

**SERVICE RULES AND CODE OF CONDUCT  
FOR THE EMPLOYEES  
OF DON BOSCO HIGHER EDUCATION  
INSTITUTIONS  
SALESIAN PROVINCE OF BANGALORE**

**PUBLISHED BY  
THE COLLEGE COMMISSION,  
SALESIAN PROVINCE OF BANGALORE**

**July 2021**

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## **DON BOSCO HIGHER EDUCATION INSTITUTIONS OF BANGALORE PROVINCE**

### **INTRODUCTION**

This document contains the Rules and regulations governing the employees of the Institutions of Higher education of the Salesian Province of Bangalore. The following service conditions are approved and accepted by all the member institutions of Don Bosco Higher Education Institutions Administered by the Salesian Province of Bangalore and will come into effect from July 2021.

### **1. Don Bosco Higher Education Institutions**

Don Bosco Higher Education Institutions (Colleges) are Private Unaided Christian institutions established and administered by the Sacred Heart Province of Bangalore of the Salesians of Don Bosco. These colleges are Minority Institutions with rights conferred by Articles 29 and 30 of the Constitution of India, established for the advancement of learning and for the propagation of Christian values. The Educational Pastoral Project of Don Bosco for youth, with his vision enshrined in his unique educational system, is carried out today by the salesians through these institutions. The colleges are owned and administered under the authority of the Sacred Heart Province of Bangalore.

### **2. Management Council / Governing Body**

The Governing Body which is also the Management Council carries out the objectives of the institution under the leadership of the Rector. The ordinary affairs of the College are managed by the Governing Body.

#### **2.1 Powers and Duties of the Governing Body of the Institute**

- a) It is the responsibility of the Governing Body to see that the general running of the College reflects the education policy of the College and promotes its academic atmosphere.
- b) To select suitable candidates for teaching posts, it appoints the Selection Committee keeping in mind the requirements of the Government and the University. This Selection Committee will include the Rector/Manager, the Principal, Head of Department and a third person chosen by the Rector/ Manager.
- c) All disciplinary actions, except in the case of minor penalties, are imposed by the authority of the Governing Body.
- d) The Governing Body approves the list of holidays, and the leaves taken by the staff. The welfare of the staff is a concern of the Governing Body (disbursement of salaries and allowances, personnel and professional staff development, etc.). It sees that the Personnel Policy is followed and sees if any alteration it sees necessary with the approval of the College Commission.

- e) It proposes any alteration in the physical nature of the College and other matters that are reserved to it.
- f) Any other and/or duty, that it may deem fit to delegate to it.

## **2.2 Roles and Duties of Members of the Governing Body of the Institute**

### **2.2.1 The Rector/ Manager**

- a) The Rector of the College is normally the President/Secretary of the Governing Body. He is the ultimate authority within the college on all matters ecclesiastical, administrative and otherwise.
- b) He bears the legal responsibility for all happenings in the Institution.
- c) On behalf of the Governing Body, the Rector sees to the proper running of the college and ensures that the directions and policies are carried out in the college.
- d) He is the authorized signatory on behalf of the Governing Body and issues all letters which are reserved to the Governing Body.
- e) The Rector is the overall custodian of the funds and finances of the College and directs and regulates their use.
- f) He is the appointing authority of all the teachers and staff of the college. The certificates and records of the teachers and staff are kept in his office.
- g) The teachers and staff who want to discontinue from working in the institution have to submit their application or resignation letter to the Rector.
- h) He is responsible for documentation. He should have a copy of all title-deeds and sanctioned plans, the original of which may be in the archives of the Founder Body. He should have an inventory of the movable and immovable property of the College and also copies of the audit reports.

### **2.2.2 Principal**

- 1) The Principal shall normally be a member of the Salesian Society. The Principal should be qualified as per the norms of the affiliating University. He performs his works in full agreement with the Rector.
- 2) He is responsible for the day-to-day running of the College.
- 3) He sees to all correspondence with the affiliating University on academic and non-academic matters and with other authorities.

- 4) He is directly responsible for the staff and students, in all that regards the activities of the College.
- 5) He assigns duties to the teaching and non-teaching staff.
- 6) He plans the College calendar and gives proportionate stress to academic & non-academic and co-curricular activities.
- 7) He is responsible for the promotion of staff relations and for the supervision and guidance of their work.
- 8) Through a well-conceived sense of discipline and academic sanity, he promotes the philosophy of and policies of the Founder Body.
- 9) He is responsible for ensuring the academic and administrative benchmarks set by authorized Government Bodies like UGC, NAAC, Universities, etc. He has to ensure the fulfilling of all the laws, rules, orders and guidelines of the Government, University and other authorized bodies.
- 10) He keeps himself well informed of examination requirements, educational progress and creative models of teaching and evaluation.
- 11) He keeps himself in touch with educational authorities and acts in liaison with others.
- 12) He is responsible to the parents and as such arranges meetings with parents.
- 13) He convenes 'Academic Staff & Academic Council' meetings.
- 14) He is the authority to grant casual leave both to the students and the staff and keeps proper leave-records. He is responsible for the maintenance of all College records.
- 15) He works in accord with the Rector for all promotions, detentions and relegations according to the policy of the College.
- 16) He is responsible to bring to the Local Council/ Governing Body all the admissions to the College, after whose approval he completes the process.

### **2.2.3 Vice-Principal**

The Vice-Principal who takes the place of the Principal in his absence and performs such duties as are assigned to him by the Principal in consultation with the Rector shall be ordinarily appointed by the Founder Body. He is responsible for the general discipline among the students of the college.

### **2.2.4 Administrator**

The Administrator is the one immediately responsible for the administration of the goods of the Institution/College as well as all financial transactions and accounting. In this he acts in dependence and collaboration with the Rector and in accord with the Principal.

- 1) Responsible for all cash collections on behalf of the College and the disbursement of remuneration to the staff, and for all payments.
- 2) The one to execute all purchases and sales for the College in understanding with the Rector.
- 3) Responsible for all deductions (Provident Fund, ESI, Income Tax, Professional Tax, etc.) and credits the same to the appropriate authority.
- 4) Caring for the proper cleanliness and maintenance of the building and equipments of the Institution/College. He is responsible for the safe keeping of all the furniture, vehicles, devices, tools, and other material of the institution. He should have an inventory of all these and verify annually and take stock of the same.
- 5) Joint Signatory to all bank accounts along with the Rector.
- 6) He is the one to arrange for the annual budget and audit.
- 7) Responsible for all the financial records of the College / Institution.

### **2.2.5 Heads of Departments**

Each head of department is appointed by the Governing Body and is responsible for the classes, the teachers and activities under his/her charge. All ordinary disciplinary matters are dealt with by him/her. He/She conducts periodic tests and examinations under the direction of the Principal. In understanding with the Principal he/she may convene meetings of the teachers of his/her department.

## **3. Classification of Employees**

### **3.1. Temporary Employees**

- 1) A Temporary Employee is one who is appointed for a limited period of time for a post which is temporary in nature or in a temporary capacity of a permanent post.
- 2) The job description for this category will be the same as for similar posts in the category of employees in which he/she is, unless otherwise specified, in the letter of appointment.
- 3) Temporary employees may not be entitled to monthly salaries and allowances as applicable to other employees. In case of teaching staff they shall be remunerated as per the number of lectures undertaken or the minimum salary as per the grade.

They will be entitled to leave benefits in proportion to the period of service subject to a minimum service of 3 months.

### **3.5 Employees on Probation**

- 1) An Employee on Probation is one who is appointed for a period of time on probation to a post or vacancy that is permanent in nature.



- 2) The probation period is normally for 11 months. The Governing Body may extend this period for another year or part thereof. Notice of extension of probation will be given to the employee in writing, one month before the end of the probationary period.
- 3) All probationary employees may not enjoy all benefits, including leave benefits, as permanent employees. But ordinary casual leaves may be availed as any other employee.
- 4) If the period of an employee's probation is extended beyond one year, at the time of confirmation the employee gets one annual increment.

### **3.6 Permanent Employees**

- 1) A Permanent Employee is one who is confirmed as a permanent employee after satisfactory completion of the probationary period.
- 2) This confirmation is to be done in writing. A formal agreement is to be drawn up between the College, represented by the Rector/ Manager on behalf of the Governing Body and the employee concerned.
- 3) The acceptance of the agreement constitutes also an acceptance of the philosophy and objectives of the College along with its personnel policy and service conditions.
- 4) All conditions and benefits listed in this policy are primarily applicable to the permanent employees, unless their nature indicates otherwise.

