

SERVICE RULES FOR TEACHING STAFF OF SSN INSTITUTIONS

(Approved in Item 11 of the Minutes of the MCM / 08.10.2007)

SERVICE RULES FOR TEACHING STAFF OF SSN INSTITUTIONS

1. TITLE:

These rules may be called **Service Rules for Teaching Staff of SSN Institutions** and shall apply to every employee of SSN Institutions except the part-time and contract employees.

2. DEFINITIONS:

In these rules, unless the context otherwise requires,

- i. **'Trust'** means SSN Trust.
- ii. **'Board'** means the Board of Management of SSN Institutions.
- iii. **'SSN Institutions'**, (i.e. hereinafter called SSN), means SSN College of Engineering and the SSN School of Management.
- iv. **'President'** means the President of SSN Institutions.
- v. **'College'** means SSN College of Engineering.
- vi. **'School'** means SSN School of Management.
- vii. **'Employee'** means the teaching staff of SSN Institutions.

3. CONSTITUTION:

The service shall consist of the following categories of teaching staff:

I. Engineering and Technology Discipline:

- | | |
|-------------|---------------------------------|
| Category 1: | Principal |
| Category 2: | Dean |
| Category 3: | Professor |
| Category 4: | Associate Professor - Grade II |
| Category 5: | Associate Professor - Grade I |
| Category 6: | Assistant Professor - Grade III |
| Category 7: | Assistant Professor - Grade II |
| Category 8: | Assistant Professor - Grade I |

II. Management Programme:

- Category 1: Director
- Category 2: Professor
- Category 3: Associate Professor - Grade II
- Category 4: Associate Professor - Grade I
- Category 5: Assistant Professor - Grade III
- Category 6: Assistant Professor - Grade II
- Category 7: Assistant Professor - Grade I

III. Master of Computer Applications programme:

- Category 1: Director
- Category 2: Professor
- Category 3: Associate Professor - Grade II
- Category 4: Associate Professor - Grade I
- Category 5: Assistant Professor - Grade III
- Category 6: Assistant Professor - Grade II
- Category 7: Assistant Professor - Grade I

4. QUALIFICATION:

No person shall be appointed to the post mentioned in column 2 of the Table contained in the Appendix - I to these Rules unless he / she possesses the prescribed qualification / or experience mentioned in the corresponding entry in column 3 and 4 thereof.

5. APPOINTING AUTHORITY:

The President shall be the appointing authority for all the posts.

6. MEDICAL CERTIFICATE OF FITNESS:

Every employee on his / her appointment to the post shall produce medical certificate of fitness from a registered medical practitioner. The medical certificate shall be filed along with the Service Records of the employee concerned.

7. DATE OF BIRTH:

Every employee shall, at the time of his / her appointment, produce authentic evidence to prove the date of birth. The following records shall be considered as authentic evidence to prove the date of birth:

- i. SSLC Book.
- ii. Certificate from any recognised school where he / she studied.
- iii. Certificate extract from the Birth Register issued by local authority having jurisdiction over the place of birth.

8. RECRUITMENT:

Direct recruitment to all cadre posts shall be based strictly on merit, by open selection through open advertisement at national level. However temporary vacancies will be filled up through campus selection subject to the following conditions:

- i. the appointment will be on contract basis for a maximum period of one year.
- ii. the person appointed will be paid consolidated salary.

9. PROBATION:

- i. Every person appointed to the post shall, from the date on which he / she joins duty, be on probation for a period of one year.
- ii. The President may extend the period of probation for a further period upto 6 months for good and sufficient reasons to enable the person to complete the period of probation satisfactorily.

10. CONFIRMATION:

- i. At the end of the prescribed period of probation or extended period of probation, as the case may be, the appointing authority shall consider probationer's suitability for confirmation. If the probationer was considered so suitable, the services of the probationer will be confirmed in the post concerned and unless confirmed he / she will be deemed to be continuing on probation.



