

NORTH EAST INSTITUTE OF SOCIAL SCIENCES AND RESEARCH (NEISSR)

SERVICE RULES

MOTTO

Excel in Knowledge & Service

Vision:

Provide intellectual, social, physical and spiritual development of the youth by igniting the minds to realize their potential to develop independent and creative thinking for a transcended out look towards life and society based on Christian values and principles.

MISSION:

Contribute to building a new social order based on human dignity and social justice. Work with a preferential option for the vulnerable and exploited, both locally and globally. Build a cadre of young, competent professionals having a global perspective and a strong value base of compassion, personal integrity, moderation, tolerance and self-respect.

OBJECTIVES:

1. To establish, maintain, take over management, administer educational institutions, such as Graduate & Master Degree in professional and non-professional, certificate and diploma programs relevant to the context, education, private Universities engaged in the imparting of education to students up to any level that may be found necessary and desirable without profit motive for the benefit of general public irrespective of race, caste, or creed.
2. To critically understand the system, ideologies, methodologies and practices in various settings, along with social work values, ethical principles and evidence based practices while working with individual, groups and communities. To strengthen the theoretical understanding, expand knowledge base, inculcate relevant values, attitudes and skills required for professionals through the theory and practical component of the courses.
3. To strengthen the theoretical understanding, expand knowledge base, inculcate relevant values, attitudes and skills required for professional social worker through the theory and practical component of the course.
4. Develop interdisciplinary and specialized professional outlook, uphold the dignity and esteem of the profession and achieve self actualization.
5. Employ participatory, action and evidence-based practices in the field settings.
6. Engage the system through collective action and demand-driven approach to ensure social justice and equity to the marginalized, vulnerable and weaker- sections of society.
7. Understand and design effective strategies to evaluate and monitor progress over time in development and change action that are appropriate for specific interventions and for various target groups.
8. To acquire professional skills to work in industries, hospital, Educational Institutions, AIDS prevention Centres, family counseling Centers, De-addiction Centres, Rural, Urban and Tribal Communities, Correctional institutions, State and Central Government Departments, Schools of Social Work and sponsored research and action – oriented projects undertaken by National and International Agencies.

1. DEFINITIONS

1. North East Institute of Social Sciences and Research is, established and governed by the Diocese of Kohima as a minority institution.
2. Registered Society means the North East Institute of Social Sciences and Research Society.
3. Head of Institution means the Principal, who is the academic and administrative Head of the Institute appointed by the Bishop of Kohima.
4. Governing Body means the body/organization duly constituted by the Registered Society as per its Memorandum of Association and its Rules and Regulations. It has complete and final authority over the Institute/Institution.
5. Managing Committee means the local body established by the Governing Body and charged with the day-to-day administration of the affairs of the Institute.
6. Staff means a member or members of the teaching or non-teaching cadre of the Institution appointed by the Managing Committee on behalf of the Governing Body.
7. Pay/Salary means the total amount, including the basic salary and other allowances drawn by the employee in terms of employment in a month.
8. A month means a month according to the English Calendar.
9. Leave means authorized absence from duty.

2. NATURE OF THE INSTITUTION

North East Institute of Social Sciences and Research Dimapur is a private, Christian minority Institution, established and administered by the North East Institute of Social Sciences and Research Society with the address: North East Institute of Social Sciences and Research (NEISSR), Bishop House, Post Box. No. 03, Dimpaur, Nagaland.

It is a Registered Society with Reg. No. HOME/SRC – 6723 dated 22nd May, 2014, under the Registration of Societies Act 1860 as amended by the Registration of Societies [Nagaland First Amendment] Act 1960.

3. GOVERNING BODY AND MANAGING COMMITTEE

1. Governing Body shall mean the Governing Body of the Society constituted as provided for in the rules and regulations of North East Institute of Social Sciences and Research (NEISSR) {1. b. Rules and Regulations of North East Institute of Social Sciences and Research}: The composition of the Governing Body is as follows: The Bishop of Kohima is the President of the Governing Body and the Vicar General of the Diocese of Kohima, the Vice-President. The Secretary will be the Principal. The following persons shall be Ex-Officio members: Principal, Vice-principal, Administrator, and Procurator of the Diocese of Kohima. Besides these, there will be University nominees as per University regulations; one representative from the Teaching faculty and other persons of public and academic prominence, to be nominated by the President.
2. The Managing Committee is the local body established by the Governing Body and charged with the management of the day-to-day administration of the Institute. It consists of the Principal, Vice-Principal, and the Administrator.

