

PT. Mohan Lal S.D. College For Women, Gurdaspur



6.2.1

ADMINISTRATIVE SETUP, POLICIES, APPOINTMENT, SERVICE RULES.

Dr. (Mrs.) Neeru Sharma

Principal


Principal
Pt. Mohan Lal S.D. College
for Women, Gurdaspur

PILLARS OF STRENGTH — THE GOVERNING BODY

Sr. No.	NAME	Designation
1.	Ms. Vaishali Sharma	President
2.	Dr. Anirudh Joshi	Member
3.	Sh. Jatinder Bhatia	Member
4.	Dr. P.K. Bajaj	Member
5.	Dr. S.C. Vaidya	Member
6.	Sh. Hiramani Aggarwal	Chairman
7.	Sh. Balraj Mohan	General Secretary
8.	Sh. Arvind Hastir	Finance Secretary
9.	Sh. Gorakh Nath	Member
10.	Sh. Rajesh Mahajan	Member
11.	Sh. Muni Lal Gupta	Member
12.	S. Avtar Singh Sidhu	Member
13.	S. Kamaljeet Singh	Member
14.	Ms. Neelam Gautam	Member
15.	Dr. Paramjit Bagga	Member
16.	Adv. Arun Abrol	Member
17.	Dr. Ajay Sharma	Principal, GGSDS College, Chandigarh
18.	Dr. (Mrs.) Neeru Sharma	Principal
19.	Mrs. Money Ohri	Staff Representative
20.	Dr. (Mrs.) Ravneet Kaur	Staff Representative



(iii) SERVICE AND CONDUCT OF COLLEGE TEACHERS

The following Ordinances to govern Service and Conduct of Teachers shall apply to all the teachers employed in non-Government affiliated Colleges including those already in service unless otherwise specified.

In these ordinances:

- (i) 'College' means affiliated College under private management;
- (ii) 'employee' means a teacher including the Principal, Librarian, Director of Physical Education and other persons imparting instruction and recognised as teacher by the University, in the service of Non-Govt. Colleges.

(I) Service Ordinances

1.1 The appointment of every employee in a non-Government College affiliated to this University shall be on a written* contract as per form prescribed by the University from time to time. (Appendix I)

1.2 Procedure for appointment of Principals/lecturers of privately managed/aided colleges :

- (A) The appointment of a College Lecturer will be made by a Selection Committee consisting of the following members:-
 - (a) Chairperson of the Governing Body of the College or his/her nominee to be the Chairperson of the Selection Committee.
 - (b) A nominee of the Vice-Chancellor.
 - (c) A subject expert to be nominated by the Vice-Chancellor.
 - (d) Principal of the concerned College.
 - (e) Head of the Deptt. of the College concerned.

* A private management, if it is running a number of colleges, shall have the right to transfer the services of any teacher to another similar College on the same assignment provided it does not affect his emoluments and prospects adversely.

(f) A nominee of the D.P.I.

(g) A subject expert to be nominated by the D.P.I.

The quorum for the meeting would be 5 of which atleast one representative of the University and one representative of the D.P.I. must be present.

(B) The appointment of College Principal will be made by Selection Committee consisting of the following members:-

1. Chairperson of the Governing Board as Chairperson.
2. One member of the Governing Board to be nominated by the Chairperson.
3. Two Vice-Chancellor's nominees, out of whom one should be an expert.
4. D.P.I./Nominee
5. One expert out of a list of persons (to be provided by the D.P.I.) consisting of Principal or Professor who are known educationists to be appointed by the Chairman of the Governing Body.

At least four members, including two experts, should constitute the quorum.

The process of selection shall involve the following:-

1. Assessment of aptitude for teaching and research.
2. Ability to communicate clearly and effectively.
3. Ability to analyse and discuss.
4. Optional: Ability to communicate may be assessed by requiring the candidate to participate in a group discussion or by exposure to a class room situation/lecture, wherever it is possible.

1.3 Recruitment to the posts of Lecturers in the colleges shall be made out of the candidates who possess qualifications prescribed by the University Grants Commission/State Govt. as adopted by the University from time to time.

2. Every employee in an Arts and Science College shall be paid atleast the minimum pay-scale as laid down by the University.

3.1 The employee will ordinarily be appointed on one year's probation after which he will normally be confirmed if his work is found satisfactory. It would be obligatory on the part of a Managing

Body to notify to the teacher in writing before the expiry of one year's probationary period, whether he had been confirmed or his period of probation had been extended and in the absense of such a notice the teacher would be deemed to have been confirmed.