11. INCENTIVE FOR HIGHER QUALIFICATION:

- i. The employee will be granted non-compounded advance increments as incentive for having acquired higher qualifications. The number of non-compounded advance increments eligible for each type of higher qualification are given below:

Sl. No.	Type of higher qualification	Number of increments
1	M. E / M. Tech	2
2	Ph. D	3

- ii. Each advance increment shall be at the rate of 3% of the sum total of pay in the relevant Pay Band and the Academic Grade Pay (AGP) as applicable and shall be non-compoundable.

12. INCREMENT:

- i. All duty in a post on a time scale counts for increments in that time scale. A person appointed in a category / post shall ordinarily draw increment by completing one year continuous service reckonable from the date of joining, unless it is withheld as a measure of punishment.
- ii. The following rule of synchronization will be followed in the sanction of increment:

Sl. No.	Category of employees classified according to date of joining	The date from which sanction will be effective
1.	Employees who join during the period from 1 st January to 30 th June of a year	1 st April of next year
2.	Employees who join during the period from 1 st July to 31 st December of a year	1 st October of next year

Provided that in cases where the date of sanction of increment to any employee by virtue of synchronization falls after completion of one year duty, the monetary loss to him / her will be protected by notionally calculating the increment from the actual date on which he / she completes one year duty. However this concession will be applicable only at the time of sanction of first increment.



Illustration: 'A' joins SSN as Lecturer on 16.01.2004 at a basic pay of Rs. 8550/- p.m in the pay scale of Rs.8000 – 275 – 13500. He will earn his first increment on 01.04.2005 raising the pay to Rs.8825/-. But he will be paid arrears at the rate of Rs. 8825/- from 16.01.2005 to 31.03.2005 as one-time concession. His future pay will be Rs.9100/- on 01.04.2006, Rs.9375/- on 01.04.2007 and so on.

- iii. On and from 01.10.2009 each annual increment shall be equivalent to 3% of the sum total of pay in the relevant pay band and the AGP as applicable for the stage in the pay band.
- iv. An employee who is deputed for higher studies on full-time basis will be eligible for grant of increment on the normal date irrespective of the fact that he / she continues to be on deputation.
- v. As a policy in respect of the staff with Loss of Pay for a period from 5 to 10 days except on valid medical grounds, the normal increment will be postponed by six months and in respect of those with loss of pay for more than 10 days except on valid medical grounds the normal increment will be postponed by one year. The stoppage of increment in these cases will be with cumulative effect. However this rule may be waived at the discretion of the Management in special cases.

13. PROMOTION:

- i. No member of the service shall be eligible for promotion from a category in which he was appointed unless he has satisfactorily completed the probation.
- ii. Appointment to any category or grade may be made by promotion from another category or grade of which the rate of pay or maximum pay is lower.

14. CAREER ADVANCEMENT

The number of Professors to Associate Professors to Assistant Professors shall be in the ratio, ordinarily of 1:2:6 as per AICTE norms.

The rules for career advancement are furnished in Appendix - II of the Rules.

All the above promotions will be based on an interview and selection by the appropriate committee, appointed by the Institution and approved by the President.



15. POSTINGS AND TRANSFERS:

- i. Every employee may be required to serve in any post on the cadre of such service for which he is qualified. He / she may be called upon to work in any of the associate institutions existing or which may be set up in future at any time in the territories of India and / or to undertake tours or other assignments in connection with the Trust's business.
- ii. All transfers and postings shall be made by the President.

16. SPONSORSHIP FOR HIGHER STUDIES:

- i. The employees desirous of improving the qualification by doing P. G or Ph. D are eligible to apply after they have rendered a minimum satisfactory service in SSN given below:

Name of Program	Minimum Service
Ph. D	2 years in Computer Science and Engineering / Information Technology disciplines
	3 years for faculty in other disciplines

- ii. In respect of Ph. D programme one person per discipline at a time will, as a rule, be sponsored.

