

MODEL CHRISTIAN COLLEGE

KOHIMA: NAGALAND

EMPLOYEE HANDBOOK

The Governing Body of Model Christian College is honoured to lay the following rules for the College.

PART I – GENERAL

1. Name

These rules shall be called “Model Christian College Employee Handbook.”

2. Commencement

These rules shall come into force from the date of notification by the Governing Body of the College.

PART II - ROLES AND RESPONSIBILITIES

3. Sponsoring Body

The Arücho Society for Human Transformation and Research shall be the Sponsoring Body of Model Christian College.¹

4. Governing Body

(a) Composition:

- (i) The Governing Body shall consist of the Members of the Arücho Society for Human Transformation and Research, the Nagaland University Representative, the Principal and other eminent members from different walks of society to be nominated by the Arücho Society for Human Transformation and Research.
- (ii) The President of the Arücho Society for Human Transformation and Research or his/her Representative shall be the President of the Governing Body.
- (iii) The Principal shall be the Secretary.

(b) Quorum:

One-third of the Members shall constitute the quorum.

- (c) Powers of the Governing Body:
 - (i) The Governing Body shall lay down rules and regulations for the employees and administration of the College.
 - (ii) It shall appoint or dismiss employees of the College.
 - (iii) It shall take decision on any issue not covered by the Employee Handbook.
 - (iv) Its decision shall be final on all matters concerning the College.

5. College Management Council

- (a) The College Management Council shall be constituted under the directive of the Governing Body.
- (b) The Members of the Council shall be the Managing Director as Chairman, Principal as Secretary, Administrator, Vice Principal, Academic Dean (Academic Dean of Arts, Academic Dean of Science),² Dean of Students Welfare, Office Superintendent and any member from the Governing Body.
- (c) The Council may be dissolved by the Governing Body if its purpose is not served or remains dormant, and its powers and functions shall automatically be assumed by the Governing Body.
- (d) It shall assess and plan the annual plan, academic calendar, academic progress, extra-curricular activities, and employees³ and student's welfare.
- (e) It shall assess the needs and formations of any committee/cell/club and, if so formed, guide and direct the functioning of the same.
- (f) It shall assess and plan addition of courses, departments, add-on courses, etc.
- (g) It shall assess any other internal functioning or any external programmes of the College.
- (h) It shall assess proposals/representations put up by any Body/Sub-Body/Departments.
- (i) It shall present all decisions/resolutions relating to the above to the Governing Body for perusal and approval.

6. Managing Director

- (a) The President of the Arücho Society for Human Transformation and Research or his/her Representative shall be the Managing Director of the College, and he/she shall be the overall in charge of college properties and assets.
- (b) The Managing Director shall be in charge of all accounts and financial matters.

- (c) He/She, in consultation with the Administrator and the Principal, shall prepare the annual budget and present the same to the Governing Body.
- (d) He/She shall instruct and advise the Administrator, Principal and Vice Principal on all matters of college administration.

7. Administrator

- (a) The Administrator shall oversee the overall administration of the College.
- (b) He/She shall work under the direct advice of the Governing Body and the Managing Director.
- (c) He/She shall be a member of the Governing Body.
- (d) He/She shall assume the responsibilities and role of the Managing Director in the absence of the latter.

8. Principal

- (a) The Principal is the Head of the Institution.
- (b) He/She shall maintain the Annual Confidential Report of all the employees of the College.
- (c) He/She shall be the Secretary of the Governing Body, the College Management Council and the Selection Committee.
- (d) He/She shall be the sole signing authority for all documents and correspondences of the College.
- (e) He/She shall allocate/delegate works and assignments to the Vice Principal, Deans and other employees.⁴
- (f) Any work not allocated/delegated to other employees shall be his/her responsibility.
- (g) He/She shall grant all types of leave to the employees of the College in consultation with the President of the Governing Body.
- (h) He/She shall consult/inform the Managing Director or President of the Governing Body and Administrator on all matters of college administration.

9. Vice Principal

- (a) The Vice Principal shall work directly under the Principal.
- (b) He/She shall also perform responsibilities assigned by the Managing Director and the Administrator.
- (c) He/She shall oversee the maintenance of students' discipline in the College.
- (d) He/She shall assist in teaching when required.
- (e) In the absence of the Principal, he/she shall assume the responsibilities of the Principal.

