

Office of the Mount Olive College Kohima
Daklane, Kohima : Nagaland

NO.MOC/EST-13/2000-2008/2020

Dated, Kohima the 6th of Feb, 2020

NOTIFICATION

In exercise of the power conferred to the Governing Body under Rule 19 of Employees Service Rule (1998) the revised and amended Employees Service Rules: 1998 (Amended on 6th February,2020) of Mount Olive College, Kohima shall henceforth come into force from the date of issue of this Notification.

Sd/-

Tokheni Sema
Chairman & MD,
Governing Body,
Mount Olive College, Kohima.

NO.MOC/EST-13/2000-2008/2020

Dated, Kohima the 6th of Feb, 2020

Copy to:

1. Chairman, Board of Deacons, SBCK
2. Members of Governing Body, MOCK
3. Principal, MOCK
4. Vice Principal, MOCK
5. All Heads of Department, MOCK
6. The Accountant, MOCK
7. Office Copy
8. Guard File

Tokheni Sema
06-02-2020
(Tokheni Sema)
Chairman & MD,
Governing Body,
Mount Olive College,
Kohima, Nagaland.

1. SHORT TITLE AND COMMENCEMENT:

- a) These Rules shall be known as ‘Mount Olive College Employees Rules, 1998’
- b) They shall come into force from the date of notification by the Governing Body.

2. DEFINITION:

In these Rules, unless there is anything repugnant in the subject or to the context:

- a) **“Governing Body”** means the apex body of Mount Olive College, Kohima Governing Body as constituted in accordance with Rules and Regulations framed by the Nagaland University (Formerly North Eastern Hill University) and the Govt. of Nagaland, Higher Education Department.
- b) **“Governing Body (Core group)”** means Mount Olive College managing body as constituted and framed by the Nagaland University and the Govt. of Nagaland, Education Department to be directly responsible to look after all aspects of College management and administration and to guide and aid the Principal of the College for smooth functioning of the College.
- c) **“Employee”** means employee of Mount Olive College.
- d) **“Government”** means Government of Nagaland.
- e) **“Service”** means service in Mount Olive College.
- f) **“University”** means Nagaland University.
- g) **“Calendar Year”** means one year period from 1st January to 31st December.
- h) **“Academic Year”** means one year period from 1st June to 31st May or as may be prescribed by the affiliating University.
- i) **“Emolument”** means basic pay plus all allowances as admissible under pay rules of Mount Olive College.

- j) **“Staff”** means both teaching and non-teaching Employees of Mount Olive College.
- k) **“Teacher”** means a member of the Teaching Staff including the Principal, Vice-Principal, Heads of Departments, Assistant Professor, Part-time Assistant Professor.

3. **GENERAL:**

- a) Every employee shall at all times maintain integrity, efficiency, punctuality and devotion to duty.
- b) Every employee shall abide by and comply with the Rules and Regulations of the College and obey all orders and directives of the College authorities issued from time to time.
- c) Every employee shall endeavour to promote at all times the policies and interests of the College and shall not act in any manner whatsoever which is prejudicial to the College.
- d) No employee shall divulge directly or indirectly and confidential official matters academic or non-academic, any official documents, statements or information to any person or person s to whom he/she is not authorized to communicate such documents or information.

4. **CLASSIFICATION OF POST AND SCALE OF PAY:**

- a) The service shall consist of two categories of employees. Teaching and Non-Teaching. Details of which are given below:-
 - i) **TEACHING POSTS:**
Principal, Vice-Principal, Assistant Professors including Head of Departments, Part-time Assistant Professors.
 - ii) **NON-TEACHING POSTS:**
Librarian (Vacational)
 - iii) **NON-TEACHING POSTS:**
Hostel warden, UDA cum Accountant, LDA, Typist, Driver, Peon, Duftry, Chowkidar, Sweeper and Cook.

- b) Scale of pay and other allowances for both teaching and non-teaching categories of staff will be as per ROP Rule of the College.

5. INCREMENT:

Increment shall be as per Pay Rule of the Mount Olive College.

6. STRENGTH OF STAFF:

The strength of staff both teaching and non-teaching shall be such as may be determined by the Governing Body in accordance with the University regulations regarding minimum requirement.

7. APPOINTMENT PROCEDURES:

a) APPOINTMENT:

(i) Appointment to various teaching posts shall be made as per UGC norms and University rules prescribed for affiliations of Colleges. The minimum norms prescribed for Assistant Professor is a Masters Degree in the concerned subject having minimum 55% marks in Post-graduate level. Unless there is an exigency of appointment such norms shall not be lowered below 53% marks average in Post-Graduate.

For the appointment of various non-teaching staff, the qualification and experience for the particular post shall be governed by general rules that are followed in various other Govt. and non-govt. department of the state. Selection procedure shall be done through specially constituted Selection Committee for the purpose.