Provided that the norm regarding the minimum service and the number to be sponsored in a discipline shall be relaxable at the discretion of the President.

- iii. The employee sponsored for higher studies must execute a bond undertaking themselves to serve for a minimum period in SSN after completion of higher studies concerned. The conditions governing the sponsorship of employees for each type of higher study are furnished below:-

A. Doctoral Programme – Part-time:

- a. The employee will be granted leave as specified below:
 - i. Leave for 2 days a week for the period of one year.
 - ii. Leave for 2 days a month for a further period of 3 years in continuation of period mentioned in item (i) above.
- b. He / she shall resume duty like all other teaching staff on all working days on expiry of periods for which 2 days leave per week and 2 days leave per month was granted and serve the SSN for a period of 3 years from the date of completion of Ph. D.

- c. Breach of the clause (b) above will render him / her liable to pay to the SSN the following amounts together with interest at 18% from the date of demand.
- i. Rs. 1,00,000/- (Rupees One Lakh only).
 - ii. All the amounts paid by the Trust by way of fees paid / reimbursed by the Trust for higher studies, employer's contribution under Provident Fund Scheme, amount equivalent to the value of HCL stocks granted etc in respect of the period of higher studies paid by the Trust, to be calculated on the basis of the actual expenditure incurred by the Trust on behalf of the employee.
 - iii. The period of absence availed by the employee for the purpose of pursuing the higher studies will be treated as on Loss of Pay and the money, if any, due on this account shall be paid by him / her to the Trust.
 - iv. If the employee is terminated as per the terms of the appointment letter or removed from employment on account of negligence of duty, indiscipline or misconduct referred to in these Rules, he / she be liable to pay to the Trust the dues referred to in the sub-clause (c) above.

Provided always that the amounts referred to in clause c (ii) above will be waived at the rate of 33.3% for every completed year of service from the date of resumption of duties aforesaid.

B. Doctoral Programme – Full time:

- a. The employees sponsored for full time Ph. D programmes shall be governed by one of the two modes of sponsorship, namely, sabbatical mode or non-sabbatical mode.

I. Terms under sabbatical mode:-

- a) The employee will be granted study leave for 3 years.
- b) During the sponsorship period the employee will not be eligible for pay & allowances.
- c) The period of study leave will count for seniority, increment and promotion.
- d) The employee must rejoin on expiry of 3 years. No extension of Leave will be granted.



2. Terms under Non - sabbatical Mode:-

- a) The employee will be granted study leave for 3 years
 - b) During the period 50% of salary will be paid to him / her.
 - c) The employee must join on expiry of 3 years. No extension of leave will be granted.
 - d) The employee must serve SSN for 3 years on completion of Ph. D.
- b. The employee sponsored must exercise the option for one of the modes before joining the Ph. D. The option once exercised cannot be changed subsequently.

17. SPONSORSHIP TO PDF:

The following eligibility criteria will govern the sponsorship to PDF programmes:

- i. The department from which the faculty is to be sponsored must have statutory number of Ph. Ds. i.e one Ph. D. for every PG programme offered by the department plus one for Ph. D programme.
- ii. He / she will be granted extraordinary leave for the duration of sponsorship but his / her leave period will count for increment, seniority & promotion.
- iii. In case a HOD is sponsored, a new HOD will be appointed and hence he / she should not claim the position of HOD after his / her return.
- iv. He / she will be paid half the Gross pay during his / her absence on sponsorship.
- v. He / she should execute a bond to the effect that he / she will serve the SSN for a minimum period of 5 years after rejoining duty.
- vi. The duration of PDF should not exceed one year.
- vii. The final decision as whether a faculty can be sponsored or not shall be at the discretion of the Principal of the College / Director of the School.

18. AGE OF SUPERANNUATION:

- i. The age of superannuation of employees shall be 65 years and beyond this no extension of service will be given.
- ii. Employees with outstanding merit will be provided with re-employment in special cases on contract basis and they will relinquish the post on attaining 70 years of age.