10. Academic Dean

(a) In consultation with the Managing Director, Administrator, Principal and Vice Principal, the Governing Body shall appoint the Academic Dean from amongst the regularised Faculty for a term of three years. However, the term may be extended by the Authority when need arises.⁵ b) For effectiveness and clarity of responsibilities, the Governing Body may bifurcate the Academic Dean into Academic Dean of Arts and Academic Dean of Science.

Academic Dean of Arts - This term refers to the Academic Dean performing responsibilities relating to academic activities in the Arts Stream.

Academic Dean of Science - This term refers to the Academic Dean performing responsibilities relating to academic activities in the Science Stream.⁶

- (c) The Academic Dean shall take care of the academic activities such as preparation of academic calendar, class routine, conduct of classes and internal assessment activities.
- (d) He/She, in consultation with the Principal/Vice Principal, shall plan academic activities like seminars, conferences, orientations, lectures and others pertaining to academics both for employees⁷ and students.
- (e) He/She shall communicate all the above to the Principal for any further action.
- (f) He/She shall report and be answerable to the Principal.

11. Dean of Students Welfare

- (a) In consultation with the Managing Director, Administrator, Principal and Vice Principal, the Governing Body shall appoint the Dean of Students Welfare from amongst the regularised Faculty for a term of three years. However, the term may be extended by the Authority when need arises.⁸
- (b) The Dean of Students Welfare shall be responsible for overseeing the extra-curricular activities and welfare of the students.
- (c) He/She shall perform the duties officially assigned to him/her by the Managing Director/ Administrator/Principal/Vice Principal.
- (d) He/She shall assess and plan the extra-curricular activities within and outside the College.
- (e) He/She shall oversee attendance and regularity of students and take disciplinary action on the defaulter in minor cases and put up major cases to the Vice Principal/Principal.
- (f) He/She shall communicate all the above to the Principal/Vice Principal for any further action.
- (g) He/She shall report and be answerable to the Principal.

12. Office Superintendent

- (a) The Office Superintendent shall be in charge of all the administrative work and accordingly allocate responsibilities to the account clerks, office assistants and fourth grade employees.
- (b) He/She shall supervise and oversee the detailed responsibilities of his/her subordinates like account clerks, office assistants and fourth grade employees in consultation with the Managing Director/ Administrator/Principal/Vice Principal.
- (c) He/She shall oversee and maintain official correspondences in consultation with the Principal.

13. Librarian

- (a) The Library and the subordinate employees in the library shall be under his/her charge.
- (b) Stock maintenance, record and procurement of the library shall be his/her responsibility.
- (c) Correspondences in relation to the library shall be his/her responsibility. This shall be done in consultation with the Managing Director/Administrator/Principal/Vice Principal.

14. Assistant Librarian

- (a) The Assistant Librarian shall assist the Librarian in all the works relating to the library.
- (b) He/She shall assume the responsibilities of the Librarian in the absence of the latter.
- (c) He/She shall perform any other responsibilities assigned by the Managing Director/ Administrator/Principal/Vice Principal.

15. Library Assistant

- (a) The Library Assistant shall assist the Librarian and Assistant Librarian.
- (b) He/She shall perform other responsibilities assigned by the Managing Director/ Administrator/ Principal/ Vice Principal.
- (c) In the absence of both the Librarian and Assistant Librarian, he/she shall assume the responsibilities of the Librarian.

16. Medical Officer

- (a) The Medical Officer shall be appointed by the Governing Body.

- (b) He/She shall attend to the health of employees and students of the College.
- (c) He/She shall perform any other duties assigned by the Managing Director, Administrator and Principal.
- (d) He/She shall be in charge of the Nurse of the College and shall detail his/her duties.

17. Nurse

- (a) The Nurse shall be appointed by the Governing Body.
- (b) He/She shall work under the Managing Director/Administrator/ Principal/Vice Principal/Medical Officer.

18. Mentor/Counsellor

- (a) The Mentor/Counsellor shall work under the guidance of the Managing Director/Administrator/ Principal/ Vice Principal.
- (b) He/She shall help/guide/advise/counsel the students in need.

19. Committees/Clubs/Cells/Associations/Unions

- (a) Committees/Clubs/Cells/Associations/Unions shall be formed in consultation with the Managing Director/Administrator/Principal/Vice Principal.
- (b) Executives and Incharges shall be appointed by the College Authority.
- (c) They shall carry out the assigned responsibilities effectively and creatively without disturbing/ neglecting the normal activities of the College or their obligations.
- (d) They shall draft the aims, objectives and functions of the body, and present the same to the College Authority for final perusal and approval.

