

CHAPTER XIX
SERVICE AND CONDUCT RULES OF TEACHERS
IN NON-GOVERNMENT COLLEGES

1. The following Ordinances to govern service and conduct of teachers shall apply to all the teachers employed in non-government colleges, admitted to the privileges of the Punjabi University including those already in service unless otherwise specified in these ordinances.
2. In these ordinances, unless the Context-otherwise requires :
 - (i) 'college' means a Non-Government college admitted to the privileges of the University; and
 - (ii) 'employee' means a teacher *including the Principal in the service of a Non-Government College.
3. The appointment of every employee in a non-government college admitted to the privileges of this University shall be in writing in the form of a contract to be prescribed by the University from time to time and it shall be executed within one month from the date of appointment. (Appendex-I)
4. (a) The appointment will be valid only if the selection has been made through a duly constituted selection committee as below and is approved by the University :
 - (i) for Principal of a college the selection committee shall consist of :-
 1. Chairperson of the Governing body of the concerned college.
 2. One memeber of the Managing Board to be appointed by the President.

* The word teacher shall also include Directors of Physical Education. Instructors and Librarians.

3. Two representatives to be nominated by the Vice-Chancellor.
4. One representative to be nominated by the Chairperson of the Governing Body out of a panel of ten first Principals of Government Colleges, Constituted by the DPI (Colleges) ;
5. Director Public Instructions (Colleges) or his representative;

If only one application is received for the post of Principal and the candidate fulfills the qualifications/experience prescribed, he shall be interviewed by the selection committee constituted as per rules. In case the candidate is found fit he may be selected.

(ii) The committee for selection of Lecturers :-

1. Chairperson of the Governing Body of the college concerned or his representative.
2. Principal of the college concerned.
3. Two representatives of the vice-chancellor of the University concerned. One of the representative should be a subject expert.
4. Representative of the Director Public Instructions Punjab (colleges) (of the rank of Principal)
5. Subject expert (senior Lecturer of Govt. college) detailed by the Director, Public Instructions Punjab (colleges)

(iii) If a University representative is sent to represent the University on selection committee for private colleges affiliated to the University and he has to represent the University on more than one selection committee in a college in one day, he shall be paid remunerations separately for each of the selection committee.

Rate of remuneration payable to the representative/subject expert nominated by the University for participation in selection committees of Non-Government colleges shall be Rs. 300/- per selection committee. No DA shall be paid to the Members.

- (iv) For recruitment of teachers for the colleges affiliated to the University appointment policy shall be as laid down in Annexure-II.
- (b) In case of the post of Principal in a college (Govt. & Non-Govt. Professional & Non-Professional) affiliated to the University falling vacant the senior-most teacher shall be appointed as officiating Principal.
- (c) Rate of Sumptuary allowance payable to the Principal of Government as also non-Government colleges affiliated to the University shall be Rs. 2000/- pm w.e.f. 23-05-2003.
- 5. (a) Every employee shall be paid atleast the minimum pay-scale as laid down by the Punjab Government.
- (b) The pay scales of teaching personnel of the Privately affiliated aided Colleges in the State have been revised at par with University/Government Colleges with effect from 1.1.1996.
- (c) The Qualifications for appointment of the Principal of Non-Government Colleges shall be as under :

Principal (Professor's Grade)

- 1 A Master's Degree with at least 55% of the marks or its equivalent grade of B in the 7 point scale with letter grades O,A,B,C,D,E & F.
- 2 Ph.D.or equivalent qualification.
- 3 Total experience of 15 years of teaching/Research in Universities/Colleges and other institutions of higher education.
- 4. An approved Lecturer

Principal (Reader's Grade)

- 1 A Master's Degree with at least 55% of the marks or its equivalent grade of B in the 7 point scale with letter grades O,A,B,C,D,E & F.
- 2 Ph.D.or equivalent qualification.
- 3 Total experience of 10 years of teaching/Research in Universities/Colleges and other institutions of higher education.
- 4. An approved Lecturer

The minimum requirement of 55% marks at Master's Level in the concerned subject shall not be insisted upon for Principals for the existing incumbents who are already in the University system. For them the minimum requirement in their cases shall be atleast 50% of marks at Master's Level. However, these marks should be insisted upon for those entering the system from outside.

(d) At the time of recruitment of teaching staff in Non-Govt. colleges, it is necessary that the candidate should have passed the subject of Punjabi upto 10th class or 'Punjabi Prabodh'.

6. The employee appointed on one year probation would be confirmed if his work and conduct is found satisfactory, subject to availability of a post.

The employer shall notify to the employee in writing before the expiry of one year's probationary period, if his period of probation is to be extended and in the absence of such a notice, the teacher would be deemed to have been confirmed. The probationary period shall in no case be extended beyond two years from the date of appointment. In case a person appointed temporarily is re-appointed on probation, the period of his service in temporary capacity shall be counted towards his probationary period.

The rules regarding Medical Fitness and verification of Character and Antecedents in the case of Teaching/Non-teaching staff working in non-govt. colleges shall be applicable on the pattern of teaching/Non-teaching staff working in Punjab Government Colleges.

7. No college teacher shall be required to teach for more periods than laid down by the University apart from such co-curricular activities as may be assigned to him by the Principal as per UGC guidelines and work load of teachers adopted by the University. Further, if a teacher is given some extra teaching work temporarily for a fortnight or more he shall be paid proportionately for that ;

Provided that the additional work load given to a teacher shall not exceed 12 periods a week. If it exceeds this limit, then a part time lecturer would be appointed by the college and paid at the rates approved by the University.

8. The Principal and the teachers of a college shall be paid their salary regularly, and in no case later than the 10th day of the month following that for which salary is due.
9. Annual increment shall be granted to teachers by the Principal as a matter of course unless it is specifically withheld. The teachers shall have a right to prefer an appeal to the Vice-Chancellor against the with-holding of such increment within a period of 90 days.
10. An employee appointed whether permanent or on probation or temporarily shall be entitled to summer vacation salary as under:
 - (i) Those who complete Nine Full salary month's service.
 - (ii) Those who complete Proportionate salary service for three months on the basis of full or more but less than salary for nine nine months. months.

Provided that no employee who has served for less than three months will be entitled to any summer vacation salary.'

Provided that no one shall draw salary for the period of summer vacation from two sources;

Provided further that an employee who leaves service of his own accord, shall not be entitled to summer vacation salary or any portion thereof.

11. The Governing Body/Principal shall maintain proper and regular service record of the Principal/teachers and as and when any punishment is to be given to any staff member, the service record shall be taken into account. Adverse remarks, if any, shall be communicated to the person concerned by the 30th Sept. of the current year and the concerned employee shall have the right to appeal within 30 days of receipt of the said remarks.

12. The age of superannuation of an employee in an affiliated college shall be 60 years ;

Provided that the employee would retire on the last day of the month in which his retirement becomes due.

13. The dismissal or removal or retrenchment from service or reduction in rank of an employee shall be governed by the Provisions of the Punjab Affiliated Colleges.

