



MAR ATHANASIOS COLLEGE FOR ADVANCED STUDIES TIRUVALLA (MACFAST)
A Minority Institution of the Catholic Archdiocese of Tiruvalla



HUMAN RESOURCES MANAGEMENT

MANUAL OF POLICY, PROCEDURE, RULES AND REGULATIONS

EFFECTIVE FROM 01.01.2026

(Read - Governing Body minutes GB1-10 – 13.11.2025)

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FOREWORD

It is with immense pride and heartfelt gratitude that we present this Human Resources Manual, published in the momentous year in which our college celebrates its Silver Jubilee and steps into a new era as an Autonomous Institution.

This milestone is not merely a marker of time but a testament to the collective spirit, dedication, and perseverance of every individual who has walked these corridors. The journey from humble beginnings to academic distinction has been shaped by the unwavering commitment of our faculty; and the tireless efforts and the quiet strength of our Administrative and HR staff who toiled as an integral part of the Principal's and Manager's Office.

The meticulous coordination, the steadfast support, and the unflagging professionalism of our management have enabled the college to function with grace and efficiency through every challenge as well as triumph.

As we embrace the autonomy granted to us in this landmark year, this manual stands as both a guide and a tribute—a guide to uphold the values we cherish and a tribute to the people who have made this transformation possible.

Let this document, approved by the first ever post-autonomy-status Governing Body of our college, be a sign of discipline as well as a resource for the policy and practice of an Autonomous College with innovative vision.

With warm regards to all,



Fr. Dr. Thomas kutty Pathinettil
MANAGER, MACFAST



Dr. Varghese K. Cheriyan
PRINCIPAL MACFAST

Thiruvalla

01 January 2026

1 ABOUT THIS DOCUMENT

This HR policy document has been prepared to provide an insight into Human Resources Policies and Procedures applicable to the employees of the Institution. This would serve as a guideline to managerial and supervisory personnel and provide awareness to employees on their privileges, duties, and responsibilities.

The HR policies and procedures contained in this manual will be periodically reviewed and may be updated/ amended from time to time to keep pace with changes occurring in the organization.

3 VISION, MISSION AND VALUES

Mar Athanasios College for Advanced Studies, Tiruvalla, the first among the Arts and Sciences self-financing colleges under Mahatma Gandhi University to secure the coveted Autonomous status, aims to ensure that the organization obtains and retains the skilled, committed, and well- motivated workforce it needs. It intends to create a vibrant atmosphere for talented teachers and non-teaching employees who can contribute their creative and innovative ideas to accomplish the vision and mission of MACFAST; to underscore its tagline, *“United to Excel”*.

ACADEMIC VALUES

Instilling wisdom and igniting enquiry since 2001, the college has been following a value-based system with a focus on grooming the student for career achievement. The Institute is committed to inculcating not only all the essential technical skills and soft-skills for professional achievements but also social and moral values to mold them into respectful and responsible citizens.

VISION

To be a global icon in quality education, research, innovation, and entrepreneurship, ensuring 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.

OBJECTIVES

- To foster a positive work environment by implementing and administering an HR policy
- To assess the human resource requirement for every academic year.
- To source, develop & retain efficient manpower for both academic and administrative positions
- To identify and respond to the needs of the human resources of the institution in the pursuit of its stated Vision and Mission
- To organize orientation and refresher courses for the faculty of the institution.