PART III – EMPLOYEES

20. Classification of Employees

There shall be three categories of employees: probationary, confirmed and temporary.

- (a) **Probationary :** A direct recruit for any post, except the Principal and Vice Principal posts,⁹ shall serve as a probationer for a period of one year for regular appointment. The probationary period may be extended if his/her work and conduct during the period is deemed unsatisfactory.
- (b) **Confirmed :** An employee shall be confirmed as regular by the Governing Body if his/her work and conduct during the probationary period is deemed satisfactory.

- (c) **Temporary:** A temporary employee is an employee who is employed for a short period to fill a vacancy or to complete a specific project. Temporary employees shall be paid a consolidated salary.

21. Recruitment Procedure

- (a) Vacancies to various posts shall be filled through direct recruitment. Such vacancies shall be notified through advertisement. The Governing Body shall constitute a Selection Committee in accordance with the NU/UGC norms and shall appoint employees¹⁰ as per the recommendation of the Committee.
- (b) The Head of Department shall be appointed from amongst the senior regularised teachers on rotation basis for a term of three years.

22. Eligibility

Employees¹¹ shall be under College norms.

- (a) Faculty

A candidate to be eligible to the post of Assistant Professor¹² should have a good academic record from matriculation to graduation, at least 55% marks in Master's Degree and NET. Preference will be given to those who have M.Phil. or Ph.D. (b) Library Staff

- (i) **Librarian:** A Master's Degree holder in Library Science, with work experience of five years or more and qualifying NET, can apply for the post of Librarian.
 - (ii) **Assistant Librarian:** A Graduate or Master's Degree holder in Library Science can apply for the post of Assistant Librarian.
 - (iii) **Library Assistant:** A diploma certificate holder in library management or a degree holder in any stream can apply for the post of Library Assistant.
- (c) Technical, Laboratory, Clerical and Fourth Grade staff shall be appointed as per College norms.

23. Probation

- (a) All direct recruits shall be appointed on probation for one year.
- (b) The College Authority may, by serving one month's notice in writing, dispense with the service of a probationer if he/she is considered to be unfit for regular appointment.
- (c) The probationer shall not be entitled to any compensation in the event of his/her service being dispensed.

24. Confirmation

- (a) The service of an employee shall be confirmed, if the Governing Body is satisfied with his/her work and conduct during the probationary period.

- (b) If the confirmation of an employee is delayed, on account of his/her failure to qualify for such confirmation, he/she shall lose the benefit in the order of seniority *vis-a-vis* his/her juniors who may be confirmed earlier than him/her.

25. Promotion¹³

- (a) Stage 1 Assistant Professors who have completed six years of service and having a Ph.D. degree, or seven years of service and having an M.Phil., or eight years of service for those without Ph.D./M.Phil. may apply for promotion to Stage 2.
- (b) Stage 2 Assistant Professors who have completed six years of service in Stage 2 may apply for promotion to Stage 3.
- (c) Stage 3 Assistant Professors who have completed five years of service in Stage 3 and possessing Ph.D. may apply for promotion to Stage 4 and shall be designated as Associate Professor.
- (d) Stage 4 Associate Professors who have completed five years of service in Stage 4 and possessing Ph.D. may apply for promotion to Stage 5 and shall be designated as Professor.
- (e) Movement from one level to the next higher level is subjected to:
 - (i) Satisfying the required credit points as per Academic Performance Indicators (API) based on Performance Based Appraisal System (PBAS) methodology; (ii) Assessment by a duly constituted selection committee; and (iii) Availability of sanctioned posts in the College.
- (f) A teacher who wishes to be considered for promotion under Career Advancement Scheme (CAS) may submit in writing to the college, with three months in advance of the due date, that he/she fulfils all the required qualifications under CAS and submit to the college the Performance Based Appraisal System Proforma.
- (g) Any employee who completes eight years in the same scale of pay and does not qualify for promotion to the next higher scale of pay will be given two extra yearly increments, and after which one extra increment for six years of continued service and followed by one extra increment for every five years of continued service in the same scale.
- (h) The provisions of Section 25(g) shall be applicable to the administrative staff and laboratory assistants from the date of appointment to the respective post.

26. Retirement

- (a) An employee, who attains the age of sixty years, shall retire from service.
- (b) Retention of any employee beyond the age of service limit is the prerogative of the Governing Body, provided he/she is physically and mentally fit and capable.