### **3.7 Part Time Employees**

- 1) Part Time employees are those engaged on any job/ post on a part time basis.
- 2) The payment will be calculated according to the category and qualification of the employee and a lump sum will be paid according to the number of days the employee has worked or the lectures undertaken in case of teaching staff.
- 3) While they may be eligible for the leave benefits, they are not entitled to the retirement benefits, unless these are specifically mentioned in the letter of appointment.
- 4) They will come in the Government/University rules as regards Provident Fund, Professional Tax, etc

### **3.5 Employees on Contract**

Employees may be also employed on contract and they will serve only for the period of time that is specified on the contract, under the terms of contract of employment/appointment, which

automatically ceases after the expiry of period or completion of the job. They will be paid a consolidate sum on a monthly basis.

**3.6 A Casual Employee:** Means one who has been engaged on an occasional nature of job/post, on day-to-day basis.

**3.7 Ad hoc:** Means one who has been employed on a particular post/job purely on an ad hoc basis and does not fall in any of the above categories.

#### **4. Categories of Staff**

##### **4.1. Academic Staff**

- 1) The academic staff includes all the teachers in the different sections of the College.
- 2) The teachers in the different departments prepare the students for the examinations prescribed by the affiliating authority, according to the prescribed syllabus of the University or affiliating authority. They follow the rules and regulations of the respective departments regarding curriculum, working hours/days and holidays.
- 3) Besides professional competency and effective class-room management, the teacher is expected to be an example to the students by his/her life, in keeping with the ideals of Don Bosco's system of education.
- 4) Teacher will show great diligence in the preparation of their class, in the delivery of the lessons, and the correction of assignments given.
- 5) They will be responsible for the setting of question-papers and the custody and marking of answer scripts, with great diligence.
- 6) They will be responsible for the proper keeping of the necessary records of the attendance of students and their progress.
- 7) Teachers are expected to take part in the co-curricular and other educational activities of the students by encouraging them and guiding them.
- 8) They are required to attend meetings, seminars, up-dating courses or in-service training organized by the College or for which they are nominated from the College.
- 9) They may be asked to be present even on non-working days or in other Colleges in connection with College-related activities, or to accompany the students.
- 10) A Lecturer shall not take private tuition for the students of the same College.
- 11) Lecturer should always uphold the name of the College and of his/her colleagues.
- 12) They are bound by confidentiality and secrecy on matters concerning the College and its inmates.
- 13) Designation of the Academic Staff shall be as follows and their career advancement shall be in

keeping with the UGC requirements or API and the criteria set by the respective Universities:

- a) Assistant Professor : PG with 55% Marks, NET/SET
- b) Associate Professor : Five years teaching experience, publication of articles in journals & refresher program.
- c) Professor: Publication of Thesis (PhD), Ten years of teaching experience, publications of articles in journals & refresher programs.

## **4.2. Non-Academic Staff**

### **4.2.1. Office and Clerical Staff**

- 1) They are expected to maintain the dignity of their office in their dealings with outsiders.
- 2) They may not give any information they possess to any unauthorized person, inside or outside the College.
- 3) Fidelity and confidentiality are essential for those who occupy these posts. When they come in contact with information on persons and institutions, that is confidential, they are expected to maintain such matters as confidential. Any infringement in this matter if proved will call for grave action.

### **4.2.2 Supportive Staff**

These include library and laboratory attendants, drivers, electricians, cooks, security, gardeners, peons, bearers, dhobis, sweepers and other maintenance personnel. They form an integral part of the Institution/College and contribute towards the efficiency of the Institution/College-work by their regular and watchful service.

## **5. Appointments**

- 1) The appointing authority for all categories of employees is the Rector/Manager on behalf of the Governing Body.
- 2) No one may consider himself/herself as an employee of the Institution/College unless he/she has been issued the appointment letter duly signed by the Rector/Manager.
- 3) The date of appointment given on the letter of appointment will be the date considered for all subsequent requirements.
- 4) Besides one's own application, the applicant must fill in a Profile form supplied by the College with all the details that apply to him/her.
- 5) If the particulars given in the application are found to be false, the appointment may be declared invalid.
- 6) The date of birth recorded on the application form and supported by proper certificate (Birth

Certificate, Baptism Certificate, Education Board's, and College Leaving Certificate) cannot be altered and no affidavit will be accepted.

- 7) A change of name with the change of marital status or otherwise must be intimated with proper documents.
- 8) A change of address, telephone number or other particulars must likewise be intimated. If the change of address is not intimated, any communication sent in the given address will be considered sufficient as notice.
- 9) Once appointed to the College, a permanent employee, Employee on Contract or an employee on probation may not hold another job without the knowledge of the College.
- 10) Once the period of Probation is over, the employee on request may be terminated or reappointed by the Manager or may extend the probation for another one year period. In which case the year of service on probation is counted as an year of experience.
- 11) The College address or telephone number or the status of being a college staff may not be used for any business purposes or contacts.

## **6. Work Culture**

The work culture shall be cultivated by the spirit of Salesian Presence. It shall be the guiding principle in all personal relationship with students. The lay staff shall make a genuine effort to maintain a friendly rapport with students especially during the breaks.

### **6.1. Job Description**

- 1) Each category of employment has its own job description which is fixed by the department concerned.
- 2) The Principal or the head of the department concerned has the right to ask each one to perform duties that are in keeping with the category in which one is employed. While no one is to be asked to do jobs not in consonance with his/her appointment a great deal of co-operation and mutual assistance is expected of all for the wellbeing of the Institution.
- 3) The Service Book of each employee shall be maintained by the college office.

### **6.2 Working Hours**

- 1) Working hours for the academic staff will be as per College hours prescribed in the College Calendar and Handbook as per University and UGC guidelines.
- 2) Working days for Non-Academic staff will be from Monday to Saturday.
- 3) Individual working hours maybe fixed for certain categories of employees. This timing will be indicated in the letter of appointment or communicated by the person in-charge of the concerned department.

- 4) Tutorial or remedial coaching hours may be added by the College when required.
- 5) During working hours no teachers/ staff are permitted to go outside the campus without permission of the HOD or Principal.
- 6) Use of mobile phone is to be done with discretion during the working hours.

### **6.3. Attendance**

- 1) The attendance register will be maintained for all categories of employees. The biometric system will be followed for recording the attendance.
- 2) All categories of employees will sign the attendance register each day on arrival and departure, indicating the time.
- 3) Individual working hours may be fixed for certain categories of employees. This timing will be indicated in the letter of appointment or communicated by the person in-charge of the concerned department.
- 4) Any error in these entries must be brought to the notice of the Principal or Head of the Department by the employee concerned within the month. No claim can be entertained later.
- 5) The Attendance Register will be the official record for all benefits like leave, etc.
- 6) All are expected to be punctual for duty; habitual late-comers are liable to disciplinary action.
- 7) Three late arrivals or early departures will be considered one day of leave.
- 8) An employee, who has been granted leave, laid off, suspended, discharged, dismissed or has resigned or is not working for any reason, shall leave the premises of the institution forthwith unless asked to stay back by the Rector/Manager/Principal.
- 9) An employee failing to report or record as above is liable to be marked absent. An employee who is found absent from his place of work during the working hours without permission of the Principal/HoD shall be treated as absent from his place of work.

### **6.4 Absence from Place of Work**

- 1) During the hours of work (except for the lunch break) all are expected to be in their respective places of work. During the free periods teachers are expected to be in the staff-room or in the department room or in the library, attending to their lecturing/scholarly duties.
- 2) Frequent absence from place of work, or being outside the Institution/College premises during hours of work may call for disciplinary action. "Frequent" here shall mean more than three instances in an academic year.
- 3) The College shall also maintain proper registers as per Institution/College rules: Service Book, Daily Record of Work Book containing daily lesson plans as per the Unitization of the Syllabus worked out by the respective Heads of Departments and Movement Register of the teachers and staff.

- 4) The movement of the teaching and non-teaching staff in and out of the college shall be monitored by the Movement register, maintained in the principal's office.

