

# **TheKarnataka Jesuit Educational Society**

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## **SERVICE RULES AND CONDITIONS**

**Loyola Mandir  
96 Lavelle Road  
Bangalore – 560 001  
Ph: 080 - 22214513**

**EDUCATIONAL INSTITUTIONS RUN  
BY  
THE KARNATAKA JESUIT EDUCATIONAL SOCIETY**

1. St. Joseph's Indian Primary School
2. St. Joseph's Indian Middle School, Bangalore
3. St. Joseph's Indian High School, Bangalore
4. St. Joseph's Indian Composite PU College, Bangalore
5. St. Joseph's Community College
6. St. Joseph's PU College, Anekal
7. St. Joseph's Primary & High School, Hassan
8. St. Joseph's PU College School, Hassan
9. Loyola Yomiuri Primary & High School, Bijapur
10. Loyola Yomiuri PU College, Bijapur
11. St. Xavier's PU College, Gulbarga

## PREFACE

The Karnataka Jesuit Educational Society (KJES) is a registered Christian Minority Religious Society, run by the Catholic Religious Order called Society of Jesus, whose members are popularly known as Jesuits. It is a non-profit making, non-sectarian, non-governmental, educational organization engaged in education, research and training. The Society by running educational institutions aims at contributing to nation building by training students to develop concern, compassion and informed conscience.

## MINORITY INSTITUTIONS

All the Institutions administered by the Society and those that may be formed hereafter are Religious Minority Institutions and function under Articles 29 and 30 of the Constitution. These Institutions have received recognition from the Government of Karnataka. Minority rights are granted to preserve, promote and protect the culture of the minority community, to cherish and foster the basic philosophy of life in which the institutions are rooted and from which they draw their sustenance. The purpose and objectives of these rights are to encourage the minorities to make their contribution to the building up of an egalitarian society and a secular state. Consequently, acceptance, appreciation of and abiding by such a philosophy is expected of all the employees of the institutions. All the rules and regulations of the Society are meant to further the cause of education in its fullest sense where the formation of students is central.

## OBJECTIVES

The specific objectives of the Institutions under the care of the Society are: a) academic excellence, b) social concern c) character formation and d) Christian and human values.

**a. Academic Excellence:** Teaching in the Institutions of the Society is not confined to mere imparting of textual knowledge and completion of syllabi. The teaching staff is expected to go beyond the academic requirements and to inculcate in students intellectual curiosity, habits of systematic work, critical reflection and an aptitude for research.

A compelling urge for advanced forms of study should be the natural corollary of academic excellence. The Management expects from all its employees intellectual integrity, a personal quest for knowledge and commitment to academic advancement by keeping in touch with the latest developments in one's own field of specialization. Consequently, research, publications, teaching and training, form part of academic work. Besides a measure of familiarity with other fields of knowledge and culture as a part of general intellectual excellence is expected.

**b. Social Concern:** Education is a tool to improve the quality of life chiefly of the disadvantaged. The admission policy of the Society, therefore, is in favour of the socially and economically marginalized groups. An equally important aspect of the educational endeavour promoted by the Society is to inculcate in students a concern for society so that the students become perceptive of the various regional, national and international forces that threaten harmony and peace and inflict hardship on the poor. Teachers are expected to be aware of the social reality and integrate the social dimension in their teaching, learning and research. The Society desires to train students who are socially conscious and ready to stake their lives for others.

**c. Character Formation:** Character formation is an integral part of education. Character includes behaviour, values, attitudes to life and society. All our Institutions must insist on hard work, discipline, perseverance, honesty, integrity, sensitivity to others and universal love that embraces all people cutting across barriers of language, religion and caste. To further the cause of education, the Management expects its teachers to be involved in counseling at the individual level, remedial work, personality development programmes, Associations and co-curricular activities and be partners with the Management in fulfilling the objectives.

**d. Christian and Human Values:** Our Institutions shall make a positive effort to promote universal, Christian and human values through instruction imparted specially during the Faith Formation, Value Education programmes and through the campus culture carefully articulated and promoted. Those employed in our institutions will strive to imbibe these values and witness to them in their life and work both on the campus and outside.

These service conditions and rules of service of KJES governing the employees of KJES have approved by the Governing Body of KJES and will come into effect from 01 June 2014.

## **I. PRELIMINARIES**

### **I.1 GENERAL PRINCIPLES**

- I.1.1 The purpose of Service rules and conditions is to provide the employees of KJES with a statement of a basic personnel policy.
- I.1.2 The Service rules and conditions enunciated herein are not exhaustive but they do provide a sufficient foundation for guiding both the employer and the employees in the interpretation and implementation of personnel policy.
- I.1.3 The employees of KJES (the ones who are in employment or those who will be employed in future) are governed by the terms and conditions of their appointment and also by these Service rules and conditions and any other that may be stipulated by the Governing Body from time to time.
- I.1.4 The Governing Body of KJES is responsible for prescribing and interpreting the Service rules and conditions. The Director/ Principal /Headmaster/ Headmistress (HM) shall administer them.
- I.1.5 Where questions of interpretation or implementation arise, the interpretation and decision of the Governing Body shall be final and binding.
- I.1.6 Nothing in these Service Rules and Conditions shall preclude the Management from making additional rules as may be deemed fit. The Governing Body of KJES reserves the right to amend, alter, delete or add to any of these rules without giving any prior notice to the employees of its Institutions. Such a modification will be binding on the employees from the date specified while making the modification.

### **I.2 DEFINITIONS**

**In these Service rules and conditions, unless there is anything repugnant to or inconsistent with the context:**

- I.2.1 The Karnataka Jesuit Educational Society or KJES means the Registered Society of the Karnataka Jesuit Educational Society with its office at Loyola Mandir, 96 Lavelle Road, Bangalore 560 001.
- I.2.2 'Society' means The Karnataka Jesuit Educational Society.
- I.2.3 'President' means the Provincial Superior of the Karnataka Jesuit Province, who is the President of the Society.
- I.2.4 'Vice President' means the Assistant to the Provincial who is appointed by the President and also an ex-officio member of the Governing Body of the Society.
- I.2.5 'Secretary' means the person appointed by the President to hold the office as Secretary of the Society. He is also the Treasurer and ex-officio member of the Governing Body.
- I.2.6 'Governing Body' means the body of persons both ex-officio and those elected at the Annual General Body Meeting to administer the Society.
- I.2.7 'Management' means the management of the educational Institutions, constituted by the Governing Body.
- I.2.8 'Director/Administrator' means the person appointed by the President to function as the Chief Executive of the educational Institution of KJES, when a lay person (Non Jesuit) is appointed Principal.
- I.2.9 'Principal' or 'HM' means the person appointed by the President to function as the Academic head of the educational Institution, and is its Chief Executive Officer (CEO). However, if a lay person (Non Jesuit) is appointed to the post, the "Director/Administrator" shall become the CEO.
- I.2.10 'Staff/employee' means any person employed either temporarily or permanently in teaching, non-teaching or supportive categories in any Institution under the Management.
- I.2.11 'Probationary staff' means the staff appointed on probation.
- I.2.12 'Regular/Tenure Staff' means the staff appointed on contract for a fixed period of time.