4. POWERS OF THE GOVERNING BODY

For any of the objectives and purposes of the Society, the Governing Body has the power to employ and procure the assistance of teachers, researchers, attenders and any other personnel or staff, either for remuneration or for gratuitous service and to suspend and dismiss them. The GB shall meet at least twice a year. The Managing Committee shall attend to urgent matters of a routine nature not foreseen by the GB at its scheduled meetings and shall also meet at least four times a year.

5. CODE OF PROFESSIONAL ETHICS

1. Teachers and their Responsibilities

Whoever adopts teaching as a profession assumes the obligation to conduct him/her in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practices. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable disposition.

1. Adhere to a responsible pattern of conduct and demeanour expected of them by the community.
2. Manage their private affairs in a manner consistent with the dignity of the profession.
3. Seek to make professional growth continuous through study and research.
4. Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge.
5. Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication.
6. Co—operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and College examinations, including supervision, invigilation and evaluation.
7. Participate in extension, co-curricular and extra-curricular activities including community service.

6. TEACHERS AND THE STUDENTS

Teachers Should:

- i. Respect the right and dignity at the student in expressing his/her opinion.
- ii. Deal justly and impartially with students regardless of their religion, caste and creed.
- iii. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
- iv. Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace.
- v. Be affectionate to the Students and not behave in a vindictive manner towards any of them for any reason.
- vi. Make themselves available to the students even beyond their class hours and help and guide them without any remuneration or reward.
- vii. Refrain from inciting students against other students, colleagues or administration.

7. TEACHERS AND COLLEAGUES

Teachers should.

- i. Treat other members of the profession in the same manner as they, themselves wish to be treated.
- ii. Speak respectfully of other teachers and render assistance for professional betterment.
- iii. Refrain from allowing considerations of caste, religion, race or sex in their professional endeavour.

8. TEACHERS AND AUTHORITIES

- i. Co-operate in the formulation of the institution by accepting various offices and discharge responsibilities which such offices may demand.
- ii. Co-operate with the authorities for the betterment of the institution keeping in view the interest and in conformity with dignity of the profession.
- iii. Should adhere to the conditions of contract.

9. TEACHERS AND NON-TEACHING STAFF

- i. Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking within educational institution.
- ii. Teachers should help in the function of Joint staff-councils covering both teachers and non-teaching staff.

10. TEACHERS AND SOCIETY

Teachers should:

- i. Recognize that education is a public service and strive to keep the public informed of the educational programs which are being provided.
- ii. Work to improve education in the community and strengthen the communities' moral and intellectual life.
- iii. Be aware of social problems and take part in such activities as would be conducive to the progress of society.
- iv. Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religion or linguistic groups but actively work for national integration.

11. CLASSIFICATION OF EMPLOYEES

Employees of the Institute consist of Teaching and Non-Teaching Staff and there is a clear distinction between them. Non-Teaching Staff include the Librarian, Library Assistants, Clerical Employees, Laboratory Assistants and Grade IV Employees of the Institute.

1. A regular employee is an employee who has been appointed on a regular basis under a proper letter of appointment after a period of probation.
2. A probationer is an employee who is provisionally employed on trial basis with a view to fill a regular post. This probation is for a period of one year and the period may be extended by another year if needed.

3. A temporary employee is one who is employed for a job which is essentially of a temporary nature.
4. A Part-time employee/ guest staff is engaged for a work whose nature does not require his/her service whole time through the day or week.
5. A casual employee is one engaged for work of a casual nature and/or intermittently.
6. A service register / personal file may be opened for teaching employees after the confirmation order is given.

12. ELIGIBILITY

1. For Teaching Staff: Under UGC norms.
2. For Non-Teaching Staff: Under norms of the North East Institute of Social Sciences and Research.

13 APPOINTMENT

1. An employee is appointed on the recommendation of the Selection Board. For teaching staff it is the officially appointed interview board and for non-teaching staff, the Managing Committee or its nominees.
2. The Head of Institution/Secretary of the Governing Body will issue the Appointment Letter on behalf of the Governing Body.
3. Every appointment shall be made in writing containing all matters and details as deemed necessary by the appointing authority, such as service rules, date and nature of appointment, duties, salary, etc.
4. All members of the staff thus appointed must return the duplicate of the letter of appointment duly signed by him/her to the Principal/Secretary, together with a Joining Report.
5. All members of the staff must deposit all mark sheets, certificates and other relevant documents as required in original with the Head of Institution and obtain a signed receipt for the same. (If required).
6. The services of an unsatisfactory employee/s on probation must be terminated or probation extended and that of the satisfactory employees must be confirmed with a letter of termination, extension of probation or confirmation, as the case may be, on the last day of probation.