4. DEFINITIONS OF KEY TERMS

- **Institution/College:** Mar Athanasios College for Advanced Studies, Tiruvalla (MACFAST)
- **Authority:** The Governing council of the Society/Management that owns the college or The Governing Body as per the autonomy rules and regulations.
- **Radio Macfast 90.4 FM,** campus community radio, comes under the purview of HR rules wherever applicable.
- **Manager:** Represents the Society/Management, at the college.
 - **Principal:** The Head of the Institution
 - **Appointing Authority/Competent Authority:** The person or body (e.g., Governing Body, Manager, Principal) authorized to make decisions regarding the appointments, long-leave (LOP, ML etc), promotion or dismissal of employees.
 - **Employee/Staff:** Any person on the payroll of the college, including teaching staff, non-teaching staff, technical staff, and support staff.
 - **Regular staff/ full-time employee:** Initially-appointed members of the staff who may be retained as long as their services in the college are required on the basis of students-strength and continuance of the relevant program with which they are associated, and unless any disciplinary, insufficient student strength or termination of program or any other situation which warrants the termination of their service arises.
 - **Contractual Staff:** Members of the staff who are hired at the commencement of an academic year and whose services will be terminated on 31st March of the same academic year.
 - **Guest Faculty:** Teaching faculty who may be appointed for a particular period, on the basis of specific needs and contexts, and offered workload-related payments.
 - **Basic Pay, Pay and Consolidated Pay:** The fundamental components of an employee's salary-structure, like the primary pay; other allowances and benefits which are calculated on the basis of the primary pay; and an all-inclusive fixed amount paid. All forms of remuneration are subject to the decision of the authorities.
 - **Benefits:** Non-monetary or indirect compensation provided to employees, in addition to their regular wages or salary, such as Provident Fund (PF), Employee State Insurance (ESI), medical insurance and gratuity, subject to the decision of the authorities.
 - **Code of Conduct:** The set of rules and expectations outlining the standard of behavior, ethics, and professional responsibilities required of all employees within the institution.
 - **Compensation:** All forms of pay or rewards, including salary, bonuses and benefits, received by an employee in exchange for their work.
 - **Leave:** Leave cannot be claimed as a matter of right. When the exigencies so

require, the discretion to refuse or revoke leave of any description is reserved to the authority empowered to grant it. Casual Leave, Loss of Pay Leave, Duty Leave, Maternity Leave, Compensatory Leave and Sick Leave, and other leaves of absence are subject to the discretion of the authorities.

- **Disciplinary Action:** Corrective measures taken by the employer in response to an employee's misconduct, non-compliance with rules or poor performance.
- **Governing Body (GB):** The primary decision-making authority of the college, responsible for overall governance, management and final interpretation of this manual's contents.
- **Gross Misconduct:** Serious violations of the college's rules and regulations, such as fraud, misbehavior, harassment, theft or insubordination, which may result in immediate dismissal
- **HR Manual:** This fundamental document which lays down the policies, procedures, rules and regulations, governing human resource management in the college, in adherence to the decisions of the management/authorities.
- **On Duty:** The status of an employee while discharging their official duties, including approved leave or holidays with wages which are considered for the purpose of service benefits, including the time outside of the working hours of the college.
- **Regular working days:** College time for Teaching Faculty: 8.50 a.m. to 4.20 p.m.; For Non –Teaching Staff (*except Drivers, Security Staff, Electrical, Plumbing and other technical staff including the radio staff, kitchen staff, library staff etc;*): 8.50 a.m. to 4.45 p.m. (except Sundays and holidays)
- **Academic Year:** Starts as per the academic calendar and ends on March 31st of the same Academic Year (next Calendar year)
- **Calendar Year:** 1st of January to 31st of December of the same year.
- **Performance Appraisal/Evaluation:** The systematic process of reviewing and documenting an employee's job performance, typically involving feedback and setting objectives and targets with a view to improving his/her performance.
- **Recruitment:** The entire process of identifying, inviting, screening, and selecting suitable candidates to fill vacancies within the college.
- **Resignation:** A formal, voluntary relinquishment of service at the college, initiated by an employee with due prior intimation as per rules stated further ahead in this manual.
- **Retirement/Superannuation:** The termination of service upon the employee reaching a specific age as defined by the college's policies and relevant regulations.
- **Termination:** A compulsory ending of the employee's employment with the college, which may or may not be for disciplinary reasons (e.g., retrenchment, dismissal), initiated by the authorities.

5. MANPOWER PLANNING

5.1 RECRUITMENT

All Departments need to assess their manpower requirements at the beginning of each semester. The HR Department maintains the data on the sanctioned strength of all departments and keeps records up to date, and it is imperative to produce such documents before the authorities any time on request.