### **6.5 Dress Code /Uniform**

- 1) Teachers should dress with decorum, upholding the dignity of their vocation. The individual institution may propose specific dress code for the employees.
- 2) During working hours non-teaching/supportive staff shall wear *uniforms and accessories like the ID tag, etc.* which they are obliged to and supplied by the College. They should be clean, properly maintained and well worn.

## **7. Salaries and Allowances**

- 1) The College follows the salary scale worked out by the College Commission at the Province Level and approved by the Provincial Council.
- 2) At the completion of one year of probation 1(one) increment may be given. One additional increment may be given to those who complete 3 years of service in the institution and for those who further continue service 1 additional increment may be given after every 3 years.

### **7.1 Payment of Salaries**

- 1) Normally salaries will be paid on the first working day (week) after the month.
- 2) Salary will be paid in full after authorized deductions are made, or advances recovered.
- 3) All required documents for the purpose of PF/ESI and income tax or other deductions must be duly submitted. Non-compliance with these requirements may lead to irregularities regarding PF contribution, ESI enrolment and income-tax account for which the Institution/College cannot be held responsible and the penalty must be borne by the defaulting employee.

### **7.2.Provident Fund and ESI**

Every employee is bound to become a member of the Contributory Provident Fund according to the Provident Fund Rules of the Government of India and its amendments as far as colleges may be concerned. Those not availing Provident Fund, are obliged to enroll for ESI as per the rules whenever and wherever it is applicable.

Provident Fund (PF) deductions from the salary and the contribution to PF from the employer will be done as per the E.P.F. Act and Miscellaneous Provision Act. 1952. The schemes framed there under i.e. Employees Provident Fund Scheme 1952, Employees, Deposit Linked insurance Scheme 1976 and Employees' Pension Scheme 1971 w.e.f. 15/ 11/1995 shall apply.

### **7.3 Gratuity**

- 1) Every employee who has completed 5 continuous years of service in the College will be entitled to Gratuity as per rules contained in the Gratuity Act of the Government of India and its amendments as far as the college is concerned.

- 2) Only leave with salary will be counted as continuous service. Gratuity will be payable to a confirmed employee or his legal heir nominee on the termination of the employment. Employees dismissed from service shall not be eligible for gratuity.

Gratuity will be calculated on the basis of last drawn salary (Basic+DA) divided by the number of working days in a month (26) multiplied by 15 days multiplied by the number of years of service.

- 3) Payment of gratuity to an employee or his/legal heir nominee, dependent is subject to deduction of any liability of the employee to the institution.

#### **7.4 Certificate and Salary-Slips**

Any clarification on the salary-slip must be sought within the following month. Claims made later than one month will not be entertained. If required, the College will issue certificates showing the nature of the employment and the actual salary received by the employee.

### **8. Leaves**

#### **8.1 General leaves**

- 1) Leave means, authorized absence from work. Leave cannot be claimed as a matter of right. Discretion to refuse or revoke leave is reserved to the principal. It is granted if there is availability of leave to the credit of the employee.
- 2) Leave cannot be claimed as of a right;
- 3) A member of the staff shall not normally or on any pretense absent himself / herself from his/her duties without prior permission of the Principal or the designated authority.
- 4) Leave letter is to be submitted in advance and approval must be obtained prior to availing the leave.
- 5) In case of absence on medical grounds, intimation should be sent to the Principal/Designated Authority within 12 hours of start of medical attention and a Medical Certificate shall be produced at the time of joining after leave.
- 6) Leave of any kind will not be sanctioned when the services of the staff are needed for the college work or when there is an unfinished job involving the employee.
- 7) Leave, excepting weekly off and public holidays, should always be applied for and sanctioned before it is availed of except in case of emergency in which case a leave application must follow immediately, as a rule. In order to avoid inconvenience, an employee who desires to obtain leave of absence shall apply in writing to the principal in advance.
- 8) Leave ordinarily begins and ends on the dates for which it is sanctioned.
- 9) The Rector / Manager of the Institution is the competent authority to sanction any leave other than casual leave.
- 10) For the purpose of leave the year will be the College year. However, the leaves are to be calculated every month.
- 11) Taking leave without sanction, and extending leave without sanction, are considered acts of

misconduct and result in loss of pay.

- 12) While the leave rules are primarily applicable to the permanent employees, they apply to the other employees in proportion, unless specified in the letter of appointment.
- 13) Leave is not deemed to have been granted unless sanction is given. An employee absenting himself/herself when leave is not granted will be marked absent and will not earn wages for the period of his/her absence. Further, he/she renders himself/herself liable to disciplinary action or other consequences under the service rules including abandonment of employment.
- 14) Absence from duty without sanction will be considered as neglect on the part of the person concerned. Thus, absence from duty without leave will be treated as leave without pay. Further actions, if necessary, may also be initiated against such lapses.
- 15) Reporting late for duty/going early from duty for three days will amount to one day leave.
- 16) All employees are expected to be present for all the official functions (such PTA Meetings, Seminars, Annual Functions, and Celebrations etc.) which may be held outside the normal College hours. Absence in such functions will be counted as leave taken for that particular day.
- 17) An application for leave or extension of leave should ordinarily be made in good time before the date from within the leave or its extension is sought. If any employee does not apply within seven days of the expiry of leave for further leave, or he/she is absent from the College without leave for ten College days, the employee may be deemed to have deserted his/her post.
- 18) Merely applying for leave or extension of leave will not amount to obtaining sanction, until the leave is sanctioned by the concerned authority.
- 19) No leave shall be granted beyond the date on which an employee must compulsorily retire.

## **8.2 Casual Leave**

- 1) All employees are eligible for 12 days of casual leave per year @ 1 day per month during the Academic Year from 1st June to 31st May.
- 2) A temporary teacher is eligible for one day casual leave per month after 3 months of joining duty.
- 3) No employee has the right to grant of casual leave. The principal is empowered not to grant casual leave at any time according to the exigencies of service and the need of the institution.
- 4) Casual leave may be affixed or prefixed to any holiday or Sunday but the total period including the holiday or Sunday shall not exceed 4 days at a time. Sundays and holidays falling within the period of casual leave shall not be counted as part of the casual leave. Casual leave shall not be affixed or prefixed to any long vacation. Carryover of lapsed CL is not permissible.
- 5) Permission for short absence not exceeding one hour on any working day may be granted at the discretion of the designated authority.
- 6) If the number of permissions for short absence exceeds 2 in a month, it shall be considered as half a day CL for 3 permissions and 1 day L for 5 permissions.
- 7) Casual leave not availed can be encashed for which one day's salary or Rs.500/- whichever is less will be given.

## **8.3 Medical Leave (payment not applicable for those covered by ESI)**



- 1) A permanent staff member who has completed 5 years of continuous service may be granted 10 days medical leave on medical grounds for each academic year of service provided it is supported by a medical certificate by a qualified registered medical practitioner that must satisfy the college authorities. The respective employee can avail the ESI benefit for the days of absence, in which case the employee cannot claim the payment from the college.
- 2) For computation of medical leave all intervening Sundays and holidays shall be counted.
- 3) An application for medical leave should be supported by a medical certificate from a registered qualified medical practitioner or the medical officer nominated by the management. In case an employee refuses to do so, he will be considered absent.
- 4) An employee, who has been granted leave on medical grounds, is required before resuming duty to produce a medical fitness certificate from a registered qualified medical practitioner.

#### **8.4 Maternity Leave**

- 1) A woman employee of the institution, who has completed at least one year of continuous and satisfactory service, after the completion of the probation period, is eligible for Maternity Leave for six months.
- 2) Any additional leave beyond the above will be reckoned as leave on Loss of Pay (LOP)
- 3) Those under the ESI can avail the ESI benefits for Maternity. In which case, the employee is not entitled to receive any payment from the college for that period.
- 4) The ML sanctioned shall be availed on a continuous basis and cannot be availed in installments.
- 5) Notice of maternity leave should be given at least one month prior to the leave.
- 6) An employee can avail ML only on two (2) occasions in his/her entire service period.