14 . RECRUITMENT AND PROMOTION OF TEACHING STAFF

The Institute will have four categories of teaching Staff:

1. Assistant Professor
2. Assistant Professor (Senior scale)
3. Associate Professor
4. Professor

1. Assistant Professor:

- a) To be appointed Assistant Professor, the candidate must have good academic record as defined by the concerned institute with at least 55% marks (50% for SC/ST candidates) at the Post-Graduate level and have cleared an interview before a duly constituted selection committee.
- b) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, above candidate, who is, or has been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and

Procedure for Award of Ph.D. Degree) Regulations, 2009, shall be exempted from the requirement of the minimum eligibility condition of NET.

c) Moreover, they should possess the minimum of two years experience or should have M. Phil. or Ph.D.

d) In the case of new appointees, if for some reasons a person without any of these degrees has to be recruited, for example, because of unavailability of persons with the required qualifications, a candidate shall be recruited with the clear understanding that he/she shall be duly qualified within a period of 5 (five) years, failure to do so will, result in the freezing of the annual increment in the salary.

2. Assistant Professor (Senior Scale)

An Assistant Professor may be promoted to Assistant Professor (Senior Scale) upon fulfilling the following conditions:

a) Completed 6 (six) years of service in the Institute as Assistant Professor.

Participated in at least one Refresher Course/Orientation Course by the UGC or engaged in other appropriate continuing education programme of comparable quality to be judged by the Institute authorities.

b) Consistent good performance appraisal reports.

c) Fulfilled the minimum qualifications according to UGC regulations.

d) Published minimum three scholarly articles.

e) In the case of candidates with M. Phil or Ph.D at the time of recruitment, the number of years of service as Assistant Professor may be relaxed by one and two years respectively.

f) Upon promotion as Assistant Professor (Senior Scale) he/she shall receive one time 3% increment of the previous basic and AGP compounded.

3. Associate Professor: Assistant Professor (senior scale) will be eligible for promotion to Associate Professor if he/she has:

a) Completed five years of service as Assistant Professor (Senior Scale) and Consolidated API score requirement of 300 points from category III of API's.

b) Obtained the PhD degree from a UGC recognized university or has obtained equivalent qualification from abroad.

c) Shown evidence of serious scholarship and research through publication, research papers, contribution to educational innovation, design of new courses and curricula, and extension activities.

d) A good record as a teacher and has made significant contribution in various ways to the corporate life of the Institute through examination work, extension activities and other extension activities.

e) Participated in at least one Refresher Course conducted by the UGC or engaged in other appropriate continuing education programme of comparable quality during the tenure as Assistant Professor (Senior Scale) to be judged by the Institute authorities.

f) Consistent good performance appraisal reports.

g) Upon promotion as Associate Professor (Senior Scale) he/she shall receive one time 3% increment of the previous basic and AGP compounded.

4. Professor:

a) An eminent scholar with Ph.D. qualification(s) in the concerned/allied/relevant discipline and published work of high quality actively engaged in research with evidence of published work with a minimum of 10 publications as books and/or research/policy papers.

b) A minimum of ten years of teaching experience in university/college, and/or experience in research at the University/National level institutions/industries, including experience of guiding candidates for research at doctoral level.

c) Contribution to educational innovation, design of new curricula and courses, and technology – mediated teaching learning process.

d) He /she is eligible to be promoted as Professor, subject to other conditions of academic performance as laid down by Completed five years of service as Assistant Professor (Senior Scale) and Consolidated API score requirement of 400 points from category III of API's. Upon promotion as Professor he/she shall receive one time 3% increment of the previous basic and AGP compounded.

e) All promotions shall be recommended by a duly constituted Promotion Committee to be appointed by the President of the Governing Board after the candidate has submitted a written application.

f) Promotion to a higher Grade is based on performance of one's job with efficiency and integrity. In other words, one cannot aspire for a higher position just because of one's educational qualification or the number of years in service.