(ii) In case, the College requires retired person from other services specialized in specific discipline, such person may be appointed.

The Governing Body (Core group) shall be the Appointing Authority and the body shall constitute a Selection Board for the purpose in accordance with University, UGC regulations/norms and on the recommendation of the Selection Board, the Governing Body (Core group) shall consider the issue of formal order of appointment.

b) PROBATION:

i) All recruits shall be appointed initially on probation for a period of 12 month except part-time Assistant Professor/employees. On satisfactory performance the probation period shall be regularized by the Appointing Authority.

ii) The Governing Body (Core group) shall reserve the right to terminate the service of any staff if found unsuitable and inefficient during such probation period without assigning any reason by serving one month notice or by paying one month's salary in lieu of serving advance notice.

c) REGULARISATION AND CONFIRMATION OF SERVICES:

The service of employee on probation shall be regularized on satisfactory completion of the probation period and certified medically fit by the medical board constituted by the Governing Body (Core group).

d) SENIORITY:

The seniority of an employee shall be determined in order of merit in the Selection test/Interview.

In the case where appointment are made other than the selection test/Interview, the seniority shall be determined by the priority of date of joining the college in the particular cadre. In the event of two or more persons joining the same post on the same date, seniority will be determined on the basis of age. That is, the senior in age shall be treated a senior in service.

e) HEAD OF DEPARTMENT:

The Head of Department shall be appointed from among the teachers, who had rendered not less than 10 (ten) years of continuous service in the department.

The Head of department shall be on rotation basis for a period of 3 (three) years on seniority basis.

f) PROMOTION:

Promotion to a higher post shall be on the basis of “Seniority cum Merit”. A confirmed Assistant Professor shall be eligible for promotion to higher post/scale as per UGC guidelines.

g) OFFICIATING AGAINST POST OF PRINCIPAL/VICE PRINCIPAL:

On the basis of Seniority cum Merit in general cadre list Associate Professor/Assistant Professor may be allowed to hold the current charge of Principal/Vice Principal in case of non-availability of eligible candidate(s) for promotion/appointment to the said post.

h) The decision of the Governing body (Core group) shall be final and binding.

8. RETIREMENTS:

a) SUPERANNUATION:

(i) An employee shall retire on the last day of the month in which he/she attain the age of 60 (Sixty) years irrespective of the total length of service.

In case, if the date of Superannuation of an employee falls at any time during that academic session, the Governing Body (Core group) may extend his/her service till the completion of that academic session..

(ii) In case of employees appointed under Rule 7 (a) (ii) above, date of the retirement shall be on attaining 65 (sixty five) years of age.

b) VOLUNTARY RETIREMENT:

An employee shall be allowed to retire voluntarily after giving a minimum of 3 (Three) months notice in writing provided he/she has completed a minimum of 20 (Twenty) years of continuous service in the college.

c) PREMATURE RETIREMENT:

An employee may be permitted by the Governing Body (Core group) to retire prematurely only when he/she is certified by the

competent medical authority to be permanently incapacitated for further service provided he/she completed minimum of 10 years of service.

(d) RESIGNATION:

If any employee resign from his/her service, at least 1 (one) month notice should be given to the Governing body (Core group) in writing failing which 1 (one) month salary shall not be paid.

9. LEAVE RULES:

GENERAL:

- a) Leave is earned by actual service only.
- b) Leave is only a privilege and cannot be claimed as a matter of right. When the exigencies of service so required, leave of any kind may be refused by the authority competent to grant it.
- c) An employee, who remains absent after the expiry of his /her leave without extension being granted, shall not be paid salary for such period of unauthorized absence.
- d) Competent authority for granting casual leave shall be the Principal and that for all other kinds of leave shall be the Governing body (Core group).
- e) Leave of any kind shall always be applied for, and got sanctioned before it is availed of, except when casual leave has to be availed of in unavoidable circumstances.

10. KINDS OF LEAVE ADMISSIBLE TO TEACHERS ONLY:

a) VACATION:

i) Only the teachers shall be entitled to vacation. Principal and Vice-Principal may be prevented from availing vacation due to exigencies that may come up by an order from the competent authority. However in such cases compensation shall be granted as per Earned Leave Rules.

ii) When leave of any kind other than casual leave is combined with vacation or holidays and a teacher on expiry of such leave fails to report for duty on the day following vacation, the whole period of absence including the vacation shall be counted as Leave and if there is no leave at credit to be adjusted such leave shall always be extraordinary leave without pay.

b) DUTY LEAVE:

Duty leave may be granted to teacher for attending conferences, meetings, symposia or seminars representing the College, or for delivering lectures in Institutions/Universities at their invitation, or for working on a delegation/Committee appointed by the Government/UGC/University.