The probationary period, in no case, will be extended beyond two years from the date of appointment.

3.2 The period for which a lecturer has worked against a leave vacancy on ad-hoc basis due to an appointment made by the Principal or on a temporary basis against a leave vacancy due to an appointment made by the properly constituted Selection Committee will not count towards the probationary period, if such a person is appointed on a regular basis against a substantive post by the duly constituted Selection Committee unless the Selection Committee makes a specific recommendation to that effect in their proceedings.

4. No college teacher shall be required to teach for more periods than laid down by the *University, apart from such co-curricular activities as may be assigned to him by the Principal.

The Principal of a College located in a rural area, may, however, allot to a teacher additional teaching work not exceeding six periods per week over and above the maximum number of periods prescribed by the University for the whole of the academic session or a part thereof on payment of proportionate additional salary, provided that no such additional salary will be admissible to a teacher who is assigned additional teaching periods, for a period of two weeks or less.

5. The Principal and the teachers of a College shall be paid their salary regularly, but in no case later than the tenth of the month following that for which the salary is due.

6.1 Annual increments shall be drawn as a matter of course and shall not be withheld without assigning specific reasons in writing and the teacher shall have the right of appeal to the Vice-Chancellor.

6.2 The annual increment shall be allowed with effect from the first day of the month in which it falls due, instead of the actual date.

Crossing of Efficiency Bar

7.1 An increment shall be drawn as a matter of course, unless it is withheld. But where an efficiency bar is prescribed in the time

* Refer to Chapter Teaching Periods.

scale the increment next above the efficiency bar shall not be given to an employee working in Non-govt. affiliated colleges without the specific sanction of authority empowered to withhold increment. This authority should vest with the Governing Body of the College, which is the appointing authority.

7.2 Withholding of increments or promotion including stoppage of efficiency bar is a penalty whether the stoppage at efficiency bar be on ground of unfitness or otherwise. Therefore, an order stopping an employee at an efficiency bar will be appealable to Vice-Chancellor.

7.3 ACRs should be written in the proper form prescribed by the Department by the Principal of every lecturer regularly and proper record should be maintained by the Principal.

7.4 All adverse remarks written in the ACRs should be communicated to the lecturers concerned, so that he/she may be able to file an appeal and reports regarding his/her work and conduct should be placed before the committee constituted by the managing committee for this purpose. He/She should also be given an opportunity to improve his/her work and conduct.

7.5 The following members will constitute committee for consideration of cases for crossing the efficiency bar of the lecturers:

- (1) President, Secretary, nominee of the Managing Committee of the College.
- (2) Principal of the College.

7.6 All cases involving crossing of an efficiency bar will be initiated three months before the date on which an employee has to cross the efficiency bar and all such cases shall be decided by the Governing Body of the institution before the said date.

7.7 The committee shall consider the last three A.C.Rs. of the lecturers alongwith the special report from the Principal.

7.8 If the committee desires over all assessment of the lecturer concerned from the date of his/her joining service it may also be considered in case the last three ACRs are not satisfactory.

7.9 In the orders of stoppage at an efficiency bar, it will specifically be stated whether the order will have cumulative or non-cumulative basis.

7.9.1 Normally the employees may be allowed to cross the

efficiency bar, where there is good reason to show that he is fit to cross it i.e. he has acquired the requisite standard of efficiency.

7.9.2. As the efficiency of his service and the standard of education depends to a great extent on the 'quality of officials/teaching staff at the top, it is essential that each case is dealt with care and the crossing of efficiency bar is not regarded as mere matter of form.

7.9.3. Cases of stoppage of efficiency bar on ground of unfitness should be reviewed at the expiry of one year from the date of orders.

8. An employee whether permanent or on probation or appointed temporarily shall be entitled to summer vacation salary as under:

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| (i) Those who complete nine months' service | ...full salary |
| (ii) Those who complete service for three months or more but less than nine. | ...proportionate salary on the basis of full salary for nine months. |

Provided that no employee who has served for less than three months will be entitled to any summer vacation salary.

Provided further that if an employee leaves service of his own accord, he shall not be entitled to summer vacation salary or any portion thereof.

Provided further that an employee who retires from service on attaining the age of 60 years or on the expiry of the period of any extension granted to him thereafter or on completing the period of his re-appointment for a specified period on contract basis beyond the age of 60 years will not be entitled to summer vacation salary or any portion thereof.

