

13. HEAD OF DEPARTMENT:

The senior most Associate/Assistant Professor in a department in terms of seniority shall be appointed as Head of Department of the concerned Department and he/she shall be entitled "Head of Department" allowance. The Head of Department shall be on rotation basis starting from the senior most downwards for a term of 3 (three) years each.

14. (i) Increment shall be ordinarily drawn as a matter of course, except where an efficiency bar has been prescribed or Disciplinary action taken with holding increment.

(ii) Efficiency bar cannot be crossed without the sanction of the Chairman

15. RETIREMENT:

(i) All categories of the Service will retire on attaining the age of 60 (sixty) years or 35 (thirty-five) years of service whichever is earlier. Extension of service beyond superannuation in special cases will be decided by the Governing Body.

(ii) To be eligible for voluntary retirement and avail its benefits an employee must have completed 25 (twenty-five) years of continuous service in the College.

16. PAY REVISSION:

Pay revision shall be effected once in every eight years provided the financial resource available in the College is permissible.

17. CONTRIBUTORY PROVIDENT FUND:

The employees of category A, B, & C shall be entitled to benefits of Contributory Provident Fund, which shall be fixed by the Governing Body from time to time. The benefits of Provident Fund shall be extended to the employees from the month of confirmation of his/her service in the College. The total amount of the provident fund contribution including interest accrued thereon shall be payable to an employee on completion of his/her service, whether by retirement, resignation or otherwise and in case of death, the amount shall be payable to the nominee of the employee concerned.

18. RETIREMENT BENEFIT:

- (i) No benefit of pension is admissible to the employees of the college.
- (ii) GRATUITY: Gratuity, on completion of service as a result of retirement/voluntary retirement/premature retirement/death shall be admissible as follows:-
 - (a) In case of retirement after continuous service of 35 (thirty-five) years in the College he/she shall be given maximum 5 (five) months of total pay last drawn.
 - (b) In case of voluntary retirement after continuous service for 25 (twenty- five) years or more he/she shall be entitled to receive 3 (three) months total pay last drawn.
 - (c) An employee on leaving the service of the College due to reasons other than dismissal will be paid one time cash amount as per the following:-
 - (i) Completed 10 years but less than 15 years he/she shall be paid 1 (one) month total pay last drawn.
 - (ii) Completed 15 years but less than 20 years he/ she shall be paid 2 (two) months total pay last drawn.
 - (d) DISMISSAL: In case of dismissal, all financial benefits due to him/her may be given.
 - (e) In the event of death or invalidation or being victimized due to natural calamities any employee irrespective of rank who is in the service of the College may be paid a lump sum amount as determined by the Governing Body as and when need arises.

A. CASUAL LEAVE:

Employees of all categories may avail 12 (twelve) days casual leave in a year, subject to not more than 3 (three) consecutive days at a time.

B. MEDICAL LEAVE:

- (i) Medical leave may be availed by simple application enclosed with a medical certificate from a competent authority. Such leave shall be on full pay without effecting seniority for a maximum period of two months.
- (ii) 30 (thirty) days extension of leave may be granted with half pay as indicated above.
- (iii) Further extension may be granted for a maximum period of six months without pay.

NOTE : Medical Certificate from competent authority must be enclosed.

C. SPECIAL LEAVE-CUM-DUTY LEAVE FOR TEACHING STAFF:

Leave may be granted to a confirmed teaching staff for attending conferences, meetings, symposia or seminars on behalf of the College, or for delivering lecturer in Institutions/Universities at their invitation, or for working on a delegation/committee appointed by the Government of India/Government of Nagaland/The UGC/University. The grant of such leave shall be considered only on prior receipt of the invitation letter from the concerned authority. Duration of such leave shall not exceed 7 (seven) days excluding the journey time via shortest route. Break journey enroute either way is not permissible. Orientation 3 (three) weeks and refresher course 2 (two) weeks will be granted to the teaching staff.

D. STUDY LEAVE:

- i) Pursuit of special line of study or research beneficial to the College for a period not exceeding three years at a time may be granted to a confirmed teacher who has put in not less than 5 (Five) years of continuous service. An allowance of half pay for six months shall be given to the employee.
- ii) Study leave may be granted more than once provided that not less than 5 (five) years have elapsed after the teacher resumed his/her duty on completion of the earlier period of study leave.
- iii) A teacher availing himself/herself of study leave 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/her resuming the duty after expiry of study leave.
- iv) Study leave may be extended by the Governing Body for a period of 1 (one) year in special cases in consideration on the recommendation of the Supervisor/Guide under whom the study/research is undertaken.
- v) Study leave will not be granted to teachers due to retire within 5 (five) years from the date of his/her return to duty.

E. EARNED LEAVE:

Earned leave is applicable to Group-B and C employees including the Principal for a maximum period of 20 days in an academic year. This can be accumulated up to maximum 90 days. Earned leave encashment is permissible only at the time of retirement.

F. MATERNITY LEAVE:

Three (3) months with full pay per child for confirmed employee supported by a certificate from a competent Doctor. Extension of leave for one month with half pay, without effecting seniority can be granted. Maternity leave is admissible up to the second child.