RECRUITMENT PROCEDURE:

- As and when a vacancy needs to be filled up, the HOD will inform HRD of the requirements through the Principal/Manager.
- The HRD will review the job description and requirements, recruit suitable candidates from the available database or advertise in leading newspapers/on the official website of the college/on social media.

SOURCING CANDIDATES FOR INTERVIEW:

- Internal References
- Data Bank
- Advertisement in social media and News papers

SELECTION PROCESS:

- The HR department screens the CV according to the requirements and forwards the selected CVs for further shortlisting to the concerned HOD.
- The HR department will constitute a selection committee by following UGC/AICTE/University rules.
- The shortlisted candidates will be invited for an interview and asked to present a PPT, if necessary.
- The selected candidate will be served with an intimation of selection and the date of reporting at the college with relevant documents.
- On receipt of the intimation of selection, the candidate shall confirm his/her acceptance in writing through email or letter within 5 working days from the date of receipt.
- A candidate selected for appointment will have to sign a document containing the terms and conditions of employment, including execution of an agreement for the service/contract period.
- An employee appointed on contract basis shall be on probation for a period of 3 months starting from the date of appointment, and his/ her continuation in service for the contract period will depend on satisfactory performance and adherence to the rules, regulations and policies of the college.

BACKGROUND / REFERENCE CHECK

- The HRD will conduct a background verification by contacting all the previous organizations in which the candidate had worked.
- In the case of fresh candidates, the HR Department shall verify details with the institution from which he/she has passed out.
- Appointments will be on contract. CONTRACT APPOINTMENTS ARE NOT MEANT TO BE PERMANENT, IN ANY CASE, IN THE FUTURE.

DOCUMENTS TO BE SUBMITTED AT THE TIME OF JOINING:

- 1) 2 Passport size photographs.
- 2) Copy of his/her PAN card and Aadhaar card. In case the candidate has not been allotted a PAN number, they are required to submit a photocopy of the acknowledgement of the application for a PAN, on an immediate basis.
- 3) Original Certificate of Higher qualification
- 4) Attested copy of the following:
 - a) Copy of Experience Certificates
 - b) Qualifying certificates from 10th standard to Higher Education, including mark sheets.
 - c) Proof of Date of Birth
- 5) Relieving order from the candidate's previous employer or the resignation acceptance letter in lieu of the same.

An Agreement of Service, in acceptance of all the terms and conditions of appointment, by the candidate, will be executed with the management, at the time of joining

5.2 PROMOTION POLICY*

1. **Assistant Professor:** Assistant Professor with Pay Scale of Rs.15,600 – 37,400 with Academic Grade Pay of Rs. 6,000 shall be moved to the next higher grade (Academic Grade Pay of Rs. 7,000) within the same cadre after completion of four years of regular service if the candidate possesses a PhD degree (or) after completion of six years for non-PhD holders.
2. **Assistant Professor:** Assistant Professor with Pay Scale of Rs.15,600 – 37,400 with Academic Grade Pay of Rs. 7,000 shall be moved to the next higher grade (Academic Grade Pay of Rs. 8,000) within the same cadre after completion of four years of regular service if the candidate possesses a PhD degree (or) after completion of six years for non -PhD holders.
3. **Associate Professor:** Assistant Professor with Pay Scale of Rs.15,600 – 37,400 with Academic Grade Pay of Rs. 8,000 with three years of service shall be promoted as
Associate Professor in a pay band of Rs.37,400 – 67,000 with an academic grade pay of Rs. 9,000 (the candidate should possess PhD degree).
4. **Professor:** Associate Professor with Pay Scale of Rs.37,400 – 67,000 with academic grade pay of Rs. 9,000 with five years of service shall be promoted as

Professor in a pay band of Rs.37,400 – 67,000 with academic grade pay of Rs. 10,000.

Note: The candidate needs to satisfy the minimum API score in the Performance Based Appraisal System of the College.

*Promotions will be determined through a thorough selection process, ensuring suitability, and will be subject to available vacancies.