(Security of Service of Teachers) Act, 1974.

14. The Governing Body of a non-government college shall have on its management in addition to the Principal (who shall be an ex-officio member), two representatives of teachers elected through secret ballot by simple majority by regularly appointed whole time teachers, whose probationary period is over. Each teacher shall have two votes; provided that both votes shall not be exercised in favour of the same candidate. The two representatives so elected shall have not less than five years service to their credit and the term of office of such representatives shall be the same as for the remaining members of the Governing Body; provided that in no case it shall exceed three years.

The teaching experience gained by a teacher while working in the different colleges admitted to the privilege of any statutory University shall be counted towards the total teaching experience for the purpose. Provided that objection, if any in this behalf can be filed by any teacher of the concerned college, to reach the University within thirty days of the election. Provided further that a casual vacancy shall be filled by election within one month of the vacancy occurring and members elected shall continue for the residuary term of the outgoing members.

15. In case of moral turpitude or misconduct the Governing Body shall have the right to suspend the employee with immediate effect. The period of suspension shall not exceed six months within which the case must be decided. During the period of suspension the employee shall be paid an allowance equal to half amount of his salary. If ultimately the employee is removed from service, notice period of such removal shall not be allowed nor will any salary be paid in lieu thereof.

16. A permanent employee may, at any time, terminate his engagement by giving the Governing body three months notice in writing or three months basic pay in lieu thereof.
17. During the period of probation and when an employee is holding temporary appointment the notice period required on either side shall be one month or one month's basic pay in lieu thereof.
18. All colleges shall follow the general pattern of the contributory Provident Fund Rules, as recommended by the University Grants Commission; *Provided that the contribution of the college towards the Provident Fund of an employee shall not be less than 10% of his pay.

II. *Leave Rules :*

19. Leave account shall be maintained by the Head of the Institution. All leave other than casual leave must be duly entered in the service book of the teacher and his leave account completed as soon as it is sanctioned.

Leave cannot be claimed as matter of right. When the exigencies of service so require, a discretion to refuse or revoke leave of any description is reserved to the authority empowered to grant leave.

20. *Casual Leave*

Casual leave will be admissible to a teacher in a year (1st Jan. to 31st Dec.) as follows :

- | | |
|--|---------|
| (i) To teachers with 10 years service or less. | 10 days |
| (ii) To teachers with more than 10 years service but less than 20 years service. | 15 days |
| (iii) To teachers with over 20 years service. | 20 days |

* Provided further that where a higher rate of Provident Fund already prevails, it will not be reduced without the consent of the University.

How to be Calculated :

From the date on which a teacher completes his 10th or 20th years of service, as the case may be, he will be given leave in that year according to the next higher scale. Thus if a teacher completes 10 years service on the 30th September, he will be entitled to 15 days casual leave for the entire year.

Casual leave shall always be applied for before it is availed of. In case of urgency, however, this condition may be waived of at the discretion of the sanctioning authority. The authority competent to grant casual leave shall be the Principal in case of teachers working under his administrative control.

In cases where all applications for leave cannot, in the interests of the public service, be granted an authority competent to grant leave should, in deciding which application should be granted, take into account following considerations :

- a) the teacher who can, for the time being best be spared.
- b) the amount of leave due to the various applicants.
- c) the amount and character of the service rendered by each applicant since he last returned from leave.
- d) the fact that any such applicant was compulsorily recalled from his last leave.
- e) the fact that any such applicant has been refused leave in the public interest.

Casual leave will be sanctioned by the Principal at his discretion and shall not be combined with any other leave or summer vacation. It may, however, be combined with holidays and in hard circumstances to be determined by the Principal, it may be combined with autumn/winter/spring recess; provided that the total spell in either case is not allowed to exceed 16 days.

In the case of Principal, leave will be sanctioned by the President/ Secretary of the Governing Body or any other person authorised by the Governing Body.

If a teacher has not been in service for whole of a calendar year, he will be entitled to casual leave in proportion to the service put in by him during the calendar year.

All women employees in service shall be entitled to 20 casual leaves every year irrespective of number of years of service put in by them.

Five special casual leaves may be allowed to office bearers of Teachers' Association of Non-Govt. affiliated colleges as is being allowed in case of office bearers of Punjabi University Teachers Association. It is understood that half of such casual leave so availed, shall be deducted from their Casual Leave account and the remaining half of the Casual Leave will be counted as special Casual Leave. The maximum Special Casual Leave should not exceed five in a year.

21. *Duty Leave :*

Duty leave may be allowed to the teachers for attending meeting of the University, NCERT, State Government, Punjab school Education Board and Educational Seminars, Conferences, Workshops, Youth Festivals etc. and for delivering extension lectures, if the sanctioning authority is satisfied that such Attendance/Participation is in the interest of the college.

22. *Half Pay Leave/Commuted Leave :*

Half pay leave admissible to a teacher in permanent employment of the college under the same management in respect of each completed year of service will be 20 days. Commuted leave not exceeding half the amount of half pay leave due, may be granted to a teacher on medical certificate. Commuted leave during the entire service of teacher shall be limited to a maximum of 240 days.

Absence without prior permission even on medical certificate is liable to be treated as absence without leave which can be converted into leave without pay.

Leave on medical grounds shall be governed by the rules applicable to the teachers working in Punjab government colleges.

23. *Study Leave :*
A teacher who has put in five years service may be given study leave on such terms as may be settled between him and the Governing Body mutually.
24. *Maternity Leave :*
The maximum limit of maternity leave admissible to the women employees shall be 180 days without the necessity of production of a medical certificate. Extension if, any, beyond 180 days shall however, be permissible by the grant of leave of the kind due. The other eligibility conditions shall continue to be applicable as here-to-fore. Leave on account of miscarriage, abortion shall be admissible only in those cases where a woman employee has less than two living children. The others having two or more children shall not be entitled to avail of this concession but, if required, can be sanctioned leave of the kind due on the production of medical certificate. The certificate of the Chief Medical Officer, Senior Medical Officer, Medical Officer of the Punjab Government may, however, be called for in case of doubt.
In case of emergency, Leave (if due) other than casual leave be combined with maternity leave.
A male Employee (with less than two surviving children), on his request, may be granted paternity leave for maximum fifteen days (after commuting his 30 days half pay leave), during the confinement of his wife. This leave should normally be not refused.
25. Accumulation of earned leave by an employee shall be restricted to 360 days. The existing employees shall, however have the option either to continue to be governed by the existing rules or by this decision.
26. Encashment of leave at the time of retirement shall be admissible up to 240 days to those employees who opt for the revised rules. The other conditions shall remain unchanged.
27. The period spent on duty shall include all kinds of leave except extraordinary leave for the purpose of calculation of earned leave.
28. There will be restriction of 120 days on availing of earned leave at a time.

29. In the case of leave without pay and other kinds of leave where the rules framed by Academic Council/ Syndicate are not clear or where there is no provision in the existing rules, the rules of Punjab Government Colleges will be applied.