- iii. The re-employed faculty will be paid consolidated compensation based on the monthly components of salary last drawn.
- iv. The President can exercise discretion in making exceptions.

19. CONSEQUENCES OF RESIGNATION:

- i. Every employee shall, if he resigns his appointment, forfeit not only the service rendered by him in the particular post held by him at the time of resignation but all his previous service in the SSN.
- ii. The reappointment of such a person to the category shall be treated in the same way as the first appointment to the category by direct recruitment.

20. ACCEPTANCE OF RESIGNATION:

- i. As a prerequisite the employee shall give three month's notice or salary in lieu thereof. The expiry of the notice period shall be co-terminous with the end of the semester. The resignation of an employee shall not be accepted if it is withdrawn by him before orders accepting the resignation are actually issued.
- ii. The resignation of the employee shall be accepted either prospectively or retrospectively as decided by the Management.
- iii. The Management reserves the right to accept or decline to accept the resignation of any employee.

21. CONDUCT:

- i. Every employee shall at all times maintain absolute integrity and devotion to duty and shall do nothing which is unbecoming of a member of the service.
- ii. It shall be discretion of the authorities to decide as to whether an act shall constitute an "unbecoming act" or not. To illustrate, the following acts shall be considered as unbecoming acts, namely.
 - a. If an employee is found drunk or under the influence of liquor while attending office.
 - b. Lending or borrowing money to or from any other member of the service irrespective of whether he is likely to have official dealings or not.
 - c. Resorting to sending any anonymous petitions to higher authorities.
 - d. Smoking in the campus which is a non-smoking area.
 - e. Misappropriation of money.
 - f. Obtaining or attempting to obtain illegal gratification.
 - g. Misuse of official position for gain.

- h. Disclosure of confidential or secret information.
- i. Irregularity or negligence in the discharge of duties with a dishonest motive.
- j. False claim of T.A., Medical bills etc.

22. CHANNELISATION OF COMMUNICATIONS:

- i. Every employee applying for promotion, pay revision, other service benefits etc., whatsoever shall submit his / her application through the authority under whom he / she is immediately subordinate.
- ii. Every employee should get prior permission from the Management / Principal of the College or Director of the School to contact any outside agency or to contact / make representations to higher officials of University / State Government / MHRD / AICTE / members of the Managing Committee, for any matter related to the Institution / Hostels.

23. APPLICATION FOR POST:

No employee shall apply, during the period of his / her service in this institution, for an appointment outside or send an application for study or training, except with the prior permission of the management and such application should be routed through the Principal of the College or Director of the School. Any breach of this rule will be viewed very seriously and suitable disciplinary action will be taken. The President may permit such applications not more than two in an academic year, but reserves the right to refuse the forwarding of such applications, in case there is any bond for a minimum period of service.

24. PRIVATE TRADE AND EMPLOYMENT:

- i. Every employee shall devote his / her whole time to the duties of the said employment and shall not, on his / her own account or otherwise, either directly or indirectly, carry on or be concerned / involved in any trade, business or canvassing / consulting work in his / her name or in the name of his / her spouse or in the name of the members of the family, private tuition or the like of the remunerative kind or of an honorary nature without the specific written permission of the President.
- ii. No employee of SSN or his / her close relative should serve or be caused to serve as a contractor or sub-contractor for any work or activity undertaken by or for SSN.



25. BOARD OF MANAGEMENT (BoM):

- i. The Chairman of BoM shall fix the salary, allowances, PF contribution etc of the employees, in addition to the contribution made by the Management, at the rate fixed under the Employees Provident Fund Act.
- ii. The work load of all the staff shall be fixed by the Principal of the College or Director of the School / the President.
- iii. Notwithstanding anything contained above, whenever any consultation work for any private firm or institution is undertaken, such employee as may be required will be commissioned by the Institution to participate in such projects subject to certain conditions, and such participation will be compensated by the additional remuneration or honorarium prescribed by the SSN.

