



MUSLIM ARTS COLLEGE

A Muslim Minority Institution - Estd 1982

Affiliated to Manonmaniam Sundaranar University, Tirunelveli, Recognized u/s 2(f) & 12(B) of UGC Act.
Azhagiamandapam, Thiruvithancode - 629 174, Kanyakumari District, Tamil Nadu, India.
Phone : +91 4651 248397, 248842 / website : www.muslimartscollege.in / email : muslimartscollege@gmail.com



Guidelines - Staff

Induction and Training

All new employees at Muslim Arts College will undergo induction and relevant training programs upon completion of initial formalities. These programs are designed to familiarize them with the institution's culture and operational dynamics.

Identity Card

All employees must carry a photo ID card issued by the college, which is required for access to the workplace and during travel. New staff will receive their ID cards within 15 days of joining. Upon leaving the organization, employees must return their ID cards, which will be destroyed immediately.

Salary Fixation

- **Faculty:** The college adheres to the practice of grades and varying scales for regular faculty. Compensation is determined based on the institution's policies.
- **Non-Teaching Staff:** Pay scales and grades for non-teaching staff are determined based on qualifications and experience.

Promotion and Increment Policy

To recognize and reward employee performance, the college implements an annual increment and promotion system based on performance evaluations. Staff performance is assessed yearly according to the following criteria:

1. Teaching, Learning, and Evaluation
2. Research, Innovation, and Extension
3. Professional Responsibility

Provident Fund and ESI

Muslim Arts College complies with statutory provisions for Employees' Provident Fund and Employees' State Insurance (ESI). Deductions from employee salaries will be deposited into their provident fund accounts, along with the institution's contributions.

Welfare Measures

All staff members, regardless of their role, enjoy the following welfare measures:

1. ESI/PF
2. Rewards for employees upon completing 10 years of service
3. Gifts for newly wedded staff members
4. Gift sets on special festivals



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Leave Rules

Leave is not an entitlement but should be used responsibly. Employees must seek prior approval from their respective Deans, Heads of Departments, or Coordinators before taking leave. It is also the employee's responsibility to arrange an alternative coverage for their classes to ensure minimal disruption to students. The approving authority must respond to leave requests before the leave is taken. Leaves are calculated on an academic year basis.

Types of Leave

Casual Leave

- Available to both teaching and non-teaching staff, with a total of 12 days allowed per academic year.
- Casual leave cannot be combined with other types of leave or taken consecutively with declared holidays.
- Leave exceeding three days must be applied for and approved in advance. Trainees, temporary staff, and probationers are eligible for one day of casual leave per month, with possible exemptions in special cases.

Vacation Leave (Teaching Staff)

- Eligible after two semesters of continuous service.
- Vacation leave cannot be combined with other types of leave.
- Teaching staff must be present on the last and first working days of each semester, failing which the entire vacation period will be treated as leave without pay.

Medical Leave

- Granted upon the presentation of a medical certificate for staff who have completed two years of service.
- A total of 10 days is allowed per calendar year, with leave only applicable for absences of three days or more.

Maternity Leave

- Available for employees who have completed two years of service, with a leave period of six months.
- Maternity leave may be taken in part or in full following delivery.

Long Leave

- Permanent staff taking long leave can only rejoin on the reopening day of the next academic year. No salary or increments will be granted during long leave.



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Vacation Leave (Non-Teaching Staff)

- Non-teaching staff are allowed 12 days of vacation leave per calendar year, which must be taken in blocks of at least five days.

Compensation Leave

- Granted for work performed on Sundays or other holidays, with prior approval. Compensation leave must be taken within the same or following month.

On-Duty Facilities

- Faculty members are allowed up to 12 days of on-duty leave per calendar year for academic purposes, provided approval is obtained in advance.

Permissions

- Staff may take two permissions per month for one hour each. If a third permission is required, it will result in a half-day casual leave.

Disciplinary Action

The college reserves the right to take disciplinary action against any employee, ensuring that their rights are protected within a standard framework.

Misconduct

The institution's code of conduct applies to all faculty and non-teaching staff. Any violations will be addressed through appropriate disciplinary measures.

Staff Appraisal Performa

Every year staff appraisal form has been given to the faculty members and their performance will be accessed with that basis.



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