III. **Conduct Rules**

30. (i) No employee shall take part in subscribe to or assist in any way, any movement which tends to promote feelings of hatred or enmity between different classes of citizens of the Indian Union, or to disturb public peace.
- (ii) A teacher offering himself for election to Parliament/ State Legislature shall have to resign from service; provided that on the date, the nomination of the teacher for election of the Parliament/ State Legislature is accepted, he would be deemed to have automatically vacated his office, even if he had not resigned or his resignation has not been accepted.
31. No employee shall, except with previous permission of the governing body, own wholly or in part or conduct or participate in editing or managing of any newspaper or any periodical, or act as correspondent of a newspaper.
32. No employee shall in any manner criticise adversely in public any administrative action of the Governing Body of the college.
33. No. employee shall, except in accordance with any special or general order of the governing body or in the performance in good faith of the duties assigned to him, communicate, directly or indirectly any official document or information to any employee or to any other person to whom he is not authorised to communicate such document or information.
34. (i) No employee shall, except with the previous sanction of the Governing Body, engage directly or indirectly in any trade, occupation or business or undertake any employment. The permission of the Principal for undertaking private tuition work, which will not be more than one hour a day will be necessary. No employee shall appear in any examination without obtaining prior permission of the Governing Body/ Principal; provided that a teacher may without such sanction, undertake

honorary work of a purely social or charitable nature or occasional work of a Literary, artistic or scientific character, subject to condition that his official duties do not thereby suffer, but he shall not undertake or shall discontinue such work, if so directed by the Principal of his college, and in case of the Principal if so directed by the Governing Body.

Provided further that no permission shall be necessary for examination work of this University or any other Indian University when the total emoluments accruing from such work do not exceed Rs. 3,000/- per annum. In case the total emoluments for all examination work exceeds Rs. 3,000/- the previous permission of the Governing Body shall be necessary.

- ii) No employee in an affiliated college shall write a guide or a help book or cheap notes. He shall follow the procedure laid down by the University in case he intends to publish any work.
- 35. An employee shall avoid habitual indebtedness or insolvency, an employee who becomes the subject of legal proceedings of his insolvency shall forthwith report the full facts to the Principal of his College.
- 36. No employee shall bring or attempt to bring any outside influence to bear upon the authorities of his college to further his interest in respect of matters pertaining to his service in the college.
- 37. No employee shall be a member representative or office-bearer of any association, representing or purporting to represent teachers unless such association satisfies the following conditions:
 - (a) Its membership is confined to teachers.
 - (b) Meetings of such an association may be held in the premises of the college after college hours or on a non-teaching day with prior permission of the principal which would normally be granted.
 - (c) The decision taken at such meeting pertaining to the college administration shall be communicated, in writing, to the Principal within ten days.

38. *General*

- (i) Every employee shall at all time serve efficiently, act in a disciplined manner and maintain absolute integrity and devotion to duty.
- (ii) Unless in any case it be expressly provided for, the whole time of an employee shall be at the disposal of College in such capacity and at such places as may from time to time, be directed by the Principal/Governing Body of his College, subject to such conditions as may be laid down by the University.
- (iii) No employee in a college shall apply for any other job, post or scholarship without the previous sanction of the Principal of his college or, in case of the Principal, without the previous sanction of the Governing Body.

Provided that persons appointed on contract basis may apply for a job or a post if the post or the job for which they are applying is to commence from a date after the expiry of the period of contract.

- (iv) Save in exceptional circumstances, no employee shall absent himself from his duties without having first obtained the permission of the authority provided in the leave rules.
- (v) No employee shall take part in any activity which in the judgement of the Principal is calculated to lead to indiscipline in the college.

39. *Gratuity Rules*

In addition to the benefit of the Provident Fund a teacher at the time of retirement shall be granted by the Governing Body a gratuity of a sum equivalent to one fourth of his pay last drawn for each completed six monthly period of qualifying service subject to 16½ (sixteen and half) times the pay ; provided that in no case gratuity shall exceed the amount as fixed by the Punjab Government from time to time for its employees.

In the event of death of a teacher while in service the gratuity shall be subject to minimum of 12 times the pay of the teacher drawn at the time of his death; provided that in no case shall it exceed the amount as fixed by the Punjab Govt. from time to time for its employees.

APPENDIX-I
AGREEMENT FORM FOR COLLEGE TEACHERS
IN A NON-GOVERNMENT COLLEGE

An agreement made this.....day of
200.....betweenson of
Shri.....resident of here in
after known as the First Party and the Governing Body of Managing
Committee of the College, through its Chairman/
Secretary, hereinafter known as the Second Party.

Whereas the Second Party has engaged the First Party to serve
theCollege
assubject to the terms and conditions
hereinafter set out :

1. That this agreement shall take effect and commence from the
day of200.....
and shall be determinable as hereinafter provided.
2. That the First Party is employed in the first instance on probation
for a period of one year and shall be paid a monthly salary of
Rs. The period of probation may be extended further
by one year, but the total period of probation shall in no case
exceed two years.
3. In case the Second Party is managing a number of colleges it
shall have the right to transfer the First Party to any other similar
institution in the same assignment ; provided it does not adversely
affect his emoluments and further prospects.
4. That on confirmation (after the period of probation) the Second
Party shall pay to the First Party during the continuance of his
engagement for his services a salary at the rate of Rs.....
per month rising by annual increments of Rs. to
Rs..... to maximum of Rs..... These annual
increments shall be granted on the recommendations of the
Principal and shall not be withheld without assigning specific
reasons in writing and further the First Party shall have the right
of appeal to the Vice-Chancellor.

5. That the First Party shall subscribe to and be entitled to, the benefit of the Standard Provident Fund Rules as recommended by the University Grants Commission and gratuity in accordance with the rules laid down by the Punjabi University.
6. Except in cases where the First Party is employed in a temporary vacancy upto the beginning of the long vacation, the First Party shall be entitled to the full summer vacation salary; provided he has continuously worked for nine months immediately before and upto the commencement of the summer vacation; provided further that if the First Party leaves services of his own accord, he shall not be entitled to summer vacation salary or proportion thereof.
7. That the First Party shall be entitled to leave in accordance with the rules laid down by the Punjabi University.
8. That the First Party shall not be required to teach for more periods than laid by the Punjabi University, apart from such co-curricular activities as may be assigned by the Second Party through the Principal of the College. However, if the First Party is given some extra teaching work for a fortnight or more shall be paid proportionately for that.
9. That the First Party shall be paid his salary regularly but in no case later than the tenth day of the calendar month, following the month for which his salary is due.
10. That the First Party shall not take part in any activity which, in the judgement of the Principal is calculated to, lead to indiscipline in the college.
11. That the First Party shall devote his whole time to the duties of his appointment, and shall not engage, directly, or indirectly in any trade, occupation or business, whatsoever, or without the sanction, in writing, of the Second Party, engage himself or take any part in any private tuition work or take up any occupation, whatsoever, directly or indirectly, which in the opinion of the Second Party, is likely to interfere with the duties of his appointment.