26. DEVOTION TO DUTY:

- i. Every employee shall agree to abide by all the rules herein stated and also such conditions as may be stipulated from time to time.
- ii. Every employee shall serve the SSN honestly and faithfully and carry out the orders and instructions of the President, Principal of the College or Director of the School or other superiors under whom he / she shall, from time to time, be placed as member of the staff. He / she shall discharge all duties pertaining to the office and do all things which may be required of him / her or which are necessary to be done in his / her capacity as aforesaid.
- iii. The attendance should be signed every day 15 minutes before the office hours unless they are on duty outside the campus, or on leave. The President has the right to fix the office hours.
- iv. Staff should be available in the Institution premises during the entire period of office hours, during all working days except on permission / on OD granted by competent authority.
- v. The employee should associate himself / herself actively with such work / extra-curricular activities which is assigned to him / her from time to time by the President.
- vi. The employee should do any additional work / duties whenever there is a need and directed to do so by the Principal of the College or Director of the School or any authority to whom he / she reports.
- vii. For the development and progress of the Institution / department, all employees should work as a team and they should also maintain a cordial relationship with other employees and students.

viii. Any employee shall not pick up any quarrel with any other employees inside the campus. In all places within the campus, decorum should be maintained and even to express difference of opinions, diplomatic words should be used.

27. SUSPENSION FOR MISCONDUCT:

- i. In cases where the employee commits gross negligence of duty or grave misconduct in discharge of his / her duties the President shall have the right to place such an employee under suspension and to award, on proof of charges, the major punishments such as removal from service.
- ii. In cases falling under sub rule (i) above the President has got discretion to award lesser punishment such as censure, fine, withholding of increment with or without cumulative effect, reduction in rank etc. after obtaining his / her explanation, if any.
- iii. The President shall have the power to terminate without notice the services of an employee of the Institution for any of the following reasons:-
 - a. Serious misconduct and willful neglect of duty;
 - b. Gross insubordination;
 - c. Physical or mental unfitness;
 - d. Participation in any criminal offence involving moral turpitude;
 - e. Outraging the modesty of lady staff or lady students or perpetrating harassment whatsoever towards them;
 - f. Theft or misuse of property;
 - g. Illegally helping students in examinations;
 - h. Continuous absence from duty for a period of 7 days without any prior intimation;
- iv. It is solely the discretion of the President to determine whether an employee has committed any of the acts of misconduct mentioned above or not. The President's decision in this regard is final.

28. DATE OF EFFECT:

These Rules shall be deemed to have come into force with effect from 15th April Two Thousand Four.

29. SAVINGS:

Nothing in these Rules shall be deemed to effect adversely the appointments made prior to making of these Rules.

The Management reserves the right to vary the prescribed minimum qualification for posts in special cases.

APPENDIX - I

Programme (1)	Cadre (2)	Qualifications (3)	Experience (4)
Engineering & Technology	Assistant Professor - Grade I	M. E / M. Tech in First Class in the relevant branch, with First class or equivalent in B. E / B. Tech	-
	Assistant Professor - Grade II	- do -	Minimum of 5 years teaching experience in an Engineering College
	Assistant Professor - Grade III	- do -	Minimum of 10 years teaching experience in an Engineering college
Master of Computer Applications	Assistant Professor - Grade I	M. E / M. Tech in First Class in the relevant branch, with First class or equivalent in B. E / B. Tech OR B. E / B. Tech with MCA with First class or equivalent in either B. E / B. Tech or MCA OR MCA with First class or equivalent with 2 years relevant experience	-
	Assistant Professor - Grade II	- do -	Minimum of 5 years teaching experience
	Assistant Professor - Grade III	- do -	Minimum of 10 years teaching experience
Management	Assistant Professor - Grade I	First class or equivalent in Masters Degree in Business Administration or equivalent AND 2 years relevant experience is desirable	-
	Assistant Professor - Grade II	- do -	Minimum of 5 years teaching experience
	Assistant Professor - Grade III	- do -	Minimum of 10 years teaching experience

