



GURUDEV ARTS & SCIENCE COLLEGE

(Affiliated to KANNUR UNIVERSITY)

Managed by the Catholic Diocese of Bathery

SERVICE RULES OF GURUDEV ARTS AND SCIENCE COLLEGE

As a Self-Financing College, Gurudev Arts and Science College strictly follows the KSR (Kerala Service Rules) / UGC Regulations.

- **Working Hours-** The working hours of the College will be from 9:00 am to 4:00 pm on all working days. The teaching hours are from 9:30 am to 3:15 pm. The teaching hours constitute a total of 25 hours per week.
- **Appointments** -Appointments are made by the Manager, as per the norms of eligibility set by the Kannur University.
- **Probation Period** - Newly appointed staff will be under a probation period of 1 year. They will be posted permanently based on their Self-Appraisal and the feedback from the students on their performance.
- **Promotions-** Upon satisfactory performance of teaching, research and other academic duties Assistant Professors will be promoted from Stage I to Stage II (Academic level 10 to 11) after completion of 6 years (5 for M.Phil. holders, 4 for PhD holders) / Stage II to Stage III (Academic level 11 to 12) after completion of 5 years in Stage II / Stage III to Stage IV (Academic level 12 to 13 A- Associate Professor) after completion of 3 years in Stage III. A Screening cum Evaluation committee, chaired by the Manager of the College will be constituted for the purpose of processing promotions.
- **Maternity Leaves-** It is sanctioned based on the rules, which extends from 6 months to one year as it is needed.
- **Resignation** – For the resignation of faculty members, the Principal should be informed with a resignation letter 2 months prior to the resignation. For the resignation of the Principal, the Manager should be informed with a resignation letter 2 months prior to the resignation.

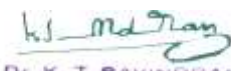
- **Vacation** – Every year all faculty members, who have declared their probations, are eligible for a vacation with salary of 10 days each during Onam and Christmas seasons and a vacation of 2 months during April-May. However, faculty members have to report for any essential duties as assigned by the Principal during the vacation periods.
- **Retirement** –The age limit of retirement for teaching and non-teaching staff is 65 and 60 respectively.

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Prepared By – Sindhu P K
Asst. Professor- GASC


 Director & CEO
 Gurudev Arts & Science College
 Mathil, Kannur Dt.- 670343


 Dr. K. T. RAVINDRAN
 PRINCIPAL
 GURUDEV ARTS & SCIENCE COLLEGE
 MATHIL, KANNUR DIST.

Reviewed By – Rev. Fr. Shibilin P James
Director & CEO – GASC

Approved By- Dr. K T Ravindran
Principal -GASC