12. That the First Party shall at all times maintain absolute integrity and devotion to duty.
13. That the First Party shall not take any part in, subscribe to or assist, in any way, any movement which tends to promote feelings of hatred or enmity between different classes or subjects of the Indian Union, or to disturb public peace.
14. That the First Party shall not stand for election to Parliament/ State Legislature/Local Bodies, without the prior permission of the Managing Committee.
15. That the First Party shall not, except with the previous permission of the Managing Committee, own wholly or in part or conduct or participate in editing or managing of any newspaper or any periodical.
16. That the First Party shall not in any document publish anonymous or in his own name or in the name of any other person or in any communication to the press or in any public utterance, make any statement of fact or express an opinion involving adverse criticism of the actions and policy of the Managing Committee of his college.
17. That the First Party shall not, except in accordance with any general or special order of the Managing Committee or in the performance, in good faith of the duties assigned to him, communicate, directly or indirectly, any official document or information to any employee or to any other person, to whom, he is not authorized to communicate such document or information.
18. That the First Party shall not write a guide or a help-book or cheap notes, and shall follow the procedure laid down by the University in case he intends to publish any book.
19. That the First Party shall so manage his private affairs as to avoid habitual indebtedness or insolvency. An employee who becomes the subject of legal proceedings for insolvency shall forth with report the full facts to the Principal of the college.

20. That the First Party shall not bring or attempt to bring any outside influence to bear upon the authorities of his college to further his interest in respect of matters pertaining to his service in the college.
21. That the First Party shall not be a member representative or office-bearer of any association representing or purporting to represent teachers or any class of teaching profession, unless such association satisfies the following conditions :
 - (a) Its membership is confined to teachers or a distinct class of teachers and it is open to all such employees or class of employees as the case may be;
 - (b) It is not in any way connected with any political party or organisation or does not engage in any political activity.
22. That the First Party shall not apply for any other job, post, or scholarship without the previous sanction of the Principal of his college or in case of the Principal without the previous sanction of the Managing Committee.
23. That the First Party shall not absent himself from his duties without having obtained the permission of the Principal or in the case of the Principal, of the Managing Committee. Leave in all cases must be applied for and got sanctioned before it is taken.
24. That the Second Party shall be entitled summarily to determine the engagement of the First Party for misconduct, but subject as aforesaid to determine the engagement after giving three months' notice in writing or on payment of three months' salary in lieu of the said notice. Provided in case of serious moral turpitude, on the part of the First Party, the Second Party shall have the right to terminate the services of the First Party with immediate effect.
25. That the Second Party shall not determine the engagement of the First Party, whether summarily or otherwise without informing in writing of the grounds on which they propose to take action, giving him a reasonable opportunity of stating of his case in writing and before coming to a final decision shall consider the statement of the First Party, and, if he so desires, give him a personal hearing.

26. The First Party may, if he so wishes, terminate his engagement with the Second Party by giving the Second Party three months' notice in writing or pay the Second Party a sum equivalent to three months' salary in lieu thereof.

The Second Party may not, if it so decides, realise such sum from the First Party in any particular case.

27. If the First Party is holding a temporary appointment or is on probation, then said notice for either shall be one month only.
28. The dismissal or removal or retrenchment from service or reduction in rank of an employee shall be governed by the Provisions of the Punjab Affiliated Colleges (Security of Service of Teachers) Act, 1974.
29. On the termination of this agreement from whatever cause, the First Party shall deliver to the Second Party, all books, apparatus, records, and such other articles belonging to the said college or to the Second Party or to the University, as may be in his possession or charge.

APPENDIX-II

POLICY AND SYSTEM TO BE ENFORCED FOR THE RECRUITMENT OF THE TEACHING FACULTY IN THE COLLEGES

1. *No. of candidates to be invited for interview :*

Presently, there is no clear and transparent system for calling the candidates for interviews for the posts of lecturers in Colleges. Generally the practice of calling large number of candidates for interviews for a few posts is adopted which leads to a number of problems and complications. If the number of candidates to be invited for interview is restricted then such problems and complications can be avoided. It is therefore,decided that the following norms for inviting candidates for interview be applied :-

- (a) For one vacancy–maximum 6 candidates subject to eligibility.
- (b) For two vacancies–maximum 10 candidates subject to eligibility.
- (c) For three vacancies–maximum 12 candidates subject to eligibility.
- (d) For four vacancies–maximum 14 candidates subject to eligibility.
- (e) For five vacancies–maximum 16 candidates subject to eligibility.

Beyond that, for every additional vacancy 3 candidates may be invited. That means that if there are 10 vacancies, then maximum 31 candidates shall be invited for interview (16 for first five vacancies and 15 for next five vacancies and so on).

2. *Screening of applications for short listing the highest ranking candidates :*

The selection of candidates for interview will be made only on the basis of their performance and achievement in their respective subject(s) alongwith certain other qualifications. The applications shall be screened on the following grounds giving marks in each field out of the total maximum marks indicated against each parameter as below :-

- | | |
|--|----------|
| (A) Basic qualification | 30 marks |
| (B) Higher qualification | 15 marks |
| (C) Extra curricular activities | 15 marks |
| (D) Publications in the National/
International Referral Journals or Books. | 15 marks |
| (E) Experience | 5 marks |

On the basis of inter-se merit of the applicants after Screening, the candidates shall be invited for interview as per para 1 above.

The remaining 20 marks shall be for (a) Interview–10 marks (b) Resume-Writing– 10 marks as per guidelines mentioned in Paras 4 & 5 below.

3. *Method for calculating and granting Marks*

- (A) For the basic qualifications as laid-down by the UGC for Humanities, Social Sciences, Sciences, Commerce, Education, Physical Education, Foreign Languages and Law.
- (i) "Good academic record with at least 55% of the marks or, an equivalent grade of B in the 7 point scale with letter grades O,A,B,C,D,E & F at the Master's Degree level, in the relevant subject from an Indian University, or, an equivalent degree from a Foreign University.
- (ii) Besides fulfilling the above qualifications, candidates should have cleared the eligibility test (NET) for lecturers conducted by the UGC, CSIR or similar test accredited by the UGC."

- (iii) An applicant shall get pro-rata marks out of the 30 marks as per the performance in qualifying degree. For example, if a candidate has got 56% marks in M.A./M.Sc. and has passed NET, then he/she will get only 56% out of 30 marks for basic qualifications. And if a candidate has got 70% marks in basic qualifications, he/she will get 70% out of the 30 marks.

Note : (1) Wherever required qualification is M.Ed. or M.Ph.Ed. or LLB/LLM etc. etc., there the marks in these degrees i.e. M.Ed./M.P.Ed./LLB/LLM etc. shall be taken into account and not the preliminary degree. For example if a post of lecturer in laws requires B.A., LLM with NET then the marks of LLM are to be considered and not of B.A./B.Sc. or M.A./M.Sc. etc.

