



NICHE
KANYAKUMARI
DEEMED-TO-BE UNIVERSITY

NOORUL ISLAM CENTRE FOR HIGHER EDUCATION

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Service Rules for Teaching and Non-Teaching Staff

A Service Rules document for teaching and non-teaching staff at NICHE Deemed to be University typically outlines employees' policies, expectations, and rights to ensure a fair, professional, and efficient work environment. For both teaching and non-teaching staff, the document may cover areas such as:

Duties & Responsibilities of Teaching Staff

1 Faculty Members

Following its deemed-to-be university status, the management has made efforts to introduce UGC pay scales, proper working conditions, a social security scheme, etc. As this is an Institute, the contribution of faculty members is expected to be more through research and extension activities apart from regular academic and teaching activities.

This document details the rules and regulations that every faculty member should follow and the code of conduct they should adopt in the discharge of their professional duties. These rules and regulations are not exhaustive; hence, the faculty members must adopt the detailed instructions issued from time to time by Government bodies like UGC and AICTE, RCI, etc.... and the Management may make modifications to these due to necessities time to time.

1.1. Applicability and Infringements

These rules and regulations and the code of conduct prescribed apply to all full-time faculty members, visiting faculty members, faculty members on contract/part-time employment, and research scholars given teaching assignments attached to all departments.

Adherence to these rules, regulations, and codes of conduct makes faculty members responsible for bringing suspected infringement of any of the provisions to the attention of the appropriate authority of NICHE. Raising such concern is a service to the NICHE and will not jeopardize one's position or employment. Confirmed violations will result in suitable disciplinary action, including termination from employment or other relationships with NICHE. Legal recourse may also be resorted against the concerned individuals if need be.

1.2. Curricular Related

a) Teaching and Learning

A faculty is responsible for,

- i) Teaching both core and elective courses in the field of his/her specialization as allocated by the Head of the Department for various programmes offered by the Institute.
- ii) Effectively conduct laboratory courses, tutorials, and seminars on the programmes assigned to him/her to improve the students' practical knowledge.
- iii) Providing proper guidance and supervision of the project work undertaken by students and developing proper rapport with the industry/organization if the project is industry-related.
- iv) Making the teaching more effective and interesting to the students by using technology and multi-media teaching aids.
- v) Making the laboratory and seminar classes more purposeful by examining the students orally before or after the experiment/seminar to improve the student's understanding of the subject.
- vi) Conducting the core / elective course as project-based / experimental / activity-based learning through Outcome Based Education (OBE).
- vii) Helping peer-assisted learning.
- viii) Overall, teaching-learning shall be learner-centred, ensuring the learning outcomes of different courses.

b) Course Planning and Material Preparation

- i) The faculty member is required to plan and make complete preparations well in advance to teach the theory and practical courses effectively.
- ii) He/she should prepare the schedule of lectures with topics, tests, assignments, demonstrations, screening of video or PowerPoint presentations, etc., in advance, and the students should be informed of the same.
- iii) The faculty member designs experiments for laboratory classes to improve the student's creative skills and help them properly understand the physical phenomena or concepts.

c) Examination, Evaluation and Grading

- i) A faculty member is required to set standard question papers based on the Bloom Taxonomy to test the knowledge / analytical thinking of students and evaluate the answer scripts of courses not only taught by him/her but also that assigned to him/her by the Dean/Head of Department/Controller of Examinations of the NICHE.
- ii) A faculty member is required to conduct and invigilate any exam/test in the Institute. Such test/exam may be for the course taught by him/her or for any other course assigned by the Head of Department/Controller of Examinations of the NICHE.

iii) A faculty member should scrupulously be objective in his/her approach while evaluating answer scripts and oral examination/project work evaluation so that the student can earn marks/grading only for his/her performance.

d) Maintenance of Records

i) Each faculty member is required to maintain a record of class work, attendance and continuous assessment neatly, properly and on time. This should be produced to the Head of the Department (HOD) as and when called for or immediately after the test for scrutiny and should be handed over to the HOD after the academic audit.