15. RESIGNATION/TERMINATION

1. A probationer, who wishes to resign his /her post, should give one month's notice or surrender one months' pay for failure to give such a notice. During the period of probation, the Management may terminate the service of the candidate any time with a one month's notice or one month's salary for failure to give such a notice. The management may discontinue the service of a probationer at the end of the probation period without assigning any reason.
2. A regular employee, who wishes to resign his/her post, should give two months' notice or surrender two months' pay for failure to give such a notice. The services of a regular employee can be terminated by the Management after due process according to the terms and conditions of his/her appointment.
3. In case of serious misconduct, breach of duty, indiscipline, or if the credentials are found to be false, no notice/investigation is deemed necessary on the part of the Management in terminating the services of all categories of employees.

16. RETRENCHMENT

In case of retrenchment due to change in University Norms or closure of any Department/Section of the Institution, employees [teaching and non-teaching] will be retrenched beginning with the junior most, with a notice of three months or three months' pay for failure to give such a notice.

17. SUPERANNUATION

All employees shall retire from service on the day they complete 60 years of age or 35 years of service or whichever is early, as prescribed by the law of the land or concerned University. However, if an

employee retires in the course of the academic year, his/her service may be extended till the end of the academic year.

18. ABANDONMENT OF SERVICE

1. If an employee remains absent for five consecutive days without prior sanction or leave or permission, he/she shall be deemed to have abandoned the employment and his/her services shall stand terminated automatically with effect from the date on which the absence commenced unless decided otherwise by the Head of Institution.
2. If an employee remains absent for three days beyond the leave originally granted he/she shall be deemed to have abandoned the employment and his/her services shall stand terminated automatically with effect from the date on which the absence commenced, unless decided otherwise by the Head of Institution.
3. An employee who fails to arrive on the reopening day after terminal/summer/winter holidays shall be deemed to have abandoned his/her services unless decided otherwise by the Head of Institution.

19. SALARY

1. Salary and emoluments shall be according to the decision of the Governing Body based on UGC basic norms.
2. Full salary will be paid for twelve months including the holidays, to all who complete one academic year's service provided they are present on the first and the last working day of the academic year. Those who join the service in the middle of the year are entitled to the salary only till the last working day of the academic year unless decided otherwise by the Head of Institution. A day's wage is arrived at by dividing the salary by 26.
3. Every employee appointed for a specific period will be paid only for that period.
4. When an employee is appointed he/she shall be paid from the date on which his/her service in the Institution commences.
5. Every employee shall be paid his/her salary by the 3rd day of the following month. If that day is a holiday, the salary will be paid on the next working day.
6. The Management shall deduct from the pay at the source the amounts due on Professional Tax/Income Tax/EPF/or any other dues legally recoverable and pay the amount to the concerned departments on behalf of the employee.
7. Provident Fund: Contributory Provident Fund as sanctioned for employees from the day they are regularly appointed in the Institution will be available to the employees. Its operation is governed by the Provident Fund Act. (provided the institutions has above twenty employees).
8. Efficiency Bar: A teacher shall be allowed to cross the efficiency bar based on favorable reports.
9. Professor: Basic Rs. 37400 – 67000, AGP Rs. 10000.
10. Associate Professor: Basic Rs. 37400 – 67000, AGP Rs. 9000.
11. Assistant Professor (Senior Scale): Basic Rs. 15600-39100, AGP Rs 7000.
12. Assistant Professor: Basic Rs. 15600- 39100, AGP Rs. 6000.
13. Annual Increment: 3% on Running Basic and AGP (compounded)
14. TA will be paid by the Institution as and when incurred for academic purposes.
15. **Deductions:** After the probation the employer's Share of Contribution to P.F. 13.61%. Employees Share of Contribution to P.F. 12%.

20. INCENTIVES

1. Double increment (one increment in addition to the yearly increment) will be awarded to an employee selected by a committee appointed by the GB as per the prescribed norms.
2. Special Allowances as decided by the GB from time to time.
3. Encashment of un-availed casual leave at the end of the academic year.
4. Provision for regular employees to attend short term courses, training programmes, etc., at the expense of the Institution, as and when required.
5. Interest free short term loans up to a maximum of 50000/- to regular employees for specific purposes, repayable within five months.
6. Certificates of recognition for meritorious and outstanding service.
7. Increase in basic pay/number of increments as decided by the Governing Board for those who possess M. Phil. or Ph. D. at the time of recruitment or those who clear them during their service in the Institute.
8. Promotion under the scheme of Career Advancement with increase in basic pay/number of increments as decided by the GB for eligible teachers.
9. Provision for attending UGC Orientation and Refresher Courses.
10. Provision for attending Workshops/Seminars/Conferences, etc.
11. Financial incentives for those who present papers at Seminars and Conferences and for publication of articles and books as fixed by the GB.