#### **8.5 Vacation Leave (VL) For Teaching Staff**

- 1) These rules govern the availing of vacation leave for each academic year. The maximum duration and number of days shall be decided by the Management/Designated Authority.
- 2) Vacation Leave (VL) is applicable to only the members of the Faculty (teaching staff) with eligible service and who are permanent.
- 3) The total number of VL days for members of faculty (teaching staff) is limited to 30\_(Thirty), for a continuous service of 12 months in the institution.
- 4) A staff member becomes eligible for VL only after rendering a continuous service of one full academic year as on 31st May. i.e., from 1<sup>st</sup> June of a calendar year to 31st May of the following academic year.
- 5) Any unused part of VL cannot be carried over to the next academic year.

- 6) While calculating the number of days of vacation leave, all intervening declared holidays and Sundays will be included.
- 7) An employee is eligible to all the holidays notified in the college calendar, but it must be clearly understood that if the Principal requests the employee to come to the college; even on a holiday to attend a meeting or for any other purpose connected with the college he/she is bound to come notwithstanding that it is a holiday.
- 8) Vacation leave is to be sanctioned after taking into account the essential services in the College.

### **8.6 Earned Leave (EL) For Non-Teaching Staff**

- 1) The number of days of EL for Non-Teaching Staff is restricted to 20 days per year which should be availed within the corresponding year.
- 2) A staff member becomes eligible for EL only after rendering a continuous service of one full academic year as on 31st May. i.e., from 1st June of a calendar year to 31st May of the following academic year.
- 3) If any staff member is prevented from availing EL in the interest of the college by the orders of the Principal/Designated Authority, equivalent compensation shall be considered. Such consideration rests solely at the discretion of the Management/Designated Authority.
- 4) Any unused part of EL cannot be carried over to the next academic year.
- 5) While calculating the number of days of earned leave, all intervening declared holidays and Sundays will be included.
- 6) Leave is to be sanctioned after taking into account the essential services in the College.
- 7) In case of events like lock-down or long leave which prevents the staff from attending to the duties of the college, the EL may be cancelled for that year.

### **8.7 Leave with Loss of Pay**

- 1) Any Leave availed in excess of the prescribed limit shall be deemed to be Leave on Loss of Pay (LOP). If the quantum of LOP is more than 10 days in an year, it will be considered as a Break-in-Service, unless acceptable supporting documents in evidence of justifying such excess leave is provided. The decision of the Manager/ Designated Authority shall be final in such cases.
- 2) If any staff member is absent from duty without prior or later permission, such period of absence will be considered as LOP. Such absence will also be considered as a Break-in-Service.
- 3) Absence with or without permission and without making alternative arrangement for class or other important duty will also be treated as LOP. Such absence will also be considered as a Break in- Service.
- 4) Two such breaks in service within a period of one year will make the staff member ineligible for increment in pay and also for availing VL/EL in the semester in which the second break in service occurs.

### **8.8 Study Leave**

- 1) With the prior sanction of the Governing Body, a study leave not exceeding 10 days maybe

sanctioned to teachers who are appearing for an examination to further their qualification as teachers which will benefit the college.

- 2) The same may be extended to the non-teaching staff for an examination, sanctioned by the College, which will enhance the individual's performance or general proficiency that will benefit the college.

### **8.9 Special Leave**

- 1) Special leave without pay for advanced study or foreign travel or other purposes can be permitted by the Governing Body to permanent employees who have completed 10 years of service in the College.
- 2) The maximum period of this special leave is one year and is permitted only once during the service in College.
- 3) These leaves (study leave and special leave) will have to be applied for at least three months in advance and must be approved by the Governing Body.
- 4) Any leave that has been properly applied for and granted by the lawful authority will not cause a break in the service of the concerned staff member.
- 5) A staff member on special leave shall not be entitled to increment if such falls due at the time when he/she is enjoying the special leave.

### **9. On Duty leave (OD)**

- 1) OD will be granted when staff members are required to go out on specific official duties or to participate in seminars, etc. as approved by the Principal/Designated Authority. When staff members go for work of other Universities OD will not be granted.
- 2) Number of days on OD for Exam duty is limited to 16 for a year at the rate of 8 days per semester and if availed in excess, the excess days shall be deducted from other eligible leave at the credit of the staff.
- 3) In addition to the above a faculty member is eligible for 6 days OD to participate in Conferences, Seminars, Workshops, etc., including paper presentation.
- 4) The Principal/Designated Authority shall have the right to cancel the leave sanctioned earlier, for any emergency work in the college.
- 5) OD is normally granted only for those who have completed their probation.

### **10. Public Holidays**

- 1) Generally all College holidays are holidays for the teaching staff while not so for non-academic staff. They could, however, be asked to attend special classes for students, updating courses, in-service training or other College related activities.
- 2) The non-academic staff will follow a list of holidays published annually by the College.

- 3) Due to the nature of their work for those who cannot avail of the full day a week and other public holidays, other compensatory arrangements may be made.

## **11. Superannuation/Termination of Service**

- 1) The retiring age for all employees is 56 years.
- 2) A permanent employee may resign from the service of the College with one months' prior notice, or the Governing Body may terminate the service of a permanent employee by giving one months' prior notice or one months' salary in lieu of notice. Here salary shall mean the basic pay.
- 3) A temporary or probationary employee may resign or his/her services or may be terminated by giving one month's prior notice or one months' salary in lieu of notice, without assigning any reason whatsoever.
- 4) A probationary employee ceases to be in service at the expiry of the probationary period. In case he/she wishes to continue, he/she may make a fresh application to the Manager for continuing in the service. In a case of acceptance of such an application, a fresh appointment order shall be given by the Manager.
- 5) An employee convicted by a court-of-law on a criminal charge will be terminated without notice or salary in lieu of notice. An employee against whom a criminal case is registered will not be allowed to continue in the service of the College till acquitted. If acquitted the period will be considered part of service, but no salary will be paid for the period, unless the case was registered by the College itself.
- 6) An employee may be deemed to have terminated his/her services with the College by way of voluntary abandonment of service if he/she without any intimation /or without any sanction from the College Competent authority, does not report for duty at his/her place of work for a period of fifteen (15) continuous calendar days. In the event of such voluntary abandonment of services by an employee, the College shall be at liberty to take such action as it may deem necessary for breach of the conditions of service against such an employee.
- 7) A permanent employee may be terminated on account of major misconduct or insubordination to the authorities or misbehavior with students or colleagues. This should be done following the procedures applicable for indiscipline and misconduct.
- 8) A confirmed employee may be terminated from the college if there is continued poor performance in one's duties even after repeated warnings and reminders.
- 9) On resignation or termination, all dues to the employees, after any recovery to be made by the College, will be cleared within seven days after the resignation or termination becomes effective. This, however, does not apply to the Provident Fund, which are to be realized when these amounts are disbursed by the competent authority. When an employee is terminated or resigns, he/she forfeits the gratuity benefits.
- 10) On leaving the service of the College, one is entitled to a certificate of service as well as a certificate of release from duty.

## **12. Transfer/Resignation/Termination**

- 1 Ad-hoc appointees may be terminated by a week's notice or one week's salary in lieu thereof, on either side.
- 2 Staff on probation/temporary appointments may be terminated by serving one month's notice, or one month's salary in lieu thereof, on either side without assigning any reason.
- 3 Confirmed staff may be terminated/may resign by serving a three months' notice or three month's salary in lieu thereof, on either side.
- 4 Habitual procrastination, inability to cope with the work, unsatisfactory work, misconduct, dissatisfaction with the duties, physical or mental unfitness for duty or any other reason which does not befit an educator or an employee of this institution are reasons sufficient for dismissal.
5. An employee indulging in taking tuition without the written permission from the Principal is sufficient reason for termination.
- 6 Unqualified employees are expected to get themselves qualified. If an unqualified employee fails or refuses to attain the requisite teaching qualification (training) required by the Management, his/her services may be terminated.
- 7 An employee can be transferred by the management to another sister institution.

### **13. Return of College Property**

Before leaving the service of the College an employee shall return to the College in good order and condition all property or equipment including documents, papers, and files belonging to the College or relating to its business. The cost of any equipment or property not safely returned shall be deductible from the employee's salary or other amounts due to him on any account or shall be recoverable otherwise, and the employee shall be responsible for all costs and consequences thereof.

If any employee is in occupation of any residential premises, whether College owned or leased, immediately on termination of his employment with the College, the employee shall hand over to the College the vacant possession of the premises. If not it may be recovered by any process of eviction considered appropriate in the circumstances by the management.