The duration of such leave and conditions for grant of such leave including the payment of leave salary shall be specifically sanctioned by the competent authority prior to the commencement of such leave.

c) EARNED LEAVE:

Teaching staff, hostel warden and cook shall not be entitled to earned leave.

d) COMPENSATORY LEAVE:

When a teacher has been required by the specific order of the competent authority to forego a vacation or a part of it, he/she shall be entitled to compensatory leave in such proportion to the number of days that his/her service has been utilized.

e) HALF PAY LEAVE:

A teacher shall be entitled to half pay leave of 20 days for each completed year of service. Half pay leave may be granted on medical ground. Commutation of HPL to 10 (Ten) days full pay leave shall be admissible on medical ground.

f) STUDY LEAVE:

i) Study leave for a period not exceeding 3 (Three) years at a time may be granted only to a confirmed teacher who has put in not less

than 5 (Five) years of continuous service to pursue of M. Phil or Ph. D studies.

Such leave may be with or without pay as may be determined by the Governing body (Core group).

ii) A teacher availing himself/herself of study leave as in Clause (i) shall give an undertaking to the effect that he/she shall serve the College for a minimum period of 5 (Five) years from the date of his resuming duty after expiry of study leave.

iii) Before the grant of study leave, the Governing body (Core group) may obtain 2 (two) surety with reference to Clause (ii) above.

11. **KINDS OF LEAVE ADMISSIBLE TO NON-TEACHING EMPLOYEES:**

a) A non-teaching employee shall not be entitled to any vacation.

b) **EARNED LEAVE:**

A non-teaching staff shall be entitled to earned leave at the rate of 1 (one) day for every 20 (Twenty) days of duty. Earned leave may be accumulated upto a maximum of 180 (One Hundred Eighty) days. Not more than 60 (Sixty) days of earned leave may be granted in any single continuous spell of absence. Encashment of Earned Leave to a non-teaching employee shall only be granted during retirement as per ROP Rule.

e) **HALF PAY LEAVE:**

Half pay leave (HPL) of 20 (Twenty) days shall be admissible in respect of each completed year of service, which may be availed of, on medical ground or on domestic ground. Half the number of half pay leave at the credit of an employee may be granted as commuted leave as admissible on medical ground only.

12. **KINDS OF LEAVE ADMISSIBLE TO BOTH TEACHING AND NON- TEACHING EMPLOYEES:**

a) **CASUAL LEAVE:**

An employee shall be entitled to 12 (Twelve) days casual leave in each calendar year provided that during the first calendar year of service, an employee shall be entitled to casual leave at the rate of 1 (one) day for each completed month. Casual leave cannot be combined with any other kind of leave. Holidays/Sundays falling within casual leave shall not be counted as casual leave. However, during examination period no casual leave shall be granted to any employee and such absence shall be treated as absence from duty and shall be treated as leave without pay. Casual leave cannot be accumulated and cannot be carried over.

b) **RESTRICTED HOLIDAYS:**

Restricted holidays for 1 (one) day can be availed by an employee on important festival day of the concerned community. However, this restricted holiday shall not be allowed to be combined with casual leave.

c) **MATERNITY LEAVE:**

Maternity leave with full pay and allowances may be granted to a confirmed female employee for a maximum period of 2 (Two) months subject to maximum of 2 (Two) times during her entire period of service.

13. **LEAVE FOR TEMPORARY EMPLOYEES OF LESS THAN ONE CALENDAR YEAR:**

a) Temporary employee both teaching and non-teaching appointed against regular vacancy/leave vacancy for a fixed period shall be entitled to casual leave only as per Rule 12 (a).

They shall not be entitled to any other kinds of leave.

14. **BONUS IN LIEU OF LEAVE:**

Under the discretionary power of the competent authority a bonus equivalent to 22 (Twenty Two) days with full pay and allowances may be granted to an employee provided:

- i) he/she has completed a minimum of 1 (One) year of continuous service, and
- ii) he/she has not availed any kind of leave in a year.

15. **TERMINATION OF SERVICE:**

a) **TEMPORARY EMPLOYEE:**

The service of a temporary employee both teaching and non-teaching may be terminated by the competent authority with one month notice on the following grounds:

- i) If he/she is found irregular and negligent in duty, indisciplined and disobedient to his/her superior authority.
- ii) Found inefficient and ineffective in discharging his/her assigned duty.
- iii) He/she is found unimpressive and ineffective in classroom teaching.
- iv) Found guilty of moral turpitude.
- v) Found medically unfit.

b) **CONFIRMED EMPLOYEE:**

The service of a confirmed employee both teaching and non-teaching may be terminated with one month notice if:

- i) He/She is found guilty of gross negligence of duty or gross misconduct. Poor performance in discharging his/her duty.
- ii) He/she is declared by a medical authority as invalid or unfit for further service.
- iii) Found guilty of moral turpitude.