5.3 CAREER PROGRESSION

- In accordance with organizational development strategies, HOD rotation is deemed essential across all departments to foster cross-functional collaboration and promote skill diversification.
- To maintain compliance with institutional standards and requirements of accreditation, participation in NAAC/IQAC initiatives, institutional rankings, affiliation processes, and admission-related or other university related tasks if any, is mandatory for all employees.

5.4 CODE OF CONDUCT

The incumbent shall comply with all decisions and actions taken by the Management, in accordance with applicable laws, rules, and regulations, and such decisions shall be communicated with due notice wherever required.

In all matters relating to disciplinary action, termination of service, reinstatement, revision of remuneration, or change of post/assignment, the incumbent shall, in the first instance, seek resolution through the prescribed internal mechanisms of the institution, including escalation to the appropriate higher authorities within the College.

Any approach made by the incumbent to higher levels of college management, including approaching management higher-ups in any manner without obtaining prior consent from competent college authorities, particularly for seeking favours or special consideration in such matters, shall constitute a violation of institutional protocol. Such conduct may result in disciplinary action and may also render the incumbent ineligible for further internal negotiation or consideration. The incumbent is required to adhere strictly to the institutional hierarchy and prescribed procedures in all official communications.

Dress Code

For Men: Formal dress, implying trousers, shirt and shoes. Appropriate matching jackets or a full suit are also permissible. T-shirts, with and without collars, are strictly prohibited.

For Women: - Formal dress, meaning Sarees, Salwar Kameez, Churidar, Kurta Decently worn pants/jeans and shirts are permitted on holidays and Saturdays, unless there is any special instruction in this regard). All are expected to be neatly groomed.

Attendance

All employees should mark their attendance in the biometric punching machine and in the attendance register as well, as per the scheduled entry time at 8.50 a.m. and the exit time at 4.45 p.m. for non-teaching staff and 8.50 a.m. and 4.20 p.m. respectively for teaching staff.

- Failure to comply with the timings will lead to absence without pay.

- An overwriting on a marked leave, or any manipulations in such a manner, will lead to severe disciplinary action.
- (Technical, kitchen, cleaning, hostel, maintenance, garden, bus, security, and similar staff have separate time schedules as prescribed.)
- The H.R. Department should regularly verify the time of punching the attendance and signing the attendance register, calculate the lapsed time, and report to the higher authority.
- Saturdays (except holidays) are working days for all. In case of any incidentally declared holiday (except the ones declared by the Government), the next working- Saturday will function as a compensatory working day with classes based on the time table of the day that was declared a holiday.

Late Arrival/ Early Departure

- With prior permission, an employee is allowed either late arrival (LP) or early departure (EP) of up to 30 minutes, up to a maximum of 3 days in a month and the H. R Department should mark LP/EP in the movement register without fail.
- Late arrival / early departure exceeding 3 in a month will be treated as Casual Leave and if he /she has no casual leave to his/her credit, it will be treated as Loss of Pay. The HR Department is fully entrusted with the monitoring and regulation of LP/EP and out-pass.
- A Movement Register is to be kept with the HR Department for issuance of out-passes to the employees who need to leave the campus for any purpose other than that assigned by the authorities, and the maximum validity of the pass will be for 30 minutes. In the event of such an employee exceeding the limit of 30 minutes, it will be treated as a half-day leave availed by him/her. The Maximum number of out passes issued to an employee is TWO in a calendar month.

General Behavior on the Campus

MACFAST creates and sustains a conducive environment for students and staff to develop themselves as personally responsible, culturally sensitive, and socially committed professionals. Aiming high at such a sublime goal, the college provides the following guidelines to all its students and teachers. As the proverbial saying goes, it is the spirit of the law that matters, and not its letter.

- Casualwear on the campus should be strictly decent, socially acceptable, and collectively respectful.
- English is the self-imposed language of communication on the campus. It is enforced with the particular intention of improving the self-confidence and verbal fluency of students in social interactions, with a view to enhancing their future employability and success. English needs to be acknowledged and profusely used by the faculty, without any prejudices and with no disrespect to the mother tongue, as a tool of professional competence and personal growth.
- MACFAST zealously promotes an eco-friendly, green and clean environment. All Employees are invited to actively cooperate with this policy of the college.