27. Scale of Pay and Allowances

- (a) The basic scale of pay and allowances for the employees¹⁴ shall be as per College norms.
- (b) Extra allowance may be given to any employee who is officially entrusted with extra/additional responsibilities.

28. Incentives

Three¹⁵ and one advance increment shall be admissible to those who hold Ph.D. and M.Phil. degrees respectively at the time of recruitment, or as and when a teacher acquires these degrees in his/her service time in the College.

29. Selection Committee

The Selection Committee shall comprise of:

- (a) President of the Governing Body or his/her Representative as Chairman;
- (b) N.U. Nominee as Subject Expert;
- (c) Principal/Vice Principal as Secretary;
- (d) One or more nominees of the Governing Body;
- (e) Head of Department of the concerned subject in the College.

30. Appointing Authority

The Governing Body is the sole appointing authority of the College employees.

31. General Duties and Responsibilities

- (a) No employee shall join or continue to be a member of any association, the objectives or activities of which are prejudicial to the objectives of the College and public order or morality.
- (b) No employee shall engage himself/herself in any other gainful employment without a written permission from the Governing Body.
- (c) The Faculty and the Heads of Department shall report to the Academic Dean.
- (d) Every employee should be punctual in the morning on all working days, failing which he/she would be penalized by deducting one day Casual Leave for every four¹⁶ times of being late.
- (e) Every Faculty should be in the College ten minutes before the commencement of classes and be in College till the last period of the day on all working days. A conditional provision of leaving the College after the fifth period is granted to the Faculty who do not have classes in the sixth and seventh periods.

- (f) Every non-teaching staff should be in the College twenty minutes before the commencement of classes and be in College till the last period of the day on all working days.

32. Leave

1) General:

- (a) Leave is authorized absence from duty.
- (b) The College Authority reserves the right to grant or decline or revoke leave on exigency ground.
- (c) Leave should be applied and sanctioned in advance.
- (d) Any leave not sanctioned by the College Authority will be treated as leave without pay.
- (e) Every employee must be present on the closing day and re-opening day of the College before and after summer break, winter break and major holidays, failing which the concerned employee's salary will be deducted three days each for the closing and the opening day or six days for both the days.¹⁷

2) Casual Leave:

- (a) There shall be twelve days Casual Leave for regularised Faculty and fifteen days Casual Leave for regularised non-teaching staff in one calendar year.
- (b) A Faculty may avail a maximum of six days Casual Leave and a non-teaching staff eight days Casual Leave in the Even Semester. However, in the event of exigency, discretion of the granting Authority prevails.
- (c) A regularised employee can avail a maximum of three days Casual Leave at a stretch, without prefixing or suffixing to holidays.
- (d) Casual Leave taken in excess of three days shall be treated as leave without pay.
- (e) Casual Leave shall be non-cumulative.
- (f) Encashment of un-availed Casual Leave shall be credited along with the December salary.
- (g) No Casual Leave shall be granted on the closing or re-opening day of the College before and after summer break, winter break and major holidays.

3) Leave for Unconfirmed Employees:

Employees appointed on probation or temporary basis shall be entitled to Casual Leave of one day for one month served. Casual Leave which is not taken in a particular month may be carried over to the next month and so on. However,

he/she shall not take more than three days Casual Leave at a stretch.¹⁸ Excess leave taken against one's leave credit shall be leave without pay.

4) Medical Leave:

- (a) There shall be ten days Medical Leave in one calendar year.
- (b) The minimum number of days for availing Medical Leave at a stretch is four days.
- (c) Medical Leave shall be granted only on the ground of major illness, which must be confirmed/verified by the College Authority.
- (d) Extension of Medical Leave may be granted without pay, subject to approval of the College Authority.
- (e) Medical Leave may be prefixed or suffixed to holidays, if situation demands.

5) Maternity Leave:

- (a) Maternity Leave shall be granted for sixty days with full pay.
- (b) Extension of Maternity Leave beyond sixty days shall be leave without pay.
- (c) Total Maternity Leave should not exceed three months. However, if situation demands, extension of Maternity Leave beyond three months may be applied for, but granting such extension shall be the discretion of the College Authority.
- (d) Maternity Leave is applicable up to the second child.

6) Paternity Leave:

- (a) Seven¹⁹ days Paternity Leave shall be granted to a male employee on his spouse's delivery.
- (b) Paternity Leave is applicable up to the second child.