### **14. Other Service Conditions for the Staff:**

- 1) Every member of the staff shall agree to abide by all the conditions herein stated and also such conditions as may be stipulated from time to time by the competent authority.
- 2) Every member of the staff shall employ himself / herself honestly, efficiently and diligently under the orders and instructions of the Principal/Designated Authority or other officers under whom he/she is placed. He / she shall discharge all duties pertaining to the office and perform in such a manner which may be required of him / her or which are necessary to be done in his / her capacity as aforesaid.
- 3) Every member of the staff shall devote his / her whole time to the duties of the said employment and shall not, either directly or indirectly, carry on or be concerned / involved in any trade, business or canvassing / private consulting work, private tuition or the like of a remunerative kind or of an honorary nature without the specific written permission of the Manager.
- 4) Staff should be available in the college premises during the entire period of office hours, on all working days.

- 5) If a staff member on any kind of leave has to be out of station, he / she should intimate the Principal/Designated Authority his / her exact out station address and phone numbers in his / her leave application.
- 6) No member of the staff shall apply, during the period of his / her service in this institution, for an appointment outside or send an application for study or training, except with the prior permission.
- 7) The Principal/Designated Authority shall have the right to place any staff under suspension on charges of misconduct with the consent of the Manager.
- 8) In a case wherein a member of the teaching or non-teaching staff commits any misconduct in discharge of his / her duties, the Manager has got discretion to award punishment such as warning, censure, withholding of increment with or without cumulative effect after conducting an enquiry by a committee constituted by the Manager.
- 9) For the development and progress of the college/department, all members of the staff should work as a team and they should also maintain a cordial relationship with other departments.
- 10) In any meeting or assembly, decorum should be maintained and difference of opinion, if any, shall be expressed politely in discreet words without hurting the feelings of others.
- 11) Staff members should get prior permission from Manager / Principal/Designated Authority to contact any outside agency or government departments for any matter related to the college / hostels.
- 12) If a staff member draws advance from the college to meet financial for arrangement of a college event, he /she shall settle the account within 21 days from the date of drawal of advance or within 7 days after the completion of the event for which advance was drawn failing which the advance shall be adjusted from his salary.
- 13) Staff Members, if and when relinquishing their job, shall hand over their jobs and responsibilities and get the NOC from all departments concerned.

## **15. Termination of Service**

- 1) A member of the staff shall have his / her service terminated by giving one month notice or one month basic salary in lieu thereof, in case of temporary/permanent appointment or during probationary period.
- 2) The Manager shall have the power to terminate the services of a member of the staff of the college, for any of the following reasons:
  - a) Serious misconduct and willful negligence of duty;
  - b) Gross insubordination;
  - c) Physical or mental unfitness; and
  - d) Participation in any criminal offence involving moral turpitude.

In such termination cases, rule 15.1 will not be applicable and the staff member will not be eligible for any terminal benefit.

## **16. Rules of Discipline and Appeal**

The Service of a permanent employee may be terminated on the ground of insubordination to the Management, to the Principal/Vice Principal, inefficiency in works, neglect of duty assigned, misconduct, moral delinquency, contagious disease, lack of improvement and growth on the job or is stagnant in his/her work, or any other cause or causes which make the staff unsuitable is made, due enquiry shall be made by an Enquiry Committee appointed for the purpose.

## **17. Misconduct**

### **17.2 General**

- 1) Misconduct is a willful action or omission on the part of an employee which goes against the objectives and interests or requirements of the College community.
- 2) These acts or omissions could be summed up under the following list which is illustrative and not exhaustive.
  - a) Neglect of duty by way of sleeping during duty, or lax behaviour and attitude to time.
  - b) Want of diligence in the performance of duty, or violation of the orders of the lawful authority.
  - c) Irregularity in attendance, taking leave without sanction.
  - d) Insubordination
  - e) Moral delinquency affecting the discipline, moral standards and reputation of the College.
  - f) Theft or causing damage to property, fraud
  - g) Going on strike or instigating to strike
  - h) Holding any meeting, distributing handbills, notices, leaflets, booklets, pamphlets, posters in the College premises without prior written permission from the competent authority,
  - i) Using indecent language or making false allegations,
  - j) Unauthorized collection of money, carrying on any kind of business in the College premises,
  - k) Coming to work in a state of drunkenness or getting drunk during the period of work; being under the influence of drugs.
  - l) Violation of confidentiality or giving information to unauthorized persons,
  - m) Non-acceptance of a College notice at the address registered,
  - n) Inflicting corporal punishment on students,
  - o) Any other act or omission that in general understanding would be detrimental to the objectives of the College,

- p) Smoking within the premises of the establishment or just prior to resumption of duty.
- q) The College has the right to impose penalties or call for disciplinary action after assessing the gravity of misconduct.

### **17.2 Misconduct further includes**

- 1) Neglect of duty
- 2) Want of due diligence in the performance of duties.
- 3) Violation of orders or directions issued from time to time by the Principal in the matter of general administration of the College.
- 4) Repeated late attendance
- 5) Absence without leave/permission.
- 6) Use of intoxicating drugs or liquor in the College premises
- 7) Organizing or participating in any form of protest or demonstration in the College premises.
- 8) Instigating colleagues or students against the college Authorities.
- 9) Committing any act, which is an offence punishable under the Indian Penal Code or punishable under any law.
- 10) An employee who has been under judicial custody for more than 24 hours is automatically placed under suspension.

## **18. Penalties**

The Manager or any other competent authority for good and sufficient reasons may impose the following penalties on an employee and inform the Governing body of the steps taken.

### **18.1 Minor penalties include**

- 1) Censure
- 2) Recovery of damage or loss incurred by the College from the individual
- 3) Suspension from duty without pay for a period not exceeding seven days.

### **18.2 Major penalties consist of:**

- 1) Withholding of increment
- 2) Compulsory termination of service
- 3) Dismissal
- 4) The application of the above penalties shall be decided by the competent authority.

## **19. Conduct & Discipline**

### **19.1 Conduct**



- 1) Every employee shall, at all times, maintain absolute integrity and devotion to duty and do nothing which is unbecoming of an employee of an educational institution.
- 2) Every employee shall abide by and comply with the rules and regulations of the college and all orders and directions of his/her superior authorities, under whose superintendence or control, he/she is placed.
- 3) Every employee shall extend utmost courtesy and attention to all persons with whom he/she is to deal with, in the course of his/her duties.
- 4) Every employee shall endeavor to promote the interest of the College and shall not act in any manner prejudicial thereto.
- 5) No employee shall bring in party politics in the campus, or be associated with any political party or any organization which may try to bring politics in the college campus, nor shall he/she take part in, subscribe in aid of, or assist, in any other manner any political movement or activity detrimental to the institution or discipline of the students.
- 6) No employee shall join, or continue to be a member of an association the objectives or activities of which are prejudicial to the interests of the sovereignty and integrity of India or public order or morality. If any question arises whether a party is a political party or whether any organization takes part in politics or whether any organization engages in activities prejudicial to the interests of the sovereignty and integrity of India or public order or morality, the College shall follow the decision taken by the Central/State Government.
- 7) An employee of the College shall strictly abide by any law relating to intoxicating drink or drug in force in any area in which he may happen to be for the time being and not to be under the influence of any intoxicating drink or drug during the course of his duty and shall also take due care that the performance of his duties at any time is not affected in any way by the influence of such drink or drug.
- 8) Obligation to maintain secrecy: Every employee shall maintain the strictest secrecy regarding the College's affairs and the affairs of its constituents and shall not divulge, directly or indirectly, any information of confidential nature either to a member of the public or of the College's staff, unless compelled to do so by a judicial or other authority or unless instructed to do so by a superior officer in the discharge of his duties.
- 9) No employee of the College shall enter into any partnership, accept any fees, endowment or commission whatsoever from any party other than the College, except with the prior permission of the Manager.
- 10) Acceptance of gifts: An employee shall not solicit or accept any gift from a constituent of the College or from any subordinate employee, provided that such gifts, grants and donations shall be received by an employee in the official discharge of his duties for the College.

## **19.2. Discipline**

- 1) The Manager or any other competent authority may place an employee under suspension when disciplinary proceedings against him/her are contemplated or are pending or a case against him in respect of any criminal offence is under investigation, inquiry or trial.

