



MACFAST[™]

Igniting wisdom since 2001

SERVICE RULES



**MAR ATHANASIOS COLLEGE FOR ADVANCED STUDIES TIRUVALLA
(MACFAST)**

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1. PREAMBLE:

Mar Athanasios College for Advanced Studies aims to ensure that the organization obtains and retains the skilled, committed and well- motivated workforce it needs. It aims in amplifying a vibrant atmosphere for talented teaching and non-teaching employees, who can contribute their creative and innovative idea to accomplish the vision and mission of MACFAST to give emphasis to its tagline "*United to Excel*"

Vision

To be a global icon in quality education, research, innovation, and entrepreneurship for a sustainable future.

Mission

To provide a conducive learning environment that nurtures and develops young people as value-driven, professionally competent and responsible global citizens

1.1 These rules shall be called MACFAST "Service Rules, Conduct and Leave Rules"

2. DEFINITION:

2.1 College:

College means **MAR ATHANASIOS COLLEGE FOR ADVANCED STUDIES TIRUVALLA) MACFAST**, established and managed by the Corporate Educational Agency of the Catholic Archdiocese of Tiruvalla

2.2 Management:

Management means the Corporate Educational Agency of the Catholic Archdiocese of Tiruvalla,

2.3 University:

University means Mahatma Gandhi University, Kottayam.

2.4 Principal:

Principal of the college is the head of the institution authorized by the Management to discharge the duties and responsibilities of the Principal defined by department of Higher Education, Govt of Kerala and the University.

2.5 Employee:

Staffs include all employees, without exception, who are executing whatever duty is given to them and are employed full-time or part-time by the College, whether probationary, temporary, or permanent.

2.6 Teaching Staff:

The teaching staff comprise of the following categories

- i) Principal
- ii) Academic Director
- iii) Head of Department
- iv) Professor
- v) Associate Professor
- vi) Assistant Professor
- vii) Any other category of post declared by the Regulatory Body.

2.7 Non-Teaching Staff:

Non-teaching staff includes all employees other than teaching staff

2.8 General Workers:

One who is employed on a daily basis for providing support services including the service casual workers

2.9 Duty:

- An employee is said to be on “duty” for the purpose of service benefits.
- When the employee is performing the tasks of the position to which he or she has been assigned or is receiving the required training for the position.
- When the employee is absent from work on authorised holidays or vacations, or when the employee takes leave which is approved by the responsible authorities.
- When the employee is attending conferences/seminars/workshops duly permitted by the competent authority.
- When the employee is attending to the work assigned to him/her by the competent authority, in the Institution.

2.10 Leave:

Leave refers to time off that has been given to an employee by the relevant authority and to which he or she is entitled

2.11 Year:

Year means Calendar Year/Financial Year/Academic Year as the case may be.

3 RECRUITMENT, SELECTION AND APPOINTMENT:

The Recruitment, Appointment, Probation and Resignation of the service of employees are as per HR Policy of the College

4 CODE OF CONDUCT FOR FACULTY & STAFF

- All the teaching and non-teaching staff of the college are expected to follow the rules and regulations in force.
- All members of the staff are expected to report for duty at 8.50 AM and unless it is explicitly stated, they shall be at the disposal of the College during all the working hours.
- They shall be neatly dressed, observing their decorum and dress code of the College besides wearing their identity card.
- At the time of arrival to and departure from the college each staff member shall undergo face recognition to mark their presence and shall sign in the Attendance Register.
- Those faculty members who have classes during the first period shall be in the class room before the commencement of the prayer.
- All members of the staff shall discharge their duties diligently and promptly for the accomplishment of the vision, mission, core values and objectives of the college.
- They shall not absent from their duties without prior permission of the concerned authorities.
- Those, who intend to take leave, shall strictly adhere to the leave rules.
- No member of the staff shall work in any other organization on part-time basis or as guest faculty without the prior permission of the management.
- No member of the staff shall speak or act in defamation of the name and reputation of the college or detrimental to the interest of the college
- Any act or behaviour from the part of staff members detrimental to the interest of the college will be treated as an offence.
- The faculty members shall participate and present papers in at least two

National or International Seminars/ Conferences / Workshops in an academic year.

- They shall publish books and/or research articles in reputed indexed journals and undertake research projects.
- All members of the staff shall actively involve in the co-curricular and extra-curricular activities of the college
- They shall make use of the infrastructure and other facilities of the college including Laboratories, Library, RADIO MACFAST, MACFAST Incubation Centre etc. for beneficial use of their academic purpose and career development.
- No member of the staff shall indulge in harassment of any type, misbehavior or show favours to any other the staff or students of the College
- No member of the staff shall be involved either directly or indirectly in any sort of unlawful activities
- Any member, convicted in a court of law on criminal charges will be liable for termination of his/her services
- They shall try to establish Institution- Industry linkages leading to MoUs with reputed organizations.

5 DISCIPLINARY ACTIONS

a) The employees are liable for disciplinary action in code of disobedience, misconduct and dereliction / negligence of duty. However, such disciplinary action shall be taken only after proper hearing of the employee.

Disciplinary actions include

i) Warning

ii) Withholding increments / promotion

iii) Recovery from his/her salary whole or part of any financial loss caused to the college due to negligence of duty or breach of orders / rules.

iv) Termination of service

d) An employee can appeal against disciplinary action upon him / her by the competent authority to the Management / Governing Body

The management has got every right to amend/ modify any process of this policy as and when required.



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