; if they will be voluntarily stopped from the service.

10. LIBRARIAN

1. The Library and the reading room shall be kept open and functioning in college hours on all working days with a lunch break of 30 minutes before 01.00 P.M
2. The librarian shall be responsible for the safe upkeep and maintenance of all books, periodicals, dailies, furniture's and fittings in the library and reading room.
3. The librarian shall maintain proper accession register, issue register, stock register, library cards and other records necessary and keep them up to date. No book should go out of the library without proper accounting or vouchers.
4. He should see that the students and the staff are returning the books or periodicals taken from the library within a period of 15 days or one month respectively.
5. Annual stock verification shall be carried out in May of every year. The stock taking committee should submit a report to the Principal about the verification. To facilitate stock verification all books should be recalled and issuance of books should be stopped in time.



6. He shall collect a fine of Rs.1/- per day for belated return of Books for a further period provided above and thereafter at double the rate.
7. By the 30th May every year he shall submit a budget for improvement of library facilities and cost of maintenance and rebinding of books to the management through the Principal.
8. If any book is missed or damaged a compensation will be imposed and collected.
9. The duty caused upon the librarian is to keep the library neat and clean always.

11. PHYSICAL DIRECTOR

1. The physical director shall be responsible for the conduct of all sports, games and other physical activities in the college.
2. He/She shall maintain attendance and program registers for physical activities.
3. It shall be the responsibility of the physical director to arrange special coaching in games, sports and other physical activities to encourage and develop interest in physical activities among students and staff.
4. In the beginning of every academic year he shall organize special college teams for all the sports and games and train them for intercollegiate and University participation.
5. He shall maintain a stock register of all items held and required for sports, games and other physical activities. He shall be responsible for the proper maintenance of the materials and grounds for physical education.
6. Unserviceable stock items under the physical director shall be condemned at the end of every academic year by a board authorized for annual stock verification and the condemned items shall be disposed of by open auction, after reporting to the Secretary through the Principal.
7. He shall prepare an annual budget for each year and present it to the Secretary by April of every year.

11. RULES FOR THE NON – TEACHING STAFF

Office Manager, Jr. Assistant, Assistant Accountant, Typist, Store Keeper, Lab Assistant, Attender, Officer Assistant, Sweeper, Aaya, etc.

1. The working hours shall be half an hour before the college hour on all working days.
2. Except weekly holidays and Government holidays, they should appear on all days.
3. If the Secretary specifically directs any office staff to attend duty on any non – working days, they shall attend in turn as deputed by the O.M. Compensatory leave shall be availed to them for this duty.



4. Laboratory Assistants shall be held responsible for the Safety and proper maintenance of all equipments. They are responsible for opening and closing of the Laboratory and Library as the case may be. They must keep the Key inside the Office only.
5. The Lab Assistants shall assist the Office Staff whenever the Principal or the Secretary requires them to do so.
6. The other Assistants shall in turn, be responsible for opening and closing of all doors and windows of all Lecture halls. They should keep all the furniture clean by dusting regularly and they should not open or close any of the Laboratories without specific instruction.
7. They are responsible for arranging furniture etc, for any college function.
8. They can have their lunch break half an hour either before or after the lunch hour of the College by suitably arranging with the Principal.
9. The office Assistants and watchman must be in their Uniforms inside the Campus.
10. The menial servants should not leave the campus during the college hours unless they are otherwise instructed by the Principal or the Secretary.
11. They should obey all the instructions of the Principal or the Secretary.

2. SERVICE REGISTER:

- (i) A record of service of all members of the Staff individually shall be maintained by the College Office in the model of service Register for Tamil Nadu Government employees. The correctness of the entries shall be verified by the members. All kinds of leave other than Casual Leave shall be entered in the Service Register.
- (ii) Service Register is always kept in the establishment in section and the entries should be attested by the Secretary.
- (iii) The Service Register will be opened only after submission of the prescribed declaration as below:-

Nanjil Catholic College of Arts & Science
Nedumcode, Kaliyakkavilai
Kanyakumari District

I,.....S/o.....Resding at
..... and working as
..... in the Nanjil Catholic College of Arts & Science, Nedumcode,
Kaliyakkavilai, have read and understood the code of conduct and other rules and regulations of
the College. I hereby solemnly declare that I will perform my duties in the College to the best of
my ability and I am bound by the rules and Regulations inforce and as modified from time to
time by the College Administrative Society.



Date:

Signature of the Employee.

