



PARAMEKKAVU COLLEGE OF ARTS AND SCIENCE

THRISSUR AFFILIATED TO UNIVERSITY OF CALICUT. U.O. No. 2436/2013/CU
(Managed by Sree Paramekkavu Educational, Cultural and Charitable Trust)

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STAFF SERVICE RULES AND REGULATIONS

SOURCE OF RECRUITMENT

- Inviting applications through advertisement.
- Absorption of existing employees having required qualification/experience.
- Identifying suitable people and inviting them.
- Through campus interviews in institutes/colleges.

APPOINTING AUTHORITY

- The competent authority to make appointment of all categories of staff shall be a panel consisting of managing Trustees of Paramekkavu cultural Educational and charitable.

PROBATION AND CONFIRMATION

- All employees will be appointed initially for a probationary period of one year, during which period their conduct and performance will be observed with a view to determine their suitability for confirmation
- On satisfactory completion of probationary period, the employees will be confirmed in the service of the institution by means of letter of confirmation.
- If it is found that the performance of the employee is not up to the expectation, the period of probation will be extended by a further period but not exceeding one year, at the discretion of the competent authority.
- Where during the period of probation including the period of extension if any, the competent authority is of the opinion that the employee is not suitable for the post, he /she will be terminated his/her services.

1.Employee Provident Fund: This central government scheme is available to all staff members the employer also makes equal contribution as deducted from the employee salary on monthly basis to fund maintained @ the Regional Provident Fund commissioner as per statutory law.

2.Employees' State Insurance (ESI) Scheme. This scheme is available to all eligible teaching and non-teaching staff. The employees eligible can avail of the medical and maternity benefits under the scheme. For employees whose salary is above the ESI limit a medical/ hospitalization reimbursement upto 2 lacs is provided through **ICICI Lombard Insurance Company**

3.Leave Facility

- Casual Leave for a maximum of 15 days per calendar year is given to all the employees
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- Maternity Leave: Employees can avail maternity leave for 6 months by availing eligible ESI benefits

Canteen facilities: Canteen facility is available in the college campus so as to provide hygienic and nutritious food. All teachers and non-teaching staff are provided with free refreshment of tea and snacks two times daily both in the forenoon and afternoon.

WORKING HOURS

The working hours shall ordinarily be 9.30am to 4.00pm with the break between 12.30pm to 1.10pm.

ATTENDANCE

Every member of staff shall sign the attendance register at the commencement of office hours and the time of leaving the college after the duty. Late attendance shall be referred to the competent authority and the employee shall compensate by working extra time.

OFFER OF APPOINTMENT

- At the time of joining for duty, he / she has to produce a certificate of medical fitness issued by a registered medical practitioner and also originals of all certificates and testimonials proving your qualifications.
- At any stage, after confirmation, service in the college of a staff member can be terminated by the management after giving one month notice or pay in lieu thereof. Similarly, in case a staff member wishes to leave the college, he/she will be required to give one month's notice.
- While in service of the college, all staff members will be subject to the rules and regulations of the institution as amended from time to time.

GENERAL GUIDELINES:

- When the exigencies of services so require, discretion to refuse or revoke leave of any description vests with the authority empowered to sanction the leave.
- A member of the staff who desires to go on leave shall apply in writing in the prescribed format to the sanctioning authority well in advance through the head of the department.
- The leave sanctioning authority or in his absence, such authority appointed by him may sanction the leave applied for, subject to availability of leave to his/her credit and the same will be communicated to the member of the staff in writing.

- When availing leave other than sick leave, the sanctioning authorities will regulate leave so that the number of staff members on leave at a given time may not exceed 10% of the total staff strength.
- A staff member before proceeding on leave shall intimate to the competent authority his residential address during the leave period and shall keep the said authority informed of any change in the address previously furnished.
- If a staff member, after proceeding on leave desires extension thereof, he/she should make an application in writing to the sanctioning authority sufficiently early.
- Before a staff member proceeds on leave he/she should properly handover charge of the department /work placed in his/her charge to the employee who is asked to take over his duties during his absence on leave.

CASUAL LEAVE

- A member of the staff is eligible for casual leave with full emoluments for 12 working days in a year provided that not more than 4 days casual leave may be availed of at any time subject to prior sanction from the competent authority. Prefixing /suffixing intervening holidays is permitted.
- Prior permission of the sanctioning authority should be obtained before taking casual leave. When this is not possible the said authority should be informed as soon as applicable in writing or if writing is not possible orally or through any person of the staff members absence of work, reason thereof and of the probable duration of such absence. In any event a written application shall be submitted to such authority latest on the day the employee resumes duty.
- Casual leave will be granted for a short period of absence due to sudden illness/ urgent personal work.
- Casual leave cannot be combined with any other kind of leave.
- If a member of staff on casual leave falls sick and applies for sick leave after expiry of the sanctioned casual leave, the whole sanctioned will be cancelled.
- Casual leave during the first calendar year of his/her services shall be pro rata basis at the rate of one day of the calendar month he/ she shall not be entitled to any casual leave for that month.
- A member of the staff on probation shall not be permitted to avail of casual leave in advance unless in very exceptional circumstances.
- Casual leave not availed of by member of staff in calendar year shall get lapsed. A member of the staff on casual leave shall be entitled to pay and allowance as if he/she was on duty.
If the casual leave is taken more than one in month, those days will be treated as loss of pay.
If the casual leave is not availed in a month, it will be carried over to next month.