- (2) *In case of lecturers in Engineering subjects, the required qualification is either B.E./B.Tech 1st class or M.E./M.Tech. 1st class. In such cases the marks for basic qualification of either B.E./B.Tech 1st class or M.E./M.Tech 1st class are to be considered.*

- (3) *Where a candidate is B.E./B.Tech 1st class and thus fulfils basic qualification & has also passed M.E./M.Tech, such a candidate will be given 7 marks for higher qualification (as in case of M.Phil).*

- 4) *Where a candidate is M.A./M.Sc., LL.M, M.Ed. etc. etc., but has not cleared NET and has either the Degree of Ph.D. or has submitted the thesis for Ph.D. upto December, 2002 and, therefore, claims exemption from NET, his/her basic qualifications shall be considered as M.A./M.Sc. etc. with Ph.D. and marks shall be awarded for M.A./M.Sc. as mentioned above. But such a candidate shall not get extra marks for having got degree of Ph.D.*

- (B) *Higher Qualifications* 15 marks

In addition to basic qualification, a candidate having achieved any of the following shall get additional marks:-

- | | |
|---------------------------------------|----------|
| (i) First Class First with Gold Medal | 5 marks |
| (ii) Basic qualification and M.Phil. | 7 marks |
| (iii) Basic qualification and Ph.D. | 10 marks |

- (iv) First Class First and Gold Medal with M.Phil. 12 marks
 - (v) Double Gold Medal both in basic qualification and M.Phil. 13 marks
 - (vi) First class First with Gold Medal either in basic qualification or in M.Phil. with Ph.D. 15 marks
- (C) *For Extra-Curriculum Activities :*
 For having participated in any International or National or Zonal meet(s) in any event such as Sports/Athletics/ Games/Theatre/Music/Dance both folk or Classical/ Painting/Declamation/Literature/NCC/Scouting/ NSS or any other activity, the marks will be awarded as following:

International Meets

- I. For winning Gold Medal in any International meet. 15 marks
- II. For winning Silver Medal in any International meet. 13 marks
- III. For winning Bronze Medal in any International meet. 11 marks
- IV. Simple participation in any International meet. 10 marks

National Meets

- V. For winning Gold Medal in any National meet. 13 marks
- VI. For winning Silver Medal in any National meet. 11 marks
- VII. For winning Bronze Medal in any National meet. 9 marks
- VIII. Simple participation in any National meet. 7 marks

Inter-Zonal or Inter State or Inter-University level where atleast 3 Zones/States/Universities have participated

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|---|----------|
| IX. For winning Gold Medal/1st Position | 12 marks |
| X. For winning Silver Medal/2nd Position | 10 marks |
| XI. For winning Bronze Medal/3rd Position | 8 marks |
| XII. For having participated | 5 marks |

NCC/NSS OR Similar Activities

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|--|----------|
| XIII. For having attended Republic Day Contingent Camp | 15 marks |
| XIV. NCC having attended at least 4 Camps & Passed 'C' Certificate. | 15 marks |
| XV. NCC having attended at least 3 Camps & Passed 'C' Certificate. | 12 marks |
| XVI. NCC having attended at least 3 Camps & Passed 'B' Certificate. | 12 marks |
| XVII. NCC having attended at least 2 Camps & Passed 'B' Certificate. | 10 marks |
| XVIII. NCC having attended at least 1 Camp. | 8 marks |
| XIX. NSS or Similar Activities and having attended atleast 2 Camps | 3 marks |

(D) *For Published Work*

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|--|----------|
| (i) For at least 2 papers published in the International/ or at least 4 papers published in National referral Journal(s)/or combination of 3 papers in International and National Referral Journals out of which at least 1 should be in International Journals. | 15 marks |
| (ii) For publication of at least 1 paper in International or at least 3 papers in National Referral Journal or Combination of total three papers in International & National Journals out of which at least 1 should be in International Journal. | 10 marks |
| (iii) For 1 Paper in International or 2 Papers in National Journal. | 7 marks |

(iv) For 1 Paper in National Referral Journal 5 marks

OR

(v) Publication of at least 2 books on the subject.

15 marks

(vi) Publication of at least 1 book on the subject.

10 marks

(vii) Publication of at least 4 Articles on the subject published in reputed Journal or News Paper.

7 marks

OR

(viii) Publication of at least 3 books on any subject.

15 marks

(ix) Publication of at least 2 books on any subject.

10 marks

(x) Publication of at least 1 book on any subject.

7 marks

OR

(xi) If 10 or more Articles on the subject or any subject are published in News Paper(s)/Journal(s) of recognised standing.

15 marks

(xii) If 6 or more Articles on the subject or any subject are published in News Paper(s)/Journal(s) of recognised standing.

10 marks

(xiii) If 3 or more Articles on the subject or any subject are published in News Paper(s)/Journal(s) of recognized standing.

5 marks

(xiv) If 1 or more Articles on the subject or any subject are published in News Paper(s)/Journal(s) of recognised standing.

3 marks

Notes : (1) The minimum duration of a camp should be atleast 7 days.

(2) If a candidate has participated in more than one event(s) in same or different fields or competition, and where participation in two or more than two events together entitles for more than 15 marks, then the candidate shall get maximum 15 marks.

For example, in an International meet, a candidate has won bronze medal (11 marks) and participated in two other items (each entitling him/her 10 marks), such a candidate shall be entitled to maximum 15 marks because his/her combined score is 11+10+10 which is more than 15. Similarly in case of a candidate having participated in NCC, NSS or similar other acitivity and, thus, has earned the combined marks of more than 15 marks, he/she shall be entitled for maximum 15 marks.

- (E) For Experience a candidate will get 1 mark for each completed year in the teaching or research areas. The period for less than six month will be ignored and period for more than six month will be taken as whole year. For experience of 5 years or more, a candidate will get maximum 5 marks only. In case of part time lecturers the experience will be considered at half the scale e.g. four academic years as part timer lecturer will be considered as equal to two years experience only. Particularly for recruitment of lecturer(s) in the Universities the following shall also be considered towards experience :-
- (i) Post-doctoral experience on an International Fellowship. Which should be atleast 6 months duration. 2 marks for each fellowship subject to maximum 5 marks.

OR

- (ii) Research Projects: (only major research Projects awarded by ICCSSR,DST, DBT,CSIR,ICAR etc.) 2 marks for each major project in the form of PI or CI subject to maximum 5 marks.

OR

- (iii) Research work done in affiliated College/University/ National/International recognised Research Labs. 2 marks for each 365 days for whole timer and 500 days for Part timer maximum 5 marks.

OR

- (iv) For each Ph.D. produced. 2 marks each subject to maximum 5 marks.

Note : Research work done for obtaining Degree of M.Phil or Ph.D. will not be considered for granting of marks under the heading "Reserch Project" or "Research Work".

4. *The Interviews* *Maximum 10 marks*

Every candidate shall have to appear for interview before a Selection Committee Constituted by the Competent Authority. It will be compulsory that every candidate should be asked to deliver a talk on any subject or any area of his/her subject as suggested by the interview Board or even of his/her own choice for at least 3-5 minutes. This is to judge whether the candidate can communicate & convey properly and confidently or not.