ii) Each faculty member is required to keep a file containing question papers set by him/her for the course handled and copies of the student's answer sheets after evaluation for production to the academic audit.

iii) If the faculty member is assigned to be the mentor by the HOD, he/she should maintain the list of students under him/her, their parent/local guardian contact address/phone/mail ID, etc., so that the student's progress could be monitored and communicated to them. The mentor shall also maintain a cumulative record of attendance for the courses the student has undertaken. The mentor should also help the HOD counsel poorly performing students and slow learners and take follow-up actions to improve the student's performance.

e) Monitoring of students' progress

i) The faculty of any course is required to watch the attendance and academic performance of each student of his/her course and take necessary steps at his/her command to improve the student's progress. If his/her effort fails, the faculty member should bring it to the notice of the HOD and the Mentor so that the information can be sent to the parents/guardians.

ii) A faculty member is required to attend/organize the Class Committee Meeting either as a course teacher and/or as chairperson of the class committee and should actively participate in the deliberations there to improve the teaching-learning process.

iii) A faculty member may be required to be a mentor to a group of students. He/she is then really a mentor for the students in his/her group. He/she has to keep account of the courses registered/enrolled by them and advice and counsel the students.

iv) A faculty member has to be thorough with the regulations of the academic programmes offered by his/her Department and other instructions issued from time to time so that he/she can effectively guide the student.

v) As a Mentor, the faculty member must motivate students under his/her care and help them with any other general problems until they leave the university.

f) Participation in Academic Developments

i) A faculty member should actively participate in curriculum preparation for new programmes/modification of existing programmes.

ii) Contribution to the preparation of new syllabi or updating of existing syllabi is also the responsibility of a faculty member pertaining to his/her specialization.

iii) Faculty members are expected to be creative in contributing to the introduction of new academic programmes in emerging areas relevant to society, innovative curricula, and new teaching and evaluation methodologies.

iv) In order to be an effective faculty, he/she is required to update his/her knowledge by attending Faculty Development Programmes, short-term courses, professional society meetings, National / International Conferences, reading recent technical journal articles and periodicals and going through the web sites of world-class Universities and participate in the development of MOOC/SWAYAM/NPTEL courses. They may also enrol in one or more Professional Societies/Associations.

g) Punctuality and Regularity

i) The faculty member shall not permit any student to attend the class after the stipulated time specified by the University to ensure punctuality in the student's class attendance.

ii) A faculty member is required to make alternative arrangements to handle his/her scheduled coursework and other work whenever he/she goes on leave.

iii) As far as possible, a faculty member should not miss the scheduled class; alternative arrangements can only be made under unavoidable circumstances. This will ensure better compliance with scheduled classes.

iv) A faculty member shall be punctual in attending class and leave the classroom after his/her class is over only after the arrival of the faculty for the next period or instruct the students to go to the laboratory/workshop for practical classes, as the case may be.

v) The faculty member shall carry out any other academic-related activity that may be assigned to him by the HOD/Higher Authorities from time to time.

2. Non-Teaching Staff (Administrative and Technical Staff)

As an Institute, the scope of administrative and technical staff activities has not only increased but also become more focused and result-oriented. Though the administrative category of staff is smaller than that of faculty and technical staff, their contribution to the efficient functioning of the institute is great. While the management of the Institute has made efforts to improve the service conditions of the technical employees, they are expected to contribute their best for the achievement of the mission and goals of the Institute. With this in view, detailed guidelines were made for prescribing duties and responsibilities of administrative and technical staff.

3. Miscellaneous Conditions

i) All Institute staff members are required to be present in the Institute timings during working hours on all working days and days specifically notified.

ii) A staff member shall devote his/her whole duty time to the service of the Institute and shall not engage directly or indirectly in any other private work/business.

iii) All members of staff are governed by the general duties and responsibilities prescribed for each category of staff detailed in the service rules.

iv) In case of any misinterpretation / wrong interpretation of any of the rules and conditions specified in the service rules, the Vice Chancellor is the final authority to decide.

