

Chanchal Teachers Training College

Service Rules for Teaching and Non-Teaching Staff

1. Scope and Applicability

These Service Rules shall apply to all teaching and non-teaching employees of the college, whether permanent, temporary, contractual, or part-time, unless otherwise specified.

2. Appointment

Appointments shall be made as per the norms of the affiliating university, NCTE, UGC, and Government regulations. All appointments shall be issued through a formal appointment letter mentioning designation, duties, pay, and service conditions.

3. Probation

Every newly appointed employee shall be on probation for a period of 2 months. Confirmation of service shall be subject to satisfactory performance and conduct during the probation period.

4. Duties and Responsibilities

Teaching Staff:

- Teaching, practicum supervision, internship guidance, evaluation, mentoring, and academic duties
- Participation in meetings, committees, IQAC, NAAC, research, and extension activities

Non-Teaching Staff:

- Administrative, clerical, technical, library, laboratory, and support services
- Assistance in examinations, admissions, documentation, and office work

All staff must perform duties honestly, sincerely, and efficiently.

5. Working Hours

Employees must follow the working hours i.e., 36 hours in a week as prescribed by NCTE. Attendance in the biometric system or attendance register is compulsory.

6. Attendance and Punctuality

Regular attendance and punctuality are mandatory. Late coming, early leaving, or unauthorised absence may invite disciplinary action.

7. Leave Rules

Leave shall be governed by college norms and applicable rules. All leave must be applied for through proper channels and approved by the competent authority, except in emergencies. Unauthorised leave or overstaying leave is not permitted.

8. Pay and Allowances

Salary and allowances shall be paid as per appointment terms and applicable rules. Employees are expected to perform assigned duties satisfactorily to receive salary and benefits.

9. Code of Conduct

All employees must:

- Maintain discipline, integrity, and professionalism
- Respect students, colleagues, and superiors
- Avoid misconduct, harassment, discrimination, or unethical behaviour
- Maintain confidentiality of official and institutional matters

Separate Codes of Conduct for Faculty and Trainees shall be followed where applicable.

10. Use of College Property

College property, equipment, records, and resources must be used carefully and only for official purposes. Any damage due to negligence may invite recovery or disciplinary action.

11. Prohibited Activities

Smoking, consumption of alcohol, drugs, or any intoxicating substances inside or around the campus is strictly prohibited. Engaging in activities harmful to the reputation of the college is not allowed.

12. Leave of Absence and Desertion

Absence without information or approval for a continuous period may be treated as misconduct and may lead to disciplinary action.

13. Performance and Accountability

Employees are expected to maintain satisfactory performance in their assigned duties. The college authority may review performance periodically.

14. Grievance Redressal

Any service-related grievance shall be submitted through proper institutional channels in a respectful and professional manner.

15. Disciplinary Action

Violation of Service Rules, misconduct, negligence of duty, or indiscipline may result in:

- Warning or explanation
- Withholding of increments or benefits
- Suspension or termination, as per rules and due process

16. Resignation

Employees intending to resign must submit a written resignation and serve the required notice period as per appointment terms.

17. Termination

The college authority reserves the right to terminate service in accordance with applicable rules, appointment terms, and due process.

18. Superannuation

Employees shall retire on attaining the age of superannuation as per prevailing rules and regulations.

19. Amendments

The college authority reserves the right to amend, modify, or revise these Service Rules as and when required, in accordance with statutory norms.

20. Acceptance of Rules

Joining the service of the college shall be deemed as acceptance of these Service Rules by the employee.