

**St.Anne's Degree College for Women
Halasuru, Bangalore-08**

**Norms & Guidelines
for
Teaching Staff**

IMPORTANT NORMS AND GUIDELINES LAID DOWN BY THE MANAGEMENT FOR LECTURERS

- 1) Staff members shall sign the Attendance Register by 8.45 in the morning and 3.30 in the evening (on Saturday after 01.00 p.m.)
- 2) Each member shall work 40 hours per week on the College campus. The scheme of work distribution is given below

Sl.No	Activities	Minimum work load for a week
1.	Lectures	16 Hours
2.	Tests / Exams	02 Hours
3.	Tutorials	04 Hours
4.	Preparation for the lectures	10 Hours
5.	Extra-curricular activities	04 Hours
6.	Assisting the Principal and Secretary in Administrative work	04 Hours

1. Members of the staff are forbidden to take private tuitions.
2. During the working hours (i.e. 40 hours per week) the members of the staff are not allowed to take teaching jobs in any other institution.
3. When a staff member is formally engaged in teaching activity, She/he shall be punctual and be physically present in the classroom for the entire duration of time marked in the time table. Any movement out of the campus during duty hours shall be with the permission of the Principal and Secretary.
4. When a staff member is not formally engaged in classroom teaching she/he shall remain in a common place or in the library and be available to students for consultation.
5. Exchange of classes, change of classrooms and class timings is allowed only with the prior permission of the Principal and Secretary.
6. In addition to teaching, every staff member is expected to do the work assigned to her/him by the Principal and Secretary, which is related to the broader goals of education and falls within the vision and objectives specified in the College Documents.

Norms & Guidelines for Teaching Staff

7. All the members of the staff are expected to be present and help in the programmes (College Day , Graduation Day, Sports day, Lecturers Day, Fests & Celebrations, Election Days, or any meeting/seminar) organized by the College.
8. **Examination Duty:** The conduct of Examinations – Monthly, Terminal, University and valuation of answer scripts is part of the regular work that is expected of every staff member who is appointed on the staff of the College.
9. Examination invigilation duties may be exchanged or substitution arranged only with the prior permission of the Principal.
10. Members of the staff not assigned invigilation duty and are free, are expected to be present and be available at any time till the close of the examination hours.
11. On days when no regular classes are held, members of the staff are required to be present in the College during duty hours.
12. Students shall not be expelled from class for more than a day. When they are sent out, the Principal and Secretary shall be informed and the student concerned counseled.
13. Attendance shall be taken every hour and marked properly in the classroom.
14. The Attendance Registers should be kept in safe custody and should not be left on the tables of the staff room or any other place accessible to others.
15. Outside of duty hours no staff member may be engaged in any economic activity including teaching, at any place or in any Institution without the prior written approval of the Principal and Secretary.
16. Members of the faculty are not to go into the administrative office. Any personal documentation, however, may be obtained through the Principal/Secretary or from the office Superintendent.

LEAVE RULES:

Prior to availing of leave, permission must be sought personally from the Principal and Secretary. No leave including C.L. is a matter of right.

- When a Lecturer is on leave, she/he will take the responsibility to arrange / make up with the help of her/his colleagues, classes she/he misses.
- When a Lecturer goes on longer leave other than maternity leave, it will be considered as Loss of Pay.

Norms & Guidelines for Teaching Staff

Casual Leave (CL)

- Casual leave is initially meant for a short period of absence necessitated by sudden and unforeseen urgent work.
- No employee has the right to grant of casual leave. The secretary/Principal is empowered not to grant casual leave at any time according to the exigencies of service and the need of the institution.
- **Eligibility:** All regular, full- time employees are eligible for Casual Leave.
- Casual Leave is calculated annually for the Academic Year (June to May)
- If you have joined during the middle of the year, your casual leave will be pro-rated from the date you start employment through **December 31** of that Academic Year.
- No employee may, except in unavoidable circumstances like sudden illness, avail herself/himself of casual leave, unless it has been sanctioned by the Secretary/Principal.
- **Entitlement:** You are entitled to 6 days of Casual Leave to attend to personal matters and not for vacation.
- Casual Leave shall be credited to the employees account at the beginning of the Academic Year
- New employees are eligible to use Casual Leave after three months upon hire.
- Casual leave cannot be clubbed more than 2 at a time.
- Casual leave shall not be carried forward or accumulated.
- **Encashment:** Casual leave cannot be en-cashed or adjusted
- **Process:** An employee can request for Casual Leave to attend to personal matters. These would be granted at the discretion of the Principal.
- The employee is required to apply for Casual Leave in advance, unless in case of exigencies where she/he shall submit the leave approval request to the Principal/Secretary within 48 hours of resuming duty.
- Casual leave must be recorded accurately in the leave record .
- It is permissible to enjoy a half day's casual leave if the period of absence is half or less than half a period of a working-day.
- Absence on any day observed by the college as a half-working day is not to be treated as a half day's leave but casual leave for a full day.