- 1.2.13 'Permanent Staff' means any person who has been given permanent appointment and subject to the provision of these service rules
- 1.2.14 'Part-time staff' is appointed to do only partial work on fixed days and at fixed times.
- 1.2.15 'Year' means the Academic year beginning on the 1st June and ending on the 31st May of each year.
- 1.2.16 'Notice' means the written communication given to the employees or circulated and/or put up on the Notice Board.
- 1.2.17 'Superior' means any person who by nature of his/her duty exercises authority, supervision or control over the employees and/ or has been named Superior.
- 1.2.18 'Habitual act' means any act of commission or omission which is repeated more than 3 times within a period of a year.
- 1.2.19 'Acceptance of an employment in KJES' means and includes acceptance by the employee of these Service conditions and /or any other terms and employment conditions which may have been agreed upon between KJES and the employee concerned at the time of employment and includes any future amendments.

## **2. NAMES OF THE INSTITUTIONS RUN BY KJES**

1. St Joseph's Indian Primary School
2. St. Joseph's Indian Middle School, Bangalore
3. St. Joseph's Indian High School, Bangalore
4. St Joseph's Indian Composite PU College, Bangalore
5. St. Joseph's Community College
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11. St Xavier's PU College, Gulbarga

## **ADMINISTRATION**

### **3.1 DIRECTOR/ADMINISTRATOR/CORRESPONDENT**

3.1.1 The Director/Administrator is the Chief Executive Officer of the Institution. He represents the management in the Institution. As such, he plays the role of liaison between the Management and the employees. Ordinarily, it is the Director/Administrator who is the bridge between the Management and the Institution. Hence all the correspondence is to be routed through him.

#### **3.1.2 Some of the main features of his functions are:**

- 3.1.2.1 He plays an active role in the overall management of the Institution. He participates in all meetings and chairs them.
- 3.1.2.2 As the representative of the Management, he is the ex-officio member of all policy making bodies of the Institution- the Governing Body, Academic Council, and other important committees.
- 3.1.2.3 He is primarily responsible for the recruitment, confirmation, promotion and discharge of the staff and also the admission of students.
- 3.1.2.4 He is responsible for all legal matters and matters pertaining to the general administration of the Institution. He represents the management before all the Government/ regulatory agencies.

- 3.1.2.5 He maintains the Service Registers of the employees and administers the salary of the staff, sanction of increments, sanction of loan, recovery of loan, sanction of all kinds of leave (except casual leave), deduction towards income tax, Provident Fund, etc.
- 3.1.2.6 He guides and supervises the Principal / HM, who is the academic head of the Institution, in the day-to-day running of the Institution.
- 3.1.2.7 He appoints the heads of Departments in consultation with the Principal/HM.
- 3.1.2.8 He oversees the functioning of the Finance Office, Maintenance Manager and Information Centre.
- 3.1.2.9 He is in charge of all the financial transactions of the Management, giving scholarships for the poor and any other financial assistance to the students and the staff. He mobilizes resources for the infrastructural and overall development of the Institution. He supervises and maintains the properties, both movable and immovable, of the Institution.
- 3.1.2.10 He is the authority to appoint the acting Principal/HM in the prolonged or temporary absence of the Principal/HM.

### **3.2 PRINCIPAL / HEADMASTER/ HEADMISTRESS (HM)**

- 3.2.1 The Principal / HM shall normally be chosen from among the qualified members of the Society of Jesus. As an exception sometimes a person who is not a Jesuit may be appointed Principal/HM.S/He will be the Chief Executive Officer of the Institution and, unless otherwise provided, shall also be the Correspondent of the Institution. It shall be his/her primary duty to maintain high academic standards, discipline among staff and students, inculcate in students a sense of values and concern for the disadvantaged and attend to the on-going formation of students and faculty. When the Principal/HM is not a Jesuit, the Correspondent shall be the Director/Administrator.
- 3.2.2 The Principal/ HM shall act as the coordinator between the Management and the staff and shall be responsible for communicating to the staff the guidelines and policies evolved by the Management and for ensuring their proper implementation. He/she shall also provide the Management with requisite information for the proper Management of the Institution. He/she shall be accountable to the Management in all aspects of the life and work of the Institution he/she heads.
- 3.2.3 The Principal / HM shall have to maintain a healthy blend of academic interest and administrative responsibility. He/she will organize workshops and seminars for the faculty and staff and encourage them to participate in seminars at the State and National levels. He/she shall maintain healthy relations with the Board of Education, the University and the Government and adopt a proactive approach.
- 3.2.4 The Principal / HM will have the autonomy concerning the prescribed Departmental / University fees charged to students, where he/she is accountable to the Education Department or University. He/she shall maintain proper accounts as per departmental rules and regulations.
- 3.2.5 As regards financial management, he/she shall prepare the annual budget as per the pro-forma in use or prescribed from time to time and submit it to the President by the end of January. All the funds of the Institution will be invested through the centralized pool of accounts by the Finance Officer.
- 3.2.6 The Principal / HM shall, when deemed necessary by the Management, be assisted by a Correspondent who will be a Jesuit.
- 3.2.7 The Principal / HM may be appointed among those who are not Jesuits. He/she may be guided/assisted/supervised by a Director who will be a Jesuit.

## **4. RECRUITMENT AND APPOINTMENT OF PRINCIPAL / HM AND REGULAR TEACHING STAFF**

### **4.1 COMMITTEE FOR SELECTION OF PRINCIPAL/ HM:**

- 4.1.1 President of the Governing Body
- 4.1.2 Vice-President of the Society/Rector/Superior
- 4.1.3 One member of the Governing Body to be appointed by the President.

### **4.2 COMMITTEE FOR SELECTION OF TEACHING STAFF:**

- 4.2.1 Rector/his representative
- 4.2.2 Principal/ HM and Director of the Institution concerned

4.2.3 Head of the Department / Subject Expert /Management Nominee

## **5. NON-TEACHING STAFF**

5.1 **CATEGORIES:** Non-teaching staff in an Institution belong to the following categories:

5.1.1 **ADMINISTRATIVE AND CLERICAL:** Office Superintendent, Administrative Assistant, Librarian, Clerks etc.