The marks in Interview may be awarded either by the Members individually and then the aggregate average may be taken or the Committee can assess the performance of the candidate collectively and award the marks as it may deem fit.

5. *The Resume Writing* *Maximum 10 marks*

After the interview is over, the candidates be asked to move to the adjoining room and write-down in maximum 10 minutes whatever he/she experienced in the Interview. At the end of 10 minutes time, the resume paper be collected from the candidate and be sent to the Chairman of the Selection Committee without any delay. The Chairman or any other Member of the Committee may read the resume to all the Members of the Committee and then by unanimous opinion award the marks or the Committee may authorise the Chairman to go through the resume paper and award the marks.

6. (a) By following the above procedure the marks out of 80 marks can be awarded at the time of screening of the application on the basis of attached documents. The merit list be prepared accordingly as per the number of available vacancies and highest ranking candidates should be invited for interview. The list of eligible candidates being invited for interview be displayed publically so that every candidate may know about his/her status.

- (b) The same procedure be followed for the vacancies belonging to reserve categories and separate eligibility list(s) are to be prepared for each category.
 - (c) The procedure of video-recording the interview of the candidates may be adopted, wherever possible.
7. The above-mentioned policy is to be followed in toto and strictly while recruiting the lecturers in Government Colleges and Government aided Colleges. It will be appreciated if even the un-aided Colleges also adopt this policy.
 8. PPSC and the Universities are also advised to adopt the above policy for recruitment of lecturers.

Note: Recruitment Policy in App.-II approved for only colleges affiliated to the University.

(Syndicate dated 21.6.2003 Para 15.10)

CHAPTER-XX
ORDINANCES GOVERNING THE SERVICE AND
CONDUCT OF THE NON-TEACHING EMPLOYEES
WORKING IN THE NON-GOVT. COLLEGES
AFFILIATED TO PUNJABI UNIVERSITY, PATIALA

1. *In these ordinances unless the context otherwise requires :*
 - (a) 'College' means a Non-Govt. college admitted to the privileges of the University.
 - (b) 'Employee' means a member of the Non-teaching staff in the service of a College.
 - (c) 'Appointing authority' means the Governing Body or the person authorised to make appointments.
 2. *Non-teaching staff in a college may be divided in the following categories :*
 - (a) Ministerial Staff
 - (b) Laboratory Technicians, Assistant Librarians, Library Assistants, Library Clerks, Laboratory Assistants, Lecture Assistants, Pharmacists, Mistry/Electricians.
 - (c) Peons, Daftries, Bearers, Chowkidars, Restorers, Library Attendants, Laboratory Bearers, Attendants, Beldar, Head Mali, Animal Collector Mali, Safai Karamchari, Orderly to Principal etc.
- AND
- (d) Any other category of non-teaching employees not specified above.

3. *Mode of appointment :*

- (i) The appointment to the non-teaching staff may be made by direct recruitment, promotion or transfer. While considering appointment by promotion to a higher post due consideration shall be given to seniority-cum-merit and to the recommendation of Principal regarding work and conduct of employee.
- (ii) The appointment, suspension and dismissal of the clerical staff shall rest with the Managing Committee of the college. However a temporary appointment for a period upto three months may be made by the Principal.
- (iii) The appointment, suspension, and dismissal of the peons, daftries, chowkidars, attendants or other employees of this cadre shall rest with the Principal of the college.

All the appointments of class-III employees may be made through open advertisement and the concerned Principal shall submit the case of selected employees to the University for approval.

3a. *Qualifications :*

The minimum educational qualifications for appointment to the various categories, shall be as under :-

- (i) *Office Superintendent Grade-I/Accounts Officer :*
M.A. or equivalent degree with seven years' experience as Senior Assistant/Accountant or equivalent post.
OR
B.A. or equivalent degree with 10 years' experience as Senior Assistant/Accountant or equivalent post.
- (ii) *Office Superintendent Grade-II/Assistant Accounts Officer :*
M.A. or equivalent degree with Two years experience as Senior Assistant/ or Accountant or equivalent post.
OR
B.A. or equivalent degree with Five years' experience as Senior Assistant/Accountant or equivalent post.

(ii)(a)Senior Assistant/Accountant :

B.A. or equivalent degree with 5 years' experience of office work.

OR

Under-Graduate with 10 years' experience of office work.

For the post of Accountant preference will be given to a person having experience in accounts.

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| (iii) Steno-Typist | Ist Division in Matric, 80 W.P.M. in short hand & 30 W.P.M. in typing. |
| (iv) Clerk-cum-Typist | Matric Ist Division or 2nd Division in +2 Or equivalent examination Or graduate & 30 W.P.M. speed of type-writing. |
| (v) Store-Keeper | Matriculate. |
| (vi) Assistant Librarian | B.Lib. Science or Library Assistant with 10 years experience. |
| (vii) Library Assistant | Matriculate with a Certificate in Library Science. |
| (viii) Library Attendant | Matriculate. |
| (ix) Restorer | Matriculate. |
| (x) Lecture Assistant | Ist division in Matric with Science subjects or 2nd division in +2 Science group or its equivalent exam. B.Sc. or Laboratory Assistant with 3 Years experience. |
| (xi) Laboratory Assistant | Matric 2nd division with Science subjects or Laborotary Bearer/ Attendant with Science subject having 3 years experience as Laboratory Bearer/attendant. |
| (xii) Dipsenser | Qualified Dispenser/ Pharmacist. |
| (xiii) Laboratory Attendant/
Bearer | Matriculate. |
| (xiv) Peons/Daftries/
Chowkidars | Middle Pass
(Preferably Matriculate). |

4. *Pay-Scale*

The minimum pay-scales for different categories of staff shall be the same as are applicable, from time to time, to such Non-Teaching employees working in the Government Colleges in the State. The Dearness allowance and other allowance as admissible under the term of appointment shall be at the rate fixed by the State Government.

Provided that in case of any incumbent already in service, if the existing pay-scale is better, he shall be allowed to continue to draw pay in existing pay-scale.

5. *Age of Entry*

No person shall be appointed to any post whose age is less than 18 years or more than 35 years on the date of appointment.

6. *Medical Fitness and Antecedents*

The rules regarding Medical Fitness and verification of character and Antecedents in the case of Teaching/Non-teaching staff working in Non-govt. colleges shall be applicable on the pattern of Teaching/Non-teaching staff working in Punjab Govt. Colleges.

7. *Probation*

Every person appointed to a substantive post shall be on probation for a period of one year. In case his work and conduct has not been found satisfactory, during the period, the Employer may extend his period of probation by one year more. In this case the employer must inform the employee in writing about it before expiry of his one year's probation. The probationary period shall, in no case, be extended beyond two years from the date of appointment.

After the expiry of the probation period, the employee shall be deemed to have been confirmed; Provided that if during the period of probation, the work and conduct of an employee is not found satisfactory, the appointing authority may :-

- (i) In the case person appointed by promotion/transfer, may revert him to the post held by him immediately before such appointment.
- (ii) In the case person appointed by direct recruitment, terminate his services.