Norms & Guidelines for Teaching Staff

- Late arrival and early departure for personal purposes is considered as one day of absence.

Sick Leave (SL)

- **Eligibility:** All regular, full- time employees at St. Anne's are eligible for Sick Leave.
- Sick Leave is calculated annually for the Academic year (June-May)
- **Entitlement:** An employee is entitled to 7 days of Sick Leave which shall be credited to the employees account at the beginning of the Academic year.
- If you have joined in the middle of the year, your Sick leave entitlement will not be pro-rated. The entire Sick Leave of 7 days is granted upon hire.
- Sick Leave cannot be clubbed with Casual Leave.
- Sick leave is inclusive of weekly holidays.
- **Accumulation:** There is no accumulation or carry forward of Sick Leave.
- **Encashment:** Sick leave cannot be en-cashed or adjusted.
- **Process:** Sick leave is to be taken in cases of injury/illness to the employee. An employee must intimate Principal either over the phone or on returning from leave.
- 2 or more days of Sick Leave will require a medical certificate from a qualified and registered medical practitioner. Notwithstanding such certificate, the College can in its sole discretion ask the employee to present himself / herself before the College appointed doctor for medical examination and in such situation the employee shall be eligible for paid sick leave only upon the College appointed doctor certifying the same.
- Exceptional cases of injury / illness of a serious nature will be viewed on a case to case basis. These however need to be communicated in writing, for getting the necessary approval from the Secretary. Clubbing of sick leaves with the other leaves in such cases will be at the discretion of the Principal in consultation with Secretary.
- Sick leave must be recorded accurately in the medical leave Record.

Maternity Leave (ML)

- **Eligibility:** Maternity leave is a statutory leave.
- All women employees will be entitled to maternity benefits as per the provisions of the Maternity Benefit Act, 1961.
- Married and expecting women employees are eligible to avail maternity leave.
- Women employees who have completed a minimum of 2 years of continuous service with the College are eligible for maternity leave with pay for 3 months.
- If you are on probation, you are entitled to avail maternity leave, provided the above condition is fulfilled.
- **Entitlement:** Maternity leave is restricted to one live birth during the service with the College
- Women employees who have worked for a minimum period of 80 days in the twelve months prior to the delivery shall be entitled to Maternity Leave of up to - 12 weeks in case of delivery- 6 weeks in case of miscarriage, from the date of miscarriage.
- Women employees are eligible for a maximum period of 12 weeks as Maternity Leave and this leave shall not be extended beyond a period of 1 month, without a certificate from a Qualified Medical Practitioner and approval of the Secretary.
- All leave/s beyond the statutory limit of 12 weeks will be charged to Loss of Pay.
- Maternity Leave may be clubbed with Sick Leave.
- **Process:** The employee should give at least one month's notice prior to the date of commencement of leave.
- Maternity leave must be recorded accurately in the leave sheet as "Leave of Absence"
- If you are proceeding on leave beyond the stipulated time, you need to get special approval. The grant of such leave will be on Loss of Pay.

Personal Leave of Absence

- A personal leave of absence is an unpaid leave from the job for up to six months.
- St. Anne's may allow a personal leave of absence for unique or extraordinary reasons that do not fit within the other types of leave offered.