5.1.2 **TECHNICAL:**Supervisors, Library Assistants, Library Clerks, Laboratory Assistants, Electricians, Store Keeper, etc.

5.1.3 **SUPPORT:**Attenders

5.2. **QUALIFICATIONS:** The minimum Qualification and Experience for each post will be notified during Recruitment process

## **5.3 APPOINTMENT OF NON-TEACHING STAFF**

5.3.1 **COMMITTEE FOR SELECTION OF NON-TEACHING STAFF:**

5.3.1.1 Rector /his representative

5.3.1.2 Principal /HM and Director/Administrator of the Institution concerned

5.3.1.3 Management Nominee

5.3.2 The appointment of non-teaching staff may be made by direct recruitment, promotion or transfer. When making appointment by promotion to a higher post, due consideration shall be given to seniority-cum-merit as well as to the recommendation of the Principal / HM, and also to the work and the conduct of the staff.

However a temporary appointment for a period up to three months may be made by the Jesuit Principal, under intimation to Vice President /Rector. A Non-Jesuit Principal is not authorised to appoint any staff

## **6. SELECTION PROCESS**

6.1 **The normal procedure of appointment of staff is as follows:**

6.1.1 The Director or Jesuit Principal informs the Rector/Superior/Vice President of the vacancies and with his approval starts the recruitment process, which may include issuing advertisements, inviting applications and holding interviews, etc.

6.1.2 Each Institution shall have the same standard format for evaluating the candidates during the personal interview. After the interview, each committee member will record the marks in the evaluation form, sign it and place it in a sealed envelope. The Director and also those who conduct the interview will submit their evaluations in sealed envelopes. The sealed envelopes will be submitted to the Rector/Superior/Vice Presidentwho will submit them to the governing body for its approval.

## **7. APPOINTING AUTHORITY**

7.1 The letter of appointment of the Principal/ HM will be signed by the President/Secretary.

7.2 The letter of appointment of teaching and non teaching staff will be jointly signed by the President/Secretary of the Society and the Correspondent.

## **8. RECRUITMENT/APPOINTMENT OF PART-TIME AND TEMPORARY STAFF**

8.1 If the Principal is a Jesuit, he is empowered to appoint part-time and temporary staff under intimation to the Rector.

8.2 If the Principal is not a Jesuit, then the Jesuit Director shall appoint the part-time and temporary staff.

8.3 A Principal who is not a Jesuit is not authorized to appoint any staff member or issue any letter of appointment.

## **9. PROBATION AND CONFIRMATION**

9.1 On initial appointment, the staff will be on probation for a period of two years and will be paid a consolidated salary. They will not be entitled to any increments or other allowances.

9.2 The completion of the probationary period will not entitle any person to the right for appointment as a tenure Staff.

9.3 The probation period may be extended by six months at a time and up to a maximum period of one year, if his/her performance is not satisfactory. The probationary period shall, in no case, be extended beyond three years from the date of appointment.

- 9.4 The Management, upon assessing the evaluation reports, will decide if the probation has been successfully completed or not. Those who have successfully completed their probation period (based on a thorough self-valuation, evaluation by the students, staff and the committee constituted by the Management) will be confirmed in their position.
- 9.5 After declaration of the satisfactory completion of the probationary period, the salary of the staff may be fixed in the salary scale as applicable to the staff.
- 10. TENURE STAFF**
- 10.1 On successful completion of the probation period, the staff will be appointed on tenure for a period of five years.
- 10.2 The Management will normally extend the tenure appointments by further periods of five years at a time so long as the Management finds the performance of the staff member satisfactory. The extension of the tenure will be at the sole discretion of the Management and no staff shall claim it as a matter of right.
- 11. EMPLOYMENT OF IMMEDIATE FAMILY MEMBERS**
- No person who has a member of his or her immediate family (parents, siblings and children) already employed in an Institution belonging to KJES shall be employed in the same Institution, unless the management in rare cases and for very important reasons, which should be recorded in writing, chooses to make an exception. Consequently, if any two employees working in the same Institution get married, one of them, preferably the junior in service, will leave the job or seek a transfer to another Institution.
- 12. AGE OF ENTRY**
- No person who has not attained 18 years of age shall be appointed to any post.
- 13. SERVICE RECORD**
- 13.1 Service Record of every staff of the Institution shall be maintained by the Director in the printed service books similar to those prescribed for government officials. Besides, separate personal files of the staff shall be maintained by him. If the Principal /HM isa Jesuith the will maintain the service records.
- 13.2 Annual Confidential Report in a format similar to those prescribed for government officials, should be prepared in respect of each staff member and shall be maintained by the Principal / HM. Adverse remarks, if any, shall be communicated to the person concerned by the 31st May of the year and the concerned employee shall have the right to appeal within 30 days of receipt of the said remarks. The orders passed by the appointing authority in this regard shall be final.
- 14. JOB DESCRIPTION**
- 14.1 Every employee shall be provided with a job description of his/her specific assignment. The job description may be changed or modified by the Management at its sole discretion.
- 14.2 All are expected to carry out their responsibilities as described in their respective job description faithfully to the satisfaction of the Management. Any failure by an employee to carry out his/her prescribed duty will be treated as misconduct.
- 15. HOURS OF WORK**
- 15.1 The working hours may be fixed from time to time by the Management.
- 15.2 Employees appointed to posts involving different timings and/or working hours will be notified by the Principal/ HM.
- 16. PERFORMANCE APPRAISAL**
- 16.1 All the employees of KJES will undergo an Annual Performance Appraisal in order to enable the Management to document the employee's performance during the year for current and future reference; and to take steps, where needed, for improvement. Through this exercise the capabilities and the performance of each employee during that year will be appraised and rewarded if so decided by the Management.
- 16.2 This exercise has several stages:
- 16.2.1 Each employee will appraise himself / herself.
- 16.2.2 Students will appraise the employee (teaching staff member)
- 16.2.3 The Head of the Dept will appraise each employee of the Dept.
- 16.2.4 The Principal /HM will appraise the staff and send the final report to the management.



## **17. TRANSFERS**

The management shall have the right to transfer or depute its staff from one Institution of the KJES to another institution of the KJES, without affecting his/her length of service, scale of pay and service conditions.

## **18 SALARY**

18.1 Employees of KJES shall be governed by the salary scale applicable to him / her as stated in the letter of appointment.

### **18.2 PAYMENT OF SALARY**

18.2.1 The salaries of the employees shall be paid not later than the tenth day of the month following that for which salary is due.