7) Duty Leave:

Duty Leave may be granted to an employee delegated by the College for representing the College in any events and bodies outside the College premises.

8) Special Leave:

- (a) Special Leave may be granted to an employee for attending courses, conferences, meetings, seminars, symposia, and committees.
- (b) It shall be based on seniority and first come first serve basis.

- (c) Not more than one Faculty from a Department shall be granted Special Leave at a time.
- (d) A member of the Faculty or staff may be permitted to attend refresher courses once in every three years.
- (e) Duration of Special Leave shall correspond to the duration of the course, but to the maximum of thirty days.
- (f) Special Leave shall be leave with pay.
- (g) A candidate, who wants to avail Special Leave, shall apply two months in advance or surrender two months' pay in lieu of failure to do so.

9) Study Leave:

The College encourages its employees to enhance knowledge, skills, and values while in service.

- (a) Study Leave can be availed by an employee who has served a minimum of three years in the College.²⁰
- (b) Study Leave shall be granted only for pursuing M.Phil. or Ph.D. and for the specified period of the course, two years for M.Phil. and three years for Ph.D., basing on the nature of application and sanctioning of leave by the College Authority.
- (c) It shall be based on seniority and first come first serve basis.
- (d) Not more than one Faculty from a Department shall be granted Study Leave at a time.
- (e) An employee²¹ who has served a minimum of five years in the College may avail financial assistance of twenty-five percent of the current pay, or full pay if the UGC or any other agency sponsors a substitute during the study period.
- (f) He/She, who wishes to avail such financial assistance, should sign an undertaking with a responsible guarantor.
- (g) He/She should serve a minimum of five years in the College after completion of the study or course, failing which he/she shall have to pay the College the capital incurred on him/ her, with three percent simple interest per month.
- (h) An employee²², who wants to avail Study Leave, should apply two months in advance or surrender two months' pay in lieu of failure to do so.
- (i) Seniority in service shall be maintained for employees who availed study leave under this provision.²³

33. Absence from Duty without Permission²⁴

Absence from duty without permission from the competent Authority shall be treated as leave without pay, which shall be outside the purview of Casual Leave, and disciplinary action shall be taken against the employee.

34. Employee Provident Fund²⁵

- (a) All confirmed employees shall be entitled to the benefits of Employee Provident Fund (EPF).
- (b) The contribution of the employee and the College shall be 12% (twelve percent) and 13% (thirteen percent) each as per the provisions of EPF.
- (c) An employee can claim E.P.F. as per the provisions of EPF.

35. Workload

- (a) Every Faculty should be ready to take up three to four periods daily.
- (b) Every non-teaching staff shall carry out his/her responsibilities conscientiously, diligently and responsibly.
- (c) All employees should be ready to take up additional responsibilities assigned by the College Authority when necessity arises.

36. Resignation

If any employee wishes to resign from the College, he/she should serve two months' prior notice or surrender two months' pay in lieu of such notice.

37. Disciplinary Action

- (a) Disciplinary action shall be taken against an employee for misconduct, and breach of rules and regulations of the College.
- (b) Disciplinary action shall be minor or major, corresponding to the gravity of offence.
- (c) The employee shall be informed about the charges against him/her.
- (d) The Head of the Institution shall initiate disciplinary procedures on behalf of the Governing Body. He/She shall carefully study the case/representation and present his/her recommendation of disciplinary action to the Governing Body for final decision.
- (e) The sequence of disciplinary action shall be as follows –
 - (i) Verbal Warning;
 - (ii) Written Warning;
 - (iii) Termination of service.