- 2) An employee who is detained in police or judicial custody, whether on a criminal charge or otherwise for a period exceeding 48 hours or is sentenced to a term of imprisonment exceeding 48 hours by a court of law and is not forthwith dismissed or removed or compulsorily retired consequent to such conviction, shall be deemed to have been suspended with effect from the date of his detention / conviction by an order of the Manager and shall remain under suspension until further orders.
- 3) An order of suspension made or deemed to have been made under this bye-law shall continue to remain in force until it is modified or revoked by the authority competent to do so.

### **19.3 Disciplinary Authorities**

- 1) The Manager on behalf of the Governing Body, shall be the Disciplinary Authority in respect of all acts of misconduct which warrant only minor penalties as defined above. He shall refer all actions proposed to be taken to the Governing Body, and the Governing Body shall advise the Manager as to the action to be taken against the delinquent staff member.
- 2) The Governing Body shall be the Disciplinary Authority in respect of all cases of misconduct, which warrant imposition of a major penalty as defined above. The Governing Body shall act as the Grievance Redressal Cell in ordinary and extra ordinary matters concerning the staff. The Grievance Redressal Cell consists of senior lay staff, senior religious staff and besides the ones appointed by the management.

### **19.4. Procedure for Imposing Minor Penalties**

No order imposing any of the minor penalties specified above shall be imposed except after:

- a) The staff member has been informed in writing by the Manager of the College of the action proposed to be taken against him/her. The letter to be sent by the Manager of the College will be accompanied by allegations on the basis of which action is proposed to be taken. The concerned staff member will have to make his/her representation to the Manager of the College against the action proposed to be taken, within one week from the date of receipt of the notice from the Manager of the College and he/she shall also intimate as to whether he/she wishes to be personally heard in respect of the allegations against him/her.
- b) The Manager has considered the representation, if any, of the concerned member of the staff, and has granted him/her a hearing, if so desired.
- c) The Manager has, thereafter, submitted a report to the Governing Body.
- e) The Governing Body shall consider the report submitted by the Manager in connection with the case, and shall advise him concerning the penalty proposed to be imposed on the concerned member of the staff.
- f) The Manager shall proceed to impose such penalty as he may be advised to do by the Governing Body. The staff member thus penalized, however, is free to appeal to the Founder Body as provided earlier.

### **19.5. Procedure for Imposing Major Penalties**

- 1) No order imposing on a staff /employee any of the major penalties specified here shall be made except after holding an enquiry in the manner hereby prescribed.
- 2) The Manger shall submit a report to the Governing Body in case of serious misconduct by a member of the staff/employee which may warrant the imposition of a major penalty or penalties, specified above. On

consideration of the said report, on behalf of the Governing Body the Manager may issue a charge-sheet to the concerned member of the staff/employee. In such case, the Governing Body shall appoint an Enquiry Officer to conduct the enquiry against the delinquent.

- 3) The staff/ employee shall be supplied with a copy of the charge-sheet or/and charges together with a statement of the allegation on which they are based.
- 4) He/she will be required to submit to the Manager within seven days of the receipt of the charges and allegations, a written statement in his/her defense and also state whether he/she desires to be heard in person.
- 5) The Enquiry Officer will conduct the Enquiry considering the charge-sheet and written statement of the staff/employee, if any, and giving him/her a hearing, if so desired.
- 6) The Enquiry Officer will prepare a Report on the Enquiry with his/her findings on each of the charges together with the reasons and he/she will send the Report to the Manager of the Governing Body.
- 7) The Governing Body will be at liberty to either accept or reject the Report and may order a fresh Enquiry on either the full or partial aspect of the charges.
- 8) The Governing Body will take steps as are considered fit and proper on the basis of the findings of the Enquiry Officer. If a penalty is to be imposed, the staff /employee may be called upon by the Governing Body to show cause within 10 days concerning the quantum of the penalty.
- 9) On receiving the cause shown, if any, or after 10 days from the second show cause notice served to the concerned staff/employee, the Governing Body will proceed to impose such penalties, as it thinks fit. The staff/employee thus penalized may, however, prefer an appeal against such order of penalty in the manner provided below.

### **19.6.Appeal**

- 1) Appellate Tribunal
  - a) A Staff/employee against whom an order proposing to impose any of the penalties referred to above has been passed may prefer an appeal to the Governing Body within 15 days of the date of the receipt of such order. During the period of 15 days, the penalty proposed to be imposed shall be kept in abeyance, and if an appeal is preferred, the penalty proposed to be imposed shall remain in abeyance till the disposal of the appeal.
  - b) After hearing the staff/employee the Governing Body shall pass such order as it thinks fit. In the case of the imposition of minor penalties referred to herein, the decision of the Governing Body shall be final.

### **19.7. Bar on Representation by Legal Practitioners**

No legal practitioner shall be allowed to represent either a staff /employee or the Governing Body of the College in the disciplinary and appellate proceedings as described above.

### **19.8. Suspension**

- 1) The Rector/Manager of the College may, in cases involving gross misconduct, indiscipline or

negligence of duties, place a staff/employee under suspension pending further action by the Governing Body which must confirm or annul the action taken by the Rector/Manager within 15 days.

- 2) The Rector/Manager of the College, on the instruction of the Governing Body, shall place a staff/employee of the College under suspension in the following cases:
  - a) Where an Enquiry against him/her is contemplated or where such as an Enquiry is pending.
  - b) Or, where a case against him/her in respect of any criminal offence involving moral turpitude is under investigation or on trial.
- 3) Such suspension as provided here shall not be construed as a penalty as indicated elsewhere in this document.
- 4) Every order of suspension shall be reported, for information only to the competent authority.
- 5) A staff/employee placed under suspension shall be entitled to receive from the College a monthly subsistence allowance.
- 6) During the first two months of the period of suspension at the rate of fifty percent of his/her total emoluments.
- 7) If there is a delay on the part of Governing Body beyond two months in arriving at a decision, the subsistence allowance will continue to be paid at the rate of seventy five percent of his/her total emoluments until the Governing Body of the Institute communicates its decision to the staff/employee concerned.
- 8) If the member takes up any other paid employment during the period of suspension, he/she shall not be entitled to any subsistence allowance for the period he/she is thus otherwise employed.
- 9) If the staff/employee is exonerated from all charges, all arrears of pay and allowances will be paid to him/her for the total period of suspension, after adjustment of the subsistence allowance paid.

## **20. Care of Institutional Property**

- (a) Every employee shall take sufficient care of the property, furniture, etc. of the college and shall take all reasonable precautions. A negligent employee shall be liable to disciplinary action as may be deemed fit by the management. Besides, the management may recover the value of such breakage, damage, or loss from the employee.
- (b) Every employee is expected to take normal precautions while at work and shall make proper use of safety devices and preventive measures.

## **21. Personal Property**

The governing body/management shall not, in any way, be responsible for loss or damage to the personal property brought to the college by the employees.

## **22. Grievances**

- 1) A grievance is a genuine complaint an employee may have against the college with regard to the work or benefits due to him/her.
- 2) A grievance is to be presented in writing to the Manager/Principal who may take the appropriate action or forward it to the Governing Body who will recommend the action to be taken.
- 3) If the action proposed or taken is not satisfactory to the aggrieved employee an appeal may be made by him/her to the Founder Body.

### **23. Confidential Records**

The college shall maintain a confidential record and service book of each employee.

### **24. Procedure for suspension/termination of service of a permanent employee**

The Principal may place an employee under suspension if in his/her judgment:-

- 1 An enquiry into the employee's conduct has become necessary or is pending and when his/her continuance in service is detrimental to the interest of education or discipline or to the enquiry itself.
- 2 The employee is being prosecuted on a criminal charge when his/her position as an employee of the College is likely to embarrass him/ her in the discharge of his/her duties or which involves moral turpitude. He/she should be given a written statement of the allegation and charges and a time frame set for the employee to give a written reply to the allegations and charges.
- 3 In case of serious misdemeanor or breach of duty these Rules dispense with such notice on the part of the Management for all members of the Staff whatever be the conditions of their service.

### **25. Amendment and alteration of these Rules and Code of Conduct.**

- 1 The Management reserves the right, without giving any previous notice to make and bring any amendment, alteration, modification or addition to any of these rules with effect from such date as he/she may fix.
- 2 Such amendment, alteration, modification or addition shall become binding on all the teaching and non-teaching staff of the College, when communicated to them.