APPENDIX - I

Programme (1)	Cadre (2)	Qualifications (3)	Experience (4)
	Associate Professor - Grade I	Qualifications as above, that is, for the post of Assistant Professor, as applicable and Ph. D or equivalent in the appropriate discipline	Minimum of 5 years experience in teaching / research / industry of which 2 years post-Ph. D experience is desirable
	Associate Professor - Grade II	Qualifications as above, that is, for the post of Associate Professor Grade - I, as applicable. Post Ph. D publications and guiding Ph. D students is highly desirable.	Minimum of 10 years experience in teaching / research / industry of which 5 years post-Ph. D experience is desirable
	Professor	Qualifications as above, that is, for the post of Associate Professor - Grade II, as applicable. Post Ph. D publications and guiding Ph. D students is highly desirable	Minimum of 10 years experience in teaching / research / industry of which 5 years should be at the level of Associate Professor - Grade II OR Minimum of 13 years experience in teaching and / or research and / or industry In case of research experience or industrial experience the expertise record shall be required as deemed fit by the expert members of the Selection Committee.

APPENDIX - II

Elevation of faculty in Engineering Stream						
Sl. No	Designation	Minimum Qualification	Years of Service	Academic Grade Pay (AGP)	Pay Band (Rs.)	Norms for Promotion
1	Assistant Professor (Grade 1)	M.E / M.Tech		Rs. 6000/-	15600 - 39100	1) 5 years service in Asst Prof Grade 1. 2) No Loss of pay record for the previous 2 years of the promotion year in consideration. This clause holds for elevation to all grades
2	Assistant Professor (Grade 2)	M.E / M.Tech	5 years in AGP Rs. 6000/-	Rs. 7000/-	15600 - 39100	
3	Assistant Professor (Grade 3)	M.E / M.Tech	5 years in AGP Rs. 7000/-	Rs. 8000/-	15600 - 39100	
4	Associate Professor (Grade 1)	Ph.D	Minimum 5 years	Rs. 8000/-	26230 - 67000	
5	Associate Professor (Grade 2)	Ph.D	Minimum 5 years in Grade 1	Rs. 9000/-	37400 - 67000	The faculty will be promoted by the committee based on performance and subject to availability of post.
6	Professor	Ph.D	Minimum 13 years of experience in total	Rs. 10000/-	37400 - 67000	

APPENDIX - II

Elevation of faculty in Science and Humanities Stream						
Sl. No	Designation	Minimum Qualification	Years of Service	Academic Grade Pay (AGP)	Pay Band (Rs.)	Norms for Promotion
1	Assistant Professor (Grade 1)	Ph.D		Rs. 6000/-	15600 - 39100	1) 5 years of service in Asst Prof Grade 1. 2) No Loss of pay record for the previous 2 years of the promotion year in consideration. This clause holds for elevation to all grades
2	Assistant Professor (Grade 2)	Ph.D	5 years in AGP Rs. 6000/-	Rs. 7000/-	15600 - 39100	
3	Assistant Professor (Grade 3)	Ph.D	5 years in AGP Rs. 7000/-	Rs. 8000/-	15600 - 39100	
4	Associate Professor (Grade 1)	Ph.D	Minimum 5 years	Rs. 8000/-	26230 - 67000	The faculty will be promoted by the committee based on performance and subject to availability of post.
5	Associate Professor (Grade 2)	Ph.D	Minimum 5 years in Grade 1	Rs. 9000/-	37400 - 67000	
6	Professor	Ph.D		Rs. 10000/-	37400 - 67000	

[Handwritten Signature]

LEAVE RULES

1. General

The provisions contained in these rules shall apply to all teaching staff of the SSN.

2. Right of Leave

Leave cannot be claimed as of right, and when the exigencies so demand, leave of any description may be refused or revoked by the authority empowered to sanction the leave.