4. Disciplinary Action

- a) All staff members are liable for disciplinary action for disobedience, misconduct, misappropriation, dereliction/negligence of duty and action involving moral turpitude.
- b) All disciplinary action shall be taken after establishing the grounds on which the disciplinary action is initiated and after providing a reasonable opportunity for the employee to defend him/her.
- c) Depending upon the nature of the offence, and if the competent authority, such as the discipline committee, feels that it is necessary to constitute an enquiry committee as part of the procedure for taking disciplinary action, such an enquiry committee shall be constituted.
- d) While pursuing disciplinary action, the competent authority of the Institute is empowered to impose upon the staff any of the following punishments after having satisfied that the offences committed by the staff member are established beyond reasonable doubt.
 - i) Censure
 - ii) Withholding of increments
 - iii) Recovery of salary, whole or a portion towards the loss caused to the Institute.
 - iv) Suspension issued pending enquiry.
 - v) Dismissal from service.
- e) If a staff member feels that the punishment imposed upon him/her by the competent authority is excessive, he/she can appeal to the authority higher than the one that imposed the punishment.

5. Retirement And Severance

5.1. Retirement / Superannuation

- i) As per the UGC norms, the superannuation age of a faculty member is 60 years. However, on contract, reappointment up to the age of 70 years can be considered depending on the need. Consolidated salary is to be fixed based on the qualifications and requirements of the department for those retired at the age of 60. However, retirement benefits such as gratuity, etc., shall be paid at the time of retirement (Age of 60).
- ii) The age of superannuation in the categories of Librarians and Directors of Physical Education will be 60 years only.
- iii) Normally, the age of superannuation for non-teaching staff is 58 years. However, extension on a contract basis on consolidated pay can be considered up to the age of 60 years on merit and depending upon the need.
- iv) Any appointment after 58 years in the case of non-teaching staff and 60 years for teaching faculty shall be on contract. After they have been relieved from their regular service with all service benefits, they may be reappointed on consolidated pay to be fixed by Management on the recommendation of the Vice-Chancellor.

5.2. Resignation

- i) If a staff member (Teaching or Non-Teaching) intends to resign from this Institute, he/she shall give either 3 months' notice in advance or pay three months' salary to the Institute in lieu thereof. The three-month notice period shall be a co-terminus with the semester only. Under any circumstances, a staff member shall not be relieved in the middle of a semester.

5.3. Termination of service:

The Institute can relieve any staff member by giving him / her three months' notice or three months' salary in lieu of the notice at any time in a semester.

6. Leave Rules

6.0 Duty Leave, Study Leave, Sabbatical Leave

6.1 Duty Leave:

1) Duty leave up to 30 days in an academic year may be granted for the following purposes: Attending Orientation Programmes, Refresher Courses, Research Methodology Workshops, Faculty Induction Programmes, Conferences, Congresses, Symposia and seminars as a delegate nominated by the university or with the permission of the university/college.

- Delivering lectures in institutions and universities at the invitation of such institutions or universities received by the university and accepted by the vice-chancellor/Principal of the College;
- Working in another Indian or foreign university, any other agency, institution or organisation, when so deputed by the university/College;
- Participating in a delegation or working on a committee appointed by the Central Government, State Government, the UGC, a sister university or any other similar academic body; and
- For performing any other duty assigned to him/her by the university/college.

2) The duration of leave should be considered necessary by the sanctioning authority on each occasion.

3) Leave may be granted on full pay, provided that if the teacher receives a fellowship, honorarium, or any other financial assistance beyond the amount needed for normal expenses, he/she may be sanctioned duty leave on reduced pay and allowances.