- **MACFAST promotes mature and healthy relationships on the campus with the specific objective of developing mutual trust and respect among students and employees. Disagreements need to be handled in a mature manner; respect for the person holding opposing views and an agreement to disagree should be strived for.**
- **Utmost caution and care need to be observed in male-female interactions on the campus, maintaining a culturally acceptable distance and displaying good manners. Any inappropriate activity in this regard, which may cause damage to the reputation of the college, will invite very severe punishment. No warning may be issued in such cases. Gender bias in no manner will be tolerated; mutual respect should be the key to all interactions. Also, no creed or class bias of any kind is acceptable.**
- **Idling on the campus or wandering in the Reception/Lobby/ other rooms/any other offices during/out of college timing or break time, if any, is prohibited.**

PERFORMANCE

- **All employees are expected to put in their maximum effort, in keeping with the policies and procedures of the college, to produce the best results which would enhance their professional skills as well as the success and reputation of the college.**
- **ALL employees are part and parcel of the college community, working with the same objective and towards the same goals. In that sense, every employee is on duty 24x7 with regard to the needs of the college. Over and above the time an employee is officially required to be present on the campus, he/she is expected to respond and act with alacrity in case of emergencies. Essential/ Emergency-service-staff like electricians, plumbers, drivers, security staff, cleaning staff, lab staff, technicians and so on are especially expected to rectify malfunctions/ provide services as necessitated by the situation irrespective of the time of the day.**
- **All employees are expected to meet official deadlines with regard to the work assigned to them. Fines/penalties payable to the Government/ University/ Authorities because of the lapses in punctuality by an employee will have to be borne by the employee himself/herself. Also, fines/penalties incurred by the negligence or violation of laws by the employee, even when on duty outside on behalf of the college, will have to be paid by the employee.**

EXIT RULES

- **If an employee wishes to resign from the institution, he/she should give one month's prior notice. During the notice period, he/she is not eligible to avail any leave; dereliction of this will lead to immediate termination of service with compensation.**
- **Teaching faculty will not be allowed to resign during the course of an academic year. To ensure the smooth functioning of the academic activities, resignation can be allowed only at the end of an academic year. If he/she wants to leave urgently,**

he/she has to pay 2 months' salary as collateral damage to the college.

- No-dues certificate, No-Liability certificate and Relieving-undertaking should be submitted to the HR department; and all college properties, if any, issued from the college, like identity tag, etc., should be returned by the employee when leaving.
- If a member of the Non- Teaching Staff wants to leave immediately, he/she must pay one months' salary as collateral damage to the college.

RETIREMENT

On attaining the age of 56, an employee is supposed to retire from the institution, but can continue on a contractual basis up to the age of 65, if permitted by the management.

6 LEAVE POLICY

6.1 SCOPE:

- This leave policy shall be in force with effect from 1st January 2026. (Any alterations in this regard and in the HR rules are subject to the decision of the Management.
- This policy shall apply to all Teaching and Non-Teaching staff of the college
- It shall not apply to employees appointed on part-time and daily basis.
- Leave shall be counted based on the calendar year, in proportion to the actual number of months of service in the college; it will be in calendar months from January 1st to December 31st of each year.
- This policy shall supersede ALL EXISTING LEAVE POLICIES that have been issued previously.

6.2 DEFINITIONS

Leave: Leave is a provision to stay away from work, for genuine reasons, with prior approval of the competent authorities.

Holiday: It is a provision to stay away from work without prior approval of competent authority unless specifically called through an office order.

Staff under Shift Duty (SS): These employees are deputed for duty in two shifts (Day & Night).

Operational Staff: The administrative staff deputed for repairs, maintenance, and other emergency services.

6.3 APPLICATION, COMMENCEMENT AND TERMINATION OF LEAVE

- Leave cannot be claimed as a matter of right. When the exigencies of service so demand, leave of any description may be refused or revoked by the leave-

sanctioning authority.