3. Authority Empowered to Sanction Leave

The Principal of the College / Director of the School as the case may be is competent to sanction leave to employees working under his control.

4. Commencement and Termination of Leave

- a. Leave ordinarily begins from the date on which leave as such is actually availed of and ends on the day preceding the one on which duty is resumed.
- b. Sundays and other holidays may be pre-fixed as well as suffixed to leave, subject to restrictions as specified.
- c. Except with the permission of the authority which granted leave, no employee on leave may return to duty before the expiry of the period of leave granted to him / her.

5. How to apply for Leave

- a. Leave should always be applied for and sanctioned before it is taken, except in cases of emergency or sickness. For availing leave, an employee must get the leave sanctioned atleast one day in advance in case of Casual Leave and 7 days in advance of any other leave.
 - b. If leave is extended due to exceptional circumstances, and an intimation could not be given in advance, it has to be regularized immediately on rejoining duty supported by a letter giving the reasons.
 - c. Sanctioning of leave is at the sole discretion of the sanctioning authority, irrespective of the balance of leave to the credit of the employee. Leave has to be taken in such a manner that it does not interfere with or negatively affect functioning of the Institution.
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6. Kinds of Leave

The following kinds of leave shall be admissible to employees:-

- a. Casual Leave;
- b. Vacation Leave;
- c. Maternity Leave;
- d. Compensation Leave;

7. Casual Leave

- a. Casual leave is subject to a maximum of 12 days in aggregate in academic year.
- b. Casual Leave cannot be combined with other kinds of leave except as specified.
- c. A maximum of 3 days of Casual Leave can be availed at any one time. Any holiday falling in between will not be counted as leave for determining the total number of Casual Leave.
- d. A temporary employee at any time may be granted casual leave in proportion to the actual period spent on duty. As a working principle a month may be treated as a unit.
- e. Casual Leave is not encashable.
- f. Balance of Casual Leave not availed during the year will automatically lapse on 31st December of each year.
- g. Casual Leave cannot be sandwiched between holidays. Casual Leave can either be prefixed or suffixed to a holiday(s). In case of sandwiched Casual Leave, with prior sanction, the suffixed holiday will also be treated as leave.

Example:- A spell exists as given below:

October

21 st	Sunday	Holiday
22 nd	Monday	Additional holiday for Pooja
23 rd	Tuesday	Ayutha Pooja (Holiday)
24 th	Wednesday	Vijayadasami (Holiday)
25 th	Thursday	
26 th	Friday	
27 th	Fourth Saturday	Holiday
28 th	Sunday	Holiday

For eg, 'A' applies for 2 days Casual Leave (CL) on 25th & 26th with permission to avail the holidays on 21st, 22nd, 23rd, 24th & 27th, 28th. In this case the suffixed holidays on 27th & 28th will be treated as Leave. The total days on leave thus adds up to 4 days, i.e. 25th, 26th, 27th, 28th, viz., exceeding 3 days ceiling on CL. Hence he / she will be granted leave on LoP for four days.

- h. It is mandatory on the part of the employee that if he / she could not obtain a prior sanction, he / she should communicate to the Head of the Department about his / her absence. If no intimation is received, it may be construed as absent for the said day without wage and sanction / ratification of the absence as Casual Leave purely depends on the discretion of the concerned HOD / Principal of the College or Director of the School.
- i. Leave in excess of the prescribed limit shall be deemed to be leave on Loss of Pay (LoP)