4) Duty leave may be combined with earned, half-pay, extraordinary, or casual leave.

5) Duty leave should also be given for attending meetings in the UGC, DST, etc., where a teacher is invited to share his/her expertise with an academic body, government agency, or NGO.

6.2 Study Leave

1) The Study Leave scheme provides scholarships/fellowships awarded to faculty members who wish to acquire new knowledge and improve their analytical skills. When a teacher is awarded a scholarship or stipend (by whatever nomenclature is called) for pursuing further studies, leading to a Ph.D./Post-doctoral qualification or for undertaking a research project in a higher education institution abroad, the amount of the scholarship/fellowship shall not be linked to the recipient's pay/salary paid to him/her by his /her parent institution. The awardee shall be paid a salary for the entire duration of the fellowship/scholarship, provided that he/she does not take up any other remunerative jobs, like teaching, in the host country.

2) A teacher on Study Leave shall not take up, during the period of that leave, any regular or part-time appointment under an organisation in India or abroad. He/she may, however, be allowed to accept a fellowship or a research scholarship or an ad-hoc teaching and research assignment with an honorarium or any other form of assistance other than regular employment in an institution either in India or abroad, provided that the Executive Council/Syndicate of his/her parent institution may, if it so desires, sanction study leave on reduced pay and allowances to the extent of any receipt in this regard, in-lieu of teaching etc., which may be determined by his/her employer.

3) The study leave shall be granted to an entry-level appointee as Assistant Professor/Assistant Librarian/Assistant Director of Physical Education and Sport/College DPE&S (other than as Associate Professor or Professor of a University/College/Institution, who is otherwise eligible for sabbatical leave) after a minimum of three years of continuous service, to pursue a special line of study or research directly related to his/her work in the University/College/Institution or to make a special study of the various aspects of University organisation and methods of education, giving full plan of the work.

4) The Executive Council/Syndicate shall grant the study leave on the Head of the Department's recommendation. The leave shall not be granted for more than three years in one spell, save in exceptional cases in which the Executive Council/Syndicate is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the University/College/Institution.

5) Study leave shall not be granted to a teacher due to retirement within five years of the date on which he/she is expected to return to duty after the study leave expires.

6) The study leave shall be granted not more than twice during one's entire career. However, the maximum period of study leave admissible during the entire service shall not exceed five years.

7) Study leave may be granted more than once, provided that no more than five years have elapsed after the teacher returned to duty on completion of the earlier spell of study leave. For subsequent spell of study leave, the teacher shall indicate the work done during the period of earlier leave and also give details of work to be done during the proposed spell of study leave.

8) No teacher who has been granted study leave shall be permitted to alter substantially the course of study or the programme of research without the permission of the Executive Council/Syndicate. In the event the course of study falls short of study leave sanctioned, the teacher shall resume duty on the conclusion of the course of study unless the previous approval of the Executive Council/Syndicate to treat the period of short-fall as Extra-Ordinary leave has been obtained.

9) Subject to the maximum period of absence from duty, on leave not exceeding three years, the study leave may be combined with the earned leave, half-pay leave, or extra-ordinary leave of vacation provided that the earned leave at the credit of the teacher shall be availed of at the discretion of the teacher. When the study leave is taken as a continuation of vacation, the period of study leave shall be deemed to begin to run on the expiry of the vacation. A teacher selected for a higher post during the study leave shall be placed in that position and get the higher scale only after joining the post.

10) The period of study leave shall count as service for the purpose of the retirement benefits (pension/contributory provident fund), provided that the teacher rejoins the University/College/Institution on the expiry of his/her study leave and serves the institution for the period for which the Bond has been executed.

11) The study leave granted to a teacher shall be deemed to have been cancelled in case it is not availed of within 12 months of its sanction, provided that where the study leave granted has been so cancelled. The teacher may apply again for such leave.

12) A teacher availing himself/herself of the study leave shall undertake that he/she shall serve the University/College/Institution for a continuous period of at least three years to be calculated from the date of his/her resuming duty on the expiry of the study leave.