- Leave should always be applied for in advance through ERP and gotten sanctioned before it is availed, except in case of emergency or other valid reasons.
- Leave account shall also be maintained (besides by HR) for each staff member in the Department/ Administrative Office concerned.
- An employee on leave is free to re-join duty before the expiry of his /her sanctioned leave, subject to the permission of the sanctioning authority.

In case an employee is recalled to duty before the expiry of his/her leave, necessitated by some urgent situation, he/she is bound to rejoin duty immediately.

- Certain emergencies that may arise, even at odd hours, also require particular staff members, including those on leave, to respond to/report on call, failure to honour which will entail an explanation to the authority who called.
- An employee wishing to go on leave will have to inform and get prior sanction from his/her Immediate Reporting Officer.
- Leave ordinarily begins from the day on which leave as such is availed of and ends on the day preceding the day on which duty is resumed.
- Sunday or other public holidays may be prefixed as well as suffixed to the eligible leave other than Casual Leave and the same should be shown in the leave application. If the leave is extended after the suffixed date/dates, the suffixed date/dates will be included as part of the leave.
- An employee on leave is not allowed to return to duty before the expiry of the sanctioned leave, without the permission of the authority who sanctioned it.

6.4 CASUAL LEAVE

- Casual leave is not considered as eligible leave. It is granted for meeting the casualties that might occur during the service period.
- All full-time regular/contractual staff members of the college shall be eligible for a maximum of 15 days of casual leave in a calendar year. Leave should be availed of in proportion to the completed months (15 leave/12 months), exceeding which will be treated as loss of pay leave unless otherwise permitted by the sanctioning authority on special grounds. 179 days of contractual staff shall avail all leave in proportion to the prescribed time of the contractual period. (7days of C/L and 2days of S/L)
- A maximum of 3 days of Casual Leave can be availed of at a stretch in proportion to the total leave in a calendar month/ contract period, with the prior permission of the leave sanctioning authority. Even a single day of CL is also to be intimated in advance and applied for through ERP.

- Half-day casual leave (FN/AN) shall be allowed in due consideration of the working hours to be engaged in the FN/AN and, if the employee does not re-join on time, it will be treated as a full day of casual leave. If there is no CL left in the account, it will be treated as a loss of pay leave.
- Unavailed Casual Leave, if any, cannot be carried over to the next year.
- Casual leave cannot be combined with any other kind of leave.
- An employee on casual leave is not treated as absent from duty, and his/her pay is not affected.

6.5 LOSS OF PAY LEAVE (LOP)

- All employees, including those on contract, are eligible for LOP for a certain period as permitted by the authority concerned. LOP cannot be clubbed with any other leave like CL, and intervening holidays during the LOP will be treated as part of the LOP.
- Application for LOP should be submitted through ERP, 07 days before the date of the commencement the leave required, except in cases of medical emergency.
- The employee can enter into LOP only after getting the leave duly sanctioned by the authority concerned.
- The liabilities to the college, if any, should be cleared before availing the LOP, if the leave is for a period exceeding 03 months.
- The employee shall not enter into any assignment or contract with any other institution/ organizations during the period of leave.

6.6 MATERNITY LEAVE

- Maternity leave shall be admissible to female employees continuing in service beyond one year, provided they would continue in service after ML. But, to become eligible for such leave, they must have worked at least 80 days in the 12 months immediately preceding her expected date of delivery (subject to submission of medical certificate and other details as supporting documents), in deference to the policy and terms & conditions of the institution. If employed on contract, leave is granted for eligible days or until the expiry of the contract, whichever is earlier.
- If eligible for ESI, benefits are disbursed through ESIC.
- Maternity leave is strictly subject to verification and the decision by the sanctioning authority
- The employee can enter into LOP only after getting the leave duly sanctioned by the authority concerned. (Application for ML should also be submitted with supporting documents in hard copy).