38. Termination of Service

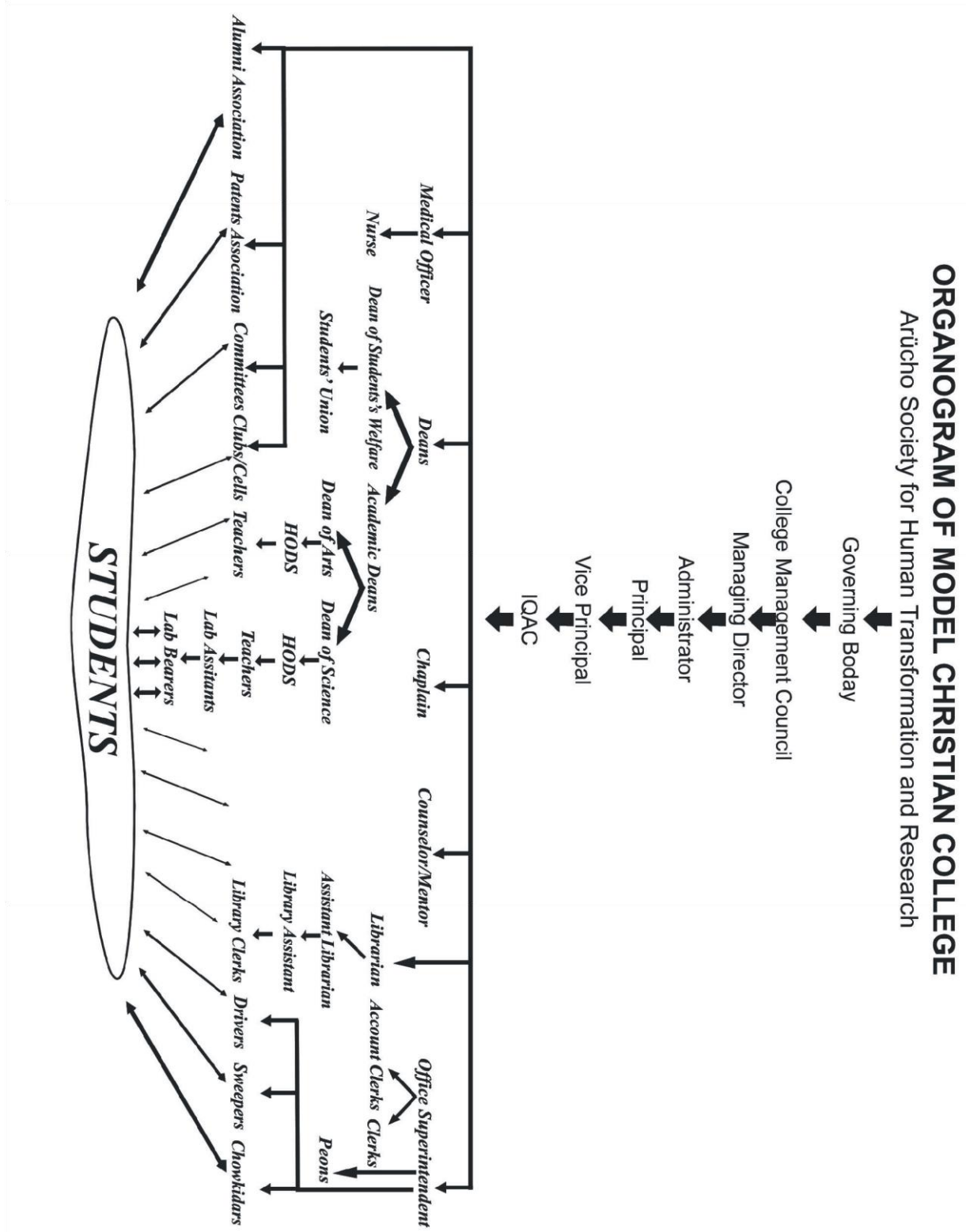
- (a) The service of an employee may be terminated on the following grounds:-
 - (i) Medically unfit for further service;
 - (ii) Inefficiency in teaching, irregularity and unpunctuality;
 - (iii) Involvement in immorality, criminality, alcoholism, incongruity, creating nuisance, indiscipline and unbecoming behaviour in the College premises or outside the College, which are detrimental to the well-being and reputation of the College;
 - (iv) Mismanagement of College funds;
 - (v) Taking up part time job;
 - (vi) Violation of the College Employee Handbook;
 - (vii) Insubordination to Authority.
- (b) The Governing Body may terminate an employee with immediate effect or without prior notice on the ground of extreme misconduct, with a payment of one month's salary.

39. Service Certificate

Every employee is entitled to a Service Certificate on leaving the College for whatever reason.²⁶

PART IV – MISCELLANEOUS

40. Hierarchical/Organisational Structure



41. Interpretation

The Governing Body is the final interpreter of any term and provision of the Employee Handbook.

42. Amendment

The Governing Body reserves the right to amend any section, sub-section and clause of the Employee Handbook.

N.B. :

As per the Employee Handbook of 26th January 2017, Section 42, titled Amendment, the Governing Body made certain amendments to the Employee Handbook on the 07th February 2020 (Second Amendment 2020).