18.2.2 Normally salaries of employees shall be paid without any deduction except the following:

18.2.2.1 Deduction for absence from duty.

18.2.2.2 Deduction for damage to or loss of goods entrusted to an employee for custody and for loss of money which he/she is required to account for, when the damage or loss is attributed to his/her fault and negligence.

18.2.2.3 Deductions towards income tax, professional tax, provident fund, ESI or any other tax payable by the employees and deductible at source.

18.2.2.4 Deduction required to be made by a court order or by an authority competent to do so.

18.2.2.5 Deduction for allowances such as food, lodging, electricity, etc. where applicable.

18.2.2.6 Deduction for repayment of money advanced to the employees.

### **18.3 VACATION SALARY**

18.3.1 The teaching staff, whether permanent, on probation or temporary, shall be entitled to summer vacation salary as under:

18.3.2 Those that have served more than five months will be paid full salary during vacation.

18.3.3 No employee who has served for less than five months will be entitled to any summer vacation salary.

18.3.4 No one shall draw salary for the period of summer vacation from two sources.

18.3.5 An employee who leaves service of his/her own accord shall not be entitled to summer vacation salary.

18.3.6 A part-time employee is not entitled to summer vacation salary

### **18.4 INCREMENT**

18.4.1 The annual increment is one step higher in the scale of pay applicable to the employee

18.4.2 An employee will be eligible for increment based on satisfactory performance of his / her responsibilities during the preceding year.

18.4.3 No increment shall be payable if an employee has reached the maximum of his/her scale of pay.

18.4.4 A tenure staff shall be entitled to annual increments based on satisfactory self-evaluation of his/her services, evaluation by the students, other staff and a committee of the Management.

18.4.5 The Management reserves its right to withhold an increment if it is not satisfied with the performance of the staff member.

18.4.6 The management may, in deserving cases, award more than one increment and other incentives if the performance of the Tenure Staff is found outstanding.

18.4.7 Only those staff members who have completed a minimum of 12 months of service will be eligible for annual increments.

## **19. GRATUITY**

A tenure staff who retires upon superannuation or leaves service on completion of the given tenure period or resigns but not discharged for misconduct or convicted for a criminal offence shall be entitled to gratuity provided the total number of years of service including the period of probation is not less than 5 completed years. The calculation of gratuity will be as per the provisions of the Gratuity Act. Salary for this purpose shall be deemed to be the basic salary at the time of retirement or resignation as the case may be, along with dearness allowance only.

## **20. PROVIDENT FUND**

The Institutions will follow the general pattern of the contributory Provident Fund Rules.

## **21. LEAVE**

- 21.1 There are different types of leave provided for the employees of KJES.
- 21.2 While leave is the privilege of an employee, it is granted subject to the exigencies of work. Hence, the concerned authority has the discretion to refuse, postpone, curtail or revoke leave according to the exigencies of service and the situation.
- 21.3 All leave is in proportion to the number of days worked.
- 21.4 An employee seeking leave shall submit an application before proceeding on leave. He/she shall not proceed on leave unless the said leave has been approved by the authority concerned. Application for leave for more than three days should be made at least four days in advance. Application for leave for more than ten days should be made at least fifteen days in advance and should bear the leave address.
- 21.5 In case of an emergency or unforeseen circumstances when an employee may not be able to obtain prior approval of leave, he/she shall immediately contact and/or inform his/her authority about his/her inability to attend duty and the period as well as the reason for which such leave is required. If the grounds for leave are not acceptable to the authorities, then the employee must report for duty immediately. If such oral intimation is accepted by the authority it should be followed by a written leave request immediately on rejoining duty.
- 21.6 If an employee does not have leave to his/her credit, the days of absence from duty, if sanctioned, shall be treated as leave without pay.
- 21.7 An employee who has absented himself / herself without prior approved leave for a period of more than 10 consecutive calendar days shall be deemed to have left his/her job on his/her own accord.
- 21.8 No two types of leave can be combined.
- 21.9 Any holiday falling within the leave period shall be treated as part of the leave.
- 21.10 Taking leave during the term of work should be avoided as far as possible in the interest of the students. However, the management will sympathetically consider an application for leave due to emergency.
- 21.11 To avoid inconvenience to the students a teaching staff member availing himself/herself of leave should either arrange for his/her classes to be conducted by other teachers/ colleagues, or on return, should conduct additional classes to make good the missed classes.

### **21.12 TYPES OF LEAVE**

All leave shall be computed with reference to the calendar year i.e ; January to December

#### **21.12.1 CASUAL LEAVE- CL**

- 21.13.1 An employee is entitled to 12 days of casual leave in a year.
- 21.13.2 Casual leave can be availed for a maximum of 3 days at a time.
- 21.13.3 For faculty and staff on probation or on contract, one CL per calendar month is allowed.
- 21.13.4 An employee who joins after the 15th of the month will not be eligible for CL during that month.
- 21.13.5 Casual leave can be taken for half day also.
- 21.13.6 Casual leave shall always be applied for before it is availed of. In case of urgency, however, this condition may be waived at the discretion of the sanctioning authority.
- 21.13.7 The authority competent to grant casual leave shall be the Principal/HM in case of teachers / other staff working under his/her administrative control. In his/her absence leave will be sanctioned by a person authorized by the Governing Body.
- 21.13.8 In the case of Principal/HM, leave will be sanctioned by the Secretary or any other person authorized by the Governing Body.

#### **21.14 EARNED LEAVE - EL**

- 21.14.1 The teaching staff is not entitled to EL as they have vacation
- 21.14.2 Confirmed Administrative and Supportive Staff who have completed one full academic year will be eligible for EL of 25 days in a year.
- 21.14.3 For those who join in the middle of the academic year, EL will be on a prorata basis.

- 21.14.4 Probationers shall not be entitled to any earned leave during the first year of probation.
- 21.14.5 If a staff member is asked to work during EL, he/she shall be paid an additional allowance fixed by the management.
- 21.14.6 The non-teaching staff shall arrange with the Principal /HM in advance before availing himself/herself of the earned leave during the summer vacation.
- 21.14.7 In the case of exigency of work, the Principal or the Head of the Institution may direct the non-teaching staff member who intends to avail himself/herself of earned leave, to remain on duty during the earned leave period and he/she will be paid salary and allowances on pro rata basis in respect of the days during which he/she could not avail himself/herself of the earned leave.

#### **21.15 MATERNITY LEAVE**

Female staff, excluding those on contract appointment, temporary, probationary and part-time service, are entitled to maternity leave on full pay for a period not exceeding 90 days. This leave will be available up to twice in the entire career of the concerned staff. Only those having less than two surviving children are eligible for this benefit.