13) A teacher -

who is unable to complete his/her studies within the period of study leave granted to him/her

or

Who fails to rejoin the services of the University on the expiry of his/her study leave

or

who rejoins the service of the university but leaves the service without completing the prescribed period of service after rejoining the service

or

who, within the said period, is dismissed or removed from the service by the University shall be liable to refund, to the University/College/Institution, the amount of the leave salary and allowances and other expenses incurred on the teacher or paid to him/her or on his/her behalf in connection with the course of study

Explanation:

If a teacher asks for an extension of the study leave and is not granted the extension but does not rejoin duty on the expiry of the leave originally sanctioned, he/she shall be deemed to have failed to rejoin the service on the expiry of his/her leave for the purpose of recovery of dues under these Regulations.

Notwithstanding the above provision, the Executive Council/Syndicate may order that nothing in these Regulations shall apply to a teacher who, within three years of return to duty from study leave, is permitted to retire from service on medical grounds, provided further that the Executive Council/Syndicate may, in any other exceptional case, waive or reduce, for reasons to be recorded the amount refundable by a teacher under these Regulations.

14) After the leave has been sanctioned, the teacher shall, before availing himself/herself of the leave, execute a bond in favour of the University/College/Institution, binding himself/herself for the due fulfilment of the conditions laid down in paragraph above and give security of immovable property to the satisfaction of the Finance Officer/Treasurer or a fidelity bond of an insurance company or a guarantee by a scheduled bank or furnish security of two permanent

teachers for the amount which might become refundable to the University/College/Institutions in accordance with paragraph above.

15) The teacher on study leave shall submit to the Registrar/Principal of his/her parent University/College/Institution six-monthly reports of progress in his/her studies from his/her supervisor or the Head of the institution. Such report shall reach the Registrar/Principal within one month of the expiry of every six months of the period of the study leave. If the report does not reach the Registrar/Principal within the specified time, the payment of leave salary may be deferred till the receipt of such report.

16) The teacher on leave shall submit a comprehensive report on the completion of the study leave period. A copy of the research document/monograph/academic paper produced during the period of the study leave shall be put in the public domain, preferably on the website of the University/College/Institution.

17) With a view to enhancing the knowledge and skills of the faculty members, especially the junior faculty, at the level of Assistant Professor, the Heads of universities/Colleges/Institutions and their subordinate Departments are enjoined to be generous in the award of study leave in the interest of faculty improvement, thereby impacting the academic standards of the University/College/Institution in the long run.

6.3 Sabbatical Leave

1) The permanent, whole-time teachers of the university and colleges who have completed seven years of service as a Reader/Associate Professor or a Professor may be granted sabbatical leave to undertake study or research or any other academic pursuit solely for the object of increasing their proficiency and usefulness to the university and higher education system. The duration of leave shall not exceed one year at a time and two years in the teacher's entire career.

2) A teacher who has availed himself/herself of study leave would not be entitled to the sabbatical leave until after the expiry of five years from the date of the teacher's return from previous study leave or any other kind of training programme of a duration of one year or more.

3) A teacher shall, during the period of sabbatical leave, be paid full pay and allowances (subject to the prescribed conditions being fulfilled) at the rates applicable to him/her immediately prior to his/her proceeding on sabbatical leave.

4) A teacher on sabbatical leave shall not take up any regular appointment under another organization in India or abroad during the period of that leave. He/she may, however, be allowed to accept a fellowship or a research scholarship or ad hoc teaching and research assignment with an honorarium or any other form of assistance other than regular employment in an institution of advanced studies, *provided* that in such cases the Executive Council/Syndicate may, if it so desires, sanction the sabbatical leave on reduced pay and allowances.

5) During the period of sabbatical leave, the teacher shall be allowed to draw the increment on the due date. The period of leave shall also count as service for purposes of pension/contributory provident fund, *provided* that the teacher rejoins the university on the expiry of his/her leave.