8. (a) *Pay on appointment*

The initial pay of an employee who is appointed by promotion or transfer to a post shall be fixed as follows :

- (i) When appointment to the new post involves the assumption of duties or responsibilities of greater importance than those attaching to the post he is holding, he will draw as initial pay the stage of time-scale next above his substantive pay in respect of the old post or the minimum of the time-scale of the new post whichever is higher.
- (ii) When appointment to the new post does not involve such assumption, he will draw as initial pay the stage of the time scale which is equal to his substantive pay in respect of the old post, or, if there is no such stage, the stage next below that pay plus personal pay equal to the difference and in either case will continue to draw that pay until such time as he would have received an increment in the time-scale of the old post or for the period after which an increment is earned in the time-scale of the new post, whichever is less. But if the minimum of the time-scale of the new post is higher than his substantive pay in respect of the old post he will draw that minimum as initial pay;
- (b) The initial pay of an employee who is recruited by direct appointment will be fixed at the minimum or at such higher stage in the sanctioned scale as may be determined by the appointing authority.
- (c) The authority which orders the reduction in rank of an employee as penalty from a higher grade to a lower grade of pay, may allow him to draw pay not exceeding the maximum of the lower grade of post which it may think proper.
- (d) If an employee is on account of misconduct or inefficiency reduced to a lower grade or post or to a lower stage in his time-scale, the authority ordering such reduction may determine the period for which it shall be effective.

9. *Termination of Services*

- (i) The services of an adhoc employee may be terminated by appointing authority without assigning any reason and giving any notice.
- (ii) The service of an employee on probation can be terminated at any time on the ground of his work and conduct being not satisfactory. If an employee on probation wishes to resign from service, he shall give one month's notice in writing to the college. If the employee fails to give such a notice, the college shall recover one month's salary or salary for the period by which the notice falls short of one month from him in lieu of such notice unless otherwise directed by the appointing authority.
- (iii) The service of confirmed employee may be terminated by following procedure laid down under the Punjab affiliated Colleges (security of Service of Teachers) Act, 1974.

NOTE : Salary for the purpose of this Ordinance shall mean total emoluments drawn monthly by the employee on the date of relinquishing the charge of his duties.

10. *Revision of pay-scales*

The holder of a post, the pay-scale of which is revised shall be allowed pay in the revised scale in accordance with the instructions issued by the Govt. in this behalf.

11. *Increment*

An increment shall be drawn as a matter of course, unless it is withheld by the appointing authority. An increment may be withheld if work and conduct of an employee has not been satisfactory. When it is proposed to withhold the annual increment of an employee no order shall be passed imposing this penalty unless the employee concerned has been given an adequate opportunity to make any representation that he may desire to make and such representation has been taken into consideration.

12. *Age of retirement*
All whole-time employees of the college not holding a tenure post, shall retire on attaining the age of 60 years.
13. An employee, before leaving the college service, shall hand over the charge of his post to a duly authorised employee and shall return to the college all books, apparatus, furniture etc. issued to him and shall pay in full all the charges due from him for occupation of residential quarters, municipal taxes, water and electricity charges etc. If he fails to do so, the Principal shall recover the amount due from him, on account of the above items, from his last salary or from the college contribution to his provident fund.
14. An employee who is in occupation of residential accommodation of the college shall be in the status of licensee and shall on leaving the service of the college vacate the residence allotted to him by the college.
15. *Service Record*
- (i) Service Record of each employee of the college shall be maintained by the Principal's office on the printed service books prescribed for the purpose.
 - (ii) Separate personal files of the employees shall be maintained by the Principal's office.
 - (iii) Confidential Report in the proforma of each employee shall be recorded every year in the month of April and shall be maintained by the Principal. Adverse remarks, if any, shall be communicated to the concerned employee who will be entitled to represent against such remarks to the appointing authority within three months of the communication of such remarks. The orders passed by the appointing authority in this behalf shall be final.
16. *Working Hours*
The working hours for class III employees would be 42 hours per week of six working days and class IV employees 48 hours per week of 6 working days. The total span of duty for class IV employees should not exceed 12 hours a day.

17. *Payment of Salary*

The Non-teaching staff in a college shall be paid their salary regularly and ordinarily not later than the 10th of the month of following the one for which the salary is due.

18. *Medical Facilities.*

The Medical facilities will be provided to the employees in accordance with such rules as are framed for the teachers of the college in this behalf from time to time.

19. *Leave*

Leave cannot be claimed as a matter of right. When the exigencies of service so require, a discretion to refuse or revoke leave of any description is reserved to the authority empowered to grant leave.

Leave account shall be maintained by the Head of the institution. All leave other than casual leave must be duly entered in the service book of the employee & his leave account completed as soon as it is sanctioned.

20. An employee, who resigns or is discharged from the employment of the college cannot, if re-employed after an interval, count his former service towards leave without the permission of the authority re-appointing him.

21. If an employee, who is dismissed or removed or suspended is reinstated the authority competent to order the reinstatement shall make specific order as to whether the period spent on dismissal or removal or suspension, as the case may be, counted as the duty for the purpose of leave.

22. An employee shall be entitled to half the summer, autumn and winter vacations.

If an employee is not permitted by the Principal to avail of the due vacation spell, he would be entitled to privilege leave subject to a maximum of 30 days to be calculated in the proportion of total of summer, autumn and winter vacations to the total entitlement of 30 days. For example, if the total spell of three vacations is 50 and in a particular vacation spell of 10 days the employee could not be granted vacation then the entitlement to privilege leave would be in the ratio of 3:5. Full pay shall be granted to an employee while on privilege leave. Such leave may be combined with medical leave.

23. The college shall follow the rules of Punjab Government for leave on Medical grounds viz. half pay leave or commuted leave. Such leave will be granted on production of Medical Certificate from the College Medical Officer or such other authority as the college management may prescribe.
24. In case of necessity, leave without pay may be granted at the discretion of Principal, subject to the condition that no employee may be granted such leave for more than 2 years during the whole period of service; Provided that in the case of leave without pay, the annual increment of the employee shall be deferred by the period spent as such on leave without pay.
25. The maximum limit of Maternity Leave to the women employees shall be 180 days without the necessity of production of a medical certificate. Extension, if any beyond 180 days shall, however, be permissible by the grant of leave of the kind due. The other eligibility conditions shall continue to be applicable as here-to-fore.

Leave on account of miscarriage abortion shall be admissible only in those cases where a woman employee has less than two living children. The others having two or more children shall not be entitled to avail of this concession but, if required can be sanctioned leave of the kind due, on the production of medical certificate. The certificate of a Principal Medical Officer or Assistant Civil Surgeon or Gazetted Medical Officer may however be called for in case of doubt.

In accordance with the conditions/ recommendations contained in Punjab Government letter No. 1/10/98/-3FP 2/3187 dated 9.4.2002, male employees shall also be entitled to paternity leave for 15 days.

