

Udaynarayanpur Madhabilata Mahavidyalaya



(Govt. Aided & Affiliated to Calcutta University)

Estd - 2006

P.O.-Udaynarayanpur (Jangalpara), Howrah-711226

Phone No.- 03214 -291061/9434543278

E-mail- principalumm@gmail.com

Website:www.udaynarayanpurmahavidyalaya.org

TERMS AND CONDITIONS OF SERVICE INCLUDING LEAVE RULES OF NON-TEACHING EMPLOYEES

Every non-teaching staff of the Institution shall, at all times, maintain a very high standard of integrity, impartiality and devotion to duty having full regard to the high position held by them in the society.

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 be 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.

Late attendance beyond 15 minutes, without previous permission, for five days within one month shall entail forfeiture of one day's leave. No one will be allowed to attend office if he is late by 1.5 hours or more in a day, except without prior permission of the Principal or the Superior Officer concerned.

It is obligatory for a non-teaching staff to cooperate and assist in carrying out functions relating to educational responsibilities of the College such as assisting the Principal in the admission process, sending of papers to the University for Registration and Examinations, preparing salary bills, maintaining records and other duties as may be required for smooth running of the College

No employee shall leave the place of work during working hours without permission from the person in charge of the office or department concerned except on official business.

Every non-teaching staff shall, to the best of his/ her abilities, perform his/her duties as may be assigned to him /her by the competent authority pertaining to the examinations held at the Institution, including University Examinations.

All absence from duty shall be covered by a prior application or intimation in writing. For absence under unavoidable circumstances, application for condonation of absence should be submitted as early as possible.

Every non-teaching staff should assist the teachers and actively participate in Sports, Cultural Activities, Socially Relevant programmes, Excursions, etc. in order to ensure overall development of the students.

Every non-teaching staff shall endeavor to attain and maintain a mutually respectful atmosphere in and outside the institution with respect to one another and also with the members of the Governing Body.

Principal
Udaynarayanpur Madhabilata Mahavidyalaya
Howrah - 711226

Principal's Signature

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BRIEF DESCRIPTION OF LEAVE RULES AND DISCIPLINARY MEASURES FOR NON-TEACHING EMPLOYEES

Non-teaching staff of Grant-in-aid colleges are entitled to leaves mainly of following kinds:

- (i) 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;
- (ii) All whole-time employees shall earn as earned leave not exceeding 30 days for each completed year of service.
- (iii) All whole-time employees may be granted leave on half pay for twenty days for each completed year of service on medical grounds.

Besides the above three main kinds of leave there are some other leaves, like maternity leave, quarantine leave, etc as per the Calcutta University First Statutes,1979.

In terms of the said Statues a non-teaching staff may be subject to disciplinary action for reason of neglect of duty, violation of orders regarding attendance and office discipline, etc. Disciplinary actions may include censure, withholding of increments or promotion, removal or dismissal from service or any other penalty as may be otherwise prescribed.

Principal
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