6.4 Other Kinds of Leave Rules for Permanent Teachers of the Universities / Colleges The following kinds of leave would be admissible to permanent teachers:

- Leave treated as duty, viz. casual leave, special casual leave, and duty leave;
- Leave earned by duty, viz. earned leave, half-pay leave, and commuted leave;
- Leave not earned by duty, viz. extraordinary leave; and leave not due;
- Leave not debited to leave account
- Leave for academic pursuits, viz. study leave, sabbatical leave and academic leave;
- Leave on grounds of health, viz., maternity leave and quarantine leave.

The Executive Council/Syndicate may grant, *in exceptional cases*, for the reasons to be recorded, any other kind of leave, subject to such terms and conditions as it may deem fit to impose.

1) Casual Leave

The total casual leave granted to a teacher shall not exceed 8 days in an academic year.

Casual leave cannot be combined with any other kind of leave except special casual leave. However, such casual leave may be combined with holidays, including Sundays. Holidays or Sundays falling within the period of casual leave shall not be counted as casual leave.

2) Special Casual Leave

Special casual leave, not exceeding 10 days in an academic year, may be granted to a teacher:

- 1) To conduct an examination of a university/Public Service Commission/Board of Examination or any other similar body/institution; and
- 2) To inspect academic institutions attached to a statutory board.

In computing the 10 days' leave admissible, the days of the actual journey, if any, to and from the places where activities specified above take place will be excluded. In addition, special casual leave to the extent mentioned below may also be granted;

- a. To undergo sterilization operation (vasectomy or salpingectomy) under a family welfare programme. Leave, in this case, shall be restricted to six working days and
- b. To a female teacher who undergoes non-puerperal sterilization. Leave, in this case, shall be restricted to 14 days.

- c. The special casual leave shall not accumulate or be combined with any other kind except casual leave. It may be granted in combination with holidays or vacations by the sanctioning authority on each occasion.

3) Earned Leave

Earned leave admissible to a teacher shall be:

- i. 1/30th of the actual service, including vacation, *plus*
- ii. 1/3rd of the period, if any, during which he/she is required to perform duty during the vacation.

For purposes of computation of the period of actual service, all periods of leave, except casual, special casual, and duty leave, shall be excluded.

Earned leave at a teacher's credit shall not accumulate beyond 300 days. The maximum period of earned leave that may be sanctioned at a time shall not exceed 60 days. Earned leave exceeding 60 days may be sanctioned in the case of higher study or training, or leave with a medical certificate, or when the entire leave, or a portion thereof, is spent outside India.

For removal of doubt, it may be clarified:

When a teacher combines vacation with earned leave, the period of vacation shall be reckoned as a leave in calculating the maximum amount of leave on average pay, which may be included in the particular period of leave.

In the case only a portion of the leave is spent outside India, the grant of leave in excess of 120 days shall be subject to the condition that the portion spent in India shall not, in the aggregate, exceed 120 days.

Members of the teaching staff shall be allowed to encash earned leave as applicable to the Central Government or State Government employees.

4) Half-pay Leave

Half-pay leave may be sanctioned for a period of 20 days to a permanent teacher for each completed year of service. Such leave may be granted on the basis of a medical certificate from a registered medical practitioner for any private affairs or for any academic purpose.

Explanation:

A "completed year of service" means continuous service under the university's specified duration. It includes periods of absence from duty and leave, including extraordinary leave.

Note: Half-pay leave shall be combined with earned leave to calculate the number of earned leaves if the number of earned leaves is less than 300 for the purpose of encashment of leave

at the time of superannuation as applicable to the employees of the Government of India/State Government.