#### **25.1 Previous Rules and Regulation**

These service Rules and Code of Conduct supersedes any previously existing set of Rules.

### **26. Every employee shall**

- 1) Abide by the rules and regulations of the school and show due respect to the constituted College Authorities.
- 2). Foster in their pupils a spirit of the respect, docility, affection and gratitude towards the College authorities and other members of the Staff.
- 3). Attend Staff Meetings convened by the Principal/Manager and take active part in all co-curricular activities of the School.

4). Maintain high standards of discipline in the class and train the students in honesty, good manners, polite speech and smart deportment giving them personal example in these.

## **26. Amendments.**

This Service Rules and Code of Conduct for Employees of Higher Education Institutions Administered by the Bangalore Salesian Society is approved by the Founder Body- The Provincial Council in its meeting on 10<sup>th</sup> July which reserves to itself the right to amend, add to it or delete any clause included in it.

From time to time, the Governing Body will discuss the working of this policy and recommend modifications to the Founder Body. Ordinarily the Rector/Manager and the Principal are the interpreters of this policy. They may, if necessary, suspend the operation of any particular clause, but must give a written explanation to the Governing Body for their action. Their order will become operative unless the Governing Body overrules it.

A copy of this policy will be available with the Rector/Manager and the Principal for reference by an employee.

## **APPENDIXES**

### **Acceptance of the Service Rules and Code of Conduct**

*I ..... have read and understood the above Service Rules and code of Conduct and agree to abide by them without any lapse. I hereby bind myself to follow the said Service Rules and Code of Conduct as long as I am an employee of .....  
.....College. I also understand that in case of non-compliance with any of the above I will be relieved from the employment of .....*

Signature of the Employee

Name and Signature of witnesses

- 1.
- 2.

## **Nomination Form**

Dear Sir,

I hereby nominate the person/persons mentioned below to whom, in the event of my death, the amount of provident fund account accruing to my credit, D.A. gratuity and other allowances, if any, which are due from the College management at the time of my death, would be payable.

S.No	Name of the Nominee & relation:	Full Address of Nominee	Date of Birth of the Nominee if minor:	Attestation authority
1.				
2.				
3.				

4. As the nominee specified above is a minor, I appoint .....  
(name and full address) as the person to receive the sum due under the said account and other dues from the college in the event of my death while the nominees (s) is/are still minor (s)

Signature of employee

1. Witness .....
- 2.
3. Witness.....
- 4.

Name and full address:

Date :

.....

The nomination was received on ..... and had been entered in the relevant records.

Date: .....

Principal's Sign

### **APPOINTMENT ORDER**

Ref:

Date

To,

-----

-----

### **OFFER OF APPOINTMENT**



With reference to your application dated ----- and on the basis of the interview held on -----you have been appointed as ----- on probation for a period of 10 months for a consolidated salary of Rs----- per month all inclusive. Your appointment is purely temporary and your service may be terminated at the discretion of the management at any time during academic year or at the end of the academic year. Since the post is temporary you have no claim for continued service or any other benefits. The rules and regulations of this institution are enclosed here with for your perusal. You are expected to go through each of the rules before accepting the offer. The Management may consider for future appointment at a later date, if vacancies exists and if your conduct and services are satisfactory. You will be governed by the Service Rules and Codes of conduct for teachers as applicable to your category of employees.

If the conditions of appointment and the regulations of our institution are acceptable to you, you may give the letter of acceptance and report to duty on-----.

With best wishes,

Manager

Don Bosco College

### **Declaration**

I have read and fully understood the terms and conditions as contained in my letter of appointment. I agree to abide by them and in acceptance of the terms and conditions I sign this appointment letter.

(Signature of Employee with date)

Name of the Employee.

**DON BOSCO HIGHER EDUCATION INSTITUTIONS OF BANGALORE PROVINCE**

### Relieving Letter

Ref:

Date

To,

Sub: relieving of Temporary Teachers

We are grateful for the services rendered by you to this institution during the academic year\_\_\_\_\_

As per the orders of the Management dated\_\_\_\_\_. your appointment in Don Bosco College \_\_\_\_\_ expires on \_\_\_\_\_. Hence you are relieved from your duties w.e.f.\_\_\_\_\_

Thanking You

Manager.

**MINIMUM QUALIFICATIONS FOR APPOINTMENT OF TEACHERS AND OTHER  
ACADEMIC STAFF IN COLLEGES OF DON BOSCO HIGHER EDUCATION  
INSTITUTIONS IN BANGALORE PROVINCE AND MEASURES FOR THE  
MAINTENANCE OF STANDARDS IN HIGHER EDUCATION, WITH SPECIAL  
REFERENCE TO UGC REGULATIONS, 2018.**

These Regulations are issued for minimum qualifications for appointment and other service conditions of College Teachers and other academic staff for the maintenance of standards in higher education of Don Bosco institutions in Bangalore Province.

1. The National Eligibility Test (NET), or an accredited test (State Level Eligibility Test SET/SLET) shall remain the minimum eligibility for appointment of Assistant Professor and

equivalent positions. Further, SLET/SET shall be valid as the minimum eligibility for direct recruitment to Colleges/Institutions under the control of the Salesian Province Bangalore. Exceptions to this shall be made on the discretions of the Governing Body.

2. Provided further, that candidates, who have been awarded Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulation, 2009 or University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulation, 2016 and their subsequent amendments from time to time as the case may be, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities / Colleges / Institutions.
3. Provided further that, the award of degree to candidates registered for the M.Phil / Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institutions awarding the degree. All such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges / Institutions subject to the fulfillment of the following conditions:-
  - a) Ph.D. degree of the candidate awarded in regular mode only;
  - b) Evaluation of the Ph.D. thesis by at least two external examiners;
  - c) An open Ph.D. viva voce of the candidate had been conducted;
  - d) Candidate has published two research papers from his/her Ph.D. work out of which at least one must be in a refereed journal;
  - e) Candidate has made at least two presentations in conference/seminars, based on his/her Ph.D. work.
4. NET/SLET/SET shall not be required for such disciplines for which NET/SLET/SET is not conducted.
5. A minimum of 55% marks (or an equivalent grade in a point scale wherever grading system is followed) shall be required at the Master's level for direct recruitment of teachers at any level.
6. A relaxation of 5% shall be provided at the graduate and master's level for the candidates belonging to Scheduled Caste/Scheduled Tribe/Differently-abled ((a) Blindness and low vision; (b) Deaf and Hard Hearing; (c) locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy; (d) Autism, intellectual disability, specific learning disability and mental illness; (e) Multiple disabilities from amongst persons under (a) to (d) including deaf-blindness)/Other Backward Classes (OBC)(Non-creamy Layer) for the purpose of eligibility and assessing good academic record for direct recruitment. The eligibility marks of 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based on only the qualifying marks without including any grace mark procedures.

7. A relaxation of 5% shall be provided, from 55% to 50% of the marks to the Ph.D. Degree holders, who have obtained their Master's Degree prior to 19 September, 1991.
8. The Ph.D. Degree shall be a mandatory qualification for the appointment and promotion to the post of Professors.
9. The period of time taken by candidates to acquire M.Phil. and/or Ph.D. Degree shall not be considered as teaching/ research experience to be claimed for appointment to the teaching positions. Further the period of active service spent on pursuing Research Degree simultaneously with teaching assignment without taking any kind of leave shall be counted as teaching experience for the purpose of direct recruitment/ promotion. The period of leave taken for pursuing Research Degree i.e. for acquiring Ph.D. degree shall not be counted as teaching experience for the purpose of direct recruitment/ promotion.

### **I. Assistant Professor:**

For Disciplines of Arts, Commerce, Humanities, Education, Law, Social Sciences, Sciences, Languages, Library Science, Journalism and Mass Communication.

Eligibility :

- i) Master's degree with 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in a relevant/allied subject from an Indian University, or an equivalent degree from an accredited foreign university.
- ii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET or who are or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be. Provided further, candidates registered for the Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institutions awarding the degree and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges / Institutions subject to the fulfillment of the following conditions :-
  - Ph.D. degree of the candidate awarded in regular mode only;
  - Evaluation of the Ph.D. thesis by at least two external examiners;
  - An open Ph.D. viva voce of the candidate had been conducted;
  - Candidate has published two research papers from his/her Ph.D. work out of which at least one must be in a refereed journal;
  - Candidate has made at least two presentations in conference/seminars, based on his/her Ph.D work.

111. NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.

## **II. Associate Professor:**

Eligibility:

- i. Good academic record with a Ph.D. Degree in the concerned/allied/relevant disciplines.
- ii. A Master's Degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed).
- iii. A minimum of eight years of experience of teaching and/or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/industry with a minimum of seven publications in the peer reviewed/UGC listed journals and a total research score of Seventy Five (75) as per the criteria given in Appendix III, Table 2.
- iv. Contribution to educational innovation, design of new curricula and courses, and technology – mediated teaching learning process.

## **III. Professor:**

Eligibility:

A.

- (i) An eminent scholar with Ph.D. qualification(s) in the concerned/allied/relevant discipline and published work of high quality, actively engaged in research with evidence of published work with a minimum of 10 research publications in the peer reviewed/ UGC listed journals and a total research score of 120 as per the criteria given in Appendix III, Table 2.
- (ii) A minimum of ten years of teaching experience in university/college as Assistant Professor/Associate Professor/Professor, and/or research experience at equivalent level at the University/National level institutions/industries with evidence of having successfully guided doctoral candidate.
- (iii) Contribution to educational innovation, design of new curricula and courses, and technology – mediated teaching learning process.

OR

B. An outstanding professional with Ph.D. in relevant/allied/applied disciplines from academics/research institutions/industries, who has made significant contributions to the knowledge in the concerned/allied/relevant discipline to be substantiated with documentary evidence.

## **V. College Principal (Professor's Grade)**

### **A. Eligibility:**

i. Ph.D. degree

ii. Professor/Associate Professor with a total service/ experience of fifteen years of teaching/research/ administration in Colleges and other institutions of higher education.

iii) A minimum of 120 Research Score as per Appendix III, Table 2.

### **B. Tenure:**

College Principal shall be appointed for a period of five years initially extendable for another term of five years on the basis of performance assessment by a similar Selection Committee process which shall take into account an External Peer Review Committee assessment, constituted as per these regulations.

## **VI. Vice Principal**

An existing senior faculty member shall be designated as Vice-Principal by the Governing Body of the College on the recommendation of the Principal for a period not exceeding the tenure of the Principal, who can be assigned specific activities, in addition to existing responsibilities. During the absence of the Principal for any reason, the Vice Principal shall exercise the powers of Principal.

## **WORKLOAD**

The workload of the teachers in full employment should not be less than 40 hours a week for 30 working weeks (180 teaching days) in an academic year. It should be necessary for the teacher to be available for at least 7 hours daily in the College, out of which at least 2 hours for mentoring of students (minimum 15 students per coordinator) for Community Development/Extra Curricular Activities/library consultation in case of Under Graduate Courses and at least 2 hours for research in case of Post Graduate courses, for which necessary space and infrastructure should be provided by the University/College. The minimum direct teaching-learning process hours should be as follows:

Assistant Professor: 16 hours

Associate Professor and Professor: 14 hours

A relaxation of two hours in the workload may, however, be given to Professors and Associate Professors who are actively involved in extension activities and administration.

## **CODE OF PROFESSIONAL ETHICS**

### **I. TEACHERS AND THEIR RESPONSIBILITIES:**

Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

Teachers should:

- (i) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- (ii) Manage their private affairs in a manner consistent with the dignity of the profession;
- (iii) Seek to make professional growth continuous through study and research;
- (iv) Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
- (v) Maintain active membership of professional organizations and strive to improve education and profession through them;
- (vi) Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;
- (vii) Co-operate and assist in carrying out functions relating to the educational responsibilities of the college such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and
- (viii) Participate in extension, co-curricular and extra-curricular activities including community service.

### **II. TEACHERS AND THE STUDENTS**

Teachers should:

- (i) Respect the right and dignity of the student in expressing his/her opinion;
- (ii) Deal justly and impartially with students regardless of their religion, caste,

political, economic, social and physical characteristics;

(ii) Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;

(iv) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;

(v) Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;

(vi) Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;

(vii) Pay attention to only the attainment of the student in the assessment of merit;

(viii) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;

(ix) Aid students to develop an understanding of our national heritage and national goals; and

(x) Refrain from inciting students against other students, colleagues or administration.

### **III. TEACHERS AND COLLEAGUES**

Teachers should:

(i) Treat other members of the profession in the same manner as they themselves wish to be treated;

(ii) Speak respectfully of other teachers and render assistance for professional betterment;

(iii) Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and

(iv) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

### **IV. TEACHERS AND AUTHORITIES:**

Teachers should:

(i) Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest;

(ii) Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;

(iii) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;



- (v) Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
- (v) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
- (vi) Should adhere to the conditions of contract;
- (vii) Give and expect due notice before a change of position is made; and
- (viii) Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

## **V. TEACHERS AND NON-TEACHING STAFF:**

- (i) Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution; and
- (ii) Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

## **VI. TEACHERS AND GUARDIANS**

### **Teachers should:**

- (i) Try to see through teachers' bodies and organizations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

## **VII. TEACHERS AND SOCIETY**

### **Teachers should:**

- (i) Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- (ii) Work to improve education in the community and strengthen the community's moral and intellectual life ;
- (iii) Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;

- (iv) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- (vi) Refrain from taking part in or subscribing to or assisting in any way activities, which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

### Assessment Criteria and Methodology for College Teachers

S.No.	Activity	Grading Criteria
1	Teaching: (Number of classes taught/total classes assigned): 100% (Classes taught includes sessions on tutorials, lab and other teaching related activities)	80% & above-----Good Below 80% but 70% & above—Satisfactory Less than 70%----Not satisfactory.

2.	<p>Involvement in the University/College students related activities/research activities:</p> <p>(a) Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-ordinator, Warden etc.</p> <p>(b) Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation.</p> <p>(c) Student related co-curricular, extension and field based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services.</p> <p>(d) Organising seminars/conferences/workshops, other college/university activities.</p> <p>(e) Evidence of actively involved in guiding Ph.D students.</p> <p>(f) Conducting minor or major research project sponsored by national or international agencies.</p> <p>(g) At least one single or joint publication in peer reviewed/UGC list of Journals</p>	<p>Good—Involved in at least 3 activities</p> <p>Satisfactory—1-2 activities</p> <p>Not-satisfactory-Not involved /undertaken any of the activities</p> <p>Note: Number of activities can be within or across the broad categories of activities</p>
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**Overall Grading:**

Good: Good in teaching and satisfactory or good in activity at Sl.No.2.

Or

Satisfactory: Satisfactory in teaching and good or satisfactory in activity at Sl.No.2.

Not Satisfactory: If neither good nor satisfactory in overall grading

Note: For the purpose of assessing the grading of Activity at Serial No. 1 i.e. Teaching all such periods of duration which have been spent by the teacher on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave etc. and Deputation shall be excluded from the grading assessment. The teacher shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment to arrive at the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage due to his/her absence from his/her teaching responsibilities subject to such leaves/deputation was undertaken with the prior approval of the competent authority following all procedures laid down in these regulations and as the acts, statutes and ordinances of the parent institution.

**Criteria for Short listing of candidates for Interview for the Post of Assistant Professors in Colleges**

S.No	Academic Record	Score
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1	Graduation	80% and above= 21	60%to less than 80% = 19	55% to less than 60% = 16
2	Post Graduation	80% and above = 33	60%to less than 80% = 30	55% to less than 60% = 25
3	M.Phil.	60% and above = 07		55% to less than60% = 05
4	Ph.D.	20		
5	NET with JRF NET or equivalent	10 08		
6	Research Publications (2 marks for each research publications published in Peer Reviewed/UGC listed Journals)	06		
7	Teaching/Post Doctoral Experience (2 marks for one year each)#	10		

# However, if the period of teaching/Post-doctoral experience is less than one year then the marks shall be reduced proportionately.

(A) (i) M.Phil + Ph.D Maximum- 20 Marks

(ii) JRF/NET/SET Maximum - 10 Marks

(B) Number of candidates to be called for interview shall be decided by the concerned colleges.

(C) Academic Score - 84

Research Publications - 06

Teaching Experience - 10

Total : -100