#### **21.16 PATERNITY LEAVE**

A male staff, excluding those on contract appointment, temporary, probationary and part-time service, with less than two surviving children may be granted paternity leave for a period of 15 days during the confinement of his spouse i.e. up to 15 days before or up to six months from the date of delivery of the child. If such leave is not availed of within this period it shall lapse. This leave will be available up to twice in the entire career of the concerned staff.

#### **21.17 DUTY LEAVE**

Duty leave may be allowed to the teachers for attending meetings of the University, NCERT, State Government Seminars, Conferences, Workshops etc. and for presenting extension lectures, if the sanctioning authority is satisfied that such attendance / participation is in the interest of the Institution. In such a circumstance, the concerned teacher should make suitable alternative provision, as far as possible, so that neither the work nor discipline suffers.

#### **21.18 SICK LEAVE**

- 21.18.1 Every employee is entitled to 3 days of sick leave in a year.
- 21.18.2 Request for sick leave should be supported by a medical certificate.
- 20.18.3 Management may grant an additional leave of 15 days for serious accidents or hospitalization for serious ailments.

#### **21.19 MARRIAGE LEAVE**

The management gives 6 days of marriage leave for the marriage of the concerned staff member. This is not applicable to those on contract, temporary, probationary and part-time employment.

#### **21.20 Ph.D DEFENCE LEAVE**

The teaching staff that do their doctoral studies with the approval of the management are eligible for 6 days of leave for the defence of their thesis.

#### **21.21 EXTRAORDINARY LEAVE ON LOSS OF PAY**

The management may, at its discretion, sanction extraordinary leave on loss of pay.

#### **22 UNAUTHORISED ABSENCE**

- 22.1 Absence without leave shall be construed as misconduct unless it is satisfactorily established that circumstances beyond one's control occasioned the lapse.
- 22.2 Except in the case of sudden illness, previous permission should be obtained from the Principal/HM for availing oneself of leave, and arrangements made before classes begin. Furnishing information after the commencement of the classes will be considered highly irregular and leave may be refused except under extraordinary circumstances.
- 22.3 Salary for the day/s of absence without authorized leave shall be deducted from the monthly pay unless satisfactory reasons are provided by the staff to the Principal / HM. Any salary paid during the period of absence or for any other reason shall be recoverable if it is found to be irregular.

#### **23. DISCIPLINE**

- 23.1 By accepting employment with KJES an employee agrees:

- 23.1.1 To work in a responsible, disciplined, harmonious and productive manner;
- 23.1.2 To be loyal to the Institutions of KJES and to act in a manner conducive to the accomplishment of its objectives;
- 23.1.3 To abide by the service conditions of KJES as well as any other lawful and reasonable instructions, written or verbal, given by his / her Superiors.

## **24. RULES FOR EMPLOYEES**

- 24.1 No employee shall keep in person or take out of the office, any document of the Institution, either original or copies, without the explicit written permission of the Management.
- 24.2 Matters relating to the affairs of KJES, its members, its clients or its students shall not be divulged by any employee to an unauthorized person (whether staff, students, employees or outsiders).
- 24.3 Employees shall not represent KJES or any of its Institutions without the prior permission of the Management/ Principal/ HM.
- 24.4 No employee should sign any document or financial vouchers on behalf of KJES or any of its Institutions unless authorized by the Management/ Principal/ HM.
- 24.5 No employee is permitted to carry on any private business or undertake any part-time job.
- 24.6 No teacher shall engage in any kind of private tuition or regular teaching in any other institution.
- 24.7 All employees should record/sign the attendance register twice daily – the first time while reporting for duty in the morning and the second time while reporting for duty in the afternoon.
- 24.8 Every employee should be present for his/her duty on time. Every three instances of late attendance of 10 minutes will be considered as half a day of casual leave. In case no leave is available it will be considered as leave with loss of pay.
- 24.9 When someone needs to go out of the premises during working hours for any work, he/she should obtain the prior permission of the Principal/ HM.
- 24.10 While on duty, employees should not entertain personal visitors.
- 24.11 No employee is permitted to bring his/her child/children to the office or place of work during the working hours.
- 24.12 All official communications should normally be done in writing.
- 24.13 Teaching staff must be present on the premises of the Institution for eight hours of work every day and a minimum of 44 hours a week.
- 24.14 Teaching staff will devote their whole time to the duties of their employment.
- 24.15 The teaching staff shall not arrange for substitutes or exchange their hours of work with those of other teachers without the prior sanction of the Principal / HM. Teachers shall not change the rooms they are assigned to teach in.
- 24.16 The teaching staff should be punctual for their classes. They shall be present at their classroom at the first bell and enter it at the second bell (where such system exists) to begin the class without delay. Teachers may not dismiss the classes earlier than the close of the assigned hour. They shall not cancel any class without prior permission of the Head of the Institution.
- 24.17 Teachers shall be available in the campus for helping students in their studies outside the class hours. All teachers shall deem it their duty not only to teach the matter contained in the syllabus but also endeavour to inculcate both by example and work a value system articulated in the Institution calendar, in keeping with the aims and objectives of the Institution.
- 24.18 The teaching staff members shall devote their energies to develop and improve their academic and professional competence by availing themselves of all opportunities to attend and participate in academic programmes such as seminars, orientation courses and in-service programmes. Whenever such programmes are arranged on the campus and relevant notice is given, participation in the same shall be obligatory on all staff members.
- 24.19 Annual or bi-annual evaluation of the performance of teachers in teaching, research and training programmes will be part of the annual evaluation required for increments and promotions and other decisions regarding tenure, extension or termination of contract, probation, etc.
- 24.20 The workload of teachers shall be as prescribed by the University/ Government from time to time. However, the Management may, depending on the kind of projects that they are asked to handle, make adjustments in the workload of staff members in research and evaluation project and the workload may be increased by the Management to meet specific needs of the students.