6.7 DUTY LEAVE/OD

- * Duty Leave /OD can be availed only after getting written permission from the sanctioning authority

- * **Duty Leave/OD may be granted for:**
 - a) **Attending seminars, conferences, symposia, Faculty Development Programs etc. organized by the University or other recognized institutions and organizations or any other assignments outside the college, subject to the prior approval of the sanctioning authority. Maximum duty leave is restricted to five.**
 - b) **Representing the college in various meetings, conferences etc. of the Government bodies, University and other organizations. Undertaking examinership / curriculum development / other duties assigned by the University.**
 - c) **Participating in delegations or working on a committee appointed by the Government of India, State Government, University, University Grants Commission, AICTE, and so on.**
- **Original Duty Certificate issued by the competent authority concerned should be produced at the time of reporting back for duty.**

6.8 COMPENSATORY OFF

- * **Employees are permitted to avail compensatory off in lieu of the work done by him/her on Sundays or other holidays, subject to a maximum of 10 days in a year and if the employee's service is less than one year, compensatory off will be limited in proportion to the actual period of service.**
- * **Compensatory off is to be claimed within one month of the date of the work done.**

6.9 SICK LEAVE (SL)

- **Sick Leave is limited to 5 days in a calendar year**
- **An employee will be eligible for 5 days' Sick Leave in a calendar year. With effect from 01 January 2026, Sick Leave which is not availed in one year can be carried over only to the subsequent year and not beyond. For example, 5 days' SL not availed in 2025 by an employee, will make him/her eligible for 10 days' (5+5) SL in 2026. However, no more than 5 days' SL will get carried over to 2027, even if the employee has availed no SL or less than 5 SL in 2026. If he/she exhausts the quota of SL carried over from the previous year (maximum 5) and avails SL from the current years' quota of 5 too, then only the remaining number of SL will spill over to the next year. In other words, the maximum number of SL an employee can be eligible for in a calendar year is 10 and the actual number they are eligible for will depend on the number of SL used during the previous year from its quota of 5. The current year's Sick Leave will be released only in proportion to the number of actual days of service completed in the current year.**
- **In cases of absence or LOP leave availed by the employee for a particular number of days in a calendar year, he/she will have to work for an equal number of days into the next year and complete 365.25 days of service to become eligible for the annual quota of 5 days' SL.**
- **Sick Leave is admissible only in the case of Regular employees, on submission of a medical certificate and fitness certificate at the time of rejoining.**

- Contractual employees are eligible for 5 days of SL in the particular year only. Their Sick Leave cannot be carried over.
- 5 days of sick leave are allotted for all regular employees and they can avail themselves of 2 to 3 consecutive days of sick leave without a doctor's certificate, often with just a self-declaration. More than that of SL availed should be based on a medical certificate from the doctor who treated them and thereafter a fitness certificate for re-joining duty.
- Leave must be availed of in terms of the 12-months calendar (i.e., only those who have completed 12 months of continuous service are eligible for 5 days of SL; if there is any LOP or absence in this period, they will be eligible for 5 SL only after completing service of 365.25 days). For a particular year, the SL will be calculated in proportion to the completed months of service. Any leniency will be subject to the discretion of the sanctioning authority.

Radio staff, Drivers, Kitchen Staff, Cleaning Staff and Technicians will have a separate leave policy which will be mentioned in their Appointment Order.

7. DISCIPLINARY ACTION

7.1 OBJECTIVE AND SCOPE

The policy here is to ensure that fair and effective arrangements exist for dealing with disciplinary matters and that, as far as possible, common standards are observed for all employees. The procedure covers unsatisfactory conduct at work as well as unsatisfactory work performance, which may be wilful or due to carelessness. A separate procedure applies to cases of culpability.

7.2 MISCONDUCT

All staff members are expected to behave, in their day-to-day activities, in a manner befitting their role and responsibility and to demonstrate the core values of MACFAST. The following are examples of misconduct (which are illustrative and not comprehensive) that may result in disciplinary action, including termination of employment:

- If a faculty member fails to complete the syllabus on time due to unjustifiable reasons, it will be considered as an offence; complaints from the part of the students/parents also will be viewed seriously.
- Performance Appraisal is a parameter to evaluate an employee's growth and performance; if it is not satisfactory, the management has the right to act against such a person.
- Receiving/soliciting bribes or gratification, causing sabotage and wilful damage, theft, fraud & dishonesty in connection with handling the institution's work/business, property etc.