26. (a) Casual leave may be granted to a permanent employee during a calendar year, as under :
- | | |
|---|-------------------|
| (i) With service up to 10 years | 10 days in a year |
| (ii) With service between 10 and 20 years | 15 days in a year |
| (iii) Exceeding 20 years | 20 days in a year |

Mode of calculation

- (a) From the date on which an employee completes his 10th or 20th years of service, as the case may be, he will be entitled to leave in that year according to the next higher slab. Thus, if an employee completes 10 years service on the 30th September, 1990, he will be entitled to 15 days casual leave for the entire year of 1990.
- (b) Casual leave shall always be applied for and got sanctioned before it is availed of. In case of urgency, however, this condition may be waived of at the discretion of the sanctioning authority.
- (c) The authority competent to grant casual leave shall be the Principal in case of employees working under his administrative control.

- Note :1. Sundays and other college holidays falling within the period of casual leave shall not be counted as casual leave.*
2. *Not more than 10 days casual leave will be allowed at a time. Casual leave cannot be combined with any other leave. It can be combined with holidays provided that the total period including the holidays does not exceed ten days.*

All women employees in service shall be entitled to 20 casual leaves every year irrespective of number of years of service put in by them.

27. Five special casual leaves may be allowed to office bearers of Teachers' Association of Non-Govt. affiliated colleges as is being allowed in case of office bearers of Punjabi University Teachers Association. It is understood that half of such casual leave so availed, shall be deducted from their Casual Leave account and the remaining half of the Casual Leave will be counted as special Casual Leave. The maximum Special Casual Leave should not exceed five in a year.
28. The Non-teaching staff of the colleges shall be entitled to eight days earned leave for every completed year spent on duty. This concession of earned leave of eight days shall not be admissible to such employee in respect of any year in which he is prevented from availing himself of the full vacation as he is entitled to the earned leave as is admissible to the vacational staff. If any employee avails himself of a part of vacation the earned leave proportionately admissible to him in lieu of unavailed vacation together with eight days additional earned leave will not exceed the maximum earned leave admissible to him under the rules.
29. Library staff working in the affiliated Non-Government colleges shall be deemed to be Non-vacational staff.

Laboratory staff shall be deemed to be vacational staff subject to the condition that they will be on duty during Theory & Practical examinations.

Laboratory staff of the non-Government colleges shall be deemed to be vacational staff subject to the condition that the principal will have full powers to assign them any University/ Government/College work, as may be required during the vacation.

30. In addition to the benefit of the Provident Fund an employee at the time of retirement shall be granted by the Governing Body a gratuity of a sum equivalent to one fourth of his pay last drawn for each completed six monthly period of qualifying service subject to 16½ (Sixteen and half) times the pay; provided that in no case gratuity shall exceed the amount as fixed by the Punjab Government from time to time for its employees. In the event of death of an employee while in service the gratuity shall be subject to minimum of 12 times the pay of an employee drawn at the time of his death; provided that in no case shall it exceed the amount as fixed by the Punjab Govt. from time to time for its employees.

Provided that:

In case of Class IV employees no gratuity shall accrue for any service exceeding 35 years.

31. In case of death of any non-teaching employee in service, his/her next of the kin may be appointed in the college if a post is available and the incumbent fulfills the requisite qualifications.

Conduct:

32. Every employee shall at all times maintain absolute integrity and devotion to duty.
33. Every employee shall abide by and comply with the rules of the college and all orders and directions of his authorities issued from time to time.
34. Every employee shall extend utmost courtesy and attention to all persons with whom he has to deal in the course of his duties.
35. Every employee shall endeavour to promote the interest of the college and shall not act in any manner prejudicial to the interest of the college.
36. No employee shall, except with the previous sanction of the college authority wholly or in part, conduct or participate in editing or managing of any newspaper or any other periodical publication.

37. No employee shall, in any Radio-Broadcast or any documents published anonymously or in his own name or the name of any other person, or in any communication to the Press or in any other public utterance, make any statement or express any opinion.
- (i) Which has effect of any adverse criticism of any decision of his Principal/Governing Body of the college concerning the Management or the college authorities or any current or recent policy or action of the college authorities.
 - (ii) Which is capable of embarrassing the relations between the services in the college;
- OR
- (iii) Which involves personal attacks and insinuations against his colleagues and subordinates/superiors.
38. No employee shall, except in accordance with the general or special orders of the Principal or college Authorities or in the performance of the duties assigned to him, convey directly or indirectly any official documents or information to any person to whom he is not authorised to convey the said documents or information.
39. No employee shall bring or attempt to bring any political or other outside influence to bear upon any authority to further his interests in respect of matters pertaining to his services under the college.
40. The employee shall so manage his affairs as to avoid habitual indebtedness or insolvency. Any employee against whom any legal proceedings are instituted for the recovery of any debt due from him adjudging him as an insolvent shall forthwith report the full facts of the legal proceedings to the college concerned.

NOTE : The burden of proof that the insolvency for indebtedness was the result of circumstances which with the exercise of ordinary diligence the employee could not have foreseen or over which he had no control and has not proceeded from extravagant or dissipated habits, shall be upon the employee concerned.

41. No employee of the college shall apply for any post outside the college except through the Principal. In one calendar year, not more than two applications for outside post will be forwarded and the record will be maintained by the Principal's office.
42. The following minor penalties may, for good and sufficient reasons be imposed upon an employee :
- (i) Censure
 - (ii) Withholding of increment(s) with or without commulative effect or promotion.
 - (iii) Recovery from pay of the whole or part of any pecuniary loss caused to the college by negligence or breach of orders.
43. *Procedure for imposing of penalties :*
- (a) No order imposing on employee any of the Penalties specified in clause (i) to (ii) or rule 43 shall be made except after :
 - (i) Informing the employee in writing of the proposal to take action against him and of the imputations of misconduct or misbehaviour on which it is proposed to be taken and giving him a reasonable opportunity or making such representation as he may wish to make against the proposal;
 - (ii) holding an inquiry in every case in which the punishing authority is of the opinion that such inquiry is necessary;
 - (iii) taking the representation, if any submitted by the employee under clause (i) and (ii) and the record of inquiry, if any held under clause (ii) into consideration; and
 - (iv) recording a finding on each imputation of misconduct or misbehaviour; and
 - (b) the record of the proceedings in such cases shall include :
 - (i) A copy of the intimation to the employee of the proposal to take action against him;

- (ii) A copy of the statement of imputation of misconduct or misbehaviour delivered to him;
 - (iii) his representation, if any;
 - (iv) the evidence during the inquiry if held;
 - (v) the findings on each imputation of misconduct or misbehaviour ; and
 - (vi) the orders on the case together with reasons thereof.
44. No employee shall be dismissed or removed or reduced in rank except after an enquiry in which he has been informed of the charges against him and given a reasonable opportunity of being heard in respect of these charges.

The imposition of such penalties shall be governed by the Punjab affiliated colleges (security of service Act), No. 25 of 1975 as ammended from time to time.

