

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

**DRAFT PREPARED BY
THE COLLEGE COMMISSION,
SALESIAN PROVINCE OF BANGALORE
2022-2023**

Service Rules and Code of Conduct for the Employees
of the Don Bosco Higher Education Institutions Administered by
the Salesian Province of Bangalore

1. The Ethos of the College

The college is a haven of wisdom and learning brought into existence by the Salesian Society of Don Bosco for the holistic formation of students sent to its august portals. A person who chooses a teaching career assumes the obligation to conduct herself/himself at all times in accordance with the highest standards of teaching and the nobility of the profession. The teacher shall continually aim at quality and excellence in his/her work and conduct and will endeavor constantly to set an example which will command respect of the pupils, parents, his/her colleagues and the society at large.

A teacher is a beacon of light and a torch bearer to the students in their formative years. Teaching, in its true sense as Don Bosco envisaged is not merely communicating knowledge on specific subjects but helping the students to grow to their fullest stature, to develop suitable qualities and attitudes and to unfold their personality. For Don Bosco teaching is accompanying the student in an endeavor to mold the students into upright persons and honest citizens.

2. The Nature of the Institution

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.

3. 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.

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.
- e) 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.

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

Roles and Duties of Members of the Governing Body of the Institute

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.

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 of the 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.

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.

Administrator

- 1) 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.
- 2) Responsible for all cash collections on behalf of the College and the disbursement of remuneration to the staff, and for all payments.
- 3) The one to execute all purchases and sales for the College in understanding with the Rector.
- 4) Responsible for all deductions (Provident Fund, ESI, Income Tax, Professional Tax, etc.) and credits the same to the appropriate authority.

- 5) 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.
- 6) Joint Signatory to all bank accounts along with the Rector.
- 7) He is the one to arrange for the annual budget and audit.
- 8) Responsible for all the financial records of the College / Institution.

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.

4. Classification of Employees

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

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 benefits, including leave benefits, as permanent employees.
- 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.

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.

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.

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.

A casual employee: Means one who has been engaged on an occasional nature of job/post, on day-to-day basis.

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.

5. Categories of Staff

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, M.Phil. Net/SET
 - b) Associate Professor : Five years teaching experience, publication of articles in journals & refresher programmes.
 - c) Professor: Publication of Thesis (PhD), Ten years of teaching experience, publications of articles in journals & refresher programmes.

Non-Academic Staff

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.

5.2.2 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.

6. Appointment

- 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 an application 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 or an employee on probation may not hold another job without the knowledge of the College.
- 10) The College address or telephone number or the status of being a college staff may not be used for any business purposes or contacts.

7. 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.

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.
- 3) 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.

- 4) The Service Book of each employee shall be maintained by the college office.

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 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) 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.

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.

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.
- 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.

Dress Code / Uniform

- 1) Teachers should dress with decorum, upholding the dignity of their vocation.
- 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.

8. 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.

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 income tax or other deductions must be duly submitted. Non-compliance with these requirements may lead to irregularities in the income-tax account for which the Institution/College cannot be held responsible and the penalty must be borne by the defaulting employee.

8.2. 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. Minimum rule for withdrawal of PF 25% or as the case be will be applied. Those not availing Provident Fund, are obliged to enroll for ESI as per the rules whenever and wherever it is applicable.

Gratuity

- 1) Every employee other than academic staff 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 paid @ 15 days salary per year calculated on the basis of last drawn salary (Basic + D.A.).

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

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.

9. Leave

General

- 1) Leave means, authorized absence from work. Leave cannot be claimed as a matter of right. It is granted if there is availability of leave to the credit of the employee.
- 2) A member of the staff shall not normally or on any pretence absent himself / herself from his/ her duties without prior permission of the Principal or the designated authority.
- 3) Leave letter is to be submitted in advance and approval must be obtained prior to availing the leave.
- 4) 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.
- 5) 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.
- 6) 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.
- 7) Leave ordinarily begins and ends on the dates for which it is sanctioned.
- 8) The Rector / Manager of the Institution is the competent authority to sanction any leave other than casual leave.
- 9) For the purpose of leave the year will be the College year. However, the leaves are to be calculated every month.