21. NORMS FOR DOUBLE INCREMENT UNDER 15 (I)

A regular Employee is eligible for double increment under 15 (i):

- i. If he/she has attained a level of excellence as a teacher. Excellence as a teacher refers to the following areas:
 1. Concern and commitment to students and enthusiasm and creativity in teaching;
 2. Efficiency and effectiveness as a teacher: preparation of classes, organization of subject matter, presentation, use of teaching materials and aids, ability to make students understand, promoting experiential learning and ability to motivate students.
 3. Organization, involvement and participation in various extra-curricular activities of the Institute;
 4. Influence and rapport with students outside the class room and encouraging student participation in various Institute activities;
 5. Team building among one's colleagues and healthy interaction with other staff members;
 6. Good knowledge and fluency in English;
 7. Any achievement in the academic field;
- ii. Achievement of a level of excellence by a teacher will be decided through a process of evaluation which will include feedback from the students, feedback from the staff and feedback from the Management. The final evaluation will be done by a Committee appointed by the Principal consisting of students and the Staff, who shall forward their evaluation to the GB, whose decision will be final.

22. DUTIES AND RESPONSIBILITIES OF THE EMPLOYEES

1. Supervision of and control over all employees shall be vested in the Head of Institution, who will allot duties and responsibilities, both curricular and extra-curricular, for the efficient management of the Institution, the maintenance of discipline and overall development of the students. The employees are bound to obey the direction of the head of the Institution on all academic, curricular and extra-curricular matters.
2. No employee shall join or continue to be a member of an association, the objectives or activities of which are prejudicial to the objectives of the Institution, public order or morality, as also the interests of the Catholic Church and its Institutions.
3. No employee shall engage himself/herself in any other gainful [profitable] employment without a written permission of the Head of Institution.
4. All employees are expected to be exemplary in the public and private life. Their loyalty, dedication, integrity of character at all times should be inspiration to the students.

23. APPLICATION FOR ANOTHER POST

An employee applying for another post outside the Institution shall obtain No Objection Certificate from the Principal.

24. HIGHER STUDIES

Study leave will be granted to employees according to the following rules and regulations:

1. Study Leave is intended for pursuing higher studies leading to the Ph.D degree in the subject taught by the Lecturer.
2. A study leave for Pre- Ph.D course work for six months will be granted only to regular teachers who have served the Institute for minimum of 3 years. Such teachers will be paid for 3 months only during the six month leave period. He / She will not be paid for the remaining 3 months of the leave period. The Pre- Ph.D leave will not be extended under any circumstance.
3. A regularized staff will be given study leave for Ph.D field work or dissertation writing for a period not exceeding one year, and will not be extended under any circumstance.
4. Only those who are working in the Institute as regular teachers are eligible for study leave.
5. As a rule, only one teacher from a Department will be granted study leave at a time. Preference will be given to senior teachers.
6. Only those who are registered for a Ph.D programme in a recognized university or Institution are eligible for study leave.
7. Application for study leave should be submitted at least six months before the leave is to commence. The following documents should be submitted with the application:
 - a. Proof of admittance or proof of registration to the Ph.D programme.
 - b. In the case of Ph.D programme, a letter from the guide of the thesis that the candidate will be able to complete the Dissertation during the period of the study leave.

8. Those who have completed five years, but less than ten years of service in the Institute will be eligible to draw 50% of their normal salary during the period of leave, if they are not awarded any scholarship/stipend from any source.
9. Those who have completed ten or more years of service in the Institute are eligible to draw their full pay during the period of leave. However, if they are awarded any scholarship/stipend of any kind from any source, they will not be eligible to draw any salary during the period of leave.
10. Those who draw full or part of the pay must execute a bond to the effect that they will serve the Institute for a period of at least five years after completion of their study leave. If the teacher concerned fails to honour the bond, he/she will refund all the money received from the Institute during the period of the study leave. In any case the Institute will have right to recover the amount due before the employee leaves the Institute. The Original Certificates of those who proceed on study leave will be kept in the Institute.