- 24.21 The teaching staff shall take great care in the use and handling of equipment and tools as well as all facilities, study materials and such other objects placed at their disposal for the purpose of work, recreation and general welfare.
- 24.22 In addition to the duties of teaching and allied activities, every teacher shall strive to make himself/herself useful to the student body and the management of the Institution by organizing useful and relevant honours programmes and extracurricular activities. They shall also be required to do examination work within the Institution without any remuneration.
- 24.23 No teacher shall discriminate against students on political / social / religious grounds or for other reason and shall not incite students against other students or other teachers, colleagues or the Management.
- 24.24 A teacher shall not be partial in assessment of students and shall ensure that the evaluation of students reflects their true merits. He/she shall not indulge in victimization (of students or colleagues) on any ground.
- 24.25 The working hours of non-teaching staff will be as specified either in the appointment letter or changed and fixed through written or oral communication; for class III and IV employees they would be 48 hours per week of six working days.
- 24.26 All members of the staff shall show due respect to the legitimate authorities governing the Institution. They are expected to receive guidance and instructions from the Principal as the Head of the Institution/Deans/Heads of Department and others who hold authority over them in the discharge of their duties.
- 24.27 No member of the staff shall approach higher authorities of the Institution or of the Education Department or of the Government in connection with any matter connected with the Institution except through the Principal/Head of the Institution. If, however, the complaint is against the Principal/HM, the staff may directly appeal to the Rector/Superior/Secretary.
- 24.28 Every staff member shall attend the Institution dressed in a manner befitting his/her profession. The Management may, if it finds necessary, prescribe a dress code for the staff and students.
- 24.29 No Tenure staff shall apply for appointment elsewhere except through the Principal / HM. However, staff members may apply for appointments outside without reference to the Principal/HM within one month prior to the completion of the probation period or three months prior to the completion of a given tenure.
- 24.30 All members of the staff shall help the Institution authorities to enforce and maintain discipline and inculcate good habits among students.
- 24.31 An employee shall not refuse to carry out the decisions taken by appropriate administrative and governing bodies of the Institution and shall not disrupt functions or activities sponsored or authorized by the Institution.
- 24.32 An employee shall not engage himself/herself in any act prejudicial to the interests of the Management or Institution
- 24.33 An employee is not permitted to join any association or trade union within or outside the Institution.
- 24.34 No staff member may join a political party or directly allow himself or herself to be elected or nominated as a member of a political party or a legally banned organization. No staff member can participate in any activity questioning the lawful authority of the government, or join organizations whose philosophy and ideology runs counter to the philosophy and principles of the Society.
- 24.35 A staff member offering himself/ herself for election to any public office shall have to first resign from service; provided that on the date, the nomination of the teacher for any public office is filed, he/she would be deemed to have automatically vacated his/her office, even if he/she had not resigned or his/her resignation has not been accepted.
- 24.36 No employee shall, except with the previous permission of the Governing Body, participate in the editing or managing of any newspaper or periodical, or act as a correspondent of a newspaper or periodical.
- 24.37 No employee shall in any manner criticize in public any administrative action of the Governing Body.
- 24.38 No employee shall, except in accordance with any special or general order of the governing body or in the performance in good faith of the duties assigned to him/her, communicate, or pass on, directly or indirectly any official document or information to any employee or to any other person to whom he/she is not authorized to communicate such document or information.
- 24.39 No employee shall, except with the previous sanction of the Governing Body, engage directly or indirectly in any trade, occupation or business.
- 24.40 No employee shall appear for any examination without obtaining prior permission of the Principal/ HM.
- 24.41 An employee may undertake honorary work of a purely social or charitable nature or occasional work of a literary, artistic or scientific character, subject to the condition that his/her official duties do not thereby suffer, but he/she shall not

undertake or shall discontinue such work, if so directed by the Director/ Principal of the Institution, and in case of the Principal, if so directed by the Governing Body.

- 24.42 No employee of the Institution shall write / guide or edit a book unless He/she shall follow the procedure laid down by the University in case he/she intends to publish any work with the prior approval of the Governing Body.
- 24.43 An employee shall avoid habitual indebtedness or insolvency. An employee who becomes the subject of legal proceedings on account of his/her debts or insolvency shall forthwith report the full facts to the Principal/ HM.
- 24.44 No employee shall bring or attempt to bring any outside influence to bear upon the authorities of the Institution to further his/her interest in respect of matters pertaining to his/her service in the Institution.
- 24.45 The regular staff shall be at the disposal of the Institution in such capacity and at such places as may, from time to time, be directed by the Principal/Governing Body.
- 24.46 Persons appointed on contract basis may apply for a job or a post outside the Institution if the post or the job for which they are applying is to commence from a date after the expiry of the period of contract.
- 24.47 No employee shall absent himself/herself from his/her duties without having first obtained the permission of the authority as provided in the leave rules.
- 24.48 No employee shall take part in any activity which in the judgment of the Principal / HM will lead to indiscipline in the Institution.

## **25. RESIGNATION**

- 25.1 A tenure staff member may, at any time, resign his/her post by giving the Management three months notice in writing or three months salary in lieu thereof. Resignation becomes effective only when it is accepted by the management.
- 25.2 An employee who has given notice regarding his/her intention to resign from the services of KJES will not be allowed to withdraw the same after the said notice has been accepted by the Management.
- 25.3 In the interest of the students and to maintain overall administrative efficiency no staff member, permanent or otherwise, shall leave service in the middle of the academic year. If any staff member leaves the job during the academic year or in violation of any part of this rule shall not be eligible to receive the service certificate from the management.

## **26. AGE OF RETIREMENT/ SUPERANNUATION**

- 26.1 Regular/tenure staff shall retire from the service of the Institution on completion of 60 years of age. In case he/she attains 60 years of age during the academic year the management may permit him/her to continue till the end of the academic year.
- 26.2 The superannuated staff may be re-employed on contract basis for 11 months at a time, on a consolidated honorarium and subject to specific terms and conditions.

## **27. RETURN OF PROPERTY**

A staff member, before leaving the service, shall give an account of all property of the Institution in his / her possession, custody or charge. He /she shall hand over the charge of his / her post to a duly authorized employee and shall return to the Institution all books, apparatus, furniture, etc. issued to him/her. If he/she fails to do so, the management shall recover the amount due from him/her, in respect of the above items from his/her last salary or from the gratuity amount payable to him/her. The amount to be so deducted will be decided by the management.

## **28. TERMINATION OF PROBATIONARY STAFF.**

- 28.1 The services of a staff member that is on probation may be terminated at any time without assigning any reason, after giving one month's notice or paying one month's salary in lieu of the notice.
- 28.2 If during the period of probation, the work or conduct of an employee is not found satisfactory, the appointing authority may: - (i) In the case of a person appointed by promotion/transfer, may revert him/her to the post held by him/her immediately before such appointment and (ii) in the case a person appointed by direct recruitment, terminate his/her services.

## **29. TERMINATION OF THE REGULAR/TENURE STAFF**

**The services of regular/tenure staff may be terminated for any of the following reasons:**

- 29.1 If the employee becomes of unsound mind or physically incapacitated.

