

Employment Policy of the College

Guru Nanak College follows the rules and regulations of the UGC/State Government/Parent University/Director of Education, SGPC. These rules apply to all three types of employment related to the teaching faculty i.e. regular, ad hoc and contract. The College is running under 95% Grant-in-aid Scheme of Punjab Government, according to which, the Government began to meet 95% of the payment of salaries while the college had to manage the remaining 5% from their own resources. This grant-in-aid scheme covered all the teaching posts in existence at the time of introducing the scheme. For the Non-teaching staff, the following types of positions are available in the College, i.e., regular, ad-hoc and contract.

Recruitment of Staff

All appointments - permanent, contractual and ad hoc are made by the Governing Body on the recommendation of a Selection Committee constituted as per the rules laid down by the Directorate of Education of the SGPC, the UGC, Punjabi University Patiala and the Government of Punjab. The selection committee for appointments to all teaching posts is formed as per the norms prescribed by the Directorate of Education of the SGPC/ the UGC / Punjabi University Patiala/the Punjab Government. The selection committee identifies the most suitable candidates out of the applicants based on their academic record, experience and face to face performance and recommends them for appointment. On the completion of the stipulated period of probation, the performance of the employee, appointed on the permanent post is evaluated as per the appraisal procedures. If the performance is found to be satisfactory, the services of the employee are confirmed.

Pay Scales of Employees

Each and every employee is paid at least the minimum pay scale prescribed by the UGC / Punjab Government/ Punjabi university, Patiala. The teaching faculty is paid in accordance with the pay scales recommended by the UGC in 2006 for their respective cadres and the non-teaching employees are paid according to the pay scales recommended by the Sixth Pay Commission of the Punjab government.

Service Rules for Employees

- Guru Nanak College maintains a proper and regular service record of the employees. The age of retirement of an employee in the College is 60 years.
- During the period of probation and in the case of a temporary employee, the notice period required on either side is one month or one month's salary in lieu thereof.
- The College follows the general pattern of the Contributory Provident Fund Rules recommended by the University Grants Commission provided that the contribution

of the College towards the Provident Fund of an employee cannot be less than 10% of his pay.

Career Advancement Scheme for Teaching Staff

With regard to career advancement, the College follows the guidelines of the UGC as given in its latest Career Advancement Scheme in 2006. Faculty members need to submit their claim for promotion using the PBAS Proformas prescribed by the Punjabi University, Patiala three months in advance to the Head of the Department. If a teacher does not fulfill the criteria, he/she can be reconsidered only after a period of one year. The date of promotion is the date on which he/she has successfully got re-assessed by the Selection Committee. The API score claimed by the candidate is verified by the authorities. The candidate has to submit all the necessary documents in support of the API score claimed by him/her. All the promotion cases are forwarded to the Directorate of Education (SGPC) which scrutinizes the files and constitutes committees as per the norms laid down by the Punjabi University and DPI Higher education, which recommend the promotions if they are satisfied.

Leave Rules

Leave account of every employee is maintained by the office of the College. All types of leave other than casual leave have to be duly entered in the service book of the teacher and his leave account completed as soon as the leave is sanctioned. Leave cannot be claimed as a matter of right. When the exigencies of service so require, the sanctioning authority has the discretion to refuse or revoke leave of any description.

i. Casual Leave

Casual leave admissible to a teacher in a year is as follows:

- Teachers with up to 10 years of service - 10 days or less
- Teachers with more than 10 years and 15 days but less than 20 years of service – 15 days or less
- Teachers with over 20 years 20 days of service – 20 days or less

ii. Duty Leave

Duty leave may be allowed to the teachers for attending any meeting of the University, State Government, Punjab, Educational Seminars, Conferences, Workshops, Youth Festivals etc. or for delivering extension lectures, on a holiday or during any vacation/recess if the sanctioning authority is satisfied that such attendance/participation is in the interest of the College.

iii. Half Pay Leave/Commutated Leave

Half pay leave of 20 days is admissible to a teacher in permanent employment for each completed year of service in the College or in any other college under the same management. Commuted leave, not exceeding half the amount of half pay leave due, may be granted to a teacher on submitting a medical certificate. Commuted leave during the entire service of a teacher is limited to a maximum of 240 days. Absence without prior permission even after the submission of a medical certificate is liable to be treated as absence without leave which can be converted into leave without pay. Leave on medical grounds is governed by the rules applicable to the teachers working in the government colleges of Punjab.

iv. Study Leave

A teacher who has put in five years of service may be given study leave on such terms as may be settled mutually between him and the Governing Body.

v. Maternity Leave

The maximum limit of maternity leave admissible to the women employees is 180 days for which, no medical certificate is required. Extension, if any, beyond 180 days is, however, permissible by the grant of leave of the kind due.

vi. Earned leave:

Earned leave of 8 days for each year of service is admissible to a permanent employee subject to a maximum of 360 days. Encashment of earned leave at the time of retirement is admissible up to a maximum of 240 days to those employees who opt for the revised rules. There is a restriction of 120 days on availing earned leave at a time.

In the case of leave without pay and other kinds of leave where the rules framed by the Academic Council are not clear or where there is no provision in the existing rules, the rules applicable to employees in the Government Colleges of Punjab are applicable.

Code of Conduct

The code of conduct is given on the college website in detail.

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