9.1 The Principal, being the Head of the Institution will exercise general control over the teaching departments and will head the departments for their smooth and proper functioning.

The Principal of the Non-Government colleges affiliated to this University shall be paid special allowance per month as prescribed by the University from time to time, for administrative work.

9.2 There shall be a Head of the Department for each subject provided the number of teachers in the subject is atleast four. The Head of the Department shall be appointed by the Principal on the

basis of seniority in the same college, provided he/she is unconditionally approved by the University for teaching Post-graduate/Degree classes as the case may be. †

9.3 If an eventuality arises, the Principal may appoint the next senior person in the Department as Head of the Department, in the interest of the college work.

10.1 (a) The service record of Principal/Teacher and the Annual confidential report of his work and conduct shall be maintained regularly by the Managing Committee/Principal. The person concerned shall be informed in writing in case there is an adverse report.

(b) Every employee shall have the right to inspect his service book during the first quarter of the financial year and his signatures will be obtained in confirmation of his having inspected the service book.

A certified copy of the service book shall be supplied to the employee if asked for by him on payment of copying fee as may be prescribed.

10.2 Every affiliated Non-Government College shall prepare a seniority list on the basis of persons in position as on 1-11-1966 and supply the same to the University. Such lists shall be brought up to date every year as on April 1.

10.3.1 A person in a senior scale shall always be senior to the persons in the lower scale.

Under the scheme of revision of pay scales w.e.f. 1.1.86, the relaxation in service of 8/16 years for placement in senior/selection scale by one year/three years in respect of those possessing M.Phil/Ph.D. Research Degrees as the case may be (it being only an incentive for the higher qualifications) will not affect the inter-se-seniority of Lecturers.

10.3.2 The seniority of a person in a grade will be determined as under :

- (i) (a) Length of service in the scale (from date of joining) subject to confirmation from the date of appointment;
- (b) If the probationary period is extended and a person is not confirmed from the date of appointment, then seniority will be determined with effect from the date of confirmation.

- (c) If the date of joining and confirmation is the same, a person given the higher start will be considered as senior.
- (ii) If the starting salary is also the same, then the person old in age shall be senior.
- (iii) In case of appointment made by direct recruitment, a person placed at No. 1 in order of merit shall be senior to a person placed at No. 2 and so on.
- (iv) The candidates who have been ranked at No. 1 by the Selection Committee in various subjects shall be grouped together and the elder member shall be senior to others. Similarly, candidates ranking at No. 2, 3 etc., shall be taken from the different subjects and grouped together and the elder number shall be senior to a younger number. In case, two or more candidates have the same date of approval in the same group, the candidate who joins first, shall be senior to others.

10.3.3 A Managing Committee having more than one college shall have one consolidated list of seniority.

10.3.4 For the purpose of determination of seniority, a college having Arts, Science and Commerce faculties shall be treated as one Unit, and a College having a Professional Faculty shall be considered as a separate Unit.

11.1 The age of superannuation of Principal/Teacher in an affiliated college shall be 60 years.

Provided that the Principal/Teacher will be entitled to seek voluntary retirement in accordance with the Punjab Govt. rules prevalent from time to time.

11.2 The date of retirement of an employee shall be the afternoon of the last day of the month in which the actual date of his retirement falls.

11.3 A person who, after having served in other affiliated colleges/University in the Punjab State/Chandigarh joined another affiliated College(s) shall be allowed the benefit of previous service while calculating gratuity at the time of retirement, superannuation of pre-mature retirement, as the case may be.

11.4 The person above 60 years of age may be appointed/re-appointed in non-government unaided Education and Law Colleges as Principal/Lecturer on contract basis upto the age of 62 years.

12. The governing body of a Non-Government College shall include on its management, in addition to the Principal, who shall be an Ex-officio member, two representatives of teachers elected by teachers of not less than five years standing, provided that (i) the two representatives so elected shall be of not less than ten years standing and (ii) if two teachers of ten years standing are not available on the staff of the college, one representative shall be elected of not less than five years standing. Provided further that if no teacher even of five years standing is available in a College, a teacher who happens to be the senior most on the staff, shall be invited by the Governing Body to serve on it. The term of office of such representative shall be the same as for the remaining members of the Governing Body, provided that in no case it shall exceed three years.

The standing of a teacher for the above purpose should be with respect to the college which he is to represent on the managing committee.

Provided further that the teaching experience gained by a teacher while working in different colleges admitted to the privileges of the Universities in Punjab and Chandigarh under the same management shall be counted towards the total teaching experience for the purpose.