- 29.2 If the employee becomes insolvent.
- 29.3 If the employee is convicted of any criminal offence involving moral turpitude.
- 29.4 Moral turpitude
- 29.5 If the management loses confidence in the employee.
- 29.6 The nature of service rendered is no more required by KJES.
- 29.7 The employee absents from duty for more than ten consecutive days without leave or overstays beyond the sanctioned leave.
- 29.8 Dereliction of duty like not engaging oneself in the allotted classes or not completing the prescribed syllabus or not doing the allotted work.
- 29.9 Absence from duty without previous intimation
- 29.10 Negligence of academic or extracurricular or clerical or other duties that may have been assigned by the Head of the Institution/Principal/HM.
- 29.11 Non-discharge of duties in relation to the assigned examination work
- 29.12 In spite of repeated instructions, failure to keep up-to-date in academics and keep one's knowledge abreast.
- 29.13 Failure to complete teaching of the prescribed syllabus within the stipulated period.
- 29.14 Such other deficiencies in teaching or assigned work as would lead to failure in imparting instruction to students, or be detrimental to the smooth running of the Institution.
- 29.15 Unsatisfactory service.
- 29.16 Inefficiency, incompetence or indiscipline which is liable to bring down the reputation of the Institution
- 29.17 Misconduct
- 29.18 Willful and persistent neglect of duty
- 29.19 Participation directly or indirectly in unauthorized coaching classes/ tuitions.
- 29.20 Any activity objectionable in the opinion of the Management or expressly forbidden by these rules.
- 29.21 If the employee indulges in such acts of conduct which are prejudicial to the interests, objectives or reputation of KJES.
- 29.22 In the opinion of the Management, any serious violation of service rules.

### **30. MISCONDUCT**

Different types of misconduct mentioned below are intended to provide examples of behaviour inconsistent with the principles held by KJES and hence they shall not be understood to be a complete listing of behaviour or activities that may be deemed to constitute misconduct.

#### **30.1 ACTS AMOUNTING TO MINOR MISCONDUCT**

- 30.1.1 Absence from duty up to three days without proper permission from the concerned Principal/HM.
- 30.1.2 Idling or loitering during the duty hours.
- 30.1.3 Entering or leaving, attempting to enter or leave the office except in accordance with the rules and orders.
- 30.1.4 Late attendance or leaving the place of work earlier than the appointed time without proper approval from the concerned official.
- 30.1.5 Low work production.
- 30.1.6 Abetting any minor misconduct.
- 30.1.7 Failure to sign / record the daily attendance register.

#### **30.2 PENALTY FOR MINOR MISCONDUCT**

**An employee found guilty of minor misconduct may, amongst other punishments:**

- 30.2.1 Be warned by a letter.

- 30.2.2 Be censured.
- 30.2.3 Be fined
- 30.2.4 Be suspended without pay for a period not exceeding four days.
- 30.2.5 Before imposing a minor penalty the concerned staff member shall be given an opportunity to explain in writing why he/she should not be punished in respect of the misconduct on his/her part. The nature and quantum of punishment shall be decided in the light of the explanation given by the concerned staff member.

### **30.3 ACTS AMOUNTING TO MAJOR MISCONDUCT**

- 30.3.1 Furnishing at the time of employment or during employment wrong or incomplete information or suppressing any information regarding age, qualification, previous service or experience, conviction in a court of law, dismissal, removal or compulsory retirement by the previous employer, etc.
  - 30.3.1.1 Deliberately making false statements or by concealment of his/her true references which would have prevented his/her appointment.
- 30.3.2 Breach of service conditions of KJES.
- 30.3.3 Giving or accepting bribes or receiving kick-backs in any form, including money, services or gifts.
- 30.3.4 Any action which may result in or create a situation detrimental to the reputation of KJES Institutions, outside or within the office.
- 30.3.5 Engaging directly or indirectly in trade or commercial activity, other employment or any such activity without the written permission of the Management.
- 30.3.6 Sexual harassment.
- 30.3.7 Borrowing money from subordinates, colleagues, outsiders or people with whom KJES Institutions conduct business.
- 30.3.8 Defamation of fellow employees.
- 30.3.9 Impertinence, insubordination or disobedience, whether willful or otherwise and whether or not in combination with others, to any lawful or reasonable order of the Superior or the commission of any act subversive of discipline or of good behaviour.
- 30.3.10 Participation in a strike or abetting, inciting, instigating or acting in furtherance thereof.
- 30.3.11 Willful slowing down in performance of work, malingering or abetting or instigation thereof, or interference with the work of other employees.
- 30.3.12 Misuse of the vehicles of the Institution: i.e., carrying unauthorized passengers, driving without valid Driving License, using vehicles for personal trips without proper authorization, permitting unauthorized persons to drive, rash and negligent driving, driving under the influence of alcohol/drugs and any other use of the vehicle which negatively affects the reputation of the Institutions run by KJES
- 30.3.13 Theft, fraud or dishonesty in connection with the business or property of the Institutions or of the property entrusted to the Institution or of any other employee of KJES, or of any visitor to the premises of the Institution.
- 30.3.14 Acceptance of gifts from other employees especially from subordinate employees.
- 30.3.15 Absence without leave for more than 3 days or over-staying the sanctioned leave, for more than 3 days, without sufficient grounds or proper or satisfactory explanation.
- 30.3.16 Absence from employee's appointed place of work without permission or sufficient cause.
- 30.3.17 Irregular and habitual late attendance.
- 30.3.18 Habitual negligence or neglect of work.
- 30.3.19 Willful absence from duty.
- 30.3.20 Breach of any law, rules or orders amounting to indiscipline.
- 30.3.21 Carrying or possession of any lethal weapon or instrument within the premises of the Institution.
- 30.3.22 Use of physical violence.
- 30.3.23 Collecting any money within the premises without the permission of the Management/Principal.



