

SERVICE RULES

FOR THE ACADEMIC EMPLOYEES OF DON BOSCO COLLEGES OF THE SALESIAN PROVINCE OF DIMAPUR

The following shall be the terms and conditions of appointment of Academic Employees of Don Bosco Colleges in the Salesian Province of Dimapur. Every member of the academic staff shall agree to abide by all the conditions herein stated and such conditions as may be introduced from time to time by the competent authority.

1. NATURE AND AIM OF THE INSTITUTION

Don Bosco College, Kohima, is a private Christian (Catholic) Minority institution established and administered by the "Salesians of Don Bosco", having its headquarters at Dimapur – Nagaland, with the Provincial as its head.

2. GOVERNING BODY AND MANAGING COMMITTEE

2.1 The Provincial, the president of the "Salesians of Don Bosco" society, Dimapur Province will be the President of the Governing Body. He exercises complete and final authority over the educational institutions that come under the jurisdiction of the Provincial. His jurisdiction extends over institutions owned and administered by the Salesians of Don Bosco in the states of Nagaland, Manipur, Upper Assam and Arunachal Pradesh.

2.2 The Governing Body has the power to employ and procure the assistance of teachers, researchers, attenders and any other personnel or staff

2.3 Ex-Officio members

The following persons shall be Ex-Officio members: normally the Rector, who will be the Vice President, the Principal, who will be the Secretary and the Administrator, who will be the Treasurer and the Vice Principal(s). Besides these, there will be University nominees as per University regulations, educationist, and other persons of public and academic prominence, to be nominated by the President.

2.4 The President in consultation with Vice President and Secretary will appoint the members of the Managing Committee. They will conduct the day today administration of the college. The Managing Committee shall attend to urgent matters not foreseen by the Governing Body at its scheduled meetings.

3. CLASSIFICATION OF EMPLOYEES

3.1 A **permanent employee** is an employee who has been appointed on a permanent basis under a proper letter of appointment.

3.2 A **temporary employee** is one who has been employed for a job, which is essentially of a temporary nature.

3.3 A **contract employee** is one who is on contract basis for a specific work and for a specific period of time.

3.4 A **part-time employee** is one engaged for a work of a casual nature and /or intermittently.

12. COMPULSORY RETIREMENT

If a teacher becomes permanently incapacitated by any physical injury or mental infirmity, the management will have discretion to retire him/her compulsorily notwithstanding the provision regarding age of retirement under the provision of the Service Rules. For retiring, any teacher under this clause, a certificate from the civil surgeon of the district in which the Institution is situated stating that the teacher concerned is rendered permanently incapable or pursuing active life shall be obtained. The teacher who is compulsorily retired under the provision of this clause shall be entitled to all the benefits of provident Fund, Gratuity etc. for which a retired teacher is entitled under the provision of this Ordinance.

13 GRATUITY

No confirmed teacher will be entitled to claim gratuity unless he / she has put in not less than seven years continuous service in the institution.

13.1 A confirmed teacher will be entitled to be paid gratuity by the management in the following cases only:

13.1.1 On retirement on attaining the age of superannuation.

13.1.2 On death while in service in the college, this amount of gratuity will be paid to his / her nominees (The name of the nominee should be mentioned in the form "F" which should be signed by the employee and the employer); if there are no nominees, to his / her legal heirs.

13.1.3 On his / her compulsory retirement from service on account of acquiring permanent incapacity for discharging duty due to physical injury or mental infirmity.

13.1.4 On his /her ceasing to be in service of the College or institution on account of resignation or termination of service under clause (8) of this Service Rules.

13.1.5 Gratuity is calculated at the rate of 15 days for each year of uninterrupted service or any part thereof in excess of six months i.e., $(\text{Basic} + \text{DA}) \div 26 \times 15 \text{ days} \times \text{no. of years}$. The gratuity may be deducted or forfeited according to the law of the State.

14. APPLICATION FOR ANOTHER POST

An academic staff in an institution may apply for any post outside, with the knowledge of the head of the college or institution as the case may be. They shall be entitled, however, to send an advance copy of the application, the original of which is to be forwarded through the principal or head of the recognized institution where they are working.

15. STUDY LEAVE FOR Ph.D

15.1 A leave of one year with loss of pay and without loss of continuity, for Ph.D Programme will be granted to an employee who has put in five years of continuous regular service in the institution. No extra leave will be granted.

15.2 Only those who are working in the college as a regular academic staff are eligible for study leave.



DON BOSCO COLLEGE, KOHIMA

Affiliated to Nagaland University

Gratuity for Year of service: 6 Years

What is meant by Gratuity?

Gratuity is a lump sum amount paid by the employer to the employee as a token of appreciation for the services they have provided towards the company. However, only those employees who have been employed in the company for five years or more than five year are given gratuity. It is important to know what are the eligibility and the amount of gratuity that an employee will receive. It is governed by the payment of Gratuity Act 1972

Gratuity formula is as below:

$$\text{Gratuity} = (\text{Basic} + \text{DA}) / 26 \times 15 \times \text{number of years.}$$

Gratuity calculator for Mr. Ningthoujam Geetchandra Singh

Basic	DA	Years	Total Amount
15600	7800	6	81000

Thank you for your service



[Signature]
 P.P. Swasth
 9/6/2022
 Principal
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 Kohima-797001 Nagaland

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DON BOSCO KOHIMA

Don Bosco kohima

Payment Voucher

Voucher No 73

Date 09/06/2022

Particulars	Amount (\$)
Teaching Staff Gratuity	81,000.00
Total	81,000.00

Paid to

The sum of Rupees Eighty One Thousand Only

Through 19670100004398 - THE FEDERAL BANK MAIN COLLEGE ACCOUNT , KOHIMA(Cheque/DD/Ref.No.: 51012865)

Being Paid for gratuity for 6 years to Mr Ningthoujan Geetchandra

This is an electronically produced document and does not require any signature