The election will be through secret ballot by simple majority vote and an eligible teacher will have as many votes as the number of vacancies to be filled up.

Provided further that a casual vacancy shall be filled by election within three months of the vacancy occurring and the member so elected shall continue for the rest of the term of the outgoing member. Election shall be conducted by the Principal.

13.1 Subject to what is contained in Ordinances 15,16 and 17 infra, the Governing Body of a Non-Government College shall be entitled to determine the engagement of a permanent employee after giving him three months' notice in writing or on payment of three months' salary in lieu of notice, for a good cause. Provided that in case of moral turpitude or misconduct, the Governing Body shall have the right to suspend the employee with immediate effect.

The period of suspension shall not exceed six months within which the case must be decided. During the period of suspension, the employee shall be paid subsistence allowance in accordance with the Punjab Govt. Rules prevalent from time to time. If ultimately the

employee is removed from service, notice for such removal shall not be required nor will any salary be paid in lieu thereof.

13.2 A copy of the order of suspension together with a copy of the charge-sheet shall be sent within a week to the Registrar/Dean, College Development Council, who may direct that the teacher shall not be placed under suspension.

13.3 If a Principal/Teacher including the one appointed temporarily or on probation is dismissed or removed from service, the College shall send an intimation to the University, giving reasons etc. within two weeks.

14.* A permanent employee may, at any time, terminate his services by giving the Governing Body three months' notice in writing or three months' salary in lieu thereof. However, if he/she is on extra-ordinary leave without pay, he/she must inform the management at least three months prior to the expiry of leave that he/she would not be rejoining the college, and in case he/she fails to give this information, he/she shall be liable to pay three months' salary to the college. The aforesaid information given three months prior to the expiry of leave will be treated as valid resignation notice.

15.* During the period of probation and when an employee is holding a temporary appointment, the notice period required on either side shall be one month.

16. The dismissal or removal or retrenchment from service or reduction in rank of an employee shall be governed by the provisions of the Panjab Affiliated Colleges (Security of Service of Teachers) Act, 1974.

17. All colleges shall follow the general pattern of the Standard Provident Fund Rules as adopted by the Panjab Education Department (Appendix II), but the contribution of an employee of a non-Government affiliated college as well as the management of the college shall not be less than 10% of his pay and shall commence w.e.f. the date of confirmation of the employee.

Note : Provided that where a higher rate of Provident Fund already prevails, it will not be reduced without the consent of the University.

* The period of summer vacation shall count towards notice period and the salary in lieu of notice shall not be in addition to the summer vacation salary, but the teacher shall be entitled to the summer vacation salary, as admissible under the rules or salary in lieu of the notice period, whichever is higher.

MANAGING COMMITTEE OF GGSD COLLEGE SOCIETY, CHANDIGARH

PRINCIPAL

ACADEMIC DEPARTMENTS

- Commerce
- Computer Science
- English
- Physics
- Chemistry
- Cosmetology
- Botany
- Zoology
- Biotechnology
- Economics
- Mathematics
- Hindi
- Punjabi
- Physical Education
- Political Science
- Sociology
- Psychology
- Fine Arts
- Music
- Fashion Designing
- Home Science
- History

CELLS /CLUBS & SUPPORT SERVICES

- Internal Quality Assurance Cell
- Admission Committee
- Advisory Committee
- Youth Welfare Club
- UGC Committee
- Internal Audit Committee
- Library Committee
- Hostel Committee
- NEP Committee
- Sport
- NSS
- Health centre
- Cafeteria
- Career Counselling Cell & Placement Cell
- Alumni Association
- Faculty Development Programme & ISW
- Environment Association
- Central Association
- Departmental Clubs
- Other Societies and Committees

FACULTY HOLDING ADMINISTRATIVE OFFICES

- Dean Admission
- Dean College Development
- Registrar
- IQAC Co-ordinator
- NAAC Co-ordinator
- NAAC Co Co-ordinator
- Staff Secretary
- Bursar
- Dean ECA
- Academic Council and Academic Audit Incharges
- Convener IIC
- Head of various Departments
- Nodal officers
- AISHE

ADMINISTRATIVE & TECHNICAL STAFF

- Superintendent
- Accountant
- Clerical Staff
- Lab Attendants
- Technical Expert
- Contingent Staff
 - Driver
 - Security Guards
 - Peons
 - Gardeners
 - Sweepers
 - College care taker