



College of Nursing

Managed by Baba Educational Society
Institute of Para-Medicals



POLICY FOR TEACHING FACULTY

1. Everyone should come college on scheduled time that is 9.45 am to 4 pm. You can late by 15 minutes maximum. If you are late in any circumstances you have to inform principal otherwise salary will deduct accordingly.
2. Everyone have 14 casual leave in one whole academic year .maximum 3 CL can be taken continuously. Before taking leave prior notice and permission need to take from principal otherwise your leave will be count as leave without pay (LWP). Also you have to manage your classes before leaving for CL and LWP.
3. If any faculty will engage in paper checking, inspection or any academic work related to university or examination body .or they want to go for any in service education, duty leave will be provided by college .for Duty Leave you need to apply by application and ask for permission. Maximum 10-15 dl will be provided every year as per the requirement. During inspections, examinations or any important work no DL will grant.
4. Every month salary will dispatch in your salary account between 1st -10th date of every month, if any holiday will come in between the date may extend by one day accordingly.
5. Every year new session consider from the month of October, if any faculty wants to leave their job they have to give 3 month prior notice before ending the session, and management will take decision on that. Without prior notice you are not allow to leave job.
6. In mid-session no one allow to leave their job as per inc guidelines, if you are selected in any govt. Job and you want to give 24 hour resignation than you have to submit your one month salary or to avoid this situation please inform in between or at least one month before your govt. Joining.
7. Salary increment will be provided minimum 5% every year in the month of January .on the basis of performance it can be maximum 10%. In case of any default, any misconduct or unacceptable behavior your increment may will affect. So please make sure your performance in college and conduct should be good.
8. Everyone is responsible for their given job responsibility and it will count in your performance.

Note- This policy will be followed by academic year 2022 to 2025 (revised after 3 years)

DR.ARCHANA CHOUHAN

PRINCIPAL

R.K.BAJPAYEE

DIRECTOR