- 10) Taking leave without sanction, and extending leave without sanction, are considered acts of misconduct and result in deduction in salary.
- 11) 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.
- 12) 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.
- 13) No leave shall be granted beyond the date on which an employee must compulsorily retire.

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.

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 with full pay 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.
- 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.

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 of which for a maximum of 45 (Forty Five) days with pay, and the rest under loss of pay subject to prior approval of Designated Authority.
- 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) In calculating forty days for ML, calendar months are taken into account and all holidays occurring in those months are included as leaves.
- 6) Notice of maternity leave should be given at least one month prior to the leave.
- 7) An employee can avail ML only on two (2) occasions in her entire service period.

9.5 Vacation Leave (VL) For Teaching Staff

- 1) These rules govern the availing of vacation leave for each semester. 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 1st 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) Vacation leave is to be sanctioned after taking into account the essential services in the College.

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.

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.

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.

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.

10. Out-Station Duty (OD)

- 1) OD will be granted when staff members are required to go out on official duties or to participate in seminars, etc. as approved by the Principal/Designated Authority. When staff members go for examination work for 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 are appointed permanent.

11. 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.

12. Superannuation/Termination of Service

- 1) The retiring age for all employees is 55 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 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) 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.
- 8) On leaving the service of the College, one is entitled to a certificate of service as well as a certificate of release from duty.

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. Conduct & Discipline

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 endeavour 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 part 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.

16.2. Discipline

- 1) The Manager or any other competent authority may place an employee under suspension when disciplinary proceedings against him 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.

17. Misconduct

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 on 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.

Penalties

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.

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.

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 an appellate of the founder body.

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 advice him concerning the penalty proposed to be imposed on the concerned member of the staff.
- f) The Managers shall proceed to impose such penalty as he maybe advised to do by the Governing Body. The staff member thus penalized, however, is free to appeal to the Founder Body as provided earlier.

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.

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.

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.

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.

18. 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.

19. 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.

21. Conclusion

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 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.

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 school 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

Don Bosco College Sulthan Bathery
Confirmation Letter

Dear

This is further to our letter dated, appointing you as on probation. The College management is pleased to inform you that you stand confirmed in the services w.e.f , upon completion of the probation period.

Consequent to your confirmation, you shall be drawing a salary as per the salary scale pertaining to which will be Rs.....per month, all inclusive. You will be entitled to the increments and all other allowances and facilities as eligible to confirmed employees of the College as per Service Rules and Salary Scale.

All other terms and conditions as confirmed in the Service Rules, Code of Conduct, and letter of appointment issued to you remain unaltered. The contents whereof shall always be read in conjunction with this letter of confirmation.

We presume that you will continue to serve the College with dedication and added enthusiasm.

This letter is served on you in duplicate. Please sign and return the duplicate copy in acknowledgment of acceptance.

With best wishes,

Manager

Don Bosco College , Sulthan Bathery

Appointment Letter - Probation

Dear

With reference to your application and subsequent interview you had with us, we are pleased to offer you employment asas per the following terms and conditions.

1. You will be on probation for a period of one year, from the date of your joining duty. However the period of probation may be extended if necessary. During the period of probation or any extension thereof, your employment will be subject to termination by one month notice or payment of one month salary in lieu thereof, without assigning any reasons. Similarly you may resign from the services after one month's notice or salary in lieu thereof.
2. During your probation period of any extension thereof, your monthly consolidated salary will be Rs.....
3. On confirmation of your services by the college you will be entitled to the benefits as available to confirmed employees.
4. You will be governed by the Service Rules and Codes of conduct for teachers as applicable to your category of employees.
5. You will adhere to the schedule of work which may be assigned to your depending on the exigencies of work.

With best wishes,

Manager
Don Bosco College, Sulthan
Bathery

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)