- Providing false information/ concealing information at any point of time.
- Habitual/continuous late attendance or unauthorized absence from duty.
- Habitual negligence of duty
- Sexual or other unlawful harassment, illegitimate behavioral mannerisms, gender discrimination and body shaming will not be tolerated.
- Wilful violation of MACFAST rules / HR Procedures & policies.
- Refusal to accept any communication from the management.
- Acting in a manner intending to cause discredit to the institution.
- Failure on the part of employees staying in the hostel to be vigilant about the discipline in the hostel.
- Insubordination and failure to follow instructions or execute a task ordered by the higher authority within the specified time, in the specified manner, will be considered a **SERIOUS OFFENCE**.

7.3 PROCEDURES AND STEPS

7.3.1 Minor Faults

- Minor Faults will be dealt with informally by way of advice, counselling, memo or training, as deemed appropriate by the authority. Examples of such offenses would include isolated instances of poor time keeping, unauthorized absence or noncompliance with rules regarding notification of sickness etc.
- The Head of the respective department would normally have the responsibility of bringing the matter to the attention of the members of the staff concerned and then discussing it with them. Generally, this should resolve the problem without recourse to a formal disciplinary process.
- The particular member the of staff should be clearly advised about the standard of behavior expected of them and informed that if he/ she does not improve, then he/ she will be subject to formal disciplinary action as set out below. This should be recorded in the form of a file-note or office-note and should be kept in the personal file vis-à-vis the employee.
- A third Memo served on an employee will automatically lead to very serious disciplinary action

7.3.2 Steps

- In case of serious / repeated offences, formal disciplinary proceedings may be started after a prima facie investigation/fact checking of the alleged offence.
- Employees are entitled to an advance notice in writing about the complaint against them and have the opportunity to state their case, orally and/or in writing, before a decision on disciplinary action is reached.
- Employees shall receive a written confirmation of any penalty imposed.
- If an employee fails to attend a disciplinary hearing even after two consecutive

notices without valid reasons, then the disciplinary hearing will be conducted in their absence as an ex-parte procedure, based on the information available, and the decision/verdict reached will remain binding on the individual to whom it will be formally communicated.

- When conduct does not meet acceptable standards, except in offences of a very serious nature, the employee will normally be warned by the Principal/ Manager authorized to do so. A brief note of the warning will be kept in the official employee- file and a copy will be communicated to the employee, making it clear that the warning is the first stage of the formal disciplinary process. A copy of the documentation should be sent to the HR department too.
- In the event of matters related to prima facie breaches of conduct, dereliction of duty, or any serious deviation from the college code of conduct/HR rules, an inquiry committee will be constituted for a detailed inquiry. Based on the findings, the employee will be given sufficient time for a hearing/reply to present his/her version with corroborating records, if any. Also, witnesses, if any, will be heard; thereafter, the committee will take a decision about further proceedings.
- If the offence is of a serious nature, or if a further offence is committed while a warning is already in place, the authorities will proceed with stern disciplinary action against the employee.

7.3.3 Dismissal

- If the conduct of the employee remains unsatisfactory or fails to meet the prescribed standards despite warnings, and in cases of gross misconduct, the situation would normally result in his/her dismissal. Movement to this stage of disciplinary procedure need not necessarily be in relation to the repetition of same offence.
- The disciplinary action taken at the end of the process may be determined by the cumulative effect of the nature and seriousness of the previous offenses/non- compliance as well.
- The institution reserves the right to take other actions as well, as an alternative or as an addition to a prescribed disciplinary action, as is considered justified by the circumstances of the case.

****THE MANAGEMENT RESERVES THE RIGHT TO AMEND/ MODIFY ANY CLAUSE/PROCESS OF THIS POLICY AS AND WHEN REQUIRED****