- 30.3.24 Engaging in any business or trade within the premises of the Institution.
- 30.3.25 Drunkenness, riotous, disorderly or indecent behaviour, gambling, extortion or committing nuisance in the premises of the Institution.
- 30.3.26 Being found in a state of intoxication or drug abuse.
- 30.3.27 Maliciously writing anonymous letters criticizing the Superiors or the Institutions run by KJES.
- 30.3.28 Willful damage to work in progress or to any property of the Institution.
- 30.3.29 Interference with any safety device installed in or around the premises or wilful breach of any expressly prohibited act as regards the safety and health of employees and the safety of the property of the Institution, or an act exposing the Institution to any penalty under any applicable law.
- 30.3.30 Organizing, attending or holding any meeting or taking out processions inside the premises of the Institution without the prior permission of the Management.
- 30.3.31 Disclosure to any unauthorized person any information relating to KJES or its Institutions or communicating directly or indirectly to any outside party any document or information which has come into his/her possession, or of which he/she has secured knowledge in the course of his/her duties unless expressly permitted in writing by the Management.
- 30.3.32 Smoking within the premises of the Institution.
- 30.3.33 Sleeping while on duty or in any part of the premises of the Institution.
- 30.3.34 Conviction in any court of law for any criminal offence involving moral turpitude.
- 30.3.35 Wilfully making statements which are, or which are known to be, false or a misrepresentation of facts
- 30.3.36 Interfering or tampering with the official records, attendance registers, documents, identity cards, etc. pertaining to himself/herself or any other employee or the staff or the students.
- 30.3.37 Purchasing or selling properties, machinery, stores etc., of the Institution without the explicit permission of the Management/ Principal.
- 30.3.38 Unauthorized removal or defacement of notices on the notice boards.
- 30.3.39 Smuggling, aiding or being involved in any way in smuggling in contravention of any of the rules and regulations of the government.
- 30.3.40 Unlawfully dealing in foreign exchange.
- 30.3.41 Wearing unauthorized badges/uniforms/signs or distributing or exhibiting within the premises unauthorized bills/placards, pamphlets, posters, etc.
- 30.3.42 Incivility to Superiors, co-employees and visitors.
- 30.3.43 Use of abusive language against the management or anyone connected with the Institution
- 30.3.44 Threatening or attempting to threaten or intimidating or using any force or violence against an employee or Superior, or any person within the premises or outside - if such behaviour has direct bearing on the discipline and reputation of the Institution.
- 30.3.45 Refusal to accept a charge sheet, order or other communication served in accordance with these service rules and conditions.
- 30.3.46 Insubordination
- 30.3.47 Failure to inform the concerned officials/authorities of the occurrence of a notifiable or contagious disease contracted by an employee or any member of his/her family or any visitor/relative residing with him/her for the time being.
- 30.3.48 Failure on the part of an employee to present himself/herself for periodic medical check up when so directed.
- 30.3.49 An act prejudicial to the proper management of the Institution.
- 30.3.50 Indulging in activities likely to cause communal or sectional disharmony or promote anti-secular feelings amongst the students or staff or create disaffection among any section of society.
- 30.3.51 Engaging in any activity during or outside duty hours which causes public scandal or is considered unethical or bringing disrepute to the person or to the Institution.

### **30.4 PENALTY FOR MAJOR MISCONDUCT**

**An employee found guilty of major misconduct may be awarded, amongst other punishments, the following:**

- 30.4.1 Warning or censure or reprimand
- 30.4.2 Fine
- 30.4.3 Suspension from work with loss of pay.
- 30.4.4 Withholding or stoppage of increment or promotion.
- 30.4.5 Demotion (including reduction to a lower stage in the same scale of pay).
- 30.4.6 Recovery from pay or from such other amount as may be due to the staff, the whole or part of any pecuniary loss caused to the Institution by the negligence or breach of trust on the part of the staff member.
- 30.4.7 Dismissal / Termination of service

### **30.5 PROCEDURE FOR MAJOR DISCIPLINARY ACTION**

- 30.5.1 **The Charge Sheet:** If there seems to be a reason for believing that a major misconduct has been committed, the concerned employee shall be given a charge sheet, stating the allegation against him/her, and asking for a written explanation within a specified time.
- 30.5.2 **Consideration of the employee's reply to the charge sheet:** The explanation to the charge sheet will be considered by the Management. If the employee admits to the charges the Management shall take appropriate disciplinary action. If the explanation given by the employee is found to be unsatisfactory, the Management will inform the concerned employee that there will be a domestic inquiry into the matter.
- 30.5.3 **Intimation of the Inquiry:** If after due consideration, the Management finds the explanation given by the employee unsatisfactory it will appoint one of its personnel or an outsider to conduct a hearing on the matter. A letter will be given to the employee informing him/her of the date, place and time for the inquiry and the name of the inquiry officer.
- 30.5.4 **Domestic Inquiry:** The purpose of the inquiry is to give the employee full opportunity to prove his/her innocence of the charge. The charge-sheeted employee will be entitled to be represented by a co-employee and he/she will not be allowed to be represented by a lawyer or a person from outside St Joseph's Indian Institutions.
- 30.5.5 Governing body may suspend him/her with immediate effect. The period of suspension shall not exceed three months within which the enquiry must be completed. During the period of suspension the staff member shall be paid an allowance equal to half the amount of his/her salary.
- 30.5.6 An employee shall remain under suspension until a final decision is taken by the Management. Should an employee be exonerated he/she shall be paid his/her full salary for the period of suspension after deducting the subsistence allowance already paid to him/her. If found guilty he/she will not be entitled to his/her salary other than the subsistence allowance for the period of suspension already paid to him/her.
- 30.5.7 **Findings of the Inquiry Officer:** The inquiry officer will record his/her findings on the basis of the testimony presented and give his/her decision with regard to the charge, clearly stating the reasons for his/her conclusion.
- 30.5.8 **The decision by the Management on the penalty if the guilt is established:** The Management will decide on the appropriate penalty according to the gravity of the misconduct and pass an order.
- 30.5.9 **Ex-parte Inquiry:** If an employee concerned fails to appear before the inquiry officer at the appointed time and place without showing sufficient cause to the satisfaction of the Inquiry Officer, then the inquiry will be heard in his/her absence.

### **30.6 POWER TO IMPOSE PENALTIES**

- 30.6.1 The power to impose penalties on the staff will rest with the Management in respect of major misconducts and with the Director/Principal / HM in respect of minor misconducts.

### **31. COMPLAINTS (Grievance Procedure)**

- 31.1 All complaints arising out of employment, including those relating to unfair treatment, shall be submitted by the employee to the Director/Principal/HM in writing within 24 hours of occurrence of the cause for complaint.
- 31.2 If an employee feels that he/she has not obtained redress within 72 hours, he/she may submit his/her grievance in writing and present it to the head of the Institution.

31.3 On receipt of a complaint, the head of the institution will examine the complaint (if he thinks fit he may appoint a Committee for this purpose) and give his decision within 30 days.

32. **MISCELLANEOUS**

The above Service Rules and Conditions are enacted under the Karnataka Education Act 1983 (Act I of 1995). These are promulgated on the 31 May 2014.

33. **CONCLUSION**

These rules and regulations are meant for the smooth functioning of the institution and to safeguard the legitimate rights of the employees, the students, the Management and all the stake-holders. However, what is more important is the spirit behind these rules and every effort is to be made by all concerned to function according to that spirit