25. WORKING HOURS AND ATTENDANCE

- i) As per the UGC norms, the college is to have a minimum of 180 working days in a year and 6 working days in a week.

Working Hours of Teaching Staff

1. The Office hour is between 9.00 am - 4.30 pm on weekdays. Classes will be conducted between 9.00 am – 4.30 pm on weekdays and on Saturdays from 09am to 12.30pm. The institute will remain closed on Second Saturdays and Sundays. Besides, guiding students, research or carrying out any other academic and co-curricular or extra-curricular activities assigned to him/her by the Institution need to be followed. Information about late arrival or early leaving is to be provided to the principal or Vice-Principal (Academic Dean) and recorded in the Movement Register.
2. All the teaching faculty members are expected to engage in at least 15 periods of direct teaching per week.

ii) Working Hours of Non-Teaching Staff

1. **Monday to Saturdays:**
 - a. **8.45 am to 4.30 pm with a break of 1 hour.**

26. LEAVE

1. Leave means authorized absence from duty.
2. All Leave must be asked for in writing, in prescribed form and in advance, except in unforeseen circumstances. Even in such circumstances an application must be sent on the first day of absence, mentioning the reason for the absence and the number of days of leave required.
3. Any leave that is not sanctioned by the Head of Institution will be considered as leave without pay. No leave or extension of leave shall be deemed to have been granted unless an order to that effect is passed and communicated to the employee concerned.

4. In computing the cut in pay, the salary of the month of the employee concerned will be divided by 26 and multiplied by the number of days including the intervening Sundays and holidays on which the employee was absent from duty without leave, irrespective of the number of calendar days in that month.
5. A member of the teaching staff is eligible to all the holidays notified in the academic calendar of the Institute. However, if the Head of Institution asks a Teaching Staff Member to come to the Institution on a holiday to attend a meeting or for any other purpose connected with the Institution, the teacher is bound to come notwithstanding the fact that it is a holiday.
6. Members of the Non-Teaching Staff are in the category of non-vacation staff, and the vacations of the Institute do not apply to them. However, they are entitled to one full month's (30 days inclusive of Sundays and intervening holidays) leave as vacation plus days of travel for those from outside the Region. This can be availed of only with the sanction of the Head of Institution. This is normally available only to those who have completed one full year of service in the Institution. They may also avail of other categories of leave as far as they are applicable to them.
7. All regular employees are entitled to 12 days casual leave in an academic year; but not exceeding 3 days at a time. Normal holidays (excluding the terminal and annual holidays) may be added to the 3 days before or after them but if included in between will be counted as C.L. Casual Leave cannot be accumulated.
8. All regular employees are entitled to 12 days medical leave with half pay in a completed year of service on medical grounds supported by the Doctors' Certificate and medical bills. In case of 'Serious Illness', request in writing may be made to the Management Board. For computing medical leave, all intervening Sundays and holidays will be counted, not however, the vacation of the Institution, unless the medical leave is prefixed or affixed to such vacation, in which case, the whole period including the Institution's vacation shall be treated as medical leave.
9. Maternity leave up to 90 days, two months with full pay and one month half pay. Maternity leave is inclusive of intervening Sundays and holidays, and begins from the date of delivery or the commencement of the leave, whichever is earlier.
10. Paternity leave up to 15 days, with full pay is granted to the regular staff.
11. In case any staff member is deputed or sent by the Institution to attend or participate in any training course, seminar, workshop, study tour, rural camp etc., or on official duty for the benefit of the Institution, such period of leave may be considered special leave with full pay.
12. Governing Body reserves to itself the right to grant special leave with or without pay on suitable grounds.
13. To be entitled for the holiday pay, an employee should have served at least 10 months including the leave with full or half pay before the holidays commence. Other employees will be given holiday pay proportionately provided they put in at least 6 months work.
14. An employee should be present on the first and last working days of the year to get the benefit of the holiday pay.
15. Staff on probation is entitled to casual leave and medical leave as per rules given above.
16. Temporary and part-time staff members are not eligible for any leave except casual leave in proportion to the duration of their service.
17. Casual employees are not entitled to any leave.
18. No staff member can claim leave as a matter of right. When exigencies of service require, discretion to refuse or revoke leave of any description is reserved by the Head of Institution who is empowered to grant it.

27. RULES OF DISCIPLINE

The services of a regular employee can be terminated on the grounds of misconduct, moral delinquency, contagious diseases or any other cause which makes the employee unsuitable for retention in service, provided before such termination is made a due inquiry is made by the Head of Institution or a Committee appointed for the purpose.