Norms & Guidelines for Teaching Staff

On Outside Duty (OOD) is sanctioned to employees to attend:

- Seminars/ Workshops/ Conferences/ FDPs/ Guest lectures/ Expert talks/Invited talks/ Symposiums/ University related works/ Meeting persons outside (for arrangement of speakers, guests,etc...) with due approval by College, provided the staff has made alternate arrangements. The faculty ought to obtain OOD approval from the Principal before going for the events.
- Staff **cannot go on OOD directly** without the approval of the Principal, but for valuation/ practical exam duty/squad, the staff can directly sign the leave form, attach the supporting documents, signed by the HODs & attend the mentioned duty. A copy of the OOD from the concerned authorities of the university has to be submitted to the office superintendent.
- Faculty members who undertake research (Ph.D) can avail leave for Course work not exceeding 7 days in a year, DC Meetings subject to one/two days in a week, provided the employee takes the full work load during remaining days in the college & subject to the given bond with the college (to work minimum of 3 years after the studies are over).
- No OOD/SCL will be given to the staffs who are pursuing their higher studies on their own, for attending any work related to their studies/research work. The same will be considered as CL/SCL.
- Employees after coming back from the OOD / SCL have to submit the proof of attendance to the college office without fail & a copy to be maintained in their personal file.

RESIGNATION

When an employee tenders resignation to the post held by her/ him, the following points shall be verified before accepting the resignation.

- Whether the resignation is not in the middle of the academic session prescribed by Affiliating University.
- Whether the three months' notice or salary equivalent to the notice period has been paid.

Norms & Guidelines for Teaching Staff

- If the resignation is before completion of two years of service, it should also be seen whether the employee has been paid salary for the vacation period and if so such salary drawn for the immediate preceding vacation period is also to be refunded.
- Whether dues or no dues certificate has been obtained from different Departments / Library/ Office of the Institution.
- If the above conditions are fulfilled, the Secretary/Head of the Institution shall forward the resignation letter to the management. The Management has right to reject the resignation in case the resignation is received in the middle of the academic session in the interest of the students.
- After receiving the orders / acceptance, the same shall be communicated to the employee by Secretary/Head of the Institution concerned.
- The salary for the month and onwards in which the resignation is submitted shall not be drawn until the resignation is accepted by the Management.
- The management shall be the Competent Authority to accept the resignation of all employees.

CONCERNING THE DIARY

1. The Lecturer's Dairy shall be maintained by each Lecturer
2. The Tutorial work shall also be entered on the respective days as per timetable. The following work could be considered as tutorial work.
 - a) Counseling/Mentoring
 - b) Class Guide work
 - c) Association work
 - d) Special classes
 - e) Remedial classes
3. At the end of each month each Lecturer shall certify that she / he has taken all the tutorial hours as per the timetable.
4. Each Lecturer will identify 15 to 20 slow learners of her / his class and take responsibility for their better performance and be accountable for it. A record of the progress made shall be kept in a separate book supplied for the purpose.
5. Each Class teacher will identify 5 top scoring students and assist them to acquire greater learning perspectives and maximize their performance. A record of their scale of progress shall be maintained in a separate register.
6. The diary shall be submitted to the Principal and Secretary at the end of every month to obtain his / her signature.

**St. Anne's Degree College for Women
Halasuru, Bangalore-560008**

PERSONAL INFORMATION OF FACULTY / STAFF MEMBER

YEAR : 20 - 20

Personal Details

Name :
Date of Birth :
Department :
Designation :
Aadhaar Number :
PAN Number :
Year of entry into Service :

Contact Details

Mobile No :
E-mail :
Permanent Address :

Local Address :

Signature

Signature of the Principal

Secretary

Norms & Guidelines for Teaching Staff

VI. Programmes organized by you. Give details

JUNE
JULY
AUGUST
SEPTEMBER

Norms & Guidelines for Teaching Staff

OCTOBER
NOVEMBER
DECEMBER
JANUARY

Norms & Guidelines for Teaching Staff

FEBRUARY
MARCH
APRIL
MAY

Signature of the Lecturer

Norms & Guidelines for Teaching Staff

Details about Seminars/Conferences you have attended						
Sl.No	Name of the Seminar /Conference / Workshop etc.	Date & Place where held	International / National / State / Regional etc.	Participant / Resource Person	Presented Papers Yes / No	Amount Received

(Add rows if required)

Norms & Guidelines for Teaching Staff

RECORD SUBMITTED TO PRINCIPAL AND SECRETARY EVERY MONTH

Work done for the month of	Date on which submitted	Signature of the Staff Member	Signature of the Principal and Secretary
JUNE			
JULY			
AUGUST			
SEPTEMBER			
NOVEMBER			
DECEMBER			
JANUARY			
FEBRUARY			
MARCH			
APRIL			

DECLARATION

Signature of the Lecturer

Principal

Secretary