5) Commuted Leave

Commuted leave, not exceeding half the amount of half-pay leave due, may be granted to a permanent teacher on the basis of a medical certificate from a registered medical practitioner subject to the following conditions:

- Commuted leave during the entire service shall be limited to a maximum of 240 days;
- When commuted leave is granted, twice the amount of such leave shall be debited against the half-pay leave account, and
- The total duration of earned leave and commuted leave taken in conjunction shall not exceed 240 days at a time, *provided* that no commuted leave shall be granted under these Regulations unless the authority competent to sanction leave has reason to believe that the teacher would return to duty on its expiry.

6) Extraordinary Leave

A permanent teacher may be granted extraordinary leave when:

No other leave is admissible, or other leave is admissible, and the teacher applies in writing for the grant of extraordinary leave.

The extraordinary leave shall always be without pay and allowances. It shall not count for an increment except in the following cases:

Leave taken on the basis of medical certificates;

Cases where the Vice-Chancellor is satisfied that the leave was taken due to causes beyond the control of the teacher, such as inability to join or rejoin duty due to civil commotion or a natural calamity, and the teacher has no other kind of leave to his credit;

Leave taken for pursuing higher studies; and Leave granted to accept an invitation to a teaching post or fellowship or research-cum- teaching post or on assignment for technical or academic work of importance.

Extraordinary leave may be combined with any other leave except the casual leave and special casual leave, provided that the total period of continuous absence from duty on leave (including periods of vacation when such vacation is taken in conjunction with leave) shall not exceed three years, except in cases where the leave is taken on medical certificate. The total period of absence from duty shall not exceed five years during the individual's entire service period.

The authority empowered to grant leave may commute retrospectively the periods of absence without the leave into extraordinary leave.

7) 'Leave Not Due'

Leave not due may, at the discretion of the Vice-Chancellor/Principal, be granted to a permanent teacher for a period not exceeding 360 days during the entire period of service, out of which not more than 90 days at a time and 110 days, in all, maybe otherwise than on a medical certificate. Such leave shall be debited against the half-pay leave earned by him/her subsequently.

'Leave not due' shall not be granted unless the Vice-Chancellor/Principal is satisfied that, as far as can reasonably be foreseen, the teacher will return to duty on the expiry of the leave and earn the leave granted.

A teacher to whom 'leave not due' is granted shall not be permitted to tender his/her resignation from service so long as the debit balance in his/her leave account is not wiped off by active service or he/she refunds the amount paid to him/her as pay and allowances for the period not so earned. If retirement is unavoidable due to ill health or incapacitating the teacher for further service, a refund of leave salary for the period of leave yet to be earned may be waived by the Executive Council/College Governing Body.

Provided that the Board of Management/College Governing Body may waive off, in any other exceptional case, for reasons to be recorded in writing, the refund of leave salary for the period of leave yet to be earned.

8) Maternity Leave

Full-paying maternity leave may be granted to a woman teacher for a period not exceeding 180 days, to be availed of twice in the entire career. Maternity leave may also be granted in case of miscarriage, including abortion, subject to the condition that the total leave granted in respect of this to a woman teacher in her career is not more than 45 days, and the application for leave is supported by a medical certificate.

Maternity leave may be combined with any earned leave, half-pay leave or extraordinary leave, but any leave applied for in continuation of the maternity leave may be granted if a medical certificate supports the request.

9) Child-care Leave

Women teachers having any minor child/children may be granted leave for up to a period of two years to take care of the minor child/children. The child-care leave for a maximum period of two years (730 days) may be granted to female teachers during the entire service period in line with the Central Government women employees. In the cases where the child-care leave is granted for more than 45 days, the University/College/Institution may appoint a part-time / guest substitute teacher with intimation to the UGC.

10) Paternity Leave

Male teachers may be granted 15 days of paternity leave during the confinement of their wives, and such leave shall be granted only to up to two children.

11) Adoption leave

Adoption leave may be provided as per the rules of the Central Government.

12) Surrogacy leaves

Leave for Surrogacy shall apply as per the Rules, Regulations and Norms laid down by the Government of India.



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