In witness hereof:-

- 1.
- 2.

14. LEAVE RULES

The following leave rules are being framed for guidance and compliance by the Staff of the Nanjil Catholic College of Arts & Science, Nedumcode, Kaliyakkavilai.

1. Leave for the Staff is not a right but a privilege given by the Management and depending on the exigencies of the Welfare of the College. The competent authority may at his discretion refuse granting leave or revoke any leave that was granted.
 - a) For the first two years of service no leave other than Causal leave is eligible.
 - b) Leave on loss of pay other than on medical grounds will not count for increment and service.
 - c) For the purpose of leave year means calendar year.
2. The leave of absence are classifies as below :-
 1. Casual Leave (C.L)
 2. Medical Leave (M.L)
 3. Maternity Leave (M.L)
 4. Leave on other Duties (O.D)
 5. Study Leave (S.L)
 6. Leave on Loss of Pay.

I CAUSUAL LEAVE

Every member of the staff can avail C.L for definite purposes not exceeding twelve days in a year subject to the following conditions:-

- a) Application for C.L shall be made to the Principal, the competent authority to sanction the same in the prescribed form well in advance to enable alternative arrangement of duties.
- b) The teaching staff and the Lab. Assistants should submit the C.L application through the H.O.D concerned and the H.O.D shall suggest alternative arrangement to carry on the duties of the individual before forwarding the same to the principal and in case of Office Staff it shall be through the Office Manager.
- c) Application for C.L. on ground of sudden illness or the death of dear and near ones may alone be submitted on the day of availing leave.
- d) C.L. shall not be combined with any other kind of leave.



- e) The C.L. may be prefixed or suffixed to holidays. But the total absence including intervening holidays shall not exceed ten days at a time. If the limit is exceeded the entire period of absence will be treated as loss of pay.
- f) Temporary employee shall be entitled to take C.L. in proportion to the period spent on duty.
- g) Three late arrivals or permissions will be considered as one day C.L.
- h) Mass C.L. or in groups will not be sanctioned and will be considered as leave on loss of pay.
- i) The C.L. availed shall be recorded in the attendance register and the progressive total carried over at the end of every month. Balance of eligible C.L. if any cannot be carried over to the next year.

II MEDICAL LEAVE

- a) Medical Leave with full pay up to 5 days for every year of completed permanent service. It shall be supported by a medical certificate from a registered Medical Practitioner, not below the rank of a civil Assistant surgeon. A fitness certificate should be produced on the date of joining duty.
- b) If the duration of the illness necessitating leave of absence exceeds the eligible Medical Leave the excess shall be treated as Leave on loss of pay.
- c) The maximum period of Medical leave on full pay admissible during the entire period of service is 90 days.

III MATERNITY LEAVE

- a) Maternity Leave not exceeding 60 days with half pay may be availed to the permanent staff of the college.
- b) The period of Maternity leave shall be supported by a Medical Certificate from the attending Medical Officer with the date of delivery or by a birth Certificate.
- c) The period of eligible Maternity leave shall be counted for service.
- d) Rejoining after medical leave or maternity leave shall be by-production of Medical fitness certificate issued by the Attending Medical Officer.

V LEAVE ON OTHER DUTY

Leave on other duties connected with the college or University may be sanctioned by the Principal on the written request of the individual or on deputation by the management or the Principal for specific purposes.

VI STUDY LEAVE

Study leave on loss of pay and service or otherwise shall be sanctioned by the management on the written request of the serving member of the Staff depending on the merits




of the individual cases, on the recommendation of the principal, the interest of the College being considered more important than the benefit to the individual. The study leave on loss of pay will not be counted for Services.

13. LEAVE ON LOSS OF PAY AND OTHER PROVISIONS

1. Any unauthorized absence from duty shall be treated as leave on loss of pay.
2. The period of absence on loss of pay will be considered as break of service while calculating service particulars for the promotion seniority and other benefits.
3. Any absence on loss of pay exceeding one month will be against the interest of the College and so it shall be deemed that the Staff has resigned from service of the College.
4. Any employee absenting without due leave application or overstaying leave is liable to be punished with any one of the penalties specified in Rule 4(19) of the Code of Conduct.
5. An Employee before proceeding on leave shall intimate the sanctioning authority his address while on leave and shall keep the said authority informed of the change in the address if any previously furnished by him/her.
6. The Principal is the person to sanction casual leave and leave on other duties. For all other kinds of leaves, the Secretary is the sanctioning authority.




Secretary
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