8. Vacation Leave

- a. Every employee is entitled to 45-days of Vacation Leave in an academic year.
- b. Of the total duration 30 days can be availed in summer and 15 days in winter. The employee shall apply for a minimum number of 5 days Vacation Leave at a time.
- c. Advance Vacation Leave will be sanctioned only in exceptional cases by obtaining prior sanction. The sanctioning authority will be the Principal, Director or President, as the case may be.
- d. The part or whole of vacation leave unavailed in an academic year can be converted as Earned Leave in the ratio of 1.5:1. The converted Earned Leave can be accumulated subject to a maximum of 60 days. Any leave in excess of this limit shall lapse automatically.
- e. The converted Earned Leave can be availed twice in a calendar year for a minimum of 4 days at a time except during the notice period of resignation.
- f.
 - i. 50% of the accumulated Earned Leave resulting from conversion of unavailed Vacation Leave can be encashed.
 - ii. A minimum balance of 30 days shall remain to the credit of the employee's leave account after encashment.
 - iii. The employee can apply for surrender of EL only once in a calendar year.
 - iv. The encashment of EL will be calculated based on the Basic Pay, Academic Grade Pay and DA of the employee for the number of days he / she surrenders for encashment.

- v. In case the re-employed faculty on consolidated compensation applies for surrender of EL, encashment amount will be calculated on the basis of Basic Pay, AGP (if any) and DA that stood prior to consolidation of salary.
- vi. In the event of separation, EL reimbursement will be calculated only on the basis of the Basic Pay drawn by the employee at the time of leaving SSN.

9. Maternity Leave

- a. This leave is applicable as per the provisions of the Maternity Benefits Act. For availing Maternity Leave, the employee has to submit a medical certificate indicating the reason for leave from a Registered Medical Practitioner.
- b. It is essential to get the leave sanctioned by the Principal / Management at least 15 days in advance before proceeding on Maternity Leave. The leave application should be submitted along with the expected date of delivery from a Registered Medical Practitioner. At the time of resuming duty after availing the leave, the employee must submit a fitness certificate.
- c. Maternity Leave shall not be debited to the leave account.

Provided that no maternity leave shall be allowed to married women if they already have three living children.

10. Compensatory Leave

- a. An employee may be granted compensatory holiday or leave if he / she is required to work on any holiday under written orders of HOD / Principal of the College or Director of the School / the Management as the case may be.
- b. The maximum number of compensatory holidays or leave that may be granted to an employee shall not exceed 12 days in an academic year.
- c. Compensatory leave may be combined with casual leave or authorised Public Holidays subject to the condition that the total period of absence does not exceed 10 days.
- d. The compensatory leave are not supposed to be carried over to the next academic year.
- e. All rules governing the grant of Casual Leave will, *mutatis mutandis*, be applicable to Compensation Leave.




11. Extraordinary Leave:

- a. A permanent employee may be granted extraordinary leave when:
 - i) No other leave is admissible;
 - ii) No other leave is admissible and the employee applies in writing for the Extraordinary Leave.
- b. Extraordinary Leave shall always be without pay and allowances or otherwise called as Leave on Loss of Pay (i.e. LoP). It shall not count for increment except in the following cases:-
 - i) Leave taken on the basis of medical certificate.
 - ii) Leave taken for pursuing higher studies.
- c. The authority empowered to grant leave may commute retrospectively periods of absence without leave into Extraordinary Leave.
- d. A distinction must be made between Loss of Pay (LoP - L) and the Unauthorised Leave on Loss of Pay (LoP - UL). The LoP - UL is termed as unauthorised absence. With effect from 01.07.2008 the faculty on LoP - UL for 10 or more days (either continuously or intermittently) during the relevant year shall be ineligible for grant of Stock Awards by virtue of either Grade or Performance.

12. General Rules

- a. All employees are expected to maintain the code of discipline, namely, attending the office in time, signing the attendance register both in the forenoon and afternoon.
- b. Any employee shall not normally absent himself / herself from his / her duties without the prior permission of his / her superior officers authorized to give permission.
- c. If an employee on any kind of leave happens to be out of station for more than five days, he / she should intimate the Principal of the College or the Director of the School his / her exact leave address in his / her leave application.
- d. Two permissions of one hour duration each per month may be allowed. Third permission will be treated as half a day CL.
- e. All employees shall be governed by the general rules / norms practiced by the SSN.


..... 9.5/3/13
President
SSN Institutions