28. MISCONDUCT

Misconduct comprises willful acts or omissions on the part of an employee either alone or along with others, such as:

1. Neglect of duty.
2. Inefficiency in work or want of diligence in performance of duty.
3. Insubordination to the Management or Head of Institution; repeated violation of orders and directions issued from time to time by the authorities of the Institute/Institution in matters of duty.
4. Habitual late attendance.
5. Absence without leave.
6. Moral delinquency.
7. Taking up part-time jobs/teaching/tuitions without permission
8. Deviant and unlawful activities of any type that may affect the discipline and reputation of the institution and unbecoming of an employee of an educational institution such as: Handling and use of intoxicating drugs, use of alcohol and gambling in the premises of the Institution. Organizing and participating in any form of protest, strike, or demonstration against the Institution in the premises or outside the Institution. Instigating colleagues and students against authorities of the Institution. Committing any act, which is punishable under the Indian Penal Code or punishable under any local customary law or State law. Furnishing false or incorrect information or withholding any relevant and pertinent information at the time of appointment. Use of indecent, abusive language or making false allegations against the authorities of the Institution, co-employees, students, parents and guardians. Possession and use of firearms or other weapons in the premises of the Institution. Theft or attempt at theft, fraud or dishonesty in connection with property of the Institution, property of co-employees and students. Any other act or omission that is detrimental to the pursuit of the aims and objectives of the Institution.

29. PENALTIES

THE HEAD OF INSTITUTION ON BEHALF OF THE MANAGING COMMITTEE AND GOVERNING BODY SHALL BE THE DISCIPLINARY AUTHORITY IN RESPECT OF ALL ACTS OF MISCONDUCT, WHICH WARRANT PENALTIES.

i). Minor Penalties

- a) Censure or warning in writing.
- b) Recovery of the damage or loss incurred.
- c) Suspension from duty without pay for a period not exceeding four days.

ii) Major Penalties:

- a) Withholding increment
- b) Demotion
- c) Compulsory termination of service (before superannuation)
- d) Dismissal

30. PROCEDURE FOR IMPOSING MINOR PENALTIES:

1. The employee concerned is notified in writing by the Principal, about the allegation against him/her and the proposed penalties.
2. The employee shall be given an opportunity to offer explanation in writing regarding the allegations brought against him/her within seven days.
3. The Managing Committee shall consider the case and concur/alter the penalty proposed to be imposed by the Head of Institution.
4. The employee, however, is free to appeal to the Governing Body to reconsider this penalty by giving his/her additional evidence within fifteen days of the receipt of such order imposing the penalty.
5. The decision of the Governing Body shall be final.

31. PROCEDURE FOR IMPOSING MAJOR PENALTIES

Major penalties shall be imposed only after:

1. The concerned employee has been informed in writing by the Head of Institution of the action proposed to be taken against him/her.
2. This letter is accompanied by the allegation on the basis of which the action is proposed to be taken.
3. The concerned employee has made his/her representation to the Head of Institution against the action proposed to be taken within seven days from the date of the receipt of the notice.
4. The Head of Institution has considered the representation if any, of the concerned employee and has given him/her, his hearing if so desired.
5. The penalized employee is free to appeal to the Managing Committee which will be the Appellate Tribunal.
6. The Managing Committee upon receiving the appeal will conduct an inquiry in the following manner:
 - a. The Managing Committee shall consider the appeal at a special meeting. It may appoint a person to conduct an inquiry.
 - b. The Managing Committee or the Inquiry Officer will prepare a report of the inquiry after considering the charge sheet and the written statement of the employee. The inquiry report will be sent to the President/Chairman of the Managing Committee and a copy is given to the appealing party.
 - c. The President/Chairman of the Managing Committee will issue a show cause notice with the proposed penalty and the employee will be called upon to reply to the show cause notice within seven days of the receipt of the show cause notice.
 - d. After this the Managing Committee will take its final decision.
 - e. If for any reason the employee or Head of Institution is aggrieved by the decision of the Managing Committee, the concerned party shall have the right to appeal to the Governing

Body which will be the Final Appellate Tribunal, within fifteen days of the receipt of the decision of the Managing Committee. The Governing Body in its process of decision taking will follow the procedure as mentioned above in the case of inquiry by the Managing Committee. In all matters the decision of the Governing Body will be final.