However, such orders of termination shall have to be approved by a two-third majority of the Governing Body (Core group), provided that such decision shall be taken only on substantial evidence presented by an inquiry committee which comprises of the following members:

1. Principal (Including an acting Principal). Vice-Principal, incase the inquiry is held against the Principal. In absence of Vice-Principal, one of the senior most teachers of the college to be chosen by the Governing Body.
2. One member from the Governing Body to be selected by the Governing Body.
3. One Deacon of Sumi Baptist Church, Kohima who is not a member of the Governing Body to be nominated by the Sumi Baptist Church.

Further before arriving at the final decision, the concerned employee shall be given reasonable opportunity for personal hearing before the Inquiry Committee as well as the Governing Body.

c) **DOUBLE SERVICE:**

A regular employee of the college shall not hold office of profit/job in other establishment. If found doing so, his/her service shall be terminated.

d) **TERMINATION WHEN SERVICE NO LONGER REQUIRED BY THE COLLEGE:**

The Governing body (Core group) reserves the right to terminate the service of any employee (s) if his/her service is/are no longer required by the college.

17. **CONTRIBUTORY PROVIDENT FUND (CPF):**

The confirmed and regular employees shall be entitled to benefits of contributory provident fund as per Pay Rule of the college

18. **RETIREMENT BENEFIT:**

- a) No benefit of pension shall be admissible to the employees of the college.

b) **GRATUITY:**

Only confirmed and regular employee shall be entitled to receive gratuity on termination of appointment as a result of retirement/ Voluntary retirement/Premature Retirement/Death at the rate of half of basic pay (as last drawn) for each completed year of service in the college subject to a maximum of 16 ½ (Sixteen and Half) months basic pay.

19. **TRAINING AND ORIENTATION:**

The employees shall undergo Trainings, Refresher courses and Orientation as prescribed by the University/UGC subject to approval of the Governing body (Core group)

20. **CHARTER OF DUTIES FOR MANAGEMENT AND FUNCTIONING OF THE COLLEGE:**

The charter of duties for management and smooth functioning of the college shall be as per Annexure-I

21. **INTERPRETATION:**

In case of any doubt to the actual meaning of any term or provision included in these Rules, the interpretation as may be given by the Governing Body (Core group) shall be final and binding on all concerned.

22. **RIGHT TO AMENDMENT:**

Right to amend any of these rules either in full or in part is reserved with the Governing Body provided that any such amendment is done with two-third majority and shall have effect from the date of such amendment.

Sd/-

Sd/-

Sd/-

(NIHOTO CHISHI) (HOSHETO ACHUMI) (KHEKIYE SUMI)

The Service Rule was reviewed and amended by the Review Committee and approved by the Governing body on 6th February 2020.



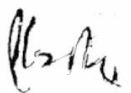
(K. SHIWOTO WOTSA)

Convenor



(KHEVITO T.SHOHE)

Member



(KHEVITO ZHIMO)

Member



(GRACE YEPTHO)

Member

ANNEXURE -I

CHARTER OF DUTIES FOR MANAGEMENT AND FUNCTIONING OF THE MOUNT OLIVE COLLEGE, KOHIMA:

The Charter of duties for management and smooth functioning of the college shall be as follows:

1. Chairperson, Governing Body cum Managing Director:

- i. General administration.
- ii. Financial matters.
- iii. Establishment.

2. Principal::

1. College administration.
2. All official correspondences.
3. Academic matters.
4. Budget preparation..

3. Vice Principal:

Vice Principal will assist the Principal.

As decided by the Governing body, the following has been clauses have been incorporated into the Service Rule;

f) **PROMOTION:**

Promotion to a higher post shall be on the basis of “**Seniority cum Merit**”. A confirmed Assistant Professor shall be eligible for promotion to higher post/scale as per UGC guidelines.

g) **OFFICIATING AGAINST POST OF PRINCIPAL/VICE PRINCIPAL:**

On the basis of Seniority cum Merit in general cadre list Assistant Professor may be allowed to hold the current charge of Principal/Vice Principal in case of non-availability of eligible candidate(s) for promotion/appointment to the said post.

h) **The decision of the Governing body (Core group) shall be final and binding.**

The Service Rule was reviewed and amended by the Review Committee and approved by the Governing body on 6th February 2020.



(K. SHIWOTO WOTSA)
Convenor



(KHEVITO T.SHOHE)
Member



(KHEVITO ZHIMO)
Member



(GRACE YEPTHO)
Member

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M O U N T O L I V E C O L L E G E K O H I M A

(Sponsored by: Sumi Baptist Church, Kohima)
NAAC Accredited

EMPLOYEES SERVICE RULES:1998
(Amended on 6th February 2020)