- f. No legal practitioner shall be allowed to represent the employee, the Head of Institution, the Managing Committee or the Governing Body.
7. During the entire course of disciplinary procedure and appeal, the concerned employee remains suspended. An employee under suspension will be entitled to receive from the Institute a monthly subsistence allowance as follows:
- a. During the first two months of suspension, at the rate of 50% of his/her salary up to a period of two months, except in the case the delay of redress is on the part of the Managing Committee or the Governing Body in which case the period can be extended till the case is settled.
 - b. If there is delay beyond two months in arriving at decision because of the Management, the subsistence allowance will be paid at the rate of 75% of his/her salary for the period beyond two months.
 - c. The subsistence allowance is not payable beyond a period of two months if the delay in arriving at a decision is caused by the appealing party or if he/she institutes a court case.
 - d. If the suspended employee takes up any other paid employment, he/she will not be entitled to any subsistence allowance.
 - e. In case of an employee being exonerated from all charges and reinstated, his/her entire salary for the period of suspension will be paid after deducting the subsistence allowance already paid.

32. GRIEVANCE SETTLEMENT PROCEDURE

A member of the Staff or a group of Staff with a grievance relating to the application or interpretation of the Service Rules may seek redress of the same. The following procedure will be followed.

- a. Redress through Head of Institution: A member of the Staff or group of Staff with a grievance with regard to the application and interpretation of any service rule will first make an application in writing to the Head of Institution who will try to arrive at a fair and just solution provided the issue in question falls within the area of his competence and jurisdiction.
- b. The Head of the Institution will try to dispose of the grievance within a period of one month of the receipt of the application unless he is prevented by compelling circumstances from doing so. In case of grievances beyond his competence and jurisdiction he may refer the case to the Managing Committee or the Governing Body within a period of 15 days of the receipt of the application by him.
- c. In case the concerned member (s) is/are dissatisfied with the decision of the Head of Institution, he/she/they shall be entitled to appeal to the Managing Committee through the Secretary of the Committee within a period of 15 days from the date of intimation of the decision by the Head of Institution.
- d. Redress through Managing Committee: If an appeal against the decision of the Head of Institution is received by the Managing Committee, the Managing Committee will dispose of

the appeal within two months of the receipt of the appeal, unless it is prevented by circumstances beyond its control, after considering the evidence and if necessary after giving a hearing to the appealing member or one representative of the appeal group of Staff members. The Managing Committee may also appoint a sub-committee to resolve the matter. In the event that the grievance is beyond the competence and jurisdiction of the Managing Committee, the matter shall be referred to the Governing Body within 15 days after the meeting of the Managing Committee. In the event that the appealing party is not satisfied with the decision of the Managing Committee the concerned party may appeal to the Governing Body within 15 days from the intimation of the decision of the Managing Committee.

- e. Redress through the Governing Body: If an appeal against the decision of the Managing Committee is received by the Governing Body, unless prevented by circumstances beyond its control, it will try to dispose of the appeal as expeditiously as possible after considering all the material on record and the decision given by Head of Institution and the Managing Committee. The Governing Body may appoint a panel of conciliators from among persons who are not in any way connected with the administration of the Institution and refer the matter to them for guidance. The Governing Body may or may not accept the advice/guidance/recommendation of the panel of conciliators in arriving at a final decision of the appeal.
- f. The decision of the Governing Body will be final.
- g. In all proceedings under these rules, the appellate bodies will be guided by the existing Service Rules and conditions applicable to the Institution and to the members of the staff.

33. SERVICE CERTIFICATE

- 1. Every employee is entitled to a Service Certificate on leaving the service for whatever reason.

34. CONCLUSION

- 1. These service rules may be amended by the Governing Body as and when a need arises or it may add any ancillary rules or delete existing ones.
- 2. All employees are eligible to receive a copy of the Service Rules or any amended rules and will submit an acknowledgment of the same to the Head of Institution.

ACKNOWLEDGMENT

To

The Principal,
North East Institute of Social Sciences and Research
Circular Road, Bishop's House
P.B. No. 03
Dimapur, Nagaland
797112

Sub: Acknowledgement.

Sir,

I hereby acknowledge the receipt of the Service Rules of NEISSR, Dimapur. I have read the terms and conditions of my employment laid out therein, and do hereby promise to abide by them faithfully, desiring to work for the benefit of the students and the good of the Institution.

Yours faithfully

